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FROM THE OFFICE OF AFFIRMATIVE ACTION

Myra T. Willard, Director

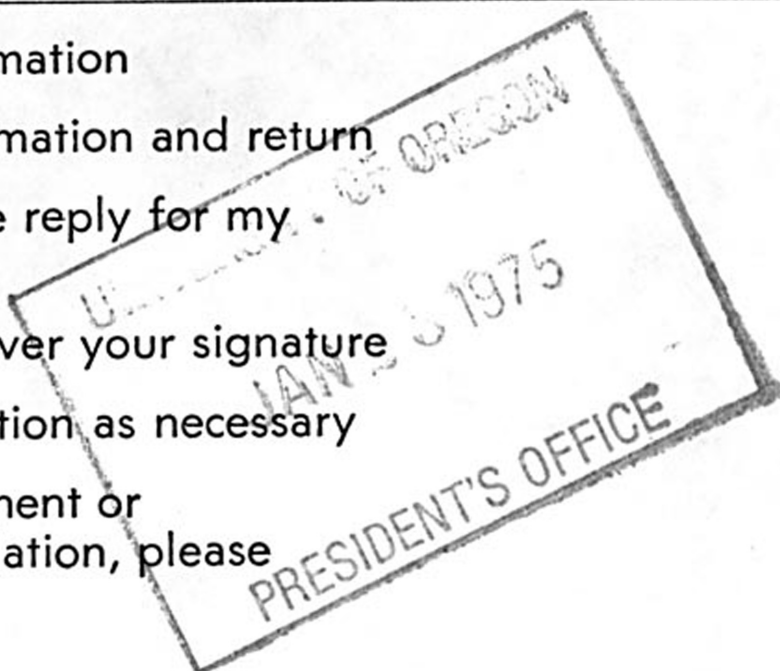
University of Oregon

To Pres. Clark

From Affirm Action

Date 1/22

- For your information
- For your information and return
- Please prepare reply for my signature
- Please reply over your signature
- Please take action as necessary
- For your comment or recommendation, please
- Please call me
- Per telephone conversation
- Please file



Comment

Please replace pp 1-4 with these to update your copy of the Dec., 1974 Policy Statement.

UNIVERSITY OF OREGON POLICY STATEMENT ON
EQUAL EMPLOYMENT OPPORTUNITY AND AFFIRMATIVE ACTION

PREAMBLE

The two most important social, political and moral issues facing this country today are to provide full and equal opportunity for the disadvantaged peoples of this nation--the handicapped, the Black, the Spanish-surnamed, the Asian, and the Native Americans--so that they will realize their full share of the benefits of American political, economic and social life; and to free ourselves of the cultural mores which have prevented full participation of women in the concerns and economy of this nation.

This country must move in every segment, and on every front, to effect necessary changes--to end the neglect which has characterized our past approach to these problems. We must translate goals and objectives into concrete action.

This statement of the Equal Employment Opportunity policy at the University of Oregon does just that. It presents guidelines for positive, affirmative action. It constitutes a blueprint for each member of the University community intended to insure that discrimination will not exist at this University. It is not enough, however, that a framework for action be laid out as University administrative policy. It must rather become a pervasive part of the attitude and spirit of all members of the University community in their conduct of the affairs of the University.

We must continue to move aggressively to add women and minority people to our staff. To do so will require effective recruiting methods. We must be more than procedurally correct. We must act from a sense of compassion and justice, of awareness that both women and persons from minority groups do not have the same connections and influences as do white males in the subtle network that has constituted our recruiting process.

Higher education has been the traditional route through which the disinherited have begun to join the mainstream of American life. It is incumbent upon the University to maintain an aggressive lead in assuring women, and minority, handicapped and older people full equality of opportunity on this campus. Quite properly in this democratic society, government has joined the disinherited, the lines of justice have been clearly laid out and the University's responsibilities are clearly defined.

Robert D. Clark
President
October 15, 1971
December, 1974 Updated

I. POLICY

The University of Oregon reaffirms its long-standing policy that discrimination based on race, color, religion, sex, age, handicap*, or national origin shall not exist in the University.

* Handicap means a physical or mental disability including but not limited to sensory disabilities and resulting in a handicap unrelated to a person's ability to perform duties of a particular job or position for which the individual would otherwise be eligible and qualified.

This policy embodies and is intended to implement explicit requirements of State and Federal laws and Executive Orders of the President and the Governor with regard to discrimination.

Specifically, it is the University of Oregon's policy that:

A. Persons are recruited, hired, trained, and promoted in all job classifications without regard to race, color, religion, sex, handicap, age, or national origin, unless based on a bona fide occupational qualification.

B. Decisions on employment further the principle of equal employment opportunity.

C. Promotion decisions are in accord with principles of equal employment opportunity by imposing only valid requirements for promotional opportunities.

D. All personnel actions such as compensation, benefits, transfers, layoffs, return from layoff, company sponsored training, education, tuition assistance, social and recreational programs, are administered without regard to race, color, religion, sex, handicap, age or national origin.

This policy applies to all operations, areas, organizations, and personnel that are part of the University community. It must be followed both in spirit and in its particulars throughout the University, as the specific responsibility of all administrative officers and other University personnel.

II. AFFIRMATIVE ACTION PROGRAM

The University recognizes that to oppose discrimination is not sufficient to achieve non-discrimination; to rely only on traditional employment

practices is not only not sufficient but has been used too often in society to perpetuate the status quo; that achievement of the objective of non-discrimination requires exercise of initiative and affirmative action in a continuing, active search for new and creative ways to combat discrimination and to insure that the objective of non-discrimination is a pervasive part of the University environment.

Consistent with this recognition and the awareness of the disadvantaged position of women, minority groups** and handicapped persons with respect to employment in society, the University of Oregon has established an Affirmative Action Program intended to insure non-discrimination in employment.

The specific objectives of the University of Oregon's Affirmative Action Program are listed below.

A. University Objectives

1. Increase the employment of women and minority group persons in academic and merit service positions at least equivalent to their availability*** within comparable workforces.

2. Maintain salary equity between male and female employees and between minority and non-minority employees in every job category within the University which is currently occupied by these employees.

** Minority group persons are defined by the Department of Labor as including the following: Spanish-Surnamed, Native-American (American Indian), Black and Asian-American.

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(October 15, 1971)

Revised
[Revised December 1974]

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3. Assure equal employment opportunity for handicapped and older workers when it has been determined that they are qualified candidates for available positions.

4. Assure equal employment opportunity for members of tandem family teams when it has been determined that they are qualified candidates for available positions.

5. Assure that women, minorities, handicapped and older workers-- both academic and non-academic--have equal opportunity for promotion to higher level positions, transfer, recall from layoff, benefits, University sponsored training, education, tuition assistance, social and recreational programs.

6. Assure that all present female and minority employees occupying clerical or other non-academic positions and who possess qualifications exceeding those of other employees occupying higher level positions be given maximal consideration for promotions to higher level positions for which they qualify consistent with legitimate seniority status and State regulations.

7. Promote elimination of the concept of male and female job classification through affirmative efforts in the recruitment, placement, transfer, and promotion of male and female applicants and employees into occupations from which they have traditionally been excluded.

8. Make career counseling available for all employees.

9. Improve the ratio of female and minority admissions in Ph.D. and other graduate and professional programs. Also to insure equal employment opportunity in respect to the awarding of graduate teaching

and research fellowships as well as other fellowships, awards and/or grants.

10. Maintain minority student programs at the pre-college and undergraduate levels as a significant factor in extending educational opportunity at the graduate level.

11. Maintain programs of financial and support services for women and minority students.

12. Increase the number of women and minority group graduate students on financial support.

13. Increase representation of women and minorities on University committees to a ratio at least equivalent to their availability within the body from which each committee is chosen.

14. Maintain proportionate representation of women and minorities on appointive committees which involve the selection and treatment of employees, both academic and non-academic.

15. Maintain an effective and prompt set of grievance procedures.

B. Goals

Numerical goals for hiring and promoting minorities and women shall be established to assist in meeting the objectives. Goals are not intended and should not be used to discriminate against any applicant or employee because of race, color, religion, sex, handicap, age or national origin.

Goals should be significant, measurable, and reasonably attainable. They should be specific for planned results. Timetables should be set for

attainment based on periodic analysis of the racial and sex composition of the workforce. Supervision shall be directed by the respective Vice-Presidents.

Goals are not to be rigid and inflexible quotas which must be met. They are reasonably attainable targets achieved through good faith efforts to make all aspects of the entire Affirmative Action Compliance Program work.

In establishing goals, supervisors and Vice-Presidents will consider the results which could reasonably be expected from putting forth every good faith effort to make the over-all Affirmative Action Program work.

III. OFFICE OF AFFIRMATIVE ACTION

A. The University of Oregon has established the Office of Affirmative Action to carry out the University's Affirmative Action Program, with duties that include, but are not limited to, the following:

1. To develop additional Affirmative Action Policy statements as needed and to coordinate activities under the Affirmative Action Program.

2. To assist the Director of University Relations to develop internal and external communication techniques necessary to implement the Affirmative Action Policy and Program.

3. To assist the University President, Vice-Presidents and other officers to identify discrimination problem areas and to arrive at solutions to those problems, and to provide coordination across administrative lines.

4. To keep the University President and other officers informed of the latest developments in the affirmative action area.

5. To serve as liaison between the University and all State and Federal agencies concerned with discriminatory practices, as well as those minority organizations, women's organizations and community action groups concerned with equal opportunities for minorities, women, handicapped and older persons.

6. To develop a monitoring system which would measure the effectiveness of the Affirmative Action Program by collecting data on recruitment, composition and turnover of faculty, staff and students, on the comparative salaries and allocations of relevant program budgets and on the degree to which goals and objectives have been attained.

IV. DUTIES OF VICE-PRESIDENTS AND DIRECTOR OF UNIVERSITY RELATIONS

A. The University of Oregon hereby designates the following officials responsible for implementation of the Affirmative Action Program in their respective administrative areas: the Vice-President for Academic Affairs and Provost, the Vice-President for Administration and Finance, the Vice-President for Student Services (who shall also be responsible for undergraduate student employees and students), and the Director of University Relations. The duties of the Vice-Presidents, or their designees, include, but are not limited to, the following (as appropriate for each Vice-President):

1. To maintain the fullest deliberate attention on the non-discrimination policy through systematic personal discussions and

briefings, written communications to employees, and inclusion on the agendas of the Council of Deans, the Faculty Advisory Council and other faculty-administrative bodies.

2. To initiate the special efforts required on a continuous basis to recruit and appoint qualified women and minorities to the University, and for upgrading of women and minorities who are presently employees of the University.

3. To maintain surveillance over the activities of designees of specific responsibilities in affirmative action and the goals listed in Section VI.

4. To remove impediments to the attainment of goals and objectives and assist in arriving at solutions to problems.

5. To counsel supervisors and department heads to insure that they understand their performance is expected to include equal employment opportunity efforts and results.

6. To audit and monitor the ratio of minority and female admissions to Ph.D. and other graduate and professional programs.

7. To audit and monitor the University's collective bargaining agreements for classified employees of the University to insure that they conform to the policy of non-discrimination.

8. To influence the promotion of change in regulations of the Board of Higher Education, in the administrative regulations of State agencies, including the Merit Service which governs classified personnel, and in State law as appropriate, to eliminate any practices or policies that may result in discrimination against women, minorities, handicapped or older workers.

9. To consult with the Office of Business Affairs (OSSHE) to insure non-discrimination clauses are in all union agreements and that contract provisions are non-discriminatory.

10. To communicate with local minority organizations, women's groups, groups concerned with the handicapped and with older workers, community action groups, and community service programs.

B. The duties of the Director of University Relations include, but are not limited to, the following:

1. Internal

a. Inclusion of appropriate reference to the Policy Against Discrimination in official publications, policy manuals, recruiting publications, and all other publications concerning directly or indirectly with employment and admission of students to the University.

b. Publicizing policy in the University newsletter and provision of statements of policy for distribution to student newspaper and broadcast media.

c. Provision of assistance to Vice-Presidents to arrange special meetings with executive, management, and supervisory personnel to explain intent of policy and individual responsibility for effective implementation, and to make clear the University President's policies.

d. Provision of assistance to schedule special meetings with all other employees to discuss policy and explain individual employee responsibilities.

e. Provision of assistance to insure the policy is thoroughly discussed in both employee orientation and management training programs.

f. Provision of assistance to insure that officials of the Oregon State Employees Association and other employee representatives who deal with the University (e.g., A.A.U.P., A.F.T.) are informed about the policy and that their cooperation has been requested.

g. Publishing of articles and progress reports covering EEO programs, promotions, etc., regarding minority and female employment.

h. Printing of posters and posting of the policy statement on University bulletin boards.

2. External

a. Provision of information about the policy to news media.

b. Assistance to provide information about policy to recruiting sources.

c. Provision of information about the policy to community organizations, community agencies, community leaders, and others.

d. Provision to assistance to insure policy is known to vendors and suppliers.

V. AVAILABILITY AND UTILIZATION OF WOMEN AND MINORITIES

A. Analyses

1. All administrative and department heads recruiting or promoting employees will carry out the following and report to directing Vice-Presidents annually:

a. Conduct in-depth analyses (so far as such information is legally procurable) of:

(1) The minority group and sex composition of their department's workforce.

(2) The minority group and sex composition of the applicant flow.

(3) Availability of minority group members and women****.

(4) The total selection process including position descriptions, application forms, interview procedures, test administration, referral procedures, final selection process, training programs and other related factors.

(5) Appointment, transfer, promotion, and seniority practices and salary schedules.

(6) Workforce attitude toward the Affirmative Action Program.

**** In the case of professional persons, including officers of instruction officers of administration, and high level Merit Service positions, availability data should be based on national availability within each particular discipline. In the case of other classified positions, availability data should be based on geographic availability corresponding to the geographic area from which the University could reasonably be expected to draw.

b. Supervise the establishment and monitoring of departmental and unit goals and objectives.

B. Recruitment and Promotion Procedures

It is required that all recommendations for appointment be accompanied by information concerning efforts made for recruitment of women and minority persons for the position, or measures taken to assure the potential promotability of women and minority persons to such positions.

Recruitment practices shall be reviewed each year to insure that minorities and women in the potential employment area are on notice regarding job opportunities and are encouraged to apply.

To assure progress toward increased employment of women and minorities from time to time, the University may withhold the permanent filling of positions until minorities and women in the available workforce are sufficiently encouraged to apply.

1. In the case of officers of instruction, research, or administration, recruitment efforts should include, but not be limited to, the following:

a. Direct contact and follow-up with faculty members at universities and colleges known to serve significant numbers of minority students.

b. Follow-up on the names of minorities from the University of Oregon Graduate School; recruitment of minorities at the undergraduate level to increase the pool of graduates and ultimately faculty and social leaders.

c. Direct contact with groups specifically oriented to and concerned with minority and female groups and provision

of information about job opportunities.

d. Other methods to insure that women and minority group persons have been actively sought out and, if qualified candidates are identified, encouraged to apply.

e. Encouragement of older and handicapped persons to apply.

2. In the case of classified personnel, efforts by both supervisors and classified employees should include, but not be limited to, the following:

a. Encouragement of women, minority group, older and handicapped persons to take the appropriate Merit System Tests that could advance their career possibilities.

b. Submission of suggestions for rewriting job descriptions to insure that the descriptions are free from bias regarding race, color, religion, sex, age, handicap or national origin, except where sex and freedom from certain handicaps constitute bona fide occupational qualifications.

c. Direction of special attention toward the recruiting and promoting of women and minority group persons to higher level classified administrative positions.

d. Re-evaluation of job categories traditionally filled predominately by either men or women to determine if sex is actually a bona fide qualification.

3. Periodic reviews of the qualifications of all employees should be conducted to insure that all employees are given full opportunity for promotion, and that employee skills are fully utilized.

C. Other

All department heads shall insure that each unit is in compliance in matters such as proper display of posters on equal opportunity regulations; desegregation of facilities, both in policy and in use; opportunity and encouragement of women, minority, handicapped and older employees to participate in all University educational, training, recreational, and social activities.