



## Division of Human Resources

# Equal Employment Opportunity, Affirmative Action and Diversity

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### Equal Opportunity

### University Statement on Equal Opportunity, Affirmative Action, and Tolerance President Susan A. Cole

### Affirmative Action

### Tolerance and Human Dignity

### Accountability

### Sexual Harassment (Online Training)

### EO/AA Recruitment Forms

### President's Commission on Affirmative Action (PCAA)

### EO/AA Home

Montclair State University embraces a moral commitment to creating and fostering an environment that is welcoming to persons from all racial, ethnic, social and cultural backgrounds, and is free of any bias, prejudice, and hate. Montclair State is an institution that values and celebrates diversity and strives to create an atmosphere that enables everyone to flourish in their professional and educational pursuits. Behavior that violates the civil and statutory rights of any individual or group or interferes with any individual or group's ability to benefit from, or contribute to, the opportunities provided by the University constitutes a violation of University policy.

Further, it is fundamental to the University's mission to create a community that promotes understanding and encourages free and open expression and exchange of ideas in ways that respect differences of view and embody intellectual integrity. All students and employees are responsible for creating a community that fosters an atmosphere of civility, understanding and mutual respect; are accountable for their behavior in this regard; and are expected personally to exemplify these principles in all their actions as members of this University community.

The University abides by all federal and state laws, executive orders, and regulations that prohibit discrimination in employment, student admissions, and contracting services, and seeks to recruit and retain a student population and a workforce of high quality that are reflective of the diverse population external to the University.

### Employment

Montclair State is committed to the principle of equal employment opportunity and does not discriminate on the basis of race, creed, color, sex/gender (including pregnancy), age, religion, national origin, ancestry, marital or familial status, affectional or sexual orientation, gender identity or expression, domestic partnership status, atypical cellular or blood trait, genetic information, physical, mental or intellectual disabilities (not related to job performance), liability for service in the Armed Forces of the United States, or any other non job-related criteria. Equal employment opportunity includes but is not limited to recruitment, hiring, retention, tenure, promotion, transfer, compensation, fringe benefits, and other terms and conditions of employment in accordance with state laws and regulations.

The University will also engage in affirmative outreach to attract and employ underrepresented groups as mandated by law. Self-assessments will be performed on a periodic basis to (a) determine whether persons protected by statute/executive orders are being afforded fair and equal consideration for faculty, administrative, professional, and civil service positions, as well as for promotion, tenure, and other terms and conditions of employment, and (b) ascertain if there are any workplace barriers impeding these efforts. The University is committed to employment efforts to correct areas of underrepresentation whenever necessary.

### Students

The University is committed to the principle of equal educational opportunity and student diversity and provides equal access to enrollment for underrepresented racial, ethnic, and

economically-deprived students. The University is committed to providing equal access to campus benefits and services (including but not limited to admissions, residence life, financial aid, athletics, course offerings, scholarships, student employment, and social/recreational programs) without regard to race, creed, color, sex/gender, age, religion, national origin, ancestry, marital or familial status, physical, mental or intellectual disabilities (not interfering with academic performance), affectional or sexual orientation, gender identity or expression, atypical cellular or blood trait, genetic information, or any other non academic-related criteria.

#### **Sexual Harassment**

Montclair State is committed to having a working and learning environment that is free of sexual harassment. The University considers sexual harassment of employees or students as unprofessional and unacceptable behavior, and it will not be tolerated. To provide understanding on what is acceptable and unacceptable behavior, the University has an online training program on sexual harassment prevention that is accessible at <http://www.newmedialearning.com/psh/montclair/choice.htm>. All faculty and staff are expected to complete this program and, upon so doing, a certificate of completion will be placed in the employee's file.

#### **State Policy Prohibiting Discrimination, Harassment or Hostile Environments in the Workplace**

As a state institution, the University abides by the Interim State Policy Prohibiting Discrimination, Harassment or Hostile Environments in the Workplace in effect. The Interim State Policy can be accessed at the following site: [State Policy](#). Procedures for filing internal complaints alleging discrimination, harassment or hostile environments in the workplace can be accessed at: [Montclair State University - Human Resources - EEOAA](#).

In closing, I urge you to incorporate these values and principles into your daily life at Montclair State University so that we may all work and learn together in a spirit of appreciation and understanding for the similarities and differences among us. If you have any questions regarding the University Statement on Equal Opportunity/Affirmative Action or the State Policy and Procedures, please feel free to contact Barbara Milton, Director of Equal Opportunity/Affirmative Action and Diversity at [miltonb@mail.montclair.edu](mailto:miltonb@mail.montclair.edu) or at Extension 4349.

Susan A. Cole  
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