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<sup>1</sup> As of December 10, 2015, revisions approved by the Executive Faculty Council on October 15, 2015; the General Faculty Council, October 19, 2015; the Board of Overseers, November 11, 2015; and the Board of Trustees, December 10, 2015.

## **INTRODUCTION**

By policy and preference, Weill Cornell Medical College (“Medical College”) has a continuing commitment to afford all individuals who have the necessary qualifications an equal opportunity to compete for employment and advancement within the College. In accordance with this commitment, the Medical College maintains an Affirmative Action Program utilizing rules and regulations established by the Secretary of Labor.

## **POLICY STATEMENT**

Weill Cornell Medical College is an equal employment opportunity employer and has an enduring commitment to support equality of education and employment opportunities and diversity development. The Medical College will continue to recruit, hire, train, and promote into all job levels without regard to race, religion, gender, marital status, familial status, national origin, age, mental or physical disability, sexual orientation, gender identity, source of income, veteran status, or any other protected category.

Accordingly, all personnel actions, such as compensation, benefits, transfers, social and recreational programs, etc. will be administered without regard to race, color, religion, sex, age, disability, national origin, veteran status or any other basis prohibited by applicable law.

It is the policy of the Medical College that every employee has the right to work in an environment where each individual is treated with respect and dignity. Consistent with this policy, the Medical College is committed to maintaining a work environment that is free of bias, prejudice and harassment.

Consistent with the policy, it is the Medical College’s practice to prohibit illegal workplace harassment and discrimination. This prohibition includes forms of harassment that violate state and federal laws, and forms of harassment that may not violate law, but which violate Medical College policies because they are not conducive to creating a respectful work environment for employees.

The Managing Director of Human Resources and Housing and the Medical College Affirmative Action Officer have been designated to administer and monitor the plan and make reports to the Executive Vice Provost. The Affirmative Action Plan is available for inspection in the Human Resources Department.

Cornell University Equal Education and Employment Opportunity Statement:

<https://hr.cornell.edu/our-culture-diversity/diversity-inclusion/equal-opportunity-and-affirmative-action/equal-education>

## **RECRUITMENT**

The Medical College will consider all qualified minority, women, handicapped and veteran applicants for all job categories.

All employment offices and other recruiting sources used by the Medical College, as well as schools and colleges from which the Medical College recruits, will be advised in writing of this policy and will be urged to refer qualified applicants. All solicitation advertisements will state that the Medical College is an Equal Opportunity Employer.

Appropriate employment advertisements, as needs arise, will be placed in newspapers which are read by all affected minority groups, women, handicapped and veterans. Such advertisements will state that the Medical College is an Equal Opportunity Employer. Further, the Medical College will request appropriate minority, women's, handicapped and veterans' organizations to assist in making known the Medical College's policy and will advise such groups of available employment opportunities. Special efforts will be made to recruit at schools and educational institutions having large minority and female enrollments or participate in training programs for minorities, females, handicapped persons or veterans.

The Medical College will not discriminate on the basis of sex in any job category except where sex is a *bona fide* occupational qualification. Efforts will be made to recruit qualified female personnel from institutions such as women's colleges.

## **PLACEMENT & PROMOTIONS**

Job classifications and academic rankings will be reviewed annually. Where few minority persons, women, known handicapped persons or veterans are employed presently, efforts will be made to determine the cause for such a situation. Affirmative Action commitments will be undertaken to remedy the underutilization in any of these areas. Placement, promotion and transfer activities at all levels will be monitored to assure that full consideration, as required by policy, has been given to all qualified minority, female, handicapped employees and employees who are veterans.

## **TRAINING**

All training and educational programs to which the Medical College gives support or sponsorship, will be regularly reviewed to assure that minority, female, handicapped or veteran candidates, as well as all other employees, are given equal opportunity to participate. Appropriate steps will be taken to give active encouragement to minority employees to increase their skills and job potential through participation in available training and educational programs.

## **LAYOFFS, TERMINATIONS, ETC.**

Layoffs, terminations, downgrading, and recalls from layoffs will be made without regard to race, color, creed, religion, national origin, age, handicap, sex, marital status, or veteran status.

## **EMPLOYEE BENEFITS & COMPENSATION**

There will be no disparity in the compensation received by employees who are minorities, females, handicapped or veterans and other employees for performing equivalent duties, and opportunities for performing overtime work or otherwise earning increased compensation will be afforded without discrimination to all employees.

## **GOALS & TIMETABLES**

The Medical College will establish goals designed to alleviate any underutilization of minorities and women. Timetables will be established prescribing when these goals should be met. Each Department/Division will employ good faith efforts and will document progress to fulfill its goals and meet its timetables. Goals and timetables will be revised annually with guidance from the Affirmative Action Committee.

## **PROGRESS REPORTING**

Records reflecting the Medical College's progress under these plans will be available for inspection at any time by appropriate Government representatives. The Medical College will establish a formal reporting and auditing system to measure the attainment of its goals for minorities and women under the program for those groups and will furnish information as may be required to comply with the applicable orders and regulations.

## **ASSURING AGAINST SEGREGATED FACILITIES**

Weill Cornell Medical College shall not maintain or tolerate facilities which are segregated on the basis of race, color, creed, religion, national origin, age, handicap, sex, marital status or veteran status and' will give full consideration to providing facilities for the employment of disabled or handicapped persons on work they are qualified and competent to perform.

## **APPENDIX**

# **INSTRUCTIONS FOR COMPLETION OF THE WEILL CORNELL MEDICAL COLLEGE AFFIRMATIVE ACTION PLAN AND APPLICANT DATA FORMS**

Weill Cornell Medical College is committed to the principles of Equal Employment Opportunity and Affirmative Action. It is the obligation of each Department Chair/head to ensure all academic staff (including faculty) search activities are conducted in a fair and legal fashion, and to make every effort to engage women, underrepresented minorities (URM), individuals with disabilities and veterans in our recruitment process.

The forms<sup>1</sup> are designed to assist departments with the recruitment of academic staff in accordance with the Medical College's commitment to diversity and our obligations under Affirmative Action.

### **Academic Staff Search Plan**

#### **Part I**

Prior to the initiation of a search for a new academic staff member, including faculty, the Chair should complete this form and send it to the Associate Dean of Diversity who will assist in finding and utilizing recruitment resources for women, (URM), individuals with disabilities, and veteran candidates for the position. Advertisements for the positions will be reviewed to ensure that they comply with the requirements of the law (Executive Order 11246, Rehabilitation Act of 1973, Vietnam Veteran's Readjustment Assistance Act of 1974) and Medical College policy.

Please note that all advertisements must indicate that Weill Cornell Medical College is an Equal Opportunity Employer. This should be done by including EEO/AA/M/F/H/V in the advertisements.

Sample advertisements and a list of resources shall be posted at the website for Office of Faculty Diversity and Inclusion.

#### **Part II**

This part will be completed by the Associate Dean of Diversity after review of the Part I submission. Additional recruitment resources will be suggested, if appropriate, in keeping with our Affirmative Action Program. Hiring Chairs will be provided with statistical information regarding the external availability of women, URM, individuals with disabilities and veteran candidates for this type of position. Data on the department and recruitment

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<sup>1</sup> See [www.med.cornell.edu/ofa](http://www.med.cornell.edu/ofa) to view and download the current forms.

goals for women, URM, individuals with disabilities and veteran candidates for this position, if any, are available and will be provided at this time.

The completed Academic Applicant Search Plan will be returned to the department, at which time they can initiate interviews and select a candidate for the position. Any job offer prior to completion of Parts I and II of this form will not be in compliance with the Medical College faculty recruitment policy.

### **Academic Applicant Tracking**

Weill Cornell Medicine is a federal contractor, and as a result, must complete an annual Affirmative Action Plan. Part of this plan requires us to evaluate applicant flow and the rationale for our hiring decisions.

All applicants who you consider will be invited to self-identify their ethnicity, race, gender, veteran status, and disability status in Weill Cornell Medicine's online Recruitment Management System. This information will be kept confidential. If a candidate chooses not to disclose this information, the hiring department will be asked to supply any missing information.

Once the hiring department selects a final candidate, the hiring department must disposition all candidates in the Recruitment Management System who were not hired. If candidates are not dispositioned, payroll authorization and appointment paper processing for the selected candidate will be delayed until dispositioning is complete.

Curricula Vitae and other relevant materials on all interviewed candidates must be kept by the Department for a minimum of three years after the employment date of the selected candidate. In the event of a compliance review, such items can be requested by a compliance officer.

The most current forms and more details on use of our Recruitment Management System can be found at [http://weill.cornell.edu/ofa/affirmative\\_action\\_forms.html](http://weill.cornell.edu/ofa/affirmative_action_forms.html).