III. RESPONSIBILITY FOR IMPLEMENTATION

President

As the chief executive officer of Minnesota State University, Mankato, the President is ultimately responsible for overseeing the university’s equal opportunity and affirmative action policies, procedures and programs, as well as for insuring compliance with all related state and federal laws, rules and regulations. Final disposition of all such issues resides with the President.

1. Responsibilities:
   A. To oversee Minnesota State University, Mankato’s equal opportunity and affirmative action policies, procedures and programs.

2. Duties:
   A. To insure compliance with all related federal and state laws, rules and regulations.

3. Accountability:
   The President of Minnesota State University, Mankato is directly accountable to the Chancellor regarding all matters relating to equal opportunity and affirmative action at the university.

Director of Affirmative Action and Equal Opportunity Officer

The Director of Affirmative Action is also the Equal Opportunity Officer and is responsible for the development and monitoring of Minnesota State University, Mankato’s affirmative action programs.

1. Responsibilities:
   A. To develop and monitor Minnesota State Mankato's affirmative action programs ensuring compliance with federal and state laws, rules, regulations and Minnesota State Colleges and Universities mandates regarding equal opportunity and affirmative action.
   B. To insure the implementation of all of the university’s affirmative action and equal opportunity initiatives, programs and policies.

2. Duties:
   A. To monitor the recruitment and appointment process for compliance with federal and state laws pertaining to equal opportunity and affirmative action;
   B. To receive and investigate complaints of alleged harassment and/or discrimination based on protected group status;
   C. To assure proper administration of all of the university’s affirmative action and equal opportunity initiatives, programs and policies.

3. Accountability:
The Director of Affirmative Action is directly responsible to the President for the overall implementation and administration of Minnesota State University, Mankato's equal opportunity and affirmative action programs.

**Administrators/Supervisors**

Administrators/Supervisors are responsible for enforcing and implementing equal opportunity and affirmative action policies, procedures and programs within their functional areas of responsibility.

1. Responsibilities:
   A. To enforce and implement equal opportunity and affirmative action policies, procedures and programs within each administrator's/supervisor's functional areas of responsibility.

2. Duties:
   A. To monitor compliance with all federal and state laws, rules and regulations and Minnesota State Colleges and Universities mandates regarding equal opportunity and affirmative action.

3. Accountability:
   Accountability for Administrators/Supervisors is reflected in the Minnesota State University, Mankato's organizational structure.

**Director of Human Resources**

In addition to the responsibilities and duties described above for the Administrators/Supervisors, the Director of Human Resources is also responsible as described below for classified and unclassified positions.

1. Responsibilities:
   A. To enforce and implement equal opportunity and affirmative action policies, procedures and programs with respect to classified hires.

2. Duties:
   A. To insure that recommendations of supervisors and others involved in the hiring process for classified positions are based on job-related criteria and consistent with affirmative action goals and objectives.
   B. To provide accommodation to employees with documented disabilities.

3. Accountability:
   The Director of Human Resources is directly accountable to the President.