



COKER COLLEGE

Equal Employment Opportunity/Affirmative Action Plan

Policy

It is the policy of Coker College to strive to provide equal employment opportunity for its entire community and to pursue affirmative action goals and objectives in its practices and employment policies as well as in its recruitment and admission of students through the implementation of a positive and continuing Affirmative Action program.

The College does not discriminate on the basis of race, color, religion, creed, gender, ethnic or national origin, disability, or age in any of its personnel policies, including compensation. It also maintains policies of nondiscrimination in its recruitment, admission, and education of students.

This plan is available to anyone who wishes to see it. It is posted on the College's website, deposited in the college's library, college's electronic archive (SQUID), and in the administrative offices of the College.

Guidelines

1. Administration of the Plan

The President of the College has overall responsibility for compliance with the Affirmative Action Program. The Provost and Dean of the Faculty of Coker College assumes primary responsibility for the administration of the Coker College equal employment opportunity/affirmative action plan. In addition, the Provost is advised on the equal employment/affirmative action program by the Equal Employment Opportunity/Affirmative Action Committee. The committee is appointed by the President and composed of the Director of Human Resources and an additional 4 to 6 men, women, and minority groups, including representatives of both faculty and staff, who reflect the diversity of the College community.

2. The Provost is responsible for regularly monitoring this plan and measuring its effectiveness. This position is charged with duties related to affirmative action, including the following:

- a. To see that the College develops and maintains information on channels to reach qualified women, persons with disabilities, and members of racial and ethnic minorities as part of the applicant pools;
- b. To establish goals to assure representation from qualified members of groups discussed in this document, based on the availability of such persons;
- c. To record on the College's efforts in securing and employing competitive candidates from the groups mentioned;

- d. To assure distribution of lists of position vacancies in the College to a variety of appropriate outside and inside resources;
 - e. To advise recruiting sources including schools, agencies, and minority and women's organization of the College's Affirmative Action Program.
3. In addition, a meeting, at least once a year, of the Advisory Committee provides an opportunity for the Committee to:
 - a. Assess the plan and make recommendations to the Provost for possible revisions.
 - b. Review the data available about the representation of persons of diverse groups (e.g. data from IPEDS reports) to determine if actions should be recommended to the Provost.
4. In pursuit of the objectives of this plan, Coker College makes special efforts to recruit members of groups that may not have been as fully represented in the College community as they are in the pool of persons in their respective fields and in the communities primarily served by Coker College. Therefore:
 - a. All of those who recruit and recommend persons for employment in the College work to ensure that information about position openings is widely available. Information about Coker employment opportunities is advertised to a broad community, especially to members of groups that may otherwise be under-represented in the Coker College community.
 - b. Students are recruited for admission to Coker College from high schools throughout its service area. Special efforts are made to reach students in schools and school districts that have large numbers of minority students as well as those that have predominantly white student bodies.
 - c. Specific outreach to offer post secondary educational opportunities for adult learners is focused on individuals who have been out of high school five or more years or are classified as an "independent student" as defined by the U.S. Education Department. Through Coker's Evening and Extended Study Program, evening classes are available at the Hartsville campus, as well as at locations in Mullins, Lake City, and at Northeastern Technical College. Students are recruited for these programs through community awareness initiatives, employers, the military services, and technical/community two-year colleges.
 - d. Scholarships, student loans, and work study programs are used to assist in the recruitment and retention of minority students for the day, evening, and extended study programs as part of the College's affirmative action efforts. Coker is also a member of the Servicemembers Opportunity Colleges (SOC).
5. Opportunities for retention and promotion of faculty and staff and the tenure of faculty are provided without discrimination. The College makes every effort to promote qualified people, and it makes special efforts to promote members of groups such as women and minority group members who might otherwise be under-represented.

6. The Office of Human Resources reviews annually the data available about the representation of persons of diverse groups (e.g. data from IPEDS reports) to identify possible under-representation of qualified members of minority groups who may have formerly been excluded in faculty, staff, or the student body. The report is available to the President and the Equal Employment Opportunity/Affirmative Action Committee to help them identify circumstances or procedures that may require the attention of the College.
7. An annual analysis of employee salary equity is conducted by the Office of Human Resources and made available for possible action by the President to ensure that employer salary equity is maintained throughout the College.
8. Those who believe they have been discriminated against, have not been provided with equal employment opportunity, or have otherwise not been treated in accord with this equal employment opportunity/affirmative action plan may bring their concerns to the Provost and may appeal further to the President of the College if they do not believe that their concerns have been appropriately addressed. A complaint may be filed by a person who believes he or she has suffered discriminatory action based on race, color, sex, national origin, disability, sexual orientation, or age, as provided by law.
9. The Affirmative Action Program shall be periodically communicated and reaffirmed to all employees and students through college publications and administrative meetings.

B. James Dawson
President, Coker College

Date