

Stevens Institute of Technology
Affirmative Action Plan (AAP)
Responsibilities of Managers and Supervisors

In day to day contact with the employees of Stevens, managers and supervisors have assumed certain responsibilities to help Stevens Institute of Technology ensure compliance with equal employment opportunity programs and effective implementation of the AAP. These include, but are not limited to the following:

1. Adhering to Stevens Institute of Technology's equal employment opportunity policy;
2. Supporting and assisting the EEO Officer in developing, maintaining, and successfully implementing the AAP;
3. Taking action to prevent harassment of employees placed through affirmative action efforts;
4. Assigning employees to significant jobs that might lead to greater personal growth and value, and counsel them with respect to what is needed for upward mobility within the employment structure;
5. Ensuring that all interviews, offers of employment and/or wage commitments are consistent with Stevens policies;
6. Implementing the internal promotion and transfer of all employees under your supervision with AAP goals and objectives;
7. Seeking and sharing information on feasible accommodations that have been or could be made for known disabilities.