***HARVARD UNIVERSITY’S OFFICE OF THE ASSISTANT TO THE PRESIDENT***

***FOR INSTITUTIONAL DIVERSITY AND EQUITY***

***AFFIRMATIVE ACTION CHARTER***

As a community, all Harvard employees play an important role in demonstrating the University’s commitment to inclusive excellence, equal opportunity, affirmative action, and nondiscrimination in all areas of university life. The Office of the Assistant to the President for Institutional Diversity and Equity (H-OAP) works strategically with University partners, including the Office of General Counsel (OGC) and Harvard Human Resources (HHR), to ensure that our hiring, recruitment, retention, and other personnel practices not only satisfy the spirit and letter of the law, but also reflect Harvard’s mission and values. As part of our mission designated by the President and Fellows of Harvard University, H-OAP is committed to advancing leadership, as well as a university culture that affirmatively recruits, engages, and retains a diverse faculty, staff, and student body.

Responsibility[[1]](#footnote-1)

H-OAP is responsible for promoting the University’s Equal Employment Opportunity, Affirmative Action, and Nondiscrimination policies. As reflected in those policies, Harvard University is committed to selecting and promoting staff and faculty without discrimination on the basis of race, color, sex, sexual orientation, gender identity, religion, creed, national origin, age, disability unrelated to job requirements, veteran status, military service, genetic information, or other protected status. In addition, and in support of these equal opportunity principles, H-OAP is responsible for ensuring that the University meets the affirmative action program requirements established for federal contractors by the United States Department of Labor’s Office of Federal Contract Compliance Programs. Specific functions of H-OAP’s AA/EEO area include the following:

* Oversee preparation of the annual University Affirmative Action Plan (AAP).
* Set standards, establish requirements, and develop, review, and/or update policies to implement

 the University AAP.

* Develop compliant procedures, practices, and protocols for consistent application across the

 schools/units.

* Liaise with Central units and Schools regarding strategies to meet AA goals for underutilized

 job groups.

* Analyze and monitor selection processes and results for adverse impact in hiring, promotions,

 terminations, and other personnel activities.

* Provide each Unit/School with annual utilization goals/tables with prior year composition,

 goals, and achievement status; current-year composition and goals.

* Monitor progress toward AA goals University-wide and in each Unit/School.
* Monitor goals and good faith efforts for prior year and evaluate current year.
* Initiate action-oriented programs and outreach efforts to improve recruitment and retention of minorities, women, and individuals with disabilities and protected veterans.
* Design, coordinate, & conduct training and workshops on EEO/AA requirements, accountability and timelines.
* Partner with appropriate University offices to ensure an annual compensation analysis is completed.

Authority

The President and Fellows annually reaffirm the University’s policy concerning affirmative action and equal opportunity as originally set forth on November 3, 1969. The Office of the Assistant to the President for Institutional Diversity and Equity, under the leadership of Lisa M. Coleman, Ph.D. as its first Chief Diversity Officer, is authorized by the President and Fellows to provide a central focus and resource within the University for pursuing with determination its goals of equal employment opportunity. Her duties include coordination of the University’s affirmative action programs and oversight for their implementation throughout the University.

1. Please note: “Roles and Responsibilities for AA Compliance and Staff Recruiting” may also be cross referenced for additional details. [↑](#footnote-ref-1)