

**UNIVERSITY OF HOUSTON SYSTEM
ADMINISTRATIVE MEMORANDUM**

SECTION: General Administration

NUMBER:

01.D.05

AREA: Legal Affairs

SUBJECT: Equal Employment Opportunity

1. **PURPOSE**

The University of Houston System recognizes the importance of and adheres to the practice of providing all applicants with equal opportunity for employment in compliance with state and federal laws. The System has developed this document to ensure recognition and implementation of this philosophy.

2. **POLICY**

It is the policy of the System that all applicants for employment at the component universities receive equal access to the application process and equal opportunity for employment. The System is committed to the concept of equal employment opportunity as a necessary element of an employment process based on job-related factors and not on extraneous factors such as age, race, color, disability, religion, national origin, veteran's status or sex, except where such a distinction is required by law. Discrimination against any individual in any of these protected classifications with regard to recruitment, appointment, benefits, training, promotion, retention, discipline, termination or any other aspect of the terms, conditions and/or privileges of employment is prohibited. Any prohibited discriminatory act with respect to the terms, conditions and/or privileges of employment on the basis of, or arising out of pregnancy is prohibited. Each component university is responsible for ensuring compliance with all federal and state laws, regulations and guidelines.

3. REVIEW AND RESPONSIBILITIES

Responsible Party: Associate Vice Chancellor for Legal Affairs

Review: Every three years on or before August 31

4. APPROVAL

Approved: Dona G. Hamilton
Vice Chancellor for Legal Affairs

 Jay Gogue
Chancellor

Date: 6/20/05

5. INDEXING TERMS

Discrimination
Equal Employment Opportunity