



ADMINISTRATIVE POLICY STATEMENT

Policy Title: Equal Employment Opportunity and Affirmative Action

APS Number: 5001

APS Functional Area: **HUMAN RESOURCES**

Brief Description:	Affirmation of the University of Colorado’s commitment to ensuring equal employment opportunity in all employment practices and to take affirmative action with respect to qualified individuals from underrepresented groups.
Effective:	January 1, 2021
Approved by:	President Todd Saliman
Responsible University Officer:	System Chief Human Resources Officer
Responsible Office:	System Chief Human Resources Officer
Policy Contact:	System Chief Human Resources Officer
Supersedes:	Affirmative Action, Title IX, and Section 504 Programs, November 27, 1989
Last Reviewed/Updated:	January 1, 2011
Applies to:	All employees of and applicants for employment at the University of Colorado

Reason for Policy: Affirmation of the University of Colorado’s commitment to ensuring equal employment opportunity in all employment practices and achieving full equal opportunity and affirmative action for all applicants and employees. This policy outlines the responsibilities of the Affirmative Action Officers and of all levels of management on each campus and at system administration in ensuring equal opportunity and affirmative action in employment matters.

I. INTRODUCTION

This administrative policy statement (APS) affirms the University of Colorado’s commitment to ensuring equal employment opportunity in all employment practices for all employees and applicants for employment at the University of Colorado and taking affirmative action with respect to qualified individuals from underrepresented groups.

II. POLICY STATEMENT

- A. The University of Colorado ensures equal employment opportunity for all employees and applicants for employment at the University of Colorado.

In accordance with applicable federal, state and local law, and [Article 8 of the Laws of the Regents](#), the University of Colorado does not engage in employment discrimination or harassment against any employee or applicant for employment on the basis of race, color, national origin, sex, pregnancy, age, disability, genetic information, creed, religion, sexual orientation, gender identity, gender expression, veteran status, political affiliation, political philosophy, or any other characteristic protected by federal, state or local law. The University of Colorado prohibits and will not tolerate any such discrimination or harassment.

This policy extends to every phase of the employment process and to all terms and conditions of employment, including without limitation, recruiting, hiring, training, promoting, compensation, benefits, transfers, layoffs, recalls, termination, and university-sponsored programs. All employment and promotion decisions are made on the basis of job-related criteria, recognizing the principle of equal employment opportunity. All employees,

managers, supervisors, and third parties are expected to adhere to the University of Colorado's equal employment opportunity policy. Any employee who violates this policy shall be subject to appropriate disciplinary action, up to and including termination of employment.

In addition, the University of Colorado takes affirmative action to employ and advance in employment qualified women, people of color, individuals with disabilities, and veterans. The University of Colorado takes affirmative action pursuant to its obligations as a federal contractor under the following federal laws and regulations:

1. Executive Order 11246;
2. the Vietnam Era Veterans Readjustment Assistance Act of 1974, as amended;
3. Section 503 of the Rehabilitation Act of 1973, as amended; and
4. the federal regulations found at 41 CFR §§ 60-2, 60-250, 60-300 and 60-741.

B. Affirmative Action

To ensure compliance with the federal laws and regulations cited above and the success of the University of Colorado's affirmative action programs, each University of Colorado campus chancellor and the president for system administration will:

1. Assign responsibility and accountability for their campus's or system administration's affirmative action program to an individual who possesses the necessary authority and resources and the support of and access to top management. This individual, hereinafter the affirmative action officer, will be responsible for:
 - a. Developing, implementing, and updating on an annual basis a written Affirmative Action Plan (AAP) that outlines the steps that campuses or system administration will take and have taken to ensure equal employment opportunity in the employment process.
 - b. Setting affirmative action goals for the campus or system administration and monitoring the progress made toward achieving those goals.
 - c. Advising all levels of management (including division heads, deans, faculty chairs, department directors, and other employees with supervisory responsibilities) about affirmative action goals set in their areas and collaborating with management to develop action-oriented initiatives to meet those affirmative action goals.
 - d. Maintaining awareness of and ensuring compliance with this APS, and any related campus or system administration-specific policy, by faculty and staff.
 - e. Reviewing and providing guidance on employment processes, including but not limited to recruitment, selection, promotion, separation, and compensation practices, to ensure that equal access is afforded to all qualified individuals.
 - f. Serving as a liaison to and handling audits by federal enforcement agencies.
 - g. Acting as a campus or system administration resource and educator on affirmative action issues.
2. Ensure that all levels of management at each campus or system administration:
 - a. Inform their employees of the existence of this policy and any related campus or system administration-specific policies and affirm their commitment to the University of Colorado's goal of creating and maintaining a diverse workforce at each of its locations.
 - b. Make employment decisions that are consistent with this policy and any related campus or system administration-specific policy.
 - c. Work with their Affirmative Action Officer to learn about any affirmative action goals that have been set in their area and assist the Affirmative Action Officer in implementing action-oriented initiatives to meet those goals.

- d. Educate and encourage employees to bring protected class discrimination, harassment, equal employment opportunity, and affirmative action concerns to the attention of management and the individual or office at each campus or system administration charged with investigating and/or resolving complaints of this nature and ensure that no individual is subject to retaliation for bringing such concerns forward.

III. RELATED POLICIES, PROCEDURES, FORMS, GUIDELINES, AND OTHER RESOURCES

A. EEO/Affirmative Action Campus Policies:

- CU Boulder - [Equal Employment Opportunity/Affirmative Action Policy](#)
- CU Denver | Anschutz Medical Campus - [Nondiscrimination Policy](#)
- CU Colorado Springs - [UCCS Discrimination and Harassment Policy](#)

IV. HISTORY

- Adopted: October 1, 1976 – Affirmative Action and Title IX Programs – Authority and Responsibility.
- Revised: November 27, 1989 – Affirmative Action, Title IX, and Section 504 Programs; January 1, 2011 – Equal Employment Opportunity and Affirmative Action; Section II.A was revised on September 17, 2013, to be consistent with changes adopted by the Board of Regents on September 17, 2013, to include gender identity, gender expression, political affiliation, and political philosophy as part of Article 10 (now Article 8) of the Laws of the Regents relating to its nondiscrimination statement; December 2, 2021, revised for changes related to the Equal Pay Act and made retroactive to January 1, 2021.
- Last Reviewed: January 1, 2011. (Limited review in 2021 and revisions made related to the Equal Pay Act only)

V. KEY WORDS

Equal opportunity