Our commitment to equal opportunity for all persons at the University of South Carolina has no limits.

Inquiries regarding equal opportunity, affirmative action and Title IX at USC should be directed to:

The Office of Equal Opportunity Programs
University of South Carolina
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The University of South Carolina does not discriminate in educational or employment opportunities or decisions for qualified persons on the basis of race, color, religion, sex, national origin, age, genetics, disability, sexual orientation or veteran status. The University of South Carolina has designated as the ADA Title II, Section 504 and Title IX coordinator the Executive Assistant to the President for Equal Opportunity Programs. The Office of the Executive Assistant to the President for Equal Opportunity Programs is located at 1600 Hampton Street, Suite 805, Columbia, SC 29208; telephone (803)777-3854.
What is the role of the Office of Equal Opportunity Programs?

The Office of Equal Opportunity Programs was created to ensure that applicants for employment, employees, and prospective and enrolled students of the University of South Carolina are protected against discrimination on the basis of race, color, religion, sex, national origin, age, genetics, disability, sexual orientation and veteran status. Qualified individuals are provided with equal opportunity in both employment and academic instruction.

What role does the Office of Equal Opportunity Programs Play in Affirmative Action?

Affirmative action consists of efforts to identify and eliminate barriers at USC to equal employment opportunity. The University of South Carolina takes positive steps to ensure that its policies and procedures provide employment opportunities for qualified minorities, women, persons with disabilities, disabled veterans and Vietnam era veterans. The affirmative action program at USC is administered under the Office of Equal Opportunity Programs.

The USC Equal Opportunity Policy is stated in the USC Policies and Procedures Manual. This manual is available online at www.sc.edu/policies/ppmhome.html. Steps for the implementation of the affirmative action policy are described in the institution’s Affirmative Action Plan which is available for review in the Office of Equal Opportunity Programs and Thomas Cooper Library.

The Executive Assistant to the President for Equal Opportunity Programs is appointed by the President of the University to develop and manage the affirmative action/equal opportunity plan and program.

What measures ensure equal employment opportunity at USC?

- The general public can obtain information about current vacancies for non-academic positions online at www.sc.edu/employ.html. Job openings are also posted on campus in the Employment Division of Human Resources Offices and may also be advertised in the local press.
- Faculty and administrative staff openings are advertised in professional journals and other national publications.
- Every effort is made to acquire a broadly/diverse representative applicant pool before the search for candidates is ended.
- Employment decisions on hiring, promotions, transfers, etc. are based on qualifications and merit, without regard to race, color, sex, age, genetics, religion, national origin, disability, sexual orientation or veteran status.

Is there equal opportunity for students at USC?

USC does not discriminate in the administration of its admissions, financial aid and employment policies, educational programs and other student related activities. Within the limits of its facilities, the University is open to all students who meet admissions standards. Reasonable accommodation is made for students with disabilities to attain their academic objectives. Student performances are evaluated solely on academic basis.

The policies of non-discrimination and affirmative action apply equally to all student employees.

How are employee complaints handled within USC?

University employees who feel they have been discriminated against by reason of race, color, sex, age, genetics, religion, national origin, disability, sexual orientation or veteran status may voice their complaint to their immediate supervisor or department head. Complaints which cannot be resolved satisfactorily within the department should be reported promptly to the Office of Equal Opportunity Programs. This complaint procedure is described in the Equal Opportunity Policy, USC Policies and Procedures Manual.

Non-discriminatory grievances relative to the employment process or conditions of work, e.g. dismissals, suspension, or demotions may be brought to the attention of the Employee Relations section of the Division of Human Resources, if they have been unresolved at the department level. There is a time limit of fourteen calendar days in which an employee may file a formal, written grievance. The fourteen day period begins with the effective date of the action which the employee is griev ing. For further information on this grievance procedure refer to the University’s Grievance Policy in the USC Policies and Procedures Manual.

Grievance procedures for faculty are outlined in the Faculty Manual.

To whom do students go with complaints?

Primary responsibility for the resolution of student problems (non-discriminatory) lies with the Division of Student Affairs, through the Director of Student Development.

The Carolina Community Student Policy Manual describes the procedures for filing grievances of a non-academic nature. Such grievances include, but are not limited to, mistreatment by a University employee, wrongful assessment and processing of fees, records and registration errors, and discrimination on the basis of race, color, sex, age, genetics, religion, national origin, disability, sexual orientation or veteran status.

The Office of Disability Services, in the Division of Student Development, coordinates services to students with disabilities and addresses student complaints of discrimination on the basis of disability in consultation with the Office of Equal Opportunity Programs.

To file a grievance on an academic matter, a student must contact the representative college or school to obtain the appropriate grievance procedures. The Division of Student Affairs and the Office of Disability Services will coordinate complaints of alleged discrimination with the Office of Equal Opportunity Programs and all Title IX issues are processed by the USC EOP Office.

Could I be penalized for filing a complaint?

No student, employee, or applicant may be subjected to any restraint, interference, coercion, or reprisal for filing a complaint, serving as a witness, or seeking information regarding illegal/prohibited discrimination at the University of South Carolina.

This publication is intended to provide general information. Should more detailed information be necessary, the official document referenced in the brochure should be consulted or you should contact the University of South Carolina’s Office of Equal Opportunity Programs. The University of South Carolina reserves the right to modify, delete, or add to any of the policies noted herein without prior notice.