



Proper use of the MSU Extension anti-discrimination statements

The MSU Extension anti-discrimination statement used in combination with other language is intended to inform the public that MSU Extension is an equal opportunity/affirmative action employer and that its programs are open to all. This is referred to as a “public notification statement.” The following rules apply to all communication pieces created by any MSU Extension employee.

Any version of the public notification statements must be printed in at least 8- point Times New Roman or the equivalent font size. Please copy the statements exactly as presented below for insertion into your documents.

Full MSU Extension anti-discrimination statement with disclaimer of commercial endorsement

Applies to

- Any document that references another party’s product or services.
- All brochures, bulletins, flyers, annual reports, conference programs and newsletters.
- All Web sites (as a link or printed in full).
- Abbreviated statement may be used when space is limited (see below).

MSU is an affirmative-action, equal-opportunity employer, committed to achieving excellence through a diverse workforce and inclusive culture that encourages all people to reach their full potential. Michigan State University Extension programs and materials are open to all without regard to race, color, national origin, gender, gender identity, religion, age, height, weight, disability, political beliefs, sexual orientation, marital status, family status or veteran status. Issued in furtherance of MSU Extension work, acts of May 8 and June 30, 1914, in cooperation with the U.S. Department of Agriculture. Jeffrey W. Dwyer, Director, MSU Extension, East Lansing, MI 48824. This information is for educational purposes only. Reference to commercial products or trade names does not imply endorsement by MSU Extension or bias against those not mentioned.

Abbreviated anti-discrimination statement

Applies to

- All printed materials and official communication when space does not allow for the full statement.
- Letterhead. Letterhead should also include the following: Michigan State University, U.S. Department of Agriculture and counties cooperating.

MSU is an affirmative-action, equal-opportunity employer. Michigan State University Extension programs and materials are open to all without regard to race, color, national origin, gender, gender identity, religion, age, height, weight, disability, political beliefs, sexual orientation, marital status, family status or veteran status.

To contact an expert in your area, visit msue.anr.msu.edu/experts or call 888-MSUE4MI (888-678-3464)

MSU is an affirmative-action, equal-opportunity employer, committed to achieving excellence through a diverse workforce and inclusive culture that encourages all people to reach their full potential. Michigan State University Extension programs and materials are open to all without regard to race, color, national origin, gender, gender identity, religion, age, height, weight, disability, political beliefs, sexual orientation, marital status, family status or veteran status. Issued in furtherance of MSU Extension work, acts of May 8 and June 30, 1914, in cooperation with the U.S. Department of Agriculture. Jeffrey W. Dwyer, Director, MSU Extension, East Lansing, MI 48824. This information is for educational purposes only. Reference to commercial products or trade names does not imply endorsement by MSU Extension or bias against those not mentioned.



Anti-discrimination statement including Americans with Disabilities Act compliance language

Applies to

- All meeting notices and registration materials.

MSU is an affirmative-action, equal-opportunity employer, committed to achieving excellence through a diverse workforce and inclusive culture that encourages all people to reach their full potential. Michigan State University Extension programs and materials are open to all without regard to race, color, national origin, gender, gender identity, religion, age, height, weight, disability, political beliefs, sexual orientation, marital status, family status or veteran status. Persons with disabilities have the right to request and receive reasonable accommodations.

Accommodations for persons with disabilities may be requested by contacting <insert name of office contact> at <insert telephone number> by <insert date> to make arrangements. Requests received after this date will be fulfilled when possible. (Please allow no less than one week for short programs and no less than one month for overnight programs.)

This must appear with the public notice statement.

Affirmative-action and equal-opportunity employer statement

Applies to:

- All formal MSU Extension employment postings.

MSU is an affirmative-action, equal-opportunity employer, committed to achieving excellence through a diverse workforce and inclusive culture that encourages all people to reach their full potential. Michigan State University Extension employment opportunities are open to eligible/qualified persons without regard to race, color, national origin, gender, gender identity, religion, age, height, weight, disability, political beliefs, sexual orientation, marital status, family status or veteran status. MSU is committed to achieving excellence through cultural diversity. Persons with disabilities have the right to request and receive reasonable accommodations.

The university actively encourages applications and/or nominations of women, persons of color, veterans and persons with disabilities.

Classified ads

The following language is approved for occasional circumstances when cost is a substantive obstacle.

Preferred:

- MSU is an affirmative-action, equal-opportunity employer, committed to achieving excellence through a diverse workforce and inclusive culture that encourages all people to reach their full potential. The university actively encourages applications and/or nominations of women, persons of color, veterans and persons with disabilities.

When space is a premium, the following is occasionally permitted

- MSU is an affirmative-action, equal-opportunity employer.

Confused? Answers are at your fingertips

Still not quite sure how this information applies to you? Go the MSU Extension Organizational Development site under Civil Rights/Compliance Resources and check out the answers to frequently asked questions (FAQs). http://www.canr.msu.edu/od/uploads/files/Civil_Rights/AntiDiscrimination_Statement_FAQs.docx

Updated March 2011 to comply with Michigan State University changes to EEO statements, and revised in May 2019.