**FORT VALLEY STATE UNIVERSITY**

**EQUAL OPPORTUNITY/AFFIRMATIVE ACTION**

It is the policy of Fort Valley State University to provide affirmative action and equal opportunity for all employees, students and applicants for employment or admission without regard to race, color, sex, age, religion, national origin or disability or veteran status.

Fort Valley State University does not discriminate against any employee or applicant for employment with regard to any opportunity for which the employee is qualified. For additional information or to file a complaint under the provisions of this policy, employees and applicants should contact the Equal Opportunity (EOO) Office, Troup, Suite 141

Every member of the Fort Valley State University community is expected to uphold this policy as a matter of mutual respect and fundamental fairness in human relations. All members of the faculty, staff, and student body are expected to ensure that

Fort Valley State University is committed to a policy that ensures the fulfillment of equal opportunity without unlawful discrimination for all applicants for employment, employees, and students. This policy is administered without regard any characteristic protected by law. The university complies with the requirements of Title VI and Title VII of the Civil Rights Act of 1964, as amended, the Age Discrimination in Employment Act of 1967, as amended, Executive Order 11246, as amended, the Vietnam Era Veteran’s Readjustment Act of 1974, as amended, Section 504 of the Rehabilitation Act of 1973, as amended, the Americans With Disabilities Act of 1990 (Title II), as amended, the Lilly Ledbetter Fair Pay Act of 2009 and the Georgia Fair Employment Act of 1978, as amended. Genetic Information Nondiscrimination Act of 2008, and their implementing and supplemental regulations, save for any Eleventh Amendment legislative and/or judicial interpretations to the contrary.

Faculty, staff and students who feel that any of their rights under these regulations have been violated are entitled to request a review of the matter. Any complaints dealing with any type of discrimination should be addressed to the University’s Equal Opportunity Officer (EOO). The procedures for seeking redress under these regulations are as follows:

**COMPLAINT PROCESS**

1. If at all possible, the person should first make an attempt to consult and work with the individual involved to resolve the matter;
2. If the person cannot obtain satisfactory results from such a conference, s/he must file a complaint within 20 (twenty) working days in writing with the EOO. This timeframe can be extended or waived by the EOO for good cause shown.
3. In situations involving faculty or staff, the EOO will first engage the Director of Human Resources or his/her designee to investigate the complaint (if this has not already occurred) and issue a recommendation. In situations involving a student, the EOO will first engage the Vice President of Student Success or his/her designee to investigate the complaint (if this has not already occurred) and issue a recommendation or decision.
4. If the recommendation or decision is not satisfactory to one or more of the parties, s/he must notify the EOO in writing within five (5) working days. This timeframe can be extended or waived by the EOO for good cause shown.
5. The EOO will then render a decision on the matter within five (5) working days. The EOO will provide a rationale for the decision. Note that if the EOO officer, in his/her discretion, determines that additional investigative measures are necessary, this time frame may be extended accordingly. Ordinarily, the time frame will not exceed thirty (30) working days.
6. If either party is dissatisfied with the decision of the EOO, the party can request in writing, within five (5) business days of receiving the decision of the EOO, that the President of Fort Valley State University review the matter. S/he will inform the parties in writing of his/her decision, and the decision will be final at the institution level. The decision will be in writing, typically within ten (10) days from the date of receipt of the appeal.

Fort Valley State University’s current Equal Opportunity Officer’s contact information is below:

Patrice Terrell

Director of Compliance and Contracts

1st Floor Troup Administration Building

terrellp@fvsu.edu

478-825-4284