

UNIT EFFECTIVENESS PROCESS
PHASE 1 – ASSESSMENT PLAN for ADMINISTRATIVE OUTCOMES
2006-2007

Unit Name: Equal Opportunity and Affirmative Action

Core Functions

Provide awareness and accessibility to the Equal Opportunity policy and complaint procedures. The EOAA office has developed policies and procedures that prohibit discrimination and sexual harassment and to monitor that UT Arlington is in compliance with federal and state laws. EOAA offers training to recognize and prevent acts of discrimination to support the workplace and academic community.

Intended Outcome 1

1. Employees and students will recognize discrimination

Related Core Function and/or Planning Priority Strategy

Planning Priority VII: Promote a culturally diverse and inclusive university community.

Goal 1: Value diversity at all levels on campus

Objective 3: Improve the retention of faculty, staff and students from underrepresented groups.

Selected Strategies 2: Increase cultural diversity content in academic, curricula, extracurricular activities and staff training programs.

Action Steps to Achieve Intended Outcome

The Equal Opportunity Commitment Statement sent to all UTA employees.

Computer web based compliance training on preventing discrimination completed by new employees, current employees and student workers.

EOAA conducts training to academic and administrative departments by request.

Assessment Methodology Description

Include the following:

- *full description of the planned assessment activity*
- *the criteria for success*
- *the timetable for assessment activity*
- *responsible persons (by job title, not name) and specific duty*

EOAA request the President's Office distribute the Equal Opportunity Commitment Statement each Fall semester. The statement is sent via email to UT Arlington employees. The responsible contact person is the Executive Associate to the President.

New Employees are notified within 30-60 days or more of employment to complete the EEO Law discrimination and sexual harassment training module. Current Employees will take the Institutional Compliance Training annually. The Director of Institutional Compliance is responsible for the web based module and records of completed training.

Each Fall various departments contact the office and request face-to-face Equal Employment Law (EEO) training that includes topics of discrimination and sexual harassment. The EOAA Coordinator is responsible for conducting the training sessions.

EOAA conducts an annual assessment survey each year to assess the awareness of policies and procedures of the Equal Opportunity and Affirmative Action office operation and to obtain comments and feedback on how to improve. The Administrative Specialist maintains the folder. The EOAA Director, and Coordinator can publish survey and the Director EOAA is responsible for the survey distribution.

An annual survey is distributed to V.P.'s, Deans, Directors, Dept. Chairs, Managers and Supervisors for feedback on awareness of policies and comments for improvement. An average of 80% or more of positive response is considered successful.

Intended Outcome 2

2. Faculty, staff, and students will rely on the internal complaint process.

Related Core Function and/or Planning Priority Strategy

Planning Priority VII: Promote a culturally diverse and inclusive university community.

Goal 1: Value diversity at all levels on campus

Objective 3: Improve the retention of faculty, staff and students from underrepresented groups.

Selected Strategies 2: Increase cultural diversity content in academic, curricula, extracurricular activities and staff training programs.

Action Steps to Achieve Intended Outcome

Maintain a fair process of complaint procedures for allegations of discrimination.

Maintain an Intake Grievance Log.

Assessment Methodology Description

Include the following:

- *full description of the planned assessment activity*
- *the criteria for success*
- *the timetable for assessment activity*
- *responsible persons (by job title, not name) and specific duty*

Compare 2004-2005 total EOAA internal investigations to 2005-2006. The EOAA Coordinator is responsible for internal investigations.

EOAA investigations results and actions taken are accepted by federal and state agencies. The EOAA Director is responsible for external investigations.

Compare the total of miscellaneous inquiry activities from 2004-2005 to 2005-2006. The Administrative Specialist is responsible for maintaining records. The EOAA Director is responsible for data comparison.

Policy dictates that complaint allegations of discrimination and sexual harassment are to contact the EOAA office. The EOAA office is the clearing house for these matters. We accept external (federal agencies) and internal complaints as well as walk-ins, call-in, email, EOAA website for formal complaints and miscellaneous inquiries. An Activity Log is maintained that categorizes the intake, concern, charge against and status of intake. A quarterly activity report is submitted to the Provost and President for their review.

The increased number of internal complaint investigations as compared to external investigations indicates that the faculty, students and staff are using the internal process to resolve complaints and that they are aware of the policy. This is considered a successful measurement of our university policy.

The decrease in number of external investigations (regardless of merit) that are filed against the university with in a year should be two or less to be considered successful.

Intended Outcome 3

3. Charges of discrimination from non-selected candidate are defeated by available documentation.

Related Core Function and/or Planning Priority Strategy

Planning Priority VII: Promote a culturally diverse and inclusive university community.

Goal 1: Value diversity at all levels on campus

Objective 1: Increase the cultural diversity among administrators, faculty and staff

Selected Strategies 1: Provide incentives for and increase recruitment of faculty, administrators and staff from underrepresented groups.

Planning Priority VIII: Improve the effectiveness and efficiency of University operations.

Goal 3: Provide programs and services in ways that control costs and conserve resources

Selected Strategies:

1. Distribute information (announcements, reports, etc.) electronically rather than in paper format.

Action Steps to Achieve Intended Outcome

EOAA maintains faculty search records and monitors search committees are in compliance with employment procedures, laws, regulations and guidelines. Rectify recruitment and hiring non-compliance issues.

Search Committee members are trained and monitored on search procedures. Access to Faculty Search Guide is available on EOAA homepage.

EOAA operational documentation and information can be accessed electronically.

Assessment Methodology Description

Include the following:

- *full description of the planned assessment activity*
- *the criteria for success*
- *the timetable for assessment activity*
- *responsible persons (by job title, not name) and specific duty*

Compare the federal and state charges from 2004-2005 to 2005-2006. The Administrative Specialist is responsible for maintaining records. The EOAA Director is responsible for data comparison.

Compare the non-compliance of faculty search procedures from 2004-2005 to 2005-2006. The Administrative Specialist is responsible for maintaining records. The EOAA Director is responsible for data comparison.

The faculty search hiring process is monitored by the EOAA office. Committees are orientated on guidelines and the do's and don't's of a search. They are provided access to the web based Faculty Search Committee Manual that follows state and federal guidelines with required forms. EOAA Director approves all faculty advertisements before posting, reviews the required documents when a search is closed with a hire. There is a 12 month time span to make a hire for Tenure and Tenure - Track faculty hires. If guidelines are not followed department chair is notified of non compliance and how to correct the problem. If 80% of the faculty search process are in compliance we have met our criteria for success.

Form B – Administrative Outcomes

Intended Outcome 4

4. Employment of under-utilized and under-represented groups will increase.

Related Core Function and/or Planning Priority Strategy

Planning Priority VII: Promote a culturally diverse and inclusive university community.

Goal 1: Value diversity at all levels on campus

Objective 1: Increase the cultural diversity among administrators, faculty and staff

Selected Strategies 1: Provide incentives for and increase recruitment of faculty, administrators and staff from underrepresented groups.

Action Steps to Achieve Intended Outcome

Update of Affirmative Action Plan annually.

Compile statistical analysis on Job Group and Work Force Availability utilization to project goals and time tables.

Identify employees that may be subject to discrimination/problem areas of concern i.e.; wages, hiring, promotion or terminations.

Identify departments that indicate under-represented staff population.

Assessment Methodology Description

Include the following:

- *full description of the planned assessment activity*
- *the criteria for success*
- *the timetable for assessment activity*
- *responsible persons (by job title, not name) and specific duty*

Compare the 2004 to 2005 employment of under-represented groups to 2005-2006 recruitment records and university programs. EOAA Coordinator is responsible for Affirmative Action Plan preparation and data comparison.

Compile periodic Adverse Impact Report on faculty searches, that reveal statistics that indicate concerns in the hiring processes of underrepresented groups. The EOAA Coordinator is responsible for compiling report.

An annual report using statistical software calculates and measures the rates at which female and minorities are selected for employment decisions in faculty hiring. A 2.0> standard deviation indicates an Adverse impact in selection rates for female or minorities. The EOAA office will

meet with the affected department. The department will give justification on the deviation, if there is reasonable justification no action needed. If there is a area of concern a goal of improvement will be implemented. EOAA and the appropriate departmental authority will monitor the area of concern. The goal of success is to reduce the number of areas that show a 2.0> standard deviation.