



## 3100 EQUAL OPPORTUNITY & AFFIRMATIVE ACTION

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Subject to Change Without Notice

Authorized by UNM Regents' [Policy 2.3 "Equal Opportunity and Affirmative Action for Employees and Students"](#)

### 1. General

The University of New Mexico recognizes its responsibility to extend equal employment and educational opportunities to all qualified individuals. This University exists to educate, to conduct research and other creative activities, and to perform other related services on behalf of the community which supports it. The University has a responsibility to its students and to the citizens of the state to actively recruit and hire the best qualified persons we can, and to do so in the context of our commitment to affirmative action principles.

The University complies with the letter and spirit of the laws and further believes that everyone in the work force at the University is involved in educating others. That education may range from transmitting knowledge of complex concepts as is done by the faculty to serving as role models in the subtleties of everyday human interaction as all employees do. Any practices which negatively affect some of our work force ultimately affect us all. There is no place for prejudice and injustice.

### 2. Equal Employment Opportunity

University policy, state and federal law and regulations forbid unlawful discrimination on the basis of race, color, religion, national origin, physical or mental disability, age, sex, sexual preference, gender identity, ancestry, medical condition, or spousal affiliation in recruiting, hiring, training, promotion, and all other terms and conditions of employment. All personnel policies, such as compensation, benefits, transfers, layoffs, terminations, returns from layoff, University sponsored training, education, tuition assistance, social and recreational programs will be administered without regard to the characteristics or conditions listed above, except when one of these is a bona fide occupational qualification. The University strives to establish procedures which assure equal treatment and access to all programs, facilities, and services. Notice of fair employment rights and procedures are posted throughout the University.

### 3. Equal Educational Policy

The University is committed to providing equal educational opportunity and forbids unlawful discrimination on the basis of race, color, religion, national origin, physical or mental disability, age, sex, sexual preference, gender identity, ancestry, medical condition, or spousal affiliation. Equal educational opportunity includes: admission, recruitment, extracurricular programs and activities, housing, facilities, access to course offerings, counseling and testing, financial assistance, employment, health and insurance services and athletics. In keeping with this policy of equal educational opportunity, the University is committed to creating and maintaining an atmosphere free from all forms of harassment.

### 4. Affirmative Action

Further, the University commits itself to a program of affirmative action to increase access by, and

participation of, traditionally underrepresented groups. The University Office of Equal Opportunity (OEO) provides guidance and assistance to University departments in the development of recruitment strategies to assist with affirmative action efforts. OEO also directly oversees faculty hiring processes and conduct audits of both faculty and staff hiring processes to ensure compliance with OEO and affirmative action policies and practices.

## 5. Reasonable Accommodation Policy

The University makes reasonable accommodations to the religious observances/national origin practices of a student, an employee or prospective employee and to the physical and mental limitations of a student, employee or applicant unless such accommodations have the end result of placing an undue hardship on the operation of the University. Students or employees should refer to [Policy 2310 "Academic Adjustments for Student with Disabilities"](#) and [Policy 3110 "Reasonable Accommodation for Employees with Disabilities"](#) for information regarding accommodations and should contact OEO or the University [Accessibility Services Office](#) for assistance regarding these policies.

## 6. Anti-Harassment Policy

It is the policy of the institution to prevent and eliminate forms of unlawful harassment in employment and educational settings. The University prohibits harassment of employees by supervisors or co-workers on the basis of race, color, religion, national origin, physical or mental disability, age, sex, sexual preference, gender identity, ancestry, medical condition, spousal affiliation, or other protected status. The University makes special efforts to eliminate overt and subtle forms of sexual harassment. Employees who believe they have been harassed on the basis of a protected status are encouraged to contact their supervisor, department head, dean, and/or director, the University Department of Human Resources, or OEO.

## 7. Discrimination Claim Procedures

Discrimination Claim procedures are in place for resolving allegations of discriminatory treatment against either employees or students. These procedures can be reviewed on [OEO's Website](#). Copies or summaries of procedures are included in the *Faculty Handbook*, the *Pathfinder*, union contracts, as well as other University publications. Notice of fair employment rights and procedures are posted at the various personnel offices as well as in employing units. Employees may contact OEO or refer to [Policy 3780 "Sexual Harassment"](#) for more information.

## 8. Responsibility for Affirmative Action Plan

The University President has overall responsibility for the Affirmative Action Plan. All senior and mid-level administrators (vice presidents, deans, directors, department heads) are accountable for their performance in the accomplishment of affirmative action objectives. Annual performance evaluations shall include an assessment of the results of programs and practices aimed at increasing access and participation by women and ethnic/racial minorities.

The Director of the Office of Equal Opportunity has been designated as Affirmative Action Coordinator. This official is responsible for monitoring all EO/AA activities, reporting annually on the effectiveness of the Affirmative Action Plan, and developing recommendations for necessary action to assure attainment of its stated objectives. Any questions related to the Affirmative Action Plan should be directed to OEO.

## 9. Related Links

Regents Policy 2.3 "Equal Opportunity and Affirmative Action for Employees and Students"  
<http://www.unm.edu/~brpm/r23.htm>

Regents Policy 2.5 "Sexual Harassment" <http://www.unm.edu/~brpm/r25.htm>

Policy 2310 "Academic Adjustments for Student with Disabilities"

<http://www.unm.edu/~ubppm/ubppmanual/2310.htm>

Policy 3110 "Reasonable Accommodation for Employees with Disabilities"

<http://www.unm.edu/~ubppm/ubppmanual/3110.htm>

Policy 3780 "Sexual Harassment" <http://www.unm.edu/~ubppm/ubppmanual/3780.htm>

Accessibility Services <https://as.unm.edu/home/>

Office of Equal Opportunity <http://www.unm.edu/~oeounm/>

Discrimination Claim Procedures [http://www.unm.edu/~oeounm/claim\\_proc.html](http://www.unm.edu/~oeounm/claim_proc.html)

Comments may be sent to [UBPPM@UNM.edu](mailto:UBPPM@UNM.edu)  
<http://www.unm.edu/~ubppm>

[Contents](#)

[Section 3000  
Contents](#)

[Policy Listing](#)

[Forms](#)

[Index](#)

[UBP Manual  
Homepage](#)

[UBP Homepage](#)

[UNM Homepage](#)