



February 16, 2010

TO: Faculty and Staff
FROM: Neil Kerwin, President
SUBJECT: Affirmative Action Program Statement Policy

American University is committed to ensuring equal employment opportunity in the workplace in ways that are consistent with the following university policy on affirmative action adopted by the Board of Trustees:

American University is an equal opportunity, affirmative action institution that operates in compliance with applicable laws and regulations. More importantly, however, such compliance stems from the history and tradition of the university that embrace and express the deepest values of the human community—equality, openness, and the dignity of every individual.

The fact that the university does not discriminate on the basis of color, religion, national origin, gender, sexual orientation, gender identity and expression, age or disability is, in fact, consistent with and a reflection of its special tradition of social justice. Extending that tradition into the present, equal opportunity affirmative action and non-discrimination apply to every aspect of the university's operations and activities, including admissions, employment, and access to university programs and services.

To maintain this commitment, we have created an affirmative action program to guarantee equal access for all persons. The administration will issue periodic notifications and statements reaffirming the university's commitment to non-discrimination, and all university publications and advertisements will include the most current version of the Equal Employment Opportunity notice.

Kay Mussell, interim senior vice provost and dean of academic affairs, and Beth Muha, executive director of human resources, are the university's affirmative action program officers with overall responsibility for implementing and monitoring the affirmative action program. They are responsible for:

- ensuring that the university will administer all employment decisions without regard to any of the protected classifications listed above

- preparing the affirmative action plan
- facilitating search efforts in compliance with the plan
- coordinating the investigation of discrimination complaints

The affirmative action program officers cannot perform these tasks alone. Ultimately, every university staff member with management responsibilities must actively ensure that all qualified persons are permitted and encouraged to participate in every area of the workforce, and that an environment free of discrimination is maintained. AU assesses the effectiveness of the affirmative action program through internal monitoring and reporting systems, and updates it on an ongoing basis. Employees who believe they have been discriminated against should contact Dr. Mussell or Ms. Muha, who will implement procedures for investigating and resolving complaints.

As an employer and a responsible member of the larger community, American University is firmly committed to the principle of equal employment opportunity. The implementation of this policy requires not only constant good faith efforts but also a climate of awareness and sensitivity to others that must be maintained by all of us. The university will take the steps necessary to guarantee that this commitment is honored both in principle and in practice.