

SECTION III.
DISSEMINATION OF POLICY

A. Internal Dissemination. To help build an adequate base of understanding and support on the part of University employees for this EEO/AA program, the following means of internal communication are utilized:

1. Each year the President issues a memorandum to the University community affirming the institution's commitment to EEO/AA. The memorandum includes specific reference to increasing employment opportunities for individuals with a disability and protected veterans.

2. Copies of this Affirmative Action Plan are distributed to all deans, directors, department chairpersons, and other management personnel. The Affirmative Action Plan may be accessed online at <http://www.uah.edu/hr/resources/aa-eeo> and is available for inspection by any employee or applicant for employment in the Human Resources Department during normal working hours. A copy is also available for review in the University Library.

3. The University's general EEO/AA policy, which encompasses individuals with a disability and protected veterans, is included in the *Faculty Handbook* and *Staff Handbook*, and it is highlighted in University publications.

4. Meetings are held with executive, management, and supervisory personnel and with employees generally to explain and discuss the policy and to detail individual responsibilities under it. In addition, new employee orientation sessions include discussion of the institution's EEO/AA program.

5. University EEO/AA policy is posted on bulletin boards located throughout the campus. These notices include a statement that employees and applicants are protected from coercion, intimidation, interference, or discrimination for filing a complaint or assisting in an investigation under this policy or under applicable federal legislation.

6. Whenever possible, University publications feature pictures of or articles about individuals with a disability and protected veterans employed at the University.

B. External Dissemination. To bring this EEO/AA program to the attention of the community it serves and from which it recruits, the University relies on the following means of outreach, recruitment, and communication:

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 purchase orders and subcontracts incorporate the prescribed equal employment opportunity clause by reference.
3. All recruiting literature contains an EEO/AA statement. The University communicates the existence of and benefits available under its affirmative action program to all employment candidates.
4. When employees are pictured in University publications that have wide circulation in the community, an effort is made to include both disabled individuals and protected veteran employees. Such employees are also used, when available, in career fairs and other University outreach programs.
5. All major recruiting sources are informed of the University's commitment to employ qualified individuals with a disability and protected veterans and have been requested to actively recruit and refer such individuals to the University. These sources are also given timely notice of all University job openings so as to have an opportunity to refer qualified candidates.
6. Written notification of the University's affirmative action program and efforts are sent to all University contractors, including vendors and suppliers, requesting appropriate action on their part.
7. An effort is made to maintain contact with and periodically to seek the assistance and support of local veterans' groups, the nearest Department of Veterans Affairs Regional Office, veterans' employment representatives in local employment offices, etc. in recruiting qualified disabled veterans and other protected veterans. The same effort is made with regard to State vocational rehabilitation agencies, social service agencies, organizations of or for individuals with disabilities, etc. Such contacts are also used, as needed, for advice, technical assistance, and referral of potential employees.