

**ADMINISTRATIVE DIVISION** Civil Rights & Title IX  
**POLICY NUMBER** CR 2.00  
**POLICY TITLE** Equal Opportunity and Non-Discrimination  
**SCOPE OF POLICY** USC System  
**DATE OF REVISION**  
**RESPONSIBLE OFFICER** Associate Vice President for Civil Rights & Title IX  
**ADMINISTRATIVE OFFICE** Office of Access and Opportunity

**DISCLAIMER – THE LANGUAGE USED IN THIS DOCUMENT DOES NOT CREATE AN EMPLOYMENT CONTRACT BETWEEN THE FACULTY, STAFF, OR ADMINISTRATIVE EMPLOYEE AND THE UNIVERSITY OF SOUTH CAROLINA. THIS DOCUMENT DOES NOT CREATE ANY CONTRACTUAL RIGHTS OR ENTITLEMENTS. THE UNIVERSITY OF SOUTH CAROLINA RESERVES THE RIGHT TO REVISE THE CONTENT OF THIS DOCUMENT, IN WHOLE OR IN PART. NO PROMISES OR ASSURANCES WHETHER WRITTEN OR ORAL, WHICH ARE CONTRARY TO OR INCONSISTENT WITH THE TERMS OF THIS PARAGRAPH CREATE ANY CONTRACT OF EMPLOYMENT.**

**PURPOSE**

This policy sets forth the University of South Carolina’s commitment to equal opportunity and non-discrimination for academic and non-academic personnel matters. It is adopted pursuant to the South Carolina Human Affairs Law and applicable federal laws and regulations governing equal opportunity and non-discrimination, and access.

**DEFINITIONS**

Discrimination on the basis of any protected category identified below, or any other characteristic protected by law, is unlawful and prohibited by this policy.

**Protected categories:** Age, ancestry, citizenship status, color, disability, ethnicity, familial status, gender, gender identity or expression, genetic information, military or veteran status, national origin, pregnancy, race, religion, sex, sexual orientation, or any other bases under federal, state, local law, or regulation.

**POLICY STATEMENT**

Equal opportunity and non-discrimination are fundamental to the mission and purpose of the University of South Carolina. The University implements this policy in accordance with the South Carolina Human Affairs Law and applicable federal laws and regulations.

It is the policy of the University to recruit, hire, train, promote, tenure, and otherwise make employment and personnel decisions without regard to any protected category identified in this policy, except where a bona fide occupational qualification is permitted by law.

Maintaining a non-discriminatory environment is a shared responsibility. All University employees, students, and third parties are expected to comply with this policy and to conduct themselves in a

manner consistent with the University's commitment to equal opportunity and inclusion.

## PROCEDURES

### A. Dissemination of Policy

1. At the beginning of each academic year, the Equal Opportunity and Non-Discrimination Policy is reaffirmed in a memorandum from the President to all employees within the University of South Carolina. This memorandum addresses the obligations of hiring officials to comply with university policies and procedures governing equal employment opportunity and non-discrimination.
2. The Associate Vice President for Civil Rights & Title IX, or campus designee, ensures that copies of equal employment opportunity posters are prominently displayed in strategic locations across all campuses.
3. New employee orientation programs include information on the University's Equal Opportunity and Non-Discrimination Policy.
4. Supervisor training programs include a segment on the supervisor's role in promoting and implementing this policy, with particular attention to recruitment, selection, and employment practices.
5. The University ensures that following statement is included in all employment applications, bulletins, catalogs, and formal announcements distributed by the University:

*The University of South Carolina does not discriminate in employment opportunities or decisions for qualified persons on the basis of age, ancestry, citizenship status, color, disability, ethnicity, familial status, gender, gender identity or expression, genetic information, military status, national origin, pregnancy, race, religion, sex, sexual orientation, veteran status, or any other protected category under applicable law.*

6. The University of South Carolina designates the Associate Vice President for Civil Rights and Title IX to serve as the ADA and 504 Coordinator for the Columbia and Palmetto College campuses. The Upstate, Aiken, and Beaufort campuses each designate a separate ADA Coordinator.

## B. Complaint Procedures for Employees

University employees who believe they have been discriminated against because of their protected class identified in the above definition are encouraged to report their complaint to any of the following:

- Immediate supervisor or department chair
- The Office of Civil Rights & Title IX
- Employee Relations Office in the Division of Human Resources,
- Campus designee
- Appropriate federal or state regulatory agency, including the South Carolina Human Affairs Commission (SCHAC), United States Equal Employment Opportunity Commission (EEOC).

## C. Policy of Retaliation/Reprisal

No person shall be subjected to restraint, interference, coercion, or reprisal for filing a complaint, serving as a witness, participating in an investigation, or seeking information regarding the University's equal opportunity and non-discrimination programs or available resources.

### **RELATED UNIVERSITY, STATE AND FEDERAL POLICIES**

Add links to all related HR and ACAF policies

[ACAF 1.00 Recruitment and Appointment of Tenured, Tenure-Track and Professional-Track Faculty](#)

[ACAF 1.01 Recruitment and Appointment of Academic Administrators](#)

[ACAF 1.16 Professional-track Faculty](#)

[HR 1.24 Recruitment and Appointment of Classified, Unclassified, Research Grant, and Time Limited Employees](#)

[Unclassified Staff in Research Positions](#)

### **HISTORY OF REVISIONS**

<b>DATE OF REVISION</b>	<b>REASON FOR REVISION</b>
November 18, 2022	New policy approval
	Update and clarify the Equal Opportunity and Non-Discrimination Policy to reflect current legal requirements, align with related University employment policies, and improve clarity and consistency in the treatment of protected categories and employment practices.