Role and Responsibility of the EEO Designee

EEO Designee’s for staff positions serve on search committees as designees of the EEO Coordinator. Designees share the responsibility for ensuring that the Equal Employment and Educational Opportunity Plan (EEOP) is being adequately implemented. It is the responsibility of the hiring manager to appoint a designee to serve on the search committee. A list of approved EEO Designees may be obtained from the EEO Coordinator. (mdunn@csufresno.edu). A complete list of authorized EEO Designees can be found at www.csufresno.edu/humres/EEO. Where appropriate, the Committee Chair may also serve as the EEOD. EEOD responsibilities are to:

- Be aware of the current composition by gender and ethnicity of the department conducting the search.
- Be aware of the summary of underutilization by occupational group cited in table 7 of the EEOP.
- Participate in the recruitment process from its initial stages to completion while keeping the coordinator, workplace equity program, informed as appropriate.
- Ensure that recruitment efforts are far-reaching and include efforts that attract qualified candidates from the broadest practical labor pool. An assessment shall be made to determine the extent to which recruitment efforts have been successful in attracting a diverse pool of candidates who are both qualified and truly competitive and render a decision as to the need to address any problems. Inform the EEO Coordinator as appropriate.
- Monitor the selection process at the search committee level, taking responsibility for assuring that all candidates are given fair consideration based on published criteria.
- Communicate problems or violations of university policy to the Affirmative Action Coordinator.

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