



**POLICY STATEMENT 11  
EQUAL OPPORTUNITY**

**POLICY DIGEST**

**Primary Monitoring Unit: Human Resources**  
**Secondary Monitoring Unit: Chancellor**  
**Initially Issued: May 29, 2011**  
**Last Revised: July 3, 2020**

**I. PURPOSE**

The purpose of this policy statement is to assert Louisiana State University at Eunice’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, gender identity, gender expression, religion, sex, national origin, age, mental or physical disability, or veteran’s status, as well as to implement a procedure to address complaints for those who believe they have been subjected to discrimination and/or harassment in violation of this policy.

**II. POLICY**

Louisiana State University at Eunice supports affirmative action and equal opportunity standards as set forth in the University’s Affirmative Action Plan. The University’s Affirmative Action Plan requires that all employees and applicants receive fair consideration for employment and that all employees are 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. This policy statement also affirms the LSU Eunice’s policy regarding sexual harassment as outlined in the University’s Policy Statements on Sexual Harassment ([PS-30](#)) as well as its policies and procedures related to disability as established in [PS-44](#).

LSU Eunice complies with the provisions of Title IX, Title VI, Section 504 of the Rehabilitation Act of 1973, 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. The Office of Human Resources Management and the Office of Affirmative Action/ Equal Employment Opportunity are designated at LSU Eunice as responsible for coordinating the University’s compliance with these statutory provisions.

The University reaffirms and emphasizes its commitment to provide a workplace free from discrimination and harassment and to provide a means to address complaints of discrimination and/or harassment. LSU Eunice also reiterates its commitment and responsibility to protect its employees and students from discrimination, harassment, and retaliation for participating in the complaint process. This Policy Statement is not intended to infringe upon constitutionally guaranteed rights nor upon academic freedom. In considering allegations of discrimination

43 and/or harassment, the University must be concerned with the rights of both the complainant  
44 and the accused.

45 All complaints of discrimination and/or harassment will be addressed. Substantiated cases shall  
46 result in appropriate discipline or other corrective action. The severity of the disciplinary action  
47 shall be consistent with the seriousness of the act of discrimination and/or harassment.  
48 Additionally, under appropriate circumstances, the University may take action to protect its  
49 employees and students from harassment by individuals who are not employees of the  
50 University.

51 The Chancellor, Vice Chancellors, Deans, Directors and all other supervisory employees are  
52 responsible for assisting the University in the implementation of this policy.

53 Anyone having questions regarding this policy or a complaint regarding a possible violation of  
54 this policy should contact the Office of Human Resource Management or the Title IX/AAEO  
55 Coordinator.

#### 56 A. Complaint Options

57 Any member of the University community who believes he or she has been subjected to  
58 discrimination and/or harassment in violation of this policy has a right and an obligation to  
59 report the conduct to any University official, supervisor, or the Office of Human Resource  
60 Management, or the AAEOO Coordinator. No student or employee is required to report or  
61 make a complaint of discrimination and/or harassment to the person who is engaging in the  
62 problematic conduct.

63 Because discrimination and harassment may involve a wide range of behaviors and is, in  
64 part, a function of the way in which such behaviors are perceived, the way in which a given  
65 incident is appropriately treated depends on its effect upon the recipient as well as upon the  
66 specific behavior itself. For example, simply informing the individual through verbal or written  
67 communication that the behavior is unwelcome and should cease may be sufficient to end it.  
68 If this is ineffective or the situation is such that an individual is unwilling or unable to deal  
69 with it in this way, other means of addressing such concerns are provided in this policy.

70 To insure that situations that may involve discrimination and/or harassment are handled  
71 appropriately, Vice Chancellors, Deans, Directors, supervisory employees and any other  
72 University officials who receive a complaint or who become aware of a possible violation of  
73 this policy will immediately notify the Office of Human Resource Management or the AAEOO  
74 Coordinator for advice and assistance on how to respond to the complaint (Science Building  
75 Rm. 120 phone: 337-550-1222). The Office of the Dean of Student Affairs is responsible for  
76 addressing complaints involving student on student harassment and/or discrimination when  
77 neither the accused(s) nor the accuser(s) are employees of the University.

78 If an individual believes that he/she has been subjected to discrimination and/or  
79 harassment, the individual may make use of both the informal and formal resolution  
80 procedures explained below.

#### 81 B. Complaint Procedures

##### 82 1. Preliminary Inquiry

83 The Affirmative Action/Equal Employment Opportunity Coordinator (AAEEO) or  
84 designee shall conduct or supervise the initial review of the complaint, with such  
85 assistance, as needed and/or appropriate under the circumstances, from other  
86 campus administrators with responsibilities relevant to the nature of the complaint. A  
87 complainant or respondent has the right to a confidential advisor or an advisor of  
88 choice at any stage of this process.

89 The initial review of the complaint shall be concluded as quickly as possible, within a  
90 reasonable amount of time required to complete the review in a manner that is  
91 adequate, reliable and impartial and based on the nature and complexity of the  
92 complaint. Generally, the initial review should ordinarily be completed within 15  
93 business days of receipt of the complaint. The purpose of the initial inquiry is to  
94 determine whether there is reasonable cause to believe a specific policy/policies may  
95 have been violated. After completion of the preliminary inquiry, any initial  
96 determination that a policy has not been violated shall be made by the AAEEO  
97 Coordinator.

98 To ensure a prompt and thorough initial inquiry, the complainant should provide as  
99 much information as possible. A complaint may be submitted anonymously or by an  
100 individual who is not a party to the alleged violation. The following may, but is not  
101 required to be, provided in writing:

- 102 a. The name of student(s) or employee(s) to include student organization, academic  
103 department, and position of the person(s) allegedly violating the LSU Eunice PS-  
104 11/LSU [PM-55](#) Equal Opportunity policies;
- 105 b. A description of the incident(s), including the date(s), location(s), and the  
106 presence of any witness(es);
- 107 c. If the complainant is an employee, the alleged effect of the incident(s) on the  
108 complainant's position, salary, benefits, promotional opportunities, work  
109 environment, or other terms or conditions of employment;
- 110 d. The name(s) of other student(s) or employee(s) who might have been subject to  
111 the same or similar conduct; and/or
- 112 e. Any other information the complainant believes to be relevant to the alleged  
113 discrimination, harassment, or retaliation.

114 At any time after becoming aware of a complaint, the AAEEO Coordinator or other  
115 responsible party, may recommend that interim protections or remedies for impacted  
116 parties involved be provided by appropriate LSU Eunice officials. These protections  
117 or remedies for the parties involved or witnesses will be provided by appropriate  
118 University officials. Remedies may include issuing a timely warning to the campus  
119 community, separating the parties, placing limitations on contact between the parties,  
120 interim suspension from campus, or making alternative workplace, classroom,  
121 course scheduling, dining, or student housing arrangements. Interim measures may  
122 vary depending on the nature of the complaint, status of respondent, or other criteria.  
123 All parties shall be notified of the availability of these measures as well as the fact  
124 that such measures are put into effect.

125 2. Confidentiality

126 All parties involved in a complaint, any investigation, and/or resolution, including  
127 witnesses, are encouraged to keep information concerning the complaint private until  
128 a final decision is rendered in order to protect both the complainant and the  
129 respondent. LSU Eunice may be required to divulge information on a need-to-know  
130 basis in order to properly address the complaint, when there is a threat to others,  
131 pursuant to subpoena, or other court or administrative order, or as may be required  
132 by applicable law. Violations of confidentiality by any other persons involved in the  
133 resolution, investigation or administration of the complaint, including any employee,  
134 faculty, staff, or student if identified and confirmed, may result in disciplinary or  
135 corrective action. Only individuals employed as mental health counselors, victims'  
136 advocates, university chaplains or others designated by the University as provided  
137 by law can guarantee confidentiality.

138 3. Notice of Investigation

139 If, after the initial inquiry, the AAEEEO Coordinator finds reasonable cause to believe  
140 a policy or policies may have been violated, an investigation shall be conducted. At  
141 any time during the investigation the matter may be referred, if appropriate under this  
142 policy, to the informal resolution process. If an investigation is warranted, then at the  
143 recommendation of the AAEEEO Coordinator, a full investigation into the facts and  
144 circumstances of the complaint will ensue. The investigation may include in-person  
145 interviews with all parties involved, including witnesses and parties that the  
146 investigator(s) may deem appropriate. The investigator may also collect and review  
147 any documents or other relevant information to include but not limited to  
148 photographs, video recordings, and/or information from social media. Any such  
149 investigation shall be conducted by the AAEEEO Coordinator or a designated trained  
150 person, authorized and assigned as an investigator by the AAEEEO Coordinator and  
151 Chancellor, including, but not limited to, trained employees from Office of Human  
152 Resource Management.

153 The AAEEEO Coordinator will notify the appropriate campus offices as necessary.  
154 Both the respondent and complainant will be provided written notice that an  
155 investigation will be undertaken as well as the nature of the complaint. The notice  
156 should include the specific section(s) of policy that may have been violated. All  
157 parties will have an opportunity to identify pertinent evidence to be considered by the  
158 investigator(s). The investigator(s) will author a written investigative summary to  
159 include a timeline of events, facts, and circumstances surrounding the complaint.

160 Upon completion of the investigative summary, the AAEEEO Coordinator or designee,  
161 in consultation with LSU's Employee Relations (employees) or Student Affairs  
162 designee (students) will reach a finding based on a preponderance of the evidence  
163 or more likely than not that a policy was or was not violated. Prior to issuing a finding,  
164 the AAEEEO Coordinator may request an additional investigation, if deemed  
165 appropriate. Upon issuance of a notice of investigation, any and all effort should be  
166 made to conduct a thorough and prompt investigation based on the facts and  
167 circumstances of each complaint ordinarily within thirty (30) business days of the  
168 notice. Complicated or extensive investigations may take longer.

169 After a full investigation, a determination that a policy has or has not been violated,

170 from a more likely than not or preponderance of the evidence standard, shall be  
171 made by the AAEEEO Coordinator or designee, by admission of responsibility by the  
172 respondent or by the complainant's admission of making false charges against the  
173 respondent. Both the complainant and the respondent will be given written notice of  
174 the results of the investigation.

175 C. Resolution Procedures

176 In the event that a determination has been made that from a more likely than not or  
177 preponderance of the evidence standard that a policy has been violated, the University  
178 has both informal and formal resolution procedures to address alleged violations of this  
179 policy. Both procedures will be implemented by individuals who have received training  
180 on issues related to equal employment/opportunity misconduct. The complainant and  
181 respondent have the right to an advisor of choice or a confidential advisor at any stage  
182 of the Informal Resolution or Formal Resolution processes. Both informal and formal  
183 resolution procedures will utilize a preponderance of the evidence standard throughout  
184 the process, with respect to determinations as to whether, or not, there has been a  
185 violation of LSU [PM-55](#).

186 As set forth below, an informal resolution procedure is available under certain  
187 circumstances. After a full investigation, or at the request of the parties as provided or if  
188 the respondent accepts responsibility for violation(s) of policy and if the investigator finds  
189 that reasonable cause exists to believe that University policy has been violated, the  
190 AAEEEO Coordinator or designee will determine whether the informal resolution  
191 procedure is appropriate. If an informal resolution is not appropriate, a formal hearing by  
192 a panel of trained hearing officers will be scheduled, for situations involving student  
193 matters only. In situations involving an employee as a respondent, the AAEEEO  
194 Coordinator or designee will determine the appropriate procedure to follow in  
195 consultation with Human Resources Department, LSU's Employee Relations  
196 Department and/or applicable campus administrator(s), and report recommendations to  
197 the Chancellor. If the AAEEEO Coordinator or designee determines that informal  
198 resolution is appropriate, the complainant and respondent shall be advised of the option  
199 to pursue an informal resolution procedure. If both complainant and respondent agree in  
200 writing, the informal resolution procedure will be followed, without further investigation,  
201 unless and until informal resolution is unsuccessful.

202 1. Informal Resolution

203 The use of the informal resolution procedure is optional and must be agreed upon by  
204 all parties involved. The informal resolution procedure will not be followed: if any of  
205 the persons involved in the complaint do not wish to engage in the informal  
206 procedure; if the AAEEEO Coordinator deems the informal resolution procedure  
207 inappropriate for the alleged offense; if the respondent does not accept responsibility  
208 for the alleged policy violation(s); or, if an attempt to utilize the informal procedure  
209 has been unsuccessful.

210 Additionally, the parties may discontinue participation in the informal process at any  
211 time. Information obtained regarding the complaint and the investigative summary  
212 will be treated as private, with only those with a need to know being informed of the  
213 complaint. An attempt to informally resolve the complaint shall be made by the  
214 AAEEEO Coordinator or designee and should be ordinarily concluded within fifteen

215 (15) calendar days of the decision to pursue informal resolution. Such informal  
216 resolution includes meeting with each party to the complaint; review of any initial  
217 findings; review or continuance of interim remedies; and any other actions deemed  
218 appropriate by the parties, and LSU's Employee Relations. Any further inquiry or  
219 review deemed necessary should be concluded in that same period.

220 Once the informal resolution procedure is complete, written notification of the  
221 determination of whether or not this policy(s) was violated will be provided to the  
222 complainant and respondent. If a determination has been made that a policy was  
223 violated, any changes in status, restrictions, limitations, or other recommended  
224 outcomes shall be given to all parties. Any party not willing to accept the proposed  
225 informal resolution has the right to make a written request, within five (5) calendar  
226 days upon receipt of written notification of the proposed resolution, to the office of the  
227 AAEEEO Coordinator, thereby requesting the opportunity to pursue the formal  
228 resolution procedure set forth below.

## 229 2. Formal Resolution

230 If either the respondent or complainant is not in agreement with the outcome of the  
231 informal resolution process or if the University, the respondent, and/or the  
232 complainant have not consented to and/or determined that informal resolution is  
233 inappropriate or insufficient, the formal procedure will be utilized. Upon submission of  
234 written notification by either the respondent or complainant to the AAEEEO  
235 Coordinator communicating an intent not to accept the proposed informal resolution  
236 outcome, formal consideration will be given for a formal resolution process.

237 The complainant and the respondent will be notified in writing the specific section(s)  
238 of policy alleged to have been violated, and the date, time, and location of the formal  
239 resolution process. Information obtained regarding the complaint will be treated as  
240 privately as possible (as set forth herein) with only those with a legitimate  
241 educational interest being informed of the complaint and the outcome of the  
242 investigation. The formal procedure will consist of a formal review of all allegations,  
243 the initial complaint, supporting documents, investigative summary and  
244 corresponding documentation.

245 For complaints involving students as respondents, the formal procedure will consist  
246 of a panel of trained hearing officers as outlined in the code of student conduct  
247 and/or policy/policies governing student conduct. For complaints involving  
248 employees as respondents, the AAEEEO Coordinator or designee, LSU's Employee  
249 Relations Department, and the Office of Human Resource Management and/or  
250 applicable campus administrator will direct the formal process of the investigation.

251 Each Campus shall adopt or utilize existing procedures to address alleged  
252 violation(s) of LSU [PM-55](#) that afford both the complainant and the respondent due  
253 process as well as appeal options and other procedural rights as outlined in  
254 University policy.

## 255 D. Resolution/Disciplinary Action

256 LSU Eunice will take appropriate action against any person found to be in violation of  
257 this policy. (Note: violations of this policy may also be subject to individual civil liability

258 under the state or federal law). When an employee is deemed to have violated this  
259 policy, the AAEEEO Coordinator and the Office of Human Resource Management and/or  
260 applicable campus administrator will jointly determine the appropriate disciplinary action,  
261 or recommendation for disciplinary action, up to and including dismissal, in accordance  
262 with applicable laws, rules, and/or LSU Eunice policies. The recommendation will be  
263 submitted to the Chancellor, who will make the final decision regarding the appropriate  
264 disciplinary action. For violations involving students, except when acting in the capacity  
265 of an employee, the appropriate campus office or administrator responsible for student  
266 conduct, student services or student life will determine the appropriate action, pursuant  
267 to any applicable code of student conduct and/or policy/policies governing student  
268 conduct.

269 In addition, to the extent possible, LSU Eunice will interact with appropriate law  
270 enforcement or third parties to address the actions of nonstudents or non-employees.  
271 Violations of this Policy may result in outcomes such as residential life contract  
272 cancellation, deferred suspension, suspension, expulsion, class only restriction (student)  
273 and/or disciplinary action or separation of employment.

#### 274 E. Appeal

275 Either party may appeal the findings of the formal resolution process in accordance with  
276 existing University policies detailing appeal procedures for students or for employees.  
277 Appeals must be submitted in writing to the AAEEEO Coordinator or designee within ten  
278 (10) business days upon receipt, by the appealing complainant or the appealing  
279 respondent, of notification of the outcome of the formal resolution process.

#### 280 F. Retaliation

281 Retaliation against a person who has been subjected to equal employment/opportunity  
282 misconduct, or against one, who in good faith brings a complaint of equal  
283 employment/opportunity misconduct or who, in good faith, participates in the  
284 investigation of an equal employment/opportunity misconduct complaint, is prohibited;  
285 and shall be a violation of this policy and shall constitute misconduct subject to  
286 disciplinary or other action, as described above. LSU Eunice will take steps to prevent  
287 recurrence and remedy the effects of any violation of LSU [PM-55](#).

#### 288 G. Record Keeping

289 Records will be kept in accordance with Louisiana law and federal law. For students,  
290 records will be maintained for seven (7) years by the Dean of Students or other office  
291 tasked with the maintenance of student records, except in cases of suspension and  
292 expulsion, which records shall be permanent. Employment actions in violation of this  
293 policy will be maintained in the employees' respective Employee Relations file.

#### 294 H. Related Policies

295 To the extent other LSU or campus-based policies may conflict with [PM-55](#), the  
296 provisions of PM-55 procedures shall supersede and govern.

#### 297 I. Task Force

298 LSU Eunice shall establish a task force to address equal employment/opportunity. The  
299 task force shall invite student members to be represented through their respective  
300 student government body or other student organizations.

301 J. Amnesty Policy

302 LSU Eunice encourages reporting of equal employment/opportunity misconduct and  
303 seeks to remove barriers to an individual or group reporting such conduct. An individual  
304 or group who, in good faith, reports misconduct, either as a complainant or a third party  
305 witness, shall not be sanctioned for a nonviolent student conduct violation, at or near the  
306 time of the complained incident, provided that any such violation did not and does not  
307 place the health and safety of any other person at risk.

308 **III. RECRUITMENT AND SELECTION**

309 The University, through its recruitment and employment policies, will recruit and employ  
310 qualified personnel for all its diverse activities and will provide equal opportunities during the  
311 selection process and employment without regard to race, color, marital status, sexual  
312 orientation, gender identity, gender expression, creed, religion, sex, national origin, age, mental  
313 or physical disability, or veteran's status. The following guidelines are designed to achieve the  
314 recruitment and placement objectives set forth in the University's Affirmative Action Plan.

315 A. General Guidelines for Faculty, Classified, Other Academic, and Professional Positions

316 1. Position advertisements and selection criteria will be developed in direct relationship  
317 to job requirements, University policies (ex. LSU [PM-23](#)) and applicable University  
318 standards. Requests to create or fill vacant positions will include a position  
319 justification and proposed job description that will be submitted to the Office of  
320 Human Resource Management for review and additional administrative approval.

321 2. The recruitment process shall be conducted in a manner consistent with the goal of  
322 attracting a diverse pool of applicants. For certain vacancies, this could include  
323 placing advertisements in appropriate sources to attract minority and female  
324 candidates. The Office of Human Resource Management serves as a resource to  
325 hiring departments in determining the most appropriate strategies for recruiting  
326 minority and female candidates for vacancies at LSU Eunice. The level and  
327 classification of the vacancy will determine the scope of recruitment activities. Most  
328 full-time faculty and senior professional vacancies should be advertised regionally  
329 and/or nationally. All ads must include the statement "LSU Eunice is an Equal  
330 Opportunity/Equal Access Employer." Advertisements may include a salary range.  
331 All advertisements, including the scope of advertising effort (i.e. local, regional, or  
332 national) and the advertising sources used, must be formally submitted to and  
333 approved by the Office of Human Resource Management prior to publishing.

334 3. All vacant regular full-time and part-time positions will normally be publicized at least  
335 within the University to ensure that all interested and qualified employees are aware  
336 of opportunities for promotion or transfer. Internal promotions are strongly  
337 encouraged. Promotions to or in faculty rank must either result from a competitive  
338 external search or part of the formal promotion and tenure review process.  
339 Advertisement may not be waived.



- 340 4. The minimum time between publication of an ad and the application deadline for  
341 Classified/Civil Service positions is 5 calendar days, and 14 calendar days for all  
342 other positions. All vacancies should be advertised far enough in advance to attract  
343 an adequate applicant pool.
- 344 5. All pre-employment selection procedures, including credential reviews, interviews  
345 and reference checks, shall be conducted without regard to race, color, creed,  
346 marital status, sexual orientation, gender identity, gender expression, religion, sex,  
347 national origin, age, mental or physical disability, or veteran's status.
- 348 6. The use of search committees to fill vacancies is encouraged. Every effort should be  
349 made to have diverse representation. This may include females and minority  
350 representation on search committees, as well as members of the department,  
351 representatives from the Office of Human Resource Management, external  
352 constituents, and/or members of other academic or administrative departments.  
353 (Note: For faculty positions, the use of search committees does not replace the  
354 requirement for a vote of the eligible voting faculty in accordance with LSU Eunice  
355 [PS-12](#).)
- 356 7. Records pertinent to the employment decision (ex., copies of advertisements, letters  
357 of application, resumes, replies to and from applicants, reference notes, interview  
358 notes, selection criteria) must be retained in the employing department for at least  
359 three years from the date the position is filled, and if not filled, three years from the  
360 date the posting/application period closed and made available to the Office of Human  
361 Resource Management upon request.
- 362 8. Certain demographic information is collected from the applicant online at the point of  
363 application submission. To ensure accurate EEO data tracking and reporting, the  
364 hiring unit must indicate the applicant dispositions in the Applicant Tracking System  
365 or send the applicant dispositions to the Office of Human Resource Management.
- 366 9. The Office of Human Resource Management may randomly select positions for  
367 monitoring and audit. This can occur pre- or post-selection. Selection procedures, as  
368 well as applications and resumes submitted by applicants will be reviewed when  
369 positions are monitored or audited.
- 370 10. Additionally, positions for which LSU Eunice has determined that underutilization of  
371 females and/or minorities exists may be targeted for monitoring and auditing.

#### 372 **IV. ACTING OR INTERIM APPOINTMENTS**

373 As a general matter, the University seeks to fill positions quickly with permanent hires. In some  
374 instances, however, the University must make temporary appointments on an Interim or Acting  
375 basis. "Interim" refers to a temporary appointment to a vacant post. "Acting" refers to a  
376 temporary appointment congruent to another employee holding the permanent appointment but  
377 is unavailable (ex. extended leave).

##### 378 A. Non-Academic Administrator

379 While an Acting or Interim appointment for one year or less need not be advertised and  
380 filled on a competitive basis, appointing officials are encouraged to conduct a search at

381 least within the department, school, college, or unit. Appointments of this nature must be  
382 approved in advance by the Office of Human Resource Management and requisite  
383 campus approvals must be obtained. Efforts should be made to identify women and  
384 minority candidates for such appointments.

385 B. Academic Administrator

386 This sub-section pertains to administrative positions that are academic in nature.

387 1. While Acting or Interim appointments for one year or less need not be externally  
388 advertised, they must be filled at least on a competitive basis internally to the  
389 campus. Appointing officials are required to conduct a search at least within the  
390 department, school, college, or other overarching unit, depending on the scope of  
391 responsibility.

392 2. If a person to fill the permanent position has not been named, an Interim  
393 appointment may be extended beyond one year. The hiring authority or designee for  
394 this case will solicit input from constituency (e.g. faculty and staff in the unit or units  
395 of responsibility) and consider this input in making a decision to extend.

396 3. If a person to fill the permanent position has not been named, an Interim position can  
397 be extended beyond year two after considering the results of annual performance  
398 review from the constituency and obtaining written authorization from the Chancellor  
399 or designee.

400 4. An Acting or Interim appointment will not be changed to a permanent position without  
401 an advertised search process that is normally required and routine for that position.

402 **V. OTHER EXCEPTIONS TO THE ADVERTISING GUIDELINES (WAIVERS)**

403 In some circumstances, exceptions to the aforementioned guidelines may be permitted. In these  
404 situations, the normal advertising requirements are not required or may be waived/limited.  
405 Examples of situations in which advertising waivers may be approved include the following  
406 personnel actions:

407 A. Visiting Faculty and Internship Appointments

408 If the internship program has been pre-approved by the Office of Human Resource  
409 Management, appointments need not be advertised and filled on a competitive basis. If a  
410 visiting faculty appointment will exceed one year, it must be advertised.

411 B. Temporary Appointments (180 days or less)

412 Such appointments need not be advertised unless they could result in a permanent  
413 appointment. A waiver request is not required for appointment that will not exceed 180  
414 days.

415 C. Promotions from within a Division, Department, or Unit (Non-faculty, Non-administrative)

416 When a vacancy occurs, the employing department may request an exception to the  
417 advertising guidelines from the Office of Human Resource Management in order to

418 promote an employee who is currently employed within the department or unit where the  
419 vacancy exists. All qualified employees in the department or unit where the vacancy  
420 occurs must be considered for the promotion. After the department has selected the  
421 employee to fill the position, the Office of Human Resource Management will, before  
422 approving the appointment:

- 423 1. Review the qualifications of the position and determine if the selected employee  
424 meets the minimum qualifications required for the position,
- 425 2. Review the qualifications of all other qualified employees within the department or  
426 unit who have applied for the position, and
- 427 3. Review the University's Affirmative Action Plan's utilization analysis to determine if  
428 underutilization of female and/or minorities exists within the EEO category in which  
429 the vacancy occurs.

#### 430 D. Extraordinary Circumstances

431 Where justified, an exception to the normal advertising guidelines may be granted in any  
432 extraordinary circumstance (ex. candidate possesses unique exceptional qualifications).  
433 It will be incumbent upon the hiring authority to provide justification and appropriate  
434 documentation where applicable. In cases related to academic administrative positions,  
435 written authorization must be obtained from the Vice Chancellor for Academic Affairs  
436 and the Chancellor or designee. The Office of Human Resource Management will review  
437 exception requests for all other positions.

438 Any questions pertaining to this Policy Statement should be directed to the Office of  
439 Human Resource Management.

## 440 VI. SOURCES

441 The aforementioned procedures have been adapted from LSU's [PM-73](#).