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**A-17a      PROCEDURE      Diversity**

Effective July 1, 2010, employees have the following requirements on an annual basis:

1. Regular and temporary employees with an FTE factor equal to or greater than 0.75 must complete three (3) hours of diversity education.
2. Part-time regular employees, with an FTE status of less than 0.75, must complete two (2) hours of diversity education.
3. Part-time temporary employees with an FTE status of less than 0.75, including adjunct, are invited and encouraged to complete 1-2 hours of diversity education.

The Access/Equity/Diversity Office will have the responsibility to track the completion of diversity education.

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Adopted Date: 11/16/2010