



THE UNIVERSITY OF TEXAS AT TYLER

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OFFICE OF THE PRESIDENT

April 27, 2021

MEMORANDUM

To: All Employees

From: Kirk A. Calhoun, M.D.
President

Re: **Affirmative Action Program and Equal Opportunity Policy Statement**

The University of Texas at Tyler (UT Tyler) has been and will continue to be an equal opportunity employer. To assure full implementation of this equal employment policy, we will take steps to ensure that:

- a. Persons are recruited, hired, assigned and promoted without regard to race, religion, color, national origin, citizenship, sex, veteran's status, age or disability.
- b. All other personnel actions, such as compensation, benefits, transfers, layoffs and recall from layoffs, access to training, education, tuition assistance and social recreation programs are administered without regard to race, religion, color, veteran's status, national origin, citizenship, sex, age or disability.
- c. Employees and applicants shall not be subjected to harassment, intimidation, threats, coercion or discrimination because they have:
 - filed a complaint;
 - assisted or participated in an investigation, compliance review hearing or any other activity related to the administration of any federal, state or local law requiring equal employment opportunity;
 - opposed any act or practice made unlawful by any federal, state or local law requiring equal opportunity; or
 - exercised any other right protected by federal, state or local law requiring equal opportunity.

The Senior Vice President / Chief Human Resources Officer, Cindy Scott, is designated to oversee this policy. The Director of Human Resources and Diversity, Gracy Buentello, has been appointed as the UT Tyler campus Equal Employment Opportunity (EEO) Coordinator. As EEO Coordinator, she will be responsible for the day-to-day implementation and monitoring of the UT Tyler Affirmative Action Plan. As part of that responsibility, she will periodically analyze the UT Tyler personnel actions and their effects to ensure compliance with our equal employment policy.

If you, as one of our employees, have any questions about this policy, diversity or inclusion, please contact Human Resources at humanresources@uttyler.edu or (903) 566-7234.

I have reviewed and fully endorse our Affirmative Action and Equal Employment Opportunity program. Managers shall familiarize themselves with the Affirmative Action Program and shall base employment and personnel action decisions on the principles of equal employment opportunity, furthering our commitment to diversity, inclusion, and equal employment. In closing, I ask for the continued assistance and support of all of UT Tyler personnel to attain our objective of equal employment opportunity for all.

Sincerely,

A handwritten signature in blue ink that reads "Kirk A. Calhoun". The signature is written in a cursive, flowing style.

Kirk A. Calhoun, M.D.
President