Farmingdale State College Athletics

Diversity Hiring Plan

College's Mission Statement

Farmingdale State College is dedicated to fostering a fair, non-discriminatory and diverse educational and employment environment for the entire College community. As an equal opportunity/affirmative action employer, the College appoints those most qualified to fill each vacancy. In doing so, it is Farmingdale State College’s policy not to discriminate on the basis of race, color, national origin, religion, creed, age, disability, sex, gender identity, sexual orientation, familial status, pregnancy, predisposing genetic characteristics, military status, domestic violence victim status, or criminal conviction in the recruitment of students, the employment of faculty or staff, or the operation of any program or activity. It is our intention to continue creating an educational environment that is centered on building a foundation of awareness and knowledge along with a genuine appreciation of culture, ethics, and diversity.

New York State Affirmative Action & Equal Opportunity

1. *Equal Opportunity*

Federal equal opportunity laws prohibit discrimination on the basis of race, gender, color, national origin, religion, disability, age, marital or veteran’s status. Additionally, New York State agencies are prohibited from discrimination on the basis of sexual orientation and gender identity. These laws and policies require that neither the College nor any of its representatives discriminate in any employment decisions, including recruitment, selection, promotion, compensation, training opportunities, job assignments, disciplinary actions, discharge or any other conditions of employment. Equal opportunity requires the elimination of all existing discriminatory conditions, whether purposeful or inadvertent.

2. *Affirmative Action*

Federal affirmative action law requires employers to take positive measures to recruit and employ qualified women and minorities to correct effects of past discrimination, to eliminate present discrimination and to prevent future discrimination. An affirmative action program is a set of specific and result-oriented procedures done in good faith to encourage the ideals of equal employment opportunity. Affirmative action is not a quota system and does not give hiring preferences to those who are not qualified for
positions. Federal law defines affirmative action candidates as those classified as Black or African American, Hispanic, Asian, Native Hawaiian/Pacific Islanders, American Indian or Alaskan Native. Women are also included. Separate legislation covers Vietnam era and disabled veterans and people with disabilities. Affirmative action measures are designed to cast the net as far and wide as possible to reach the greatest number of affirmative action candidates. These measures require more than simply placing an advertisement or posting a job vacancy notice. Extra efforts must be made to reach out specifically to affirmative action candidates. A central function of the Affirmative Action Policy is to monitor and evaluate the college’s implementation of Federal and State laws, and local and SUNY-wide policies regarding equal opportunity and affirmative action.

NCAA Mission Statement

Institutions and departments that make an ongoing commitment to diversity, equity and inclusion typically do so because they believe in its inherent values. Creating a diverse, equitable and inclusive culture is an important part of the NCAA Division III experience, and it requires and intentional and sustained commitment. Research has shown that diversity can lead to better productivity, results, problem-solving and outcomes in the workplace environment. What makes diversity an added value to an organization are the intentional activities designed to increase the competencies and capabilities of all employees to benefit from a heterogeneous environment. In short, it is the act of creating value for inclusion through training, engagement and evaluation that allows organizations to achieve the most success. As an Association, the NCAA believes that inclusion of diverse perspectives helps to drive innovation and positively impact our mission-critical priorities. We seek to empower all of our stakeholders — student-athletes, athletics administrators, coaches and campus leaders — to leverage all the unique talents encompassed within us to improve and enhance the intercollegiate athletics experience. Within the context of higher education and college sports, we understand that a diverse workforce helps to prepare students for living and working in a diverse society. In addition, a key element in developing a diverse pipeline for future candidates is through exposing current student-athletes to potential careers in athletics. While that exposure may come through programs and workshops, the most effective and long-lasting impact tends to come from the direct exposure of having administrators and coaches reflecting the diverse identities and backgrounds of our student-athletes.
Farmingdale State College Athletics - Commitment to Diversity, Tolerance, and Inclusiveness

The Farmingdale State College Athletic Department practices and believes in the College's commitment to diversity, tolerance, and inclusiveness. Farmingdale affords students the opportunity to learn about life, to challenge their own values and the ideas and values of others, and in so doing, to become responsible members of the College community. The College believes that the diversity of its community is its greatest strength and that difference of race, color, national origin, sexual orientation, gender expression, and religious belief are to be respected by all members of the community.

A key goal in the pursuit of creating such an environment is building a more diverse athletic staff that better reflects our ever diversifying student body and the diversity of the world around us. Moreover, the quality and content of our athletic program is enhanced by the presence of a diverse staff that brings a broad range of perspectives and life experience to their disciplines. Educational benefits accrue for all students in environments that have intentionally focused on the processes and practices of diversity. Every open position provides an opportunity to diversify the athletic staff, thereby improving the education provided to our students.

Athletics - Hiring Procedure

Farmingdale State College Athletics follows the State and College guidelines when approval is granted to search for a new employee. Current policy, detailed below, is followed by the athletic department.

Search Committee – Formation and Training

The Search Committee and each of its members shall act on behalf of, and represent, Farmingdale State College. Members must at all times respect the confidentiality of the process and contribute to its integrity. All members serve on the committee to interview qualified candidates and to recommend candidates to the appropriate Dean, Director or Vice President. It is the responsibility of each Search Committee to promote equal opportunity.

- The Vice President, Department Chairperson or Director forms a Search Committee, consulting with the appropriate Vice President and the Human Resources Department, as needed.
• The Vice President Department Chairperson or Director informs the search committee member they have been chosen and asked to serve on the committee.
• Search Committee Members must obtain approval from their supervisor prior to agreeing to serve on a Search Committee.
• A search Committee should be comprised of:
  a. Three to seven individuals (five are recommended)
  b. Diverse groups of individuals including members of underrepresented groups, e.g. women, minorities, disabled persons etc.
  c. Members from a broad cross-section of departments (when applicable)

**Human Resources - Orientation Meeting**

All Search Chairs must attend an orientation meeting with human resources. Topics addressed during the meeting include:
• Affirmative action goals for the Department and the College
• A review of the definition of underrepresented groups
• The steps taken to identify, recruit, and select candidates including: CV/resume screening, telephone screening, interviewing, reference checking, and evaluation and selection of finalists.
• Specific methods to identify and recruit members of underrepresented groups
• The basics of the Interview Exchange system
• A review of legal and procedural issues related to the search and conducting an interview
• Identification of key questions the Search Committee wants to ask candidates
• Issues of confidentiality
• The responsibilities of Search Committee members in the selection process
• Completion of the Search Committee Timeline
• All Search Committee members must have completed the training
• Once training is complete access is granted to the search.

**Resources – Job advertisement locations/websites that encourage diverse candidate pools**

All open positions in the athletic department will advertised at the following locations to ensure an ongoing commitment to diversity, equity and inclusion.

1. National Collegiate Athletic Association – ncaa.org
2. National Association of Collegiate Directors of Athletics – nacda.com
3. Division III Commissioners Association – diiicomm.org
5. Alliance of Women Coaches – gocoaches.org
8. NCAA Office of Inclusion – ncaa.org/about/resources/inclusion
10. Inside Higher Education – insidehighered.com

Best Hiring Practices for Diverse Staff

- Diverse staff will reflect a diverse range of interests, abilities, life experiences, and worldviews that will enhance the mission of FSC College.
- Recruitment and retention of diverse staff will support equality of opportunity which will ensure meeting the needs of the diverse student population.
- Create diverse search committees who understand and support the importance of a diverse staff not only in words, but actions.
- Position descriptions should be reviewed by the search committee to create a description that reflects the needs of the department and should be written as broadly as possible to attract the largest pool of candidates available.
- Widespread advertising increases the diversity of applicants. Search efforts should include all available avenues for publicizing the position including national publications, personal contacts, listservs, professional and academic conferences and websites.
- Highlight the support of administrators and campus leadership to potential candidates for the recruitment and retention of diverse staff.
- Develop coaching/mentoring programs to educate current and newly hired staff in the importance of diversity in all aspects of the campus environment and to assess cultural competence.
- Continually create applicant pools to be able to have a diverse group of candidates available when positions open.