

INTERNAL AND EXTERNAL DISSEMINATION OF THE AFFIRMATIVE ACTION AND NON-DISCRIMINATION POLICY

The University of Massachusetts Dartmouth (UMass Dartmouth) has identified the following means of disseminating its Equal Employment Opportunity/Affirmative Action (hereafter EEO/AA) Plan, Trustee policy, and campus procedures for implementing the policy and plan.

INTERNAL DISSEMINATION

UMass Dartmouth will make every effort practicable to communicate to all employees the existence of its EEO/AA Plan and make available any part of the plan that is of interest. The procedures include the following:

1. All non-discrimination, affirmative action and equal opportunity policies are available in the University of Massachusetts Dartmouth, Equal Opportunity, Diversity and Outreach Office (EODO) and on the EODO intranet site: <http://www.umassd.edu/eo>
2. A copy of the EEO/AA Plan will be available at the offices of all Vice/Assistant Chancellors and Deans. The Plan is also available in the Office of Human Resources and the University Library Reserve Desk.
3. All collective bargaining agreements include a statement of affirmative action and non discrimination.
4. UMass Dartmouth's EEO/AA policies will be discussed with new employees during their orientation program and is circulated annually to the University community, personnel policy and procedures manuals and is included in University publications.
5. The Office of Equal Opportunity, Diversity and Outreach (EODO) will periodically conduct training about EEO/AA policies and hiring procedures for staff, managers and supervisory personnel.

EXTERNAL DISSEMINATION

1. All recruiting sources will be informed in writing that UMass Dartmouth is an equal employment opportunity/affirmative action employer. Additionally, all advertisements and job postings for vacant positions will contain a statement that UMass Dartmouth is an Equal Employment Opportunity/Affirmative Action (EEO/AA) employer.
2. UMass Dartmouth will continue to inform all external recruitment sources of the University's EEO/AA Policy and receive notification of all job openings at the University. The intent is to solicit and to provide qualified minority, female, Vietnam-era and disabled veteran, and disabled applicants.
3. UMass Dartmouth will include a nondiscrimination policy clause in all of its purchasing contracts, purchase orders, leases, subleases and a statement that UMass Dartmouth is an Equal Employment Opportunity/Affirmative Action employer.

4. All recruitment ads placed in outside publications (e.g., newspapers, journals, magazines, websites or newsletters) carry a standard University of Massachusetts Equal Employment Opportunity/Affirmative Action statement, thus publicly disseminating our policy to a vast audience.