

March 2, 2015

To: Chancellor Nancy Cantor  
Chancellor Phoebe Haddon  
New Brunswick Faculty Deans and Directors  
Interim Vice President for Information Services and University Librarian Jeanne E. Boyle

From: Lisa Bonick, Executive Director of Academic Labor Relations



Re: **Self Identification Forms**

Rutgers University is a federal contractor and, as such, is required to comply with federal equal employment opportunity laws. As you may know, in accordance with changes to the regulations which implement the Vietnam Era Veterans Readjustment Assistance Act of 1974 and Section 503 of the Rehabilitation Act of 1973, we are required to ask each applicant to self-identify, if he/she so chooses, whether or not he/she is an individual with a disability, and to provide each applicant with the opportunity to self-identify him/herself as a protected veteran. In order to assist Rutgers in satisfying these requirements, please ensure that the attached forms are sent to every individual who applies for a faculty, Post-Doctoral Associate, coadjutant or Part-Time Lecturer position within your unit. In addition, kindly ensure that each person who applies for a faculty, Post-Doctoral Associate, coadjutant or Part-Time Lecturer position within your unit continues to receive the Equal Employment Opportunity Data Form, which assists us in collecting data regarding the racial, ethnic and gender composition of our workforce as required by the federal government. Please note that all three forms can be accessed online on the Academic Labor Relations website at <http://academiclaborrelations.rutgers.edu/resources/resources>. Applicants should be instructed to submit completed forms to my office (via email [facsrch@rci.rutgers.edu](mailto:facsrch@rci.rutgers.edu) or mail Office of Academic Labor Relations, Rutgers, The State University of New Jersey, 85 Somerset Street, Geology Hall, Suite 105, New Brunswick, NJ 08901-1281).

In addition, every individual who is hired for a faculty, Post-Doctoral Associate, coadjutant or Part-Time Lecturer position within your unit must be given the opportunity to complete all three forms post-hire, if he/she so chooses. As such, please ensure that these forms are sent to all new hires. Completed forms should be returned to the Office of Employment Equity (via email [employmentequity@hr.rutgers.edu](mailto:employmentequity@hr.rutgers.edu) or mail Office of Employment Equity, Rutgers, The State University of New Jersey, ASB II, 57 US Highway 1, New Brunswick NJ 08901-8554).

Furthermore, all faculty, Post-Doctoral Associate, coadjutant or Part-Time Lecturer appointments for which a search must be conducted should be posted to the Higher Education Recruitment



Consortium (HERC). As such, please continue to send all faculty, Post-Doctoral Associate, coadjutant and Part Time Lecturer job postings to Nancy Carvalho ([ncarvalho@oldqueens.rutgers.edu](mailto:ncarvalho@oldqueens.rutgers.edu)) of the Office of Academic Labor Relations so that these positions can be posted to HERC ([http://www.hercjobs.org/nj\\_east\\_pa\\_delaware/](http://www.hercjobs.org/nj_east_pa_delaware/)), at no cost to your unit. We encourage you to continue to post all open positions to the forums that you normally utilize.

As a reminder, the following EEO language should be included in every job posting:

Rutgers, the State University of New Jersey, is an Equal Opportunity / Affirmative Action Employer. Qualified applicants will be considered for employment without regard to race, creed, color, religion, sex, sexual orientation, gender identity or expression, national origin, disability status, genetic information, protected veteran status, military service or any other category protected by law. As an institution, we value diversity of background and opinion, and prohibit discrimination or harassment on the basis of any legally protected class in the areas of hiring, recruitment, promotion, transfer, demotion, training, compensation, pay, fringe benefits, layoff, termination or any other terms and conditions of employment.

Please share this information with your department chairs and appropriate members of your staff as soon as possible. If you have any questions, please contact the Office of Academic Labor Relations at 848-932-7174 or [oaalr@oldqueens.rutgers.edu](mailto:oaalr@oldqueens.rutgers.edu). Thank you in advance for your cooperation in this matter.

#### Attachment

c: R. Edwards  
V. Fernandez  
L. Grosskreutz  
K. Stubaus