

**ORANGE COUNTY COMMUNITY COLLEGE**

**ORANGE COUNTY COMMUNITY COLLEGE  
AFFIRMATIVE ACTION MANUAL**

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# **ORANGE COUNTY COMMUNITY COLLEGE AFFIRMATIVE ACTION MANUAL**

## **FOREWORD**

Orange County Community College affirms its commitment to provide educational and employment opportunities to persons of diverse cultural heritages and backgrounds. Three principles guide the College in this commitment. First, it is an objective of Orange County Community College to be a model and a leader in creating a campus environment which values and respects people of culturally diverse backgrounds and heritages. Second, it is an objective of the College to provide students and people of color and people with disabilities as members of the faculty and staff. Third, Orange County Community College strives to proactively recruit people of color, women, and people with disabilities to applicant pools.

## **GENERAL INFORMATION**

Replication of materials for sharing with Search Committee members is encouraged. The Supplemental Personnel Data (SPD-Appendix F) for Affirmative Action Recruitment form is not to be reproduced from this Handbook for mailing to applicants.

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**GRIEVANCE PROCEDURE  
for the  
REVIEW OF ALLEGATION OF ILLEGAL DISCRIMINATION  
or  
SEXUAL HARASSMENT**

**INTRODUCTION**

In its continuing effort to seek equity in education and employment and in support of state anti-discrimination legislation, Orange County Community College provides

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grievant in the preparation of a written statement which will set forth the basis of the alleged violation with reasonable particularity and the remedy sought by the grievant.

### REQUIREMENTS

1. A grievance Officer.
2. Employees not discriminator known of such working day final grade is
3. Grievances not



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- 6) Strengthen and define the proactive stance of the Affirmative Action Committee with the guidance of the President of the College to address



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Affirmative Action Plan.

4. Review and evaluate the institutional Affirmative Action Plan as it pertains to each area of employment and ensure the improvement of effort.
5. Keep the Affirmative Action Committee informed of affirmative action progress in their areas and recommend changes in College policy or practices.
6. Inform staff about College policy and government regulations, particularly in regard to equal employment opportunity and about affirmative action objectives.

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- c. Invite them for an interview.
- d. A Confirmation letter (Appendix Q) of time and date forwarded to candidate.
- e. All candidates **MUST** be **ADVISED** of their **RIGHT** to **REQUEST ACCOMMODATION** of a **DISABILITY** at the **TIME** they are formally invited to **INTERVIEW**.

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***On-Campus Interviews***

STEP 1

SCC and SC select interview dates.

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***Selection and Appointment***

STEP 1

VP/President selects the finalist chosen for the position.

1. Salary and other conditions of employment are negotiated by the VP/President.

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**GENERAL GUIDELINES**

1. Affirmative Action Officer will forward a Supplemental Personal Data (SPD) form to all applicants to complete and return to the Affirmative Action Office. A stamped envelope addressed to the Affirmative  
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function. The position description/duties must be sufficiently descriptive that prospective applicants will understand the purpose and functions of the job for which they are considering applying. There are three elements in a position description: (1) general functions of the position; (2) specific position responsibilities, and (3) position relationships. A well-conceived and well-

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2. Search Committees established for vacant or new positions in the SUNY Orange Faculty or SUNY Orange Staff & Chairman's Association must be composed of the appropriate individuals as stated in the respective bargaining unit contracts.
  
3. No one with a conflict of interest or an obvious bias that may jeopardize the fairness of the Committee's work should serve on a Search Committee.

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3. Applicants should be kept informed about the progress of the search; a brief letter of explanation should be sent to each applicant errw

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contacted, that request for confidence must be respected. If a candidate asks that his/her supervisor be contacted as a reference only if he/she is on the short list of applicants (final two or three), that request should also be respected.

2. Telephone references are valuable because members of the Search Committee are able to cover issues and explore areas that are important to them but may not be addressed in a written reference.
3. A telephone interview should be structured by development of open-ended, job-related questions to be asked about each person being considered for the job. The questions should be asked



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13. Do not ask if a candidate has filed or has threatened to file discrimination charges.
14. You may ask candidates why they are interested in the position.
15. You may ask candidates what, if any, reservations they have about accepting the position, if offered.
16. You should talk about the position responsibilities, the college and its programs, career and growth potential, opportunities for advancement, and facilities available.

QUESTIONS REGARDING EQUITY ISSUES

ESSENTIAL FUNCTIONS

1. It is important that job descriptions be analyzed and carefully written before a search process is begun. The Americans with Disabilities Act (ADA) was signed into law on July 26, 1990, and introduced a new phrase into the concept of employment law. This new law draws a distinction between the "essential" and the "marginal" functions of a job. In essence, determining which functions of a job are "essential" prior to screening applicants will help determine whether or not an individual with a disability is qualified.

DOCUMENTATION

1. The material forwarded to the Affirmative Action Office at the conclusion of a search includes the following:  
    Search Chair and Search Committee folders; listing of places to which mailings announcing the

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potential applicants; a record of efforts made to solicit applications from people of under represented groups.

All applicant files, for each applicant, including the successful applicant.

Additional materials: questions asked in the interview process; all screening a

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APPENDIX A

DEFINITIONS

1.



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**APPENDIX C**

**Form SCA**

**Date:**

**To:**

**FROM: Wendy Holmes  
AAO-Searches**

**RE: Search Committee –**

**The deadline for the above mentioned search is . As the Administrator in Charge, would you please contact me regarding a Search Chair and Committee for this position.**

**Administrator in Charge -  
Search Chair -  
Search Committee -**

\_\_\_\_\_  
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\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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**2. INDIRECTLY REVELATORY INQUIRIES**

It is unlawful to ask questions the answers to which will indirectly reveal information as to race, creed, color, national origin, sex, marital status, disability, age or arrest record in cases where such information may not be asked directly. The same excep2tly TD 0.042ers6

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Any problems with attendance or punctuality? \_\_\_\_\_

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**APPENDIX K**

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Middletown, NY 10940**

TO: Wendy Holmes  
Affirmative Action Officer

RE: Affirmative Action Effort Report Academic Year: \_\_\_\_\_

Division/Department: \_\_\_\_\_

Job Title: \_\_\_\_\_ Effective Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

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**APPENDIX Q**

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