Affirmative Action Guidelines
Department of Political Science
Policy Statement and Recruiting Check List for Positions In
The MPA, MA, and other Departmental Degrees

Approved January 24, 2014

The Department of Political Science adheres to the Affirmative Action Policies of the University and the College of Arts and Sciences. These documents state in part:

**AA/EEO Statement**

The Management of Saint Louis University views Affirmative Action and Equal Employment Opportunity as a major policy commitment and as an important management goal. Thus, it is our policy to recruit, hire, train, promote and in all ways provide fair treatment on the basis of the merit without regard to: race, color, sex, religion, national origin, sexual orientation, disability, age or veteran status.

All University policies, practices and procedures are administered in a manner consistent with our Catholic, Jesuit identity. In addition, it is our intent to administer our various personnel programs, such as compensation, benefits, transfers, layoffs, returns from layoff, Saint Louis University sponsored training, education, and social activities, in such a manner as to eliminate any practices which might directly or indirectly exclude any employee from deriving benefit from them.

Diversity, rather than being an end in itself, is a means to an end. That end is succinctly stated in the goal of a Saint Louis University education:

A Saint Louis University student will be instructed in the grand Catholic, Jesuit tradition of being women and men for others. (Lawrence Biondi, S.J., President Emeritus)

In order to fulfill the mission of being women and men for others, life in the global village requires exposure to and interaction with a variety of cultures, religious traditions, life styles, races, and ethnicities. It is particularly important that students experience diversity among their peers and among those from whom they seek guidance and role models (faculty, administrators, and staff).

These considerations take on special urgency for those whose professional life will involve public service. The Department of Political Science, through its various degree programs, educates students who will be the political leaders, city managers, not for profit agencies directors, policy makers, urban planners, and public servants of the future. In order to fulfill these roles and effectively serve various constituencies, students in our degree programs must be culturally competent across a diverse set of populations. Diversity in faculty, staff, student body, and administration is essential to achieve this educational goal.
To ensure fulfillment of this educational goal, the Department of Political Science follows the procedures detailed below when a search is instituted to fill a faculty or staff position.

1. After all administrative approvals have been obtained for filling a position, the faculty will convene to specifically outline a plan to maximize the diversity of the hiring pool.
2. The plan will include but is not limited to the following specific steps:
   a. A list of appropriate professional websites focused on the recruitment of diverse populations that will be notified of the job opening.
   b. A list of professional contacts that faculty and/or staff members have who can aid in helping recruit a diverse pool of applicants.
   c. A list of appropriate academic department chairs or agency heads whose programs serve under represented populations (e.g. Historic Black Colleges, Disability Rights Organizations, or Professional Women’s Groups) and who will be contacted by e-mail by the search committee head.
3. Once the plan is approved by the faculty, the Department Chair will distribute the plan to all faculty and staff within the department.
4. The chair or his/her designee, not a member of the search committee, will be responsible for insuring that the plan is being implemented.
5. While the number of people brought to campus for an interview is ordinarily limited to three people, permission will be sought to expand this number if doing so helps diversify the pool of applicants to be assessed.
6. On campus interviews will include a diverse set of people, including a person with a similar background to the applicant if possible (e.g. a faculty member with a disability who can candidly discuss with an applicant the challenges he or she might face at the University).
7. All new faculty or staff members will be assigned a mentor to maximize a successful transition into the department.
8. After the conclusion of a search, the diversity plan will be reviewed to determine what worked and what did not work and what future plans should contain to further the outreach to diverse communities.