

**STOCKTON UNIVERSITY**

**Galloway, NJ**



**Affirmative Action Plan Summary:  
Addressing the Utilization of Women and Minorities in the Workplace**

**July 1, 2015 through June 30, 2017**

## **Introduction**

The Affirmative Action Plan (“AA Plan”) dated July 1, 2015 through June 30, 2016 is the original plan signed by President Harvey Kesselman. Each subsequent AA Plan year is an update of the original AA Plan that does not require signature.

The original AA Plan and subsequent updates reaffirm Stockton commitment to the spirit and letter of equal employment opportunity as espoused in its Policy Prohibiting Discrimination in the Workplace (“Policy”). The Policy and internal procedures for handling complaints of discrimination under the Policy alone, however, are not enough to demonstrate that Stockton University (“Stockton”) is an equal opportunity institution. An AA Plan contains information on personnel transactions and Stockton’s efforts to assess its nondiscrimination and equal opportunity posture in relation to the Policy.

An Affirmative Action Program (“AA Program”) is needed to implement what Stockton espouses on its Home Page, specifically that “Stockton is an equal opportunity institution.” An AA Program ensures equal employment opportunity by institutionalizing Stockton’s commitment to equality in every aspect of the employment process. Through programmatic implementation of an AA Plan, Stockton continues its efforts to comply with and adhere to the spirit of appropriate governmental laws and regulations pertaining to nondiscrimination and equal employment opportunity.

The AA Plan is a compliance document that serves as a foundation that supports Stockton’s commitment to diversity and inclusion. The AA Plan is not a substitute for the diversity and inclusion goals established by the Stockton’s divisions and schools as part of the University’s institutional priorities.

Dr. Valerie Hayes, Esq., Chief Officer for Institutional Diversity and Equity (“Chief Officer”), coordinates the development and modification of Stockton’s AA Plan, as well as the implementation, evaluation, and reporting on Stockton’s AA Program. The Chief Officer also analyzes Stockton’s selection process in order to further the principles of equal employment opportunity.

Stockton employees are invited to comment on the AA Plan Update by sending an email to Valerie Hayes at [Valerie.Hayes@stockton.edu](mailto:Valerie.Hayes@stockton.edu) or by calling 609-652-4693.

## **Affirmative Action Myths**

Over the decades, several myths about affirmative action permeate society. Affirmative action is simply the employer ensuring that its policies, procedures, and practices are, in fact, legitimate and non-discriminatory towards everyone, including women, racial minorities, veterans, and persons with disabilities for which there exists federal affirmative action legislation for more than 40 decades.

If, after perusing some or all of the links below, you still have questions about Stockton's affirmative action plans or programs, please contact the Chief Officer.

[Understanding Prejudice: Ten Myths About Affirmative Action](#)

[Facts and Myths of Affirmative Action](#)

[Affirmative Action Myths](#)

[Debunking the 'Affirmative-Action Myth'](#)

[Facts and Myths of Affirmative Action](#)

[Affirmative Action: Myth versus Reality](#)

[Myths about Affirmative Action](#)

[Affirmative Action: Myths and Misconceptions](#)

[Ten Myths About Affirmative Action](#)

[The Myth of Affirmative Action](#)

### **Policy Prohibiting Discrimination in the Workplace**

Stockton reaffirms its belief and commitment to equal employment opportunity for employees and applicants for employment in all terms and conditions of employment.

In accordance with its Policy, Stockton seeks to ensure equal opportunity and nondiscrimination in all aspects of employment practices such as recruitment, selection, hiring, training, promotion, transfer, assignment, layoff, return from layoff, termination, demotion, discipline, compensation, fringe benefits, working conditions and career development. Additionally, Stockton is committed to providing every University employee and prospective University employee with a work environment free from prohibited discrimination and harassment.

The Chief Officer has overall coordination responsibility for this plan and program. Stockton maintains an audit and reporting system to determine overall compliance with its Policy and to respond to any specific discrimination or harassment complaints applicants or employees file with the Office.

As part of Stockton's commitment to this overall process, it will seek to provide equality of opportunity in all aspects of employment, and that all personnel activities, such as the recruitment, selection, training, compensation, benefits, discipline, promotion, transfer, layoff

and termination processes remain free of illegal discrimination and harassment based upon race, color, religion, sex/gender, and national origin.

### **Guidelines for Prevention of Sex/Gender Discrimination**

Stockton complies with its Policy Prohibiting Discrimination in the Workplace that is based on the New Jersey Law Against Discrimination. As such, Stockton does not discriminate against individuals on the basis of sex/gender (including pregnancy), marital status, civil union status, domestic partnership status, familial status, affectional or sexual orientation, and gender identity or expression.

### **Internal Dissemination of Policy and Summary AA Plan**

Stockton disseminates the Policy to its employees via email and through required online training on the Policy.

A summary of Stockton's AA Plan will be made available on the Office's website for review and download. Employees are invited to comment on the AA Plan by sending an email to Dr. Valerie Hayes, Esq. at [Valerie.Hayes@stockton.edu](mailto:Valerie.Hayes@stockton.edu) or by calling 609-652-4693.

### **External Dissemination of Policy and Summary AA Plan**

Stockton position advertisements use the tag line "Stockton University is an equal opportunity institution encouraging a diverse pool of applicants, visit; [http://www.stockton.edu/affirmative action.](http://www.stockton.edu/affirmative_action)"

The following exemplify the methods and locations Stockton may use in its ongoing efforts to ensure continuing dissemination of its Policy and AA Plan.

- a) Notification to subcontractors, suppliers and vendors of the Policy;
- b) Outreach to recruitment sources, minority and women organizations, community agencies, leaders, secondary schools and colleges of its employment opportunities; and
- c) Provide a summary of its AA Plan on the Office's website.

In addition, Stockton incorporates by reference equal employment opportunity clauses into each of its contracts and service agreements.

### **Responsibility for AA Plan Coordination and Implementation**

The President, the Cabinet, school deans and other senior administrators, managers, supervisors, and line employees have responsibility for ensuring the Stockton's workplace is free of

discrimination/harassment. Search and selection committees have a particular responsibility to ensure that their decisions with respect to review of applications to recommendations for hire.

### **Search and Selection Committees**

Division heads, school deans, search chairs and search committees share responsibility with the Office of Institutional Diversity and Equity for implementation of Stockton's AA Program, including but not limited to the following:

1. Following search procedures identified by the Office of Institutional Diversity and Equity (for exempt non-faculty positions), by the Office of Institutional Diversity and Equity and the Office of the Provost (for exempt faculty positions), and by the Office of Human Resources (for nonexempt positions).
2. Seeking ways to broaden and depend the diversity applicant pools to include rather than exclude potential applicants.
3. Being aware of implicit or unconscious bias that may interfere with executing legitimate, nondiscriminatory searches and consideration of applicants and candidates.
4. Reviewing the qualifications of each applicant against the positions for which the divisions and their offices, the schools and their academic programs seek to nominate and recommend for appointment or hire employees in ways that ensure all applicants are treated in a fair, equitable, and nondiscriminatory manner.
5. Selecting managerial and faculty applicants for further consideration as candidates for second on-campus interviews in ways that ensure applicants are treated in a nondiscriminatory manner.
6. Reviewing candidates for employment in an equity-minded rather than a deficit-minded manner.
7. Recusing oneself from either the selection process or selection decisions on particular candidates where there is an actual or perceived conflict of interest.

### **Action-Oriented AA Programs**

Stockton's action-oriented programs are designed to decrease and eliminate any problem areas should they exist and to help achieve its goals in ways that are consistent with the Policy.

Stockton also makes good-faith efforts to remove identified barriers, expand employment opportunities, and produce measurable results.

## Identification of Discussion Areas

Stockton's commitment to fully implement this AA Program include periodic reviews of workforce factors in a number of ways, including performing an in-depth analysis of its total employment process to determine whether and where impediments to equal employment opportunity exist.

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