



September 1, 2007

MEMORANDUM

TO: All UT Houston Faculty and Staff

FROM: James T. Willerson, M.D.
President

RE: Reaffirmation of The University of Texas Health Science Center at
Houston's Equal Opportunity/Affirmative Action Policy

As we begin a new academic year, I reaffirm our commitment to ensuring a workplace that is free of discrimination through conformance with the following basic compliance statement:

The University of Texas Health Science Center at Houston, as an Equal Opportunity/Affirmative Action Employer, seeks to attract qualified individuals of diverse backgrounds to its faculty, staff and student body. Accordingly, UT-Houston does not discriminate against any individual on the basis of race, color, religion, sex, sexual orientation, national or ethnic origin, age, disability, or veteran status in admissions, educational programs, or employment of faculty or staff.

During the past seven years as president, I have been proud of our institution for many things, one being our ability to assemble a diverse workforce that is skilled in many disciplines. This achievement has allowed us to become the acknowledged leader that we are in the treatment, cure, and prevention of the most common diseases of our time through education, research, and clinical practice. The University is committed to applying every good faith effort to achieve full utilization of minorities and women in those segments of its workforce in which deficiencies may currently exist. These efforts conform to all current legal and regulatory requirements and are consistent with University standards of quality and excellence. To assist in the goal of creating a more diverse workforce, I encourage you to continue to refer applicants to the University.

As I prepare to leave the University, it is my wish that we all shall expand our efforts to build on each other's ideas, expertise, values, styles, expressions, perspectives and experiences. All UTHSC-H faculty and staff must uphold these principles as core objectives to ensure compliance with the law and to convey respect to faculty, staff and students. Inquiries regarding our equal opportunity policies and diversity program for staff may be directed to J.T. Rayburn, Equal Employment Opportunity Advisor, Human Resources, 7000 Fannin Street, UCT 150, (713) 500-3079.

Human Resources is responsible for monitoring compliance with the federal and state laws related to equal employment, implementing and managing a diversity plan for staff, and educating the campus community of matters relating to equal opportunity and affirmative action.

Your efforts and commitment in making The University of Texas Health Science Center at Houston a model for other academic medical centers is greatly appreciated.

Executive Order 11246, as Amended

In keeping with University policy, The University of Texas Health Science Center at Houston maintains and practices positive programs without regard to race, color, religion, sex or national origin in all areas of human resources, including but not limited to recruitment, hiring, training, job assignment, promotion, compensation, transfers, reduction-in-forces, terminations and benefits.

The University shall continue its proactive programs for the recruitment and advancement in employment of qualified women and members of minority groups.

Rehabilitation Act of 1973, as Amended

The University reaffirms its policy of affirmative action and equal opportunity, under Sections 503 and 504 of the above noted Act, to those disabled employees or prospective employees who are otherwise qualified to perform the duties of a job.

Age Discrimination in Employment Act of 1967, as Amended

The University reaffirms its policy of equal opportunity to those employees or prospective employees who are at least forty (40) years of age or older.

Americans with Disabilities Act of 1990

The University reaffirms its policy of equal opportunity to those qualified applicants or employees with disabilities who are able to perform essential job functions with or without a reasonable accommodation.

Civil Rights Act 1991

The University reaffirms its commitment in all employment practices including hiring, benefits and terms of employment.

Sexual Harassment

The University reaffirms its policy that expressly prohibits sexual harassment. The University enforces zero tolerance of sexual harassment. Sexual harassment is defined as a form of sex discrimination and is illegal under Title VII of the Civil Rights Act of 1964 and Title IX of the Education Amendments of 1972. Unwelcome sexual advances, requests for sexual favors and other verbal, visual or physical conduct of a sexual nature constitute sexual harassment when:

Submission to such conduct is made explicitly or implicitly a term or condition of an individuals employment or academic status;

Submission to or rejection of such conduct by an individual is used as the basis for an employment decision or academic evaluation; or

Such conduct has the purpose or effect of unreasonably interfering with an individuals work or academic performance or creating an intimidating, hostile or offensive work or academic environment.

All members of The University of Texas Health Science Center at Houston community have the right to a place of employment free of sexual harassment. Your cooperation in preventing this type of conduct is essential. Individuals may file either formal or informal complaints regarding alleged incidents of sexual harassment with the appropriate administrator for each UT-Houston operating unit or with Human Resources. The University will, when appropriate, take firm disciplinary action to assure that it meets its responsibilities. The University will also take measures to ensure the protection against reprisal by the accused in either an informal or formal sexual harassment complaint procedure.

Any member of The University of Texas Health Science Center at Houston community who believes that he/she has been or is being subjected to sexual harassment is urged to immediately contact the appropriate administrative authority or Human Resources at (713) 500-3079.