

POLICY LIT.5.02 RECRUITMENT AND EMPLOYMENT

SCOPE: Faculty and Staff

It shall be the goal of Lamar Institute of Technology (LIT) to attract, hire and retain a highly qualified workforce for all positions.

1. **Non-Discrimination.** Lamar Institute of Technology (LIT) is an equal opportunity/- affirmative action employer and complies with all applicable federal and state laws regarding non-discrimination and affirmative action, including Title IX of the Education Amendments of 1972 and Section 504 of the Rehabilitation Act of 1973. Lamar Institute of Technology is committed to a policy of non-discrimination and equal opportunity for all persons regardless of race, sex, color, religion, national origin or ancestry, age, marital status, disability, veteran status, or any other basis protected by federal or state law in employment, educational programs, and activities and admissions.
2. **Equal Employment Opportunity.** In regard to employment, it is the policy of Lamar Institute of Technology (LIT) to ensure equal employment opportunity to all individuals. This means that LIT will seek to ensure by all lawful means at its disposal that all prohibited discriminatory conditions in employment are eliminated and that employment policies do not operate to the detriment of any person on the grounds of non-relevant criteria including, but not limited to race, color, religion, sex, national origin, age, disability, or veteran status. Lamar Institute of Technology will also ensure that the practices of those responsible in matters of employment and supervision are nondiscriminatory. This policy is extended uniformly to the employment of all individuals.
3. **Responsibility.** It is the responsibility of LIT's management to ensure that LIT and all its constituencies comply with the provisions of this policy, and with all Federal and State laws, executive orders and regulations regarding equal opportunity and affirmative action.

3.1. Specifically, all departments of the College will:

- 3.1.1. Follow policies of recruitment, employment, upgrading, promotion, transfer, training, lay off, or dismissal for all categories of employees, without regard to race, color, religion, sex, color, religion, national origin, age, disability, or veteran status.
- 3.1.2. Determine all matters of employment and of subsequent promotion to a higher position only upon the individual's qualifications for the position for which he/she is to be considered.
- 3.1.3. Administer equitably all programs involving salary, fringe benefits, and participation in the affairs of the College, for all individuals without regard to any of the characteristics named above.

3.2. Human Resources (HR) is responsible for maintaining a centralized employment office. The recruitment and employment functions of HR include but are not restricted to, the following:

- 3.2.1. Accepting requests from all offices and departments of the College for employment of staff personnel, both supervisory and non-supervisory;

- 3.2.2. Recruiting, and screening applicants for administrative, classified and other staff positions;
 - 3.2.3. Referring employable applicants to requesting offices and departments;
 - 3.2.4. Reviewing screening/selection procedures used by departments prior to hiring approval.
 - 3.2.5. Teaching and Learning
4. External Recruiting. In its relationship with external recruiting sources, the College will require complete conformity to the principles stated above, ensuring full opportunity for equal consideration for all prospective employees.

Related Procedures: LIT.5.02.02, LIT.5.02.15

Relevant Forms/Documents:

Relevant TSUS Policies/Forms/Documents: TSUS Rules and Regulations Chapter 5.
Component Employees

Relevant Statutes: Title IX of the Education Amendments of 1972; Section 504 of the Rehabilitation Act of 1973

Relevant SACSCOC Standards: 5.5, 6.3

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