

Memo from the Provost

TO: Deans
FROM: Darryl Tippens
RE: EOE Language in Employment Ads
DATE: 21 February 2004

For some time there has been uncertainty about the precise language and the degree of detail required when advertising positions at Pepperdine University. Following review by General Counsel, HR, and the EEO, we now have a new policy on what language to use in University employment advertisements. To summarize, ads--especially if they are brief--they should include only the phrase "Equal Opportunity Employer." If ads are full-length, they should contain the full paragraph below. In the future, please use only these two options:

Brief advertisements shall include the phrase:

"Equal Opportunity Employer" or "EOE."

Where a longer statement is desired, the following wording, adopted from the EEO Policy, may be used:

Pepperdine University is an Equal Opportunity Employer and does not unlawfully discriminate on the basis of any status or condition protected by applicable federal or state law. Pepperdine is religiously affiliated with the Churches of Christ. It is the purpose of Pepperdine to pursue the very highest employment and academic standards within a context which celebrates and extends the spiritual and ethical ideals of the Christian faith. While students, faculty, staff and members of the Board of Regents represent many religious backgrounds, Pepperdine reserves the right to seek, hire and promote persons who support the goals and mission of the institution, including the right to prefer co-religionists.

In our review, we have found that our schools and departments within schools have used a variety of Equal Opportunity statements. **All former statements should be discarded. In the future, please use only the two provided in this memo.**

Please distribute this memo to all personnel within your areas who have responsibility for writing ad copy or placing ads. If you have further questions, please contact the Provost's Office or the Human Resources Office. Thank you for your help in standardizing the language with regard to our equal opportunity policy.