



PERMANENT MEMORANDUM 55 EQUAL OPPORTUNITY POLICY

POLICY DIGEST

Monitoring Unit: Office of the President
Initially Issued: September 15, 2000
Last Revised: June 11, 2025

The purpose of this policy is to state the University's commitment to provide equal opportunity for all qualified persons in admission to, participation in, or employment in the programs and activities which the University operates without regard to race, creed, color, marital status, sexual orientation, religion, sex, national origin, age, mental or physical disability, or veteran's status.

The requirements of this memorandum are carried out through respective LSU institutional-based equal employment opportunity policies. All employees and applicants are to receive fair consideration for employment and all employees are to be treated fairly with regard to recruitment, promotions, demotions, transfers, layoffs, furloughs, terminations, rates of pay and other forms of compensation, tenure, training, and other employment practices.

LSU complies with the provisions of Title IX, Title VI, Section 504 of the Rehabilitation Act of 1973, and the Age Discrimination Act of 1975, Title VII, the Age Discrimination in Employment Act (ADEA), the Americans with Disabilities Act (ADA) and applicable state law.

Each component institution of LSU's statewide enterprise shall adopt an equal opportunity policy consistent with this permanent memorandum.

With the advice of the each LSU institution's human resource offices, Chancellors (or equivalent), Vice Chancellors, Deans, Directors, Department Heads, and other supervisory employees are responsible for assisting the university in the implementation of this policy.

No employee, student, witness or other participant or other individual who complains about a violation of this permanent memorandum or participates in an investigation of a complaint made pursuant to this memorandum shall be subject to retaliation in any form. Further, no individual is required to report or make a complaint of discrimination and/or harassment to the person who is engaging in the alleged discriminatory/harassing conduct.

The University, through its recruitment and employment policies, will recruit and employ qualified personnel and will provide equal opportunities during employment without regard to race, color, marital status, sexual orientation, creed, religion, sex, national origin, age, mental or physical disability, or veteran's status. The following guidelines are designed to achieve optimal recruitment and placement objectives.

I. CAMPUS POLICIES

Each LSU institution shall adopt an equal employment opportunity policy. Each policy shall include the following elements:

- A. A statement establishing that LSU is committed to equal employment opportunity and that it will not discriminate with regard to race, creed, color, marital status, sexual orientation, religion, sex, national origin, age, mental or physical disability or veteran's status.
- B. A statement that no individual who makes a claim of discrimination will be subjected to retaliation for making such a claim or participating in the investigation of such claim.
- C. Guidelines for recruitment/hiring as described in Section III of this permanent memorandum.

Until an institution adopts an equal employment opportunity policy, this permanent memorandum shall be deemed to be the institution's policy.

II. COMPLAINT PROCEDURE

This complaint procedure applies to all campuses and shall be included in each campus policy:

- A. Any member of the University community who believes that they have been subjected to discrimination and/or harassment in violation of this policy has a right to report the conduct to any University official, supervisor, the campus human resources office, or individual responsible for the institution's human resources function. No student or employee is required to report or make a complaint of discrimination and/or harassment to the person who is engaging in the problematic conduct.
- B. Any individual who receives a complaint or becomes aware of a possible violation of this policy will immediately notify the institution's human resources office or individual responsible for the institution's human resources function to obtain advice and assistance in responding to the complaint.
- C. Each respective institutional policy will designate an individual or individuals to investigate the complaint. This may be an individual in the campus human resources office. If the designee(s) is not an individual in the human resources office, that office shall assist the designee in investigating the complaint.
- D. The complainant and the individual who is the subject of the complaint will be notified about its resolution. Information obtained regarding the complaint will be treated as confidentially as possible with only those with a need to know being informed of the complaint.
- E. The individual responsible for investigating the complaint, in conjunction with the human resources management office, shall report their findings and recommendations to the President, Chancellor, or their designee.
- F. Substantiated violations of this permanent memorandum and/or respective institution's

policy will result in appropriate discipline or corrective action.

III. RECRUITMENT/HIRING GUIDELINES

The following recruiting/hiring guidelines shall apply to all LSU institutions:

A. General Recruitment/Hiring Guidelines for Faculty and Professional Positions

1. Position advertisements and selective criteria will be developed in direct relationship to job requirements and applicable Southern Association of Colleges and Schools (SACS) requirements.
2. The recruitment process shall be conducted in a manner consistent with the goal to attract an optimal pool of applicants. . All advertisements must include the statement making reference to the fact that LSU is an Equal Opportunity and Equal Access Employer or other similar statement.
3. All vacant regular full-time positions will be publicized at the hiring institution to ensure that all interested and qualified employees are aware of opportunities for promotion or transfer.
4. All pre-employment selection procedures, including credential reviews, interviews and reference checks, shall be conducted without regard to race, color, creed, marital status, sexual orientation, religion, sex, national origin, age, mental or physical disability, or veteran's status.
5. The use of search committees is encouraged, particularly for regular fulltime faculty and professional vacancies.

IV. GENERAL RECRUITMENT/HIRING GUIDELINES FOR CLASSIFIED POSITIONS

- A. Classified openings shall be advertised as required by University policy and Civil Service Rules and Regulation.
- B. Selection criteria will be developed in direct relationship to job requirements.
- C. All pre-employment selection procedures, including credential reviews, interviews and reference checks, shall be conducted without regard to race, color, creed, marital status, sexual orientation, religion, sex, national origin, age, mental or physical disability, or veteran's status.

V. EXCEPTIONS TO THE ADVERTISING GUIDELINES

In some circumstances, exceptions to these guidelines may be indicated. In these situations, the normal advertising requirements may be waived. Requests for advertising waivers must be approved by the respective institution's human resources office or other office designated by the

Chancellor. Examples of situations in which advertising waivers may be approved include the following personnel actions:

A. Acting or Interim Appointments

While appointments of this nature for one year or less need not be advertised and filled on a competitive basis, appointing officials are encouraged to conduct a search at least within the department, school or college. Appointments of this nature must be reviewed in advance by human resources staff and requisite institutional approvals must be obtained.

B. Visiting Faculty and Internship Appointments

If the program has been pre-approved, visiting faculty and internship appointments need not be advertised and filled on a competitive basis.

C. Temporary Appointments (180 days or less)

Such appointments need not be advertised unless they are likely to result in a permanent appointment.

D. Promotions within a Department

When a vacancy occurs, the employing department may request an exception of the advertising guidelines in order to promote an employee who is presently employed within the department or unit where the vacancy exists. All qualified applicants in the department or unit where the vacancy occurs must be considered for the promotion. After the department has selected the employee to fill the position, the institution's human resource management office or other office designated by the Chancellor will:

1. Review the qualifications of the position and determine if the selected employee meets the minimum qualifications for the position,
2. Review the qualifications of all other qualified applicants within the department or unit, and

The procedures set forth in this permanent memorandum do not create independent rights in third parties.