

MEMORANDUM

University of Washington / School of Law / William H. Gates Hall / Box #353020 / Seattle, WA 98195-3020

To: Prospective Employers

From: Center for Career Planning & Public Service

Re: Equal Opportunity Interviewing

In the employment services it offers its students and alumni, the University of Washington School of Law is committed to the principles of equal opportunity established by the American Bar Association and federal, state, and university laws and regulations. As an institution, we require employers using the services of the Law School Career Services Center to assent in writing to these principles.

The University of Washington School of Law Policy on Equality of Opportunity in Recruiting and Employment Practices, attached, requires that:

- 1) Employers using School of Law facilities may not discriminate in their recruitment or hiring of University of Washington law students, whether on or off campus, on the basis of race, color, religion, national origin, sex, sexual orientation, age, marital status, disability, or status as a disabled veteran or a Vietnam-era veteran. If an employer claims a need to take into account in its recruiting or hiring one or more of the above classifications, the employer must include with its signed assent a written explanation of that need. The explanation should be as clear and detailed as possible.
- 2) Employers may not engage in sexual harassment in their recruitment of University of Washington law students. Sexual harassment may include unwelcome advances, requests for sexual favors, sexually-oriented comments or other verbal or physical conduct of a sexual nature. It may also include certain amorous relationships that appear to be consensual.
- 3) In accordance with Standard 211 of the ABA Standards for Approval of Law Schools, employers are expected to observe the principle of equal opportunity in their internal employment and promotion decisions and practices.

A copy of the full policy, with the substantive provisions printed in boldface is provided below for your review. No employer may use School of Law facilities or services unless the employer assents to the full policy. Employers wishing to conduct interviews at School of Law facilities are required to provide a completed and signed EEO Form. The form is available on our webpage at <http://www.law.washington.edu/Career/Employers/oci/>. We must have a copy of the signed form on file before the Career Services Office can schedule interviews for you at the Law School. We appreciate your attention to this important matter.

**University of Washington School of Law
POLICY ON EQUALITY OF OPPORTUNITY IN
RECRUITING AND EMPLOYMENT PRACTICES**

I.

- A. **The University of Washington School of Law is committed legally and ethically to the principle of equal opportunity in the employment of its students. Employers and their representatives (hereafter employers) who use School of Law facilities or services may not discriminate in their recruitment or hiring of University of Washington law students, whether on or off campus, on any basis contrary to law or unrelated to the legitimate requirements of prospective employment. Recruitment or hiring decisions made, in whole or in part, on the basis of race, color, religion, national origin, sex, sexual orientation, age, marital status, disability, or status as a disabled veteran or a Vietnam-era veteran, are impermissible unless lawful and related to the legitimate requirements of prospective employment.**
- B. **Employers may not engage in sexual harassment in their recruitment of University of Washington law students, whether on or off campus. (The relevant provision of the university policy defining sexual harassment is attached as Appendix A.)**
- C. **No employer engaged in recruiting University of Washington law students may use School of Law facilities or services unless the employer abides by the standards described in paragraphs A and B. Before interviewing at the School of Law, employers are required to sign and return an EEO Statement (submitted with other OCI paperwork). The assent of an employer claiming a need to take into account any of the classifications listed in paragraph A above in its recruiting or hiring policies or practices must include a written explanation of the reasons for the classification(s) as a factor in such matters. The Career Services Committee (Committee) shall determine whether the assent as so qualified complies with paragraph A above.**
- D. Any person aggrieved by the conduct of an employer in violation of Part I of this policy may complain to the Assistant Dean of Career Services, Assistant Director of Career Services, or other person designated by the Dean (hereafter Assistant Dean) about the employer's conduct. The Assistant Dean, after consultation with the complainant, may take appropriate steps to investigate the complaint, resolve it informally, and remedy any violation that may have occurred.
- E. Should the complainant be dissatisfied with the action proposed to be taken by the Assistant Dean, or if a person has a complaint against the Assistant Dean or other personnel in the Career Center, that person may seek relief from a standing, four-person subcommittee of the Career Services Committee (hereafter the Subcommittee). The Committee shall nominate the membership of the Subcommittee, including one faculty member, one member of the administration, one student and one member of the alumni of the law school, subject to confirmation by the Dean.
- F. Should the Assistant Dean conclude that a complaint represents a serious violation of this

Policy, he or she shall, prior to acting on the complaint, confer with, and follow any instructions given by, the Subcommittee. The Subcommittee may, in its discretion, confer about the matter with, and shall follow any instructions given by, the entire Committee. If dealing with a violation requires a decision on a matter of substantive policy, the Assistant Dean and Subcommittee shall consult about the matter with the entire Committee, which may specify the action to be taken.

- G. In the event an employer contests the decision or proposed action of the Assistant Dean, the Subcommittee, or the Committee, the Committee shall, in consultation with the Dean, establish an appropriate procedure for resolving the case, which shall protect the rights of any students involved, the School of Law, and the employer, provided that the Dean shall make final decisions to resolve such disputes.
- H. Any member of the Law School community seeking or involved in the enforcement of the substantive provisions of this Policy shall take all steps possible to insure that the complainant's right to confidentiality is maintained.
- I. The Assistant Dean shall report at least annually to the Committee on employer compliance with this Policy during the prior year, preferably at the Committee's first meeting in the fall. Such reports shall include a description of the type and quantity of complaints made about employers, a description of sanctions or other actions taken against employers, and a listing of the names of employers who have been found to be in violation of this Policy. To the extent possible, these reports shall insure the confidentiality of any complainants or victims.
- J. In addition to the reports listed in Paragraph I above, the Career Center shall maintain separate enforcement files monitoring each employer's compliance with this Policy.
- K. Students are encouraged to consult informally at any time with the Assistant Dean of Career Services, Assistant Director of Career Services, Assistant Dean, faculty, ombudsperson or other members of the university community about concerns or issues arising out of the recruitment process.

II.

In accordance with Standard 211 of the ABA Standards for Approval of Law Schools, the University of Washington School of Law fully expects employers using its facilities or services to "observe the principle of equal opportunity and [to] avoid objectionable practices such as

(i) refusing to hire or promote members of groups [classified by race, color, religion, national origin, or sex] because of the prejudices of clients or of professional or official associates;

(ii) applying standards in the hiring and promoting of such individuals that are higher than those applied otherwise;

(iii) maintaining a starting or promotional salary scale as to such individuals that is lower than is applied otherwise; and

(iv) disregarding personal capabilities by assigning, in a predetermined or mechanical manner, such individuals to certain kinds of work or departments."

APPENDIX A

THE UNIVERSITY OF WASHINGTON POLICY ON SEXUAL HARASSMENT

E. Discrimination on the basis of "sex" includes sexual harassment, which means: (1) unwelcome sexual advances or requests for sexual favors by a person who has authority over the recipient when (a) submission to such conduct is made either an implicit or explicit condition of the individual's employment, academic status, or ability to use University facilities and services, or (b) submission to or rejection of the conduct is used as the basis for a decision that affects tangible aspects of the individual's employment, academic status, or use of University facilities; or (2) unwelcome and unsolicited language or conduct by a member of the University community that is of a sexual nature or is based on the recipient's sex and that is sufficiently offensive or pervasive that it could reasonably be expected to create an intimidating, hostile, or offensive University environment.

University Handbook

Volume 4, Part 1, Chapter 2, Section 3E

Non-Discrimination and Affirmative Action

Office of the President

Revised July 20, 1998

<http://www.washington.edu/faculty/facsenate/handbook/04-01-02.html>

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