

DIVERSITY RECRUITMENT PLAN

PLAN IMPLEMENTATION PERIOD: 1/1/2022 – 12/31/2022

TRANSACTION PERIOD: 1/1/2021 – 12/31/2021



**TEXAS A&M UNIVERSITY-TEXARKANA
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Texarkana, Texas 75503**

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CHANCELLOR'S LETTER OF COMMITMENT



Office of the Chancellor
THE TEXAS A&M UNIVERSITY SYSTEM

April 26, 2022

MEMORANDUM

TO: System Offices Employees

SUBJECT: Reaffirmation of Commitment to Equal Opportunity, Access, and Affirmative Action

The Texas A&M University System Offices is a federal contractor subject to the provisions of Executive Order 11246, as amended. Implementing regulations from the U.S. Department of Labor require that each federal contractor issue an equal opportunity statement demonstrating its commitment to affirmative action and nondiscrimination in recruitment, hiring, training, and promotions in all job titles. This includes the prohibition of harassment, intimidation, threats, coercion, discrimination, or retaliation against employees and applicants for employment for having filed a complaint, assisted in an investigation, or otherwise exercised their rights under the executive order.

The Texas A&M University System is committed to providing an educational and work environment that is conducive to the personal and professional development of every employee. The Chief Executive Officers of the A&M System universities and agencies are responsible for providing an equal opportunity environment, and each System employee is accountable for creating an atmosphere that values and nurtures community, respect, and accessibility.

The A&M System is committed to serving the state's students and citizens through education, leadership development, research, and service. We will meet these goals through a dynamic and diverse workforce that effectively responds to our constituents. We will expand our efforts to build on each other's ideas, expertise, values, styles, expressions, perspectives, and experiences. Accordingly, the A&M System does not discriminate or permit harassment against any individual on the basis of race, color, religion, sex, national origin, age, disability, genetic information, veteran status, sexual orientation, gender identity, or any other legally prohibited basis, in admissions, educational programs, or employment of faculty or staff.

It is my firm commitment to ensure that equal opportunity and access will be provided throughout the A&M System to all current and prospective students and employees. If you have any questions related to equal opportunity, access, or affirmative action, please direct them to Dr. Nicole A. Roberson, Director, Equal Opportunity and Diversity, (979) 458-6203, or by email at nroberson@tamus.edu. Please join me in this commitment.



John Sharp
Chancellor

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PRESIDENT'S LETTER OF COMMITMENT

OFFICE OF THE PRESIDENT

www.TAMUT.edu



Memorandum

April 26, 2022

TO: Faculty & Staff

FROM: Dr. Emily F. Cutrer *Emily F. Cutrer*
President

SUBJECT: Reaffirmation of Commitment to Equal Opportunity, Access, and Affirmative Action

The Texas A&M University System is committed to equal employment opportunity, access and affirmative action. You may read the Texas A&M system's most recent affirmative action plan at the following link: <https://www.tamus.edu/business/human-resources/affirmative-action-plan/>

Discrimination and harassment against any individual based on race, color, religion, sex, national origin, age, disability, genetic information, veteran status, sexual orientation, or gender identity are violations of A&M System policy and will not be tolerated. I firmly support this effort and pledge that Texas A&M University-Texarkana will provide equal employment opportunity, access and affirmative action to our students and employees. Your shared commitment to this effort is requested and appreciated.

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PURPOSE

Texas A&M University-Texarkana's (TAMUT) Recruitment Plan outlines the strategies and activities that will be used to recruit and retain a workforce that meets the agency's needs in terms of talent, flexibility, and diversity.

The plan gives an overview of the various strategies the university intends to implement to ensure we are recruiting a diverse pool of qualified applicants. TAMUT's plan is consistent in providing equal employment opportunity regardless of race, religion, color, national origin, age, sex, disability, or veteran status (unless an applicant is entitled to the veteran's preference).

EQUAL EMPLOYMENT OPPORTUNITY

Texas A&M University-Texarkana's (TAMUT) is an equal opportunity and affirmative action employer. We are committed to adhering to the recruitment and respect of all people, and therefore we will not discriminate in our employment practices due to an applicant's race, color, religion, sex, national origin, age, disability, genetic information, sexual orientation, gender identity, or status as protected veteran.

In this regard, employment decision, including but not limited to, recruitment, selection, hiring promotion, compensation, discipline, education/training, will be made based upon job-related criteria only.

Hiring managers are informed that only objective, job-related criteria are to be used when making hiring selections. Additionally, managers are informed of their responsibility to:

- a) Recruit, hire and promote for all positions without regard to race, color, religion, sex, national origin, age, disability, genetic information, sexual orientation, gender identity, or status as protected veteran
- b) Make placement decision based solely upon an individual's qualifications for the position.
- c) Administer fairly and equally all personnel actions such as compensation, benefits, transfers, and promotions.
- d) Provide reasonable accommodations whenever possible to advance employment for disabled individuals, including veterans.

WORKFORCE STATISTICS

Workforce Analysis. The chart below compares the Texas Workforce Commission’s Statewide Civilian Workforce Composition (Table 1 of the TWC’s January 2016 Equal Employment Opportunity and Minority Hiring Practices Report) to the Texas A&M University-Texarkana (TAMUT) statistics as of December 31, 2020. (The TWC report only contains data regarding the state's Caucasian, Black, Hispanic, and female workforce.)

Note: For purposes of the following table, the term “Black” equates to “African American” and faculty employees are included under the “Professional” job category. Job groups from the Texas A&M University Affirmative Action Plan were combined to match TWC Workforce Analysis job categories.

Job Category	Caucasian		Black		Hispanic		Female	
	TAMUT %	State %	TAMUT %	State %	TAMUT %	State %	TAMUT %	State %
Officials/Administrators	75%	64.0%	8.3%	7.4%	12.5%	22.1%	58.3%	37.4%
Administrative Support	86.8%	45.3%	10.5%	14.8%	2.6%	34.8%	86.8%	72.1%
Professional	78.4%	59.2%	8.5%	10.4%	4.8%	19.3%	61.3%	44.7%
Protective Services	66.6%	45.5%	11.1%	19.8%	22.2%	31.3%	33.3%	74.4%
Technical	100%	49.2%	0.0%	14.4%	0.0%	27.2%	22.2%	44.7%

Areas in red indicate where Texas A&M University-Texarkana’s Black, Hispanic, or female percentages are lower than eighty percent of the statewide percentages.

The agency percentages are below the state workforce percentages for Blacks in administrative support, protective services, and technical job categories. The agency percentages are below the state workforce percentages for Hispanics in all job categories, however the workforce percentages do not consider market or regional availability. The agency percentages are below the state workforce percentages for females in protective services and technical job categories.

Job categories where Texas A&M University-Texarkana percentages are less than 80 percent of the state percentage are shown in red (for those job categories found at Texas A&M University-Texarkana). Agency recruitment will continue to seek out various ways to reach those segments of the state workforce that are underrepresented at the Texas A&M University-Texarkana to obtain an applicant pool that reflects the diversity of the state, and thereby help reduce the differentials noted above.

DIVERSITY RECRUITMENT PLAN

To obtain an applicant pool that reflects the diversity of the state, and thereby help reduce the underutilization of minorities and women, TAMUT will take the following steps as appropriate.

- a) For all job postings, the Office of Human Resources and Payroll Services posts jobs with:
 - [WorkInTexas](#)
 - [Indeed.com](#)
 - [HigherEdJobs](#)
 - [Texas A&M University-Texarkana Employment Opportunities](#)
 - [Texas A&M University System Systemwide Job Search](#)
- b) All job advertisements include the following clause, “*Equal Opportunity/Affirmative Action/Veterans/Disability Employer committed to diversity.*”
- c) Additional advertising of all positions on Diversity.com and the Professional Diversity Network will be investigated during FY 2022.
- d) In addition to the strategies outlined above, HR will seek to identify any specific recruitment ideas that may be helpful based on the specific needs of a particular job. HR will work with hiring supervisors to obtain additional information about a targeted position and its requirements to conduct effective recruiting for the position. For example, customized recruitment activity can include professional journal advertising, university career service center posting, and posting to targeted Internet sites.
- e) Texas A&M University-Texarkana will participate in job fairs if there are enough openings to warrant participation and the overall costs to attend are consistent with budgetary requirements.
- f) Texas A&M University-Texarkana will continue to employ work-study students during the summer and part-time during the school year. TAMUT has continued to employ work-study students throughout the flexible hiring freeze and COVID-19 pandemic.
- g) Texas A&M University-Texarkana will continue to publish recruiting media where minority and female members of the workforce are included.
- h) TAMUT also strives to recruit and retain Veterans and individuals with disabilities

Action Items

Recruitment:

1. TAMUT will continue to place advertisements of job opportunities through its website, the Texas A&M University System website, the Texas Workforce Commission, etc.

2. Due to the extensive technical education and experience required for some positions, TAMUT will also continue to place job opportunity announcements in local, regional, state, and/or national media when appropriate.
3. Job advertisements will always carry the Equal Employment Opportunity clause.
4. Minority and female applicants will be considered for all positions for which they are qualified.
5. TAMUT will continue to employ work-study students part-time during the summer and academic year.
6. TAMUT will continue to publish recruiting media where minority and female members of the workforce are included.

Job Specifications/Selection Process:

1. Develop position descriptions that accurately reflect position functions and are consistent for the same position from one location to another.
2. Develop job or worker specifications that contain academic, experience, and skill requirements that do not constitute inadvertent discrimination.
3. Develop specifications that are free from bias regarding sex, age, race, color, religion, national origin, disability, genetic information, veteran status, sexual orientation, or gender identity.
4. Approved position specifications and worker specifications will be made available to all members of management involved in the recruiting, screening, selection, and promotion process. Copies may also be made available to recruiting sources.
5. TAMUT will continue to use only worker specifications that include job-related criteria.
6. TAMUT will continue to carefully select, and counsel all personnel involved in the recruiting, screening, selection, promotion, disciplinary, and related processes to eliminate bias in all personnel

Job Advancement:

1. TAMUT will continue to post or announce job opportunities. TAMUT's job posting policy requires postings of all positions for which external candidates are considered.
2. TAMUT will continue to review current employees' skills to determine academic, skill, and experience level of individual employees with respect to promotions.
3. Supervisory personnel are required to submit justification when apparently qualified minority or female employees are passed over for promotion.
4. All employees are actively encouraged to participate in employer-sponsored social and recreational activities.
5. TAMUT will continue to use its formal employee evaluation program. The performance appraisal is used for annual reviews for all employees.
6. Employees can choose training courses through Traintraq and include them in their career development plan.

ONGOING ASSESSMENT OF PROGRESS

The following steps will be taken to ensure ongoing support of our efforts to recruit and retain African Americans, Hispanic Americans, and females:

- a) Review of Employment Decisions
- b) Review of Hires and Promotion
- c) Review of Terminations
- d) Review of State EEO Workforce Analysis Report and TAMUT's Affirmative Action Plan (AAP) Data

COMMUNICATION OF THE RECRUITMENT PLAN

To ensure the enhancement and stability of maintaining a diverse workforce, the President's statement of commitment to diversity and the institution's EEO policy will be sent to faculty and staff annually via email.

Additionally, the President's message and the EEO policy will be prominently located on Texas A&M University-Texarkana's Equal Opportunity and Affirmative Action webpage.

EEO POLICY AND COMPLAINT PROCESS

Texas A&M University-Texarkana does not tolerate discrimination or harassment of any employee or applicant for employment because of race, color, religion, sex, national origin, age, disability, genetic information, status as a protected veteran, or any other legally protected category, class, or characteristic. While sexual orientation and gender identity are not explicitly protected categories under state or federal law, it is Texas A&M University-Texarkana's policy not to discriminate in employment, admission, or use of programs, activities, facilities, or services on these bases. Employment actions, such as hiring, promotion, demotion, transfer, rate of pay or other forms of compensation, selection for training, and termination, shall not be made based on an employee's protected status. Discriminatory behavior is prohibited regardless of the way it is exhibited, whether verbally, in writing, or electronically displayed or conveyed.

Pursuant to TAMUT policy, employees may file pertaining to allegations of discrimination, harassment, and adverse employment actions believed to have been taken based on the employee's protected status with the TAMUT's Office of Human Resources or Compliance Office. The complaint procedures set forth in TAMUT policy are applicable to all employees whether staff, faculty, or students. Complaints of discrimination by applicants for employment may be filed directly with Office of Human Resources. The Office of Human Resources or Compliance Office conducts investigations to ensure the institution's compliance with equal opportunity laws and regulations, and institution policies regarding ethics and standards of conduct.

STATE LABOR CODE / RELEVANT POLICIES

- [Texas Labor Code, Chapter 21, Employment Discrimination](#)
- [Texas A&M University-Texarkana's Affirmative Action Plan](#)
- [System Policy, 08.01, Civil Rights Protections and Compliance](#)
- [System Regulation, 08.01.01, Civil Rights Compliance](#)
- [University Rule 08.01.01.H1, Civil Rights Compliance](#)
- [System Regulation 33.99.01, Employment Practices](#)
- [University Procedure 33.99.01.H0.01, Employment Practices](#)
- [System Policy 12.01, Academic Freedom, Responsibility, and Tenure](#)
- [System Policy 32.01, Employee Complaint and Appeal Procedures](#)
- [System Regulation 32.01.01, Complaint and Appeal Procedure for Faculty Members](#)
- [System Regulation 32.01.02, Complaint and Appeal Process for Non-faculty Employees](#)
- [The Americans with Disabilities Act of 1990, as amended](#)
- [The Genetic Information Nondiscrimination Act of 2008](#)
- [The Equal Pay Act of 1963](#)
- [Title VII of The Civil Rights Act of 1964, as amended](#)
- [The Age Discrimination in Employment Act of 1967](#)
- [The Age Discrimination Act of 1975](#)

CONCLUSION

Texas A&M University-Texarkana is committed to building a diverse workforce and an inclusive culture, and we look forward to implementing the above tactics and strategies in the year ahead.