

- 4.5 The policy shall be distributed to supervisors, and discussions of responsibilities for effective implementation shall be held during management, supervisory, and employee meetings.
- 4.6 An equal opportunity clause shall be included in purchase orders, leases, and contracts
- 5.0 Office of Employee Relations and Compliance
  - 5.1 The Director of the Office of Employee Relations and Compliance oversees legal compliance for nondiscrimination and nonharassment and coordinates the development and implementation of nondiscrimination and nonharassment policies and procedures. The Director acts as liaison to auxiliary organizations in these matters. The Director is appointed by and reports to the Associate Vice President of Administration in the Division of Business and Financial Affairs.
  - 5.2 Two Equal Opportunity Counselors from each college, SDSU Imperial Valley, the Library, Business and Financial Affairs, and University Advancement shall be recommended to the Director of the Office of Employee Relations and Compliance by the administrative heads of these units. Nominees for these positions shall be from among tenured faculty and permanent staff.
    - 5.21 The Equal Opportunity Counselors (a) shall serve as liaison between the Office of Employee Relations and Compliance and the members of the units, (b) shall offer informal advice and counseling to their peers regarding diversity and discrimination, and (c) shall direct concerned students and employees to the Office of Employee Relations and Compliance or to the Center for Student Rights and Responsibilities.
    - 5.22 The Office of Employee Relations and Compliance shall hold regular meetings of the Equal Opportunity Counselors to respond to their concerns and to inform them of recent developments in policy and law.

6.0 Chief Diversity Officer

- 6.1 The Chief Diversity Officer promotes diversity initiatives and coordinates the development and implementation of campus and community outreach programs designed to improve the climate of the campus with respect to diversity. The Chief Diversity Officer acts as liaison to academic Deans, the Divisions of Undergraduate Studies and Graduate Affairs, and Student Affairs in these matters. The Chief Diversity Officer is appointed by and reports to the President.

7.0 Diversity Liaisons

- 7.1 The administrative heads of each college, SDSU Imperial Valley, the Library, Business and Financial Affairs, Student Affairs, and University Advancement in consultation with the Director of the Office of Employee Relations and Compliance shall recommend two Diversity Liaisons to the Chief Diversity Officer. Nominees for these positions shall be from among tenured faculty and permanent staff.
- 7.2 The Diversity Liaisons (a) shall serve as liaison between the Chief Diversity Officer and the members of the units, (b) shall offer informal advice and counseling to their peers regarding diversity and discrimination, (c) shall direct concerned students and employees to the Office of Employee Relations and Compliance, to the Chief Diversity Officer, or to the Center for Student Rights and Responsibility, and (d) shall report to the Chief Diversity Officer on existing and new diversity initiatives within their respective units.
- 7.3 The Chief Diversity Officer, in consultation with the Office of Employee Relations and Compliance shall hold regular meetings of the Diversity Liaisons to respond to their concerns, to discuss diversity initiatives, and to inform them of recent developments in policy and law.

**Layoff, Termination, and Rejection or Non-reappointment during the Probationary Period**

8.0 Implementation

- 8.1 Recruitment, Appointment, and Development
  - 8.11 No offers of appointment shall be made to any candidate until appropriate steps have been taken to advertise to and reach out to the widest possible pool of talent in the discipline or field for as long and in as many ways as feasible. The processes leading to