Publicizing the University’s equal opportunity and disability access policies is an important affirmative action responsibility. For more information on these guidelines, please call the EEO/AA office at 933-0824.

**EQUAL OPPORTUNITY/AFFIRMATIVE ACTION POLICY STATEMENT**

An appropriate version of the UH Hilo Equal Opportunity Policy statement should appear on all UH Hilo publications. The following samples include abbreviated versions for use on a wide variety of materials.

- **SHORT FORM**
  For all department posters, fliers, stationery, short brochures, newspaper advertisements and TV ads promoting employment or educational benefits or programs:

  The University of Hawai‘i at Hilo is an Equal Opportunity/ Affirmative Action Institution

  OR

  An Equal Opportunity/ Affirmative Action Institution

- **MEDIUM FORM**
  Use the following statement for longer department or program brochures or student handbooks where there is space for a policy statement. If the brochure is student-oriented and if space permits, include the information on equal opportunity and disability services contacts.

  The University of Hawai‘i at Hilo is an equal opportunity/affirmative action institution and is committed to a policy of nondiscrimination on the basis of race, sex, age, religion, color, national origin, ancestry, disability, marital status, arrest and court record, sexual orientation, or status as a covered veteran. This policy covers admission and access to, and participation, treatment and employment in the University’s programs, activities, and services. For more information on equal opportunity and affirmative action policies and complaint procedures for the UH Hilo campus, contact:

  - **Students:**
    Jim Mellon, Director of Student Development
    Phone: (808) 933-0859/ TTY: (808) 933-3334/3335
    Student Services Building Room 210
    mellon@hawaii.edu

  - **Employees:**
    Director
    EEO/AA, Title VI, Non-Athletic Title IX
    Phone: (808) 933-0824/ TTY: (808) 933-3334/3335
    PB4, Room 103
    eeoaa@hawaii.edu
FULL POLICY STATEMENT
For major publications like professional school catalogs, the UH Hilo Schedule of Classes and the UH Hilo Catalog:

The University of Hawai‘i at Hilo is an equal opportunity/affirmative action institution and is committed to a policy of nondiscrimination on the basis of race, sex, age, religion, color, national origin, ancestry, disability, marital status, arrest and court record, sexual orientation, or status as a covered veteran. This policy covers academic considerations such as admission and access to, and participation and treatment in the University’s programs, activities and services. With regard to employment, the University is committed to equal opportunity in all personnel actions such as recruitment, hiring, promotion, and compensation. Sexual harassment and other forms of discriminatory harassment are prohibited under University policy.

The University strives to promote full realization of equal opportunity through a positive, continuing affirmative action program in compliance with federal Executive Order 11246. The program includes measuring performance against specific annual hiring goals, monitoring progress, and reporting on good faith efforts and results in annual affirmative action plan reports. As a government contractor, the University is committed to an affirmative policy of hiring and advancing in employment qualified persons with disabilities and covered veterans. For information on policies or complaint procedures for the UH Hilo Campus, contact:

- **Students:**
  Jim Mellon, Director of Student Development  
  Phone: (808) 933-0859/TTY: (808) 933-3334/3335  
  Student Services Building Room 210  
  mellon@hawaii.edu

- **Employees:**
  Kerwin Iwamoto, Director of Human Resources  
  Phone: (808) 974-7449/TTY: (808) 933-3334/3335  
  Kilauea Financial Plaza #104  
  kerwini@hawaii.edu  
  OR  
  Director  
  EEO/AA, Title VI, Non-Athletic Title IX  
  Phone: (808) 933-0824/TTY: (808) 933-3334/3335  
  PB4, Room 103  
  eeoaa@hawaii.edu

- **Athletics – Title IX:**
  Kathleen McNally, Director of Athletics  
  Phone: (808) 974-7621/TTY: (808) 933-3334/3335  
  Building 320C Room 107B  
  kmcnally@hawaii.edu

- **Sexual Harassment:**

  For Advice, Information, Counseling or Other Support:
  Barbara Bird Heintz, Counselor  
  Phone: (808) 933-3116/TTY: (808) 933-3334/3335  
  Student Services Building Room 201  
  bheintz@hawaii.edu  
  OR
Dr. Candace Rosovsky, Director, Women’s Center  
Phone: (808) 974-7306/ TTY: (808) 933-3334/3335  
Campus Center Room 312  
rosovsky@hawaii.edu  
OR  
Gail Makuakane-Lundin, Director, Kipuka Native Hawaiian Student Center  
Phone: (808) 974-7413/TTY: (808) 933-3334/3335  
PB 12 , Room 8  
gailml@hawaii.edu  

To File a Complaint Against a Student:  
Jim Mellon, Director of Student Development  
Phone: (808) 933-0859/ TTY: (808) 933-3334/3335  
Student Services Building Room 210  
mellon@hawaii.edu  

To File a Complaint Against an Employee:  
Equal Employment Opportunity/Affirmative Action Director  
Phone: (808) 933-0824/ TTY: (808) 933-3334/3335  
PB4, Room 103  
eeoaa@hawaii.edu  

DISABILITY ACCESS STATEMENT  
UH Hilo recognizes its obligation to provide overall program accessibility for persons with disabilities.  

1. Publications such as the Course Registration Schedule, department course bulletins, even flyers, program brochures, newsletters, course syllabi, instructional materials, and examinations must be provided in alternative formats upon request from persons with disabilities. Examples of alternate formats are large print, tape, electronic media, Braille, and live reading. Include the following on the publication:  

   Available in alternate format upon request. Contact [phone number] (V), 933-3334 (TTY) for assistance. (Include phone contact unless noted elsewhere in the publications.)  

2. For conferences and other events, designate a staff member to handle requests for reasonable accommodation to ensure full access for persons with disabilities. Include the following announcement in registration forms, brochures, fliers, or invitations:  

   For disability accommodation, contact [name] at [phone] (V), 933-3334 (TTY) by [date]. (Note: date should be 10 working days prior to event.)  

3. Course Syllabi: In order to be pro-active in assisting students with disabilities, faculty and instructional staff are encouraged to include a statement on their syllabi each semester, such as the following:  

   Any student with a documented disability who would like to request for accommodations should contact the University Disability Services Office (933-0816 (Voice), or 933-3334 (TTY), shirachi@hawaii.edu, Hale Kauanoe A Wing Lounge), as early in the semester as possible.  

If you have any questions on appropriate language for the disability access statement, contact:  
Susan Shirachi, Director, University Disability Services  
Phone: (808) 933-0816/TTY: (808) 933-3334/3335 or shirachi@hawaii.edu  
Hale Kauanoe A Wing Lounge