

### SECTION III. DISSEMINATION OF POLICY

The University recognizes that widespread awareness of its policy is an important requisite for effective implementation. It is therefore committed to use a variety of dissemination techniques as a means of insuring that notice of the policy reaches the appropriate internal and external audiences.

A. Internal Communication. University policy with respect to its affirmative action program is made known to faculty and staff through standard means of institutional communication, as follows:

1. Each year the President issues a memorandum to the University community affirming the institution's commitment to EEO/AA.
2. Copies of the Affirmative Action Plan are distributed to all deans, directors, department chairpersons, and other management personnel. A copy of the Plan is available in the Office of Human Resources during normal working hours to any employee. A copy is also available for review in the University Library.
3. The University's EEO/AA policy is stated in the *Faculty Handbook* and the *Staff Handbook*. All employees receive a handbook upon entering the employment of the University and periodically thereafter when a revised edition of the handbook is issued.
4. When employees are pictured in University publications, an effort is made to include minorities and women.
5. All brochures, bulletins, and catalogs published by the University contain a statement attesting to the institution's EEO/AA commitment.
6. Numerous bulletin boards are located in conspicuous areas and buildings throughout the campus and are utilized for displaying official posters relating to EEO/AA and for posting staff job opportunities.

7. All letters of offer include language stating the fact that the University is an EEO/AA employer.

8. During orientation sessions provided by the Office of Human Resources, new employees are informed about the University's affirmative action program.

9. During meetings attended by executive, managerial, and supervisory personnel, and in certain staff development and training courses, the intent of the University's affirmative action program is explained, its importance is emphasized, and individual responsibilities in assisting the University with respect to its obligations are defined.

B. External Communications. The EEO/AA policy of the University is disseminated externally as follows:

1. All stationery bearing The University of Alabama in Huntsville logo shall be imprinted with the statement, "An Affirmative Action/Equal Opportunity Institution."

2. All advertisements for faculty and staff positions placed by the University include the EEO/AA statement.

3. All purchase orders and subcontracts incorporate the prescribed equal employment opportunity clause by reference.

4. All major recruiting sources are informed orally and in writing of the University's EEO/AA policy and are requested to actively recruit minorities and women for all position openings at the University.

5. Prospective employees are informed about the existence of the University's affirmative action program.

6. When employees are pictured in University publications that have wide circulation in the community, an effort is made to include both minority and female employees.