


SECTION 3.

MEMORANDUM FROM THE PRESIDENT TO ALL EMPLOYEES

DATE: May 21, 2009
TO: All Employees
FROM: Donna E. Shalala, President 
SUBJECT: AFFIRMATIVE ACTION PLAN: DECLARATION OF POLICY

In accordance with Miami Dade County Ordinance No. 82-37, Ordinance 98-30, and Administrative Order 3-39, the University of Miami reaffirms its commitment to the submittal of an Affirmative Action Plan/Procurement Policy. The University commits to maintain equal employment and promotional opportunities, with particular emphasis on improving the minority and/or women work force population and utilization of minority- and/or women-owned professional firms, consultants and/or suppliers.

Meetings will be held with executive management and supervisory personnel to explain the intent of the plan and individual responsibility for effective implementation, making clear my commitment to the program. Additionally, the plan is discussed at employee orientation and management training sessions.

Outside sources such as recruiters, subcontractors, vendors and suppliers are informed verbally and in writing about our affirmative action policies.

Ms. Wilhemena Black, Executive Director for the Equality Administration Office, is the University's Affirmative Action Officer. She has the day-to-day responsibility for the implementation and monitoring of our plan.

The Affirmative Action Plan/Procurement Policy is available for your review during normal business hours. Please contact the Equality Administration Office at the Coral Gables Campus: (305) 284-3064; or the Medical Campus: (305) 243-7203.