



NON-DISCRIMINATION IN EMPLOYMENT

MSUCOM affirms and adheres to the Michigan State University Non-Discrimination policy found here [Non-Discrimination Policy](#). Specifically included within this policy is the prohibition of any discriminatory practices in the selection of personnel, faculty, staff and students based on age, color, gender, gender identity, disability status, height, marital status, national origin, political persuasion, race, religion, sexual orientation, veteran status, or weight.

Procedure followed in the selection of faculty and administrative personnel:

1. Establish a diverse search committee and ensure that they understand the purpose of the search, the general search process, and their respective roles. An “affirmative action advocate” must be designated, and an affirmative action review session held before the initiation of the posting and recruitment process.
2. Analyze the position needs and identify the selection criteria that will be used to evaluate the applicants. An academic position request must be submitted to the Dean for approval before the search begins.
3. A thought recruiting plan that proactively seeks to promote a diverse applicant pool must be developed. The Academic Hiring Availability Data & Recruitment Activities Form and the Academic Position Request must be approved before recruiting begins. Additional efforts may be required to promote a diverse pool.
4. Applying the identified criteria, the pool is narrowed to a small group in whom the committee is seriously interested. The Chairperson, Dean and Appropriate University Office will approve the applicant pool list, that includes an identification of the final (on-campus interview) candidates before on campus interviews occur.
5. After the narrowed list of final candidates is approved, the final candidates are invited for campus visits. The visits, including the interviews, should be carefully planned to ensure that all candidates receive the same treatment and are evaluated in the same manner. Faculty Search Toolkit: 5.6, 5.7
6. Using the agreed upon decision making process and selection criteria, the final candidates are evaluated and the committee’s final recommendation(s) is/are submitted to the Chair for review and forwarded to the Dean.
7. Examples of additional resources utilized in employment practices are included here.
 - a. [Search Tool Kit](#)
 - b. [Anti-Discrimination Policy User's Manual](#)