Guidelines for Equal Opportunity and Affirmative Action Statements in University Publications

Federal laws require Western to include equal opportunity statements in print and online versions of University publications that are made available to students, applicants, employees, program participants and the public. Publications that must include an equal opportunity statement include departmental, division, and University-wide catalogs, handbooks, applications, magazines, newsletters, brochures, posters, and job advertisements.

Below are long, medium and short forms of Western’s Equal Opportunity Statement, along with explanations of the types of publications in which each version of the statement should be used. Equal Opportunity and Affirmative Action Statements for job announcements and advertisements appear on page 4.

The Equal Opportunity Statement should appear in a location that is easy to find, such as near the front of the document (e.g., inside front cover or title page) or on the inside of the back cover. As the model language indicates, the department producing the publication should insert contact information for the individual in that department responsible for responding to alternate format requests. The Equal Opportunity Office recommends including the date of the particular Equal Opportunity Statement version you are using (currently July 2013), as the applicable laws change from time to time.

Where contact information to request an accommodation must be provided, please insert one of the following contacts as appropriate:

- Students and Applicants for Admission: disAbility Resources for Students, Old Main 120, 360.650.3083 (voice) or 360.650.7175 (VP), drs@wwu.edu.
- Employees and Applicants for Employment: Human Resources Disability Services, HU Floor 2, 360.650.3774 or 711 (Washington Relay).
- Members of the Public: Your department name, phone number, and email address.

For guidance in processing alternate format and reasonable accommodation requests, and for answers to other questions related to these Guidelines, please call the Equal Opportunity Office at (360) 650-3307.
Long Form of Equal Opportunity Statement

For use in catalogs, employee and student handbooks, and application forms. For language for employment applications, please see page 4.

Western Washington University (WWU), in compliance with applicable laws and in furtherance of its commitment to fostering an environment that welcomes and embraces diversity, does not discriminate on the basis of race, color, creed, religion, national origin, sex (including pregnancy and parenting status), disability, age, veteran status, sexual orientation, gender identity or expression, marital status or genetic information in its programs or activities, including employment, admissions, and educational programs. Inquiries may be directed to the Vice Provost for Equal Opportunity & Employment Diversity, Title IX and ADA Coordinator, Equal Opportunity Office, Western Washington University, Old Main 345, MS 9021, 516 High Street, Bellingham, WA 98225; 360.650.3307 (voice) or 711 (Washington Relay); eoo@wwu.edu.

WWU is committed to providing reasonable accommodations to qualified individuals with disabilities upon request. To request an accommodation, please contact [insert appropriate office from page 1]. One week advance notice appreciated. To request this document in an alternate format, please contact [name and/or title, department, phone, TTY (if available), and email]. (7/2013 version)

Medium Form of Equal Opportunity Statement

For use in newsletters, brochures, magazines, annual reports and most other publications where long form statement is not required. The last two sentences, regarding disability accommodation, need to be included only if the publication invites participation or attendance.

Western Washington University does not discriminate on the basis of race, color, creed, religion, national origin, sex (including pregnancy and parenting status), disability, age, veteran status, sexual orientation, gender identity or expression, marital status or genetic information in its programs or activities. Inquiries may be directed to the Vice Provost for Equal Opportunity & Employment Diversity, Title IX and ADA Coordinator, Equal Opportunity Office, WWU, Old Main 345, MS 9021, 516 High Street, Bellingham, WA 98225; 360.650.3307 (voice) or 711 (Washington Relay); eoo@wwu.edu.

To request this document in an alternate format, please contact [name and/or title, department, phone, TTY (if available), and email]. For disability accommodation, please contact [insert appropriate office]. One week advance notice appreciated. (7/2013 version)
Short Form of Equal Opportunity Statement for Publications Where Participation or Attendance is Invited

For use on posters and other publications with significant space limitations where participation or attendance is invited.

WWU is an equal opportunity institution. For disability accommodation, please contact [department name, phone, TTY (if available), and email].

OR

AA/EO. For disability accommodation, please contact [department name, phone, TTY (if available), and email].

Short Form of Equal Opportunity Statement for Publications Without Invitations for Participation or Attendance

For use on other posters and publications with significant space limitations. The short form for job advertisements appears on page 4.

WWU is an equal opportunity institution.

OR

AA/EO
Long Form of Equal Opportunity and Affirmative Action Statement for Job Announcements

For use in job advertisements and recruitment materials for employment.

Western Washington University (WWU) is an equal opportunity and affirmative action employer committed to assembling a diverse, broadly trained faculty and staff. Women, minorities, people with disabilities and veterans are strongly encouraged to apply. In compliance with applicable laws and in furtherance of its commitment to fostering an environment that welcomes and embraces diversity, WWU does not discriminate on the basis of race, color, creed, religion, national origin, sex (including pregnancy and parenting status), disability, age, veteran status, sexual orientation, gender identity or expression, marital status or genetic information in its programs or activities, including employment, admissions, and educational programs. Inquiries may be directed to the Vice Provost for Equal Opportunity & Employment Diversity, Title IX and ADA Coordinator, Equal Opportunity Office, Western Washington University, Old Main 345 (MS 9021), 516 High Street, Bellingham, WA 98225; 360.650.3307 (voice) or 711 (Washington Relay); eoo@wwu.edu.

WWU is committed to providing reasonable accommodations to qualified individuals with disabilities upon request. To request this document in an alternate format or to request an accommodation, please contact Human Resources Disability Services, 360.650.3774 or 711 (Washington Relay). (7/2013 version)

Short Form of Equal Opportunity and Affirmative Action Statement for Job Advertisements

For job advertisements without significant space limitations, use the Long Form for Job Announcements above. The short form is for job advertisements with significant space limitations. All electronic job ads must provide a link to the position announcement on the WWU website, which contains instructions for requesting disability accommodations.

WWU is an equal opportunity and affirmative action employer committed to assembling a diverse, broadly trained faculty and staff. Women, minorities, people with disabilities and veterans are strongly encouraged to apply.

OR

WWU is an equal opportunity and affirmative action employer. Women, minorities, people with disabilities and veterans are strongly encouraged to apply.

OR

WWU is an equal opportunity and affirmative action employer.

OR

AA/EO