

I. UNIVERSITY OF WISCONSIN OSHKOSH POLICY CONCERNING AFFIRMATIVE ACTION AND EQUAL EMPLOYMENT OPPORTUNITY (41 CFR 60-2.20)

Equal Employment Opportunity and Affirmative Action are legal, social and economic responsibilities of the University. Accordingly, the University is subject to various federal and state laws and rules, including policies that are established by the University of Wisconsin System, relating to Affirmative Action and Equal Employment Opportunity. [Note: A partial listing of these laws includes the following: The Equal Pay Act of 1963, as amended; Title VI of the Civil Rights Act; Title VII of the Civil Rights Act of 1964; the Age Discrimination in Employment Act of 1967, as amended; Section 503 and 504 of the Rehabilitation Act of 1973, as amended; Executive Order 11246, as amended; Executive Order 28; Section 402 of the Vietnam Era Veterans Readjustment Assistance Act of 1974; Chapters 36 and 230 of the Wisconsin Statutes. Please note that Executive Orders from the Governor of the State of Wisconsin, directives from other state agencies, and other miscellaneous rules, policies, and guidelines of the Board of Regents of the University of Wisconsin System are also applicable.] The policies, practices, and procedures of the University, as implemented at all levels, assures the active and positive implementation of federal and state Equal Employment Opportunity and Affirmative Action laws, executive orders, rules and regulations and policies and guidelines of the University of Wisconsin System

The University is committed to, and reaffirms support for, Equal Employment Opportunity and Affirmative Action and to non-discrimination in employment policies, practices, and procedures. As evidence of this commitment, the University will periodically examine all employment policies, practices, and procedures for impermissible discrimination on the basis of age, ancestry, arrest or conviction record, color, creed, disability, marital status, national origin, political affiliation, race, relationship to other employees, religion, sex, gender identity or expression, sexual orientation, veteran's status, membership in the National Guard, or other protected class or status. If the employment policies, practices, and procedures can be improved or if discrimination is found to be present, the University will immediately take such remedial action as is necessary to (1) strengthen the policies, practices, and procedures; (2) remediate the effect of such discrimination; and (3) ensure that the discrimination does not recur in the future.

The University's commitment to the policy of Affirmative Action is intended to overcome the present effects of past discrimination and to balance the composition of the work force while providing Equal Employment Opportunities and Affirmative Action for members of groups that are, or have been formerly, underrepresented, consistent with the requirements and limitations of federal and state law and regulations. Affirmative Action in all employment policies, practices and procedures is required to be taken for women, racial and ethnic minorities, and person with disabilities in unclassified, classified, limited term employment and project positions with the University. Affirmative Action efforts are implemented in all employment policies, practices, and procedures including, but not limited to, the following: appointments to committees, certification, classification, compensation, discharges, evaluation, fringe benefits, interviewing, layoffs, nonrenewals, placement, promotion, recruiting, retention, screening, selection, terminations, testing, training, and transfers. It is recognized that any form of retaliation in employment, including retaliation against any employee or applicant for employment on the basis that they have filed a complaint, assisted with an investigation, or instituted other proceedings, also constitutes a form of discrimination that is expressly prohibited.

The University maintains an Affirmative Action Plan for the recruitment, employment, and promotion of women and minorities. Consistent with this plan, the University monitors hiring and termination decisions for women and minorities to ensure non-discrimination. Copies of the

Affirmative Action Plan are kept on file in all campus libraries and in the University's Equity & Affirmative Action Office. Summaries of the Affirmative Action plan are available through campus publications, on the University website, and are also available for distribution upon request. The University will prepare an Affirmative Action Report at least once a year. The Report will include an analysis of the progress made toward the attainment of Affirmative Action goals. The Report will also specify any corrective action(s) that are necessary for the University to meet the Affirmative Action goals.

Equal Employment Opportunity and Affirmative Action are shared responsibilities of the entire University community, including the administration, faculty, academic staff, and students. Position descriptions for, and performance evaluations of, University administrators shall include an assessment of their attention to, and support for, Affirmative Action. Managers and other supervisory personnel, who share the responsibility for the implementation of Equal Employment Opportunity and Affirmative Action policies within the University, shall have these responsibilities included in their position descriptions and shall be evaluated each year on the basis of their performance with respect to Affirmative Action. Violations of the University's Equal Employment Opportunity and Affirmative Action policy will result in appropriate disciplinary action, consistent with the applicable disciplinary or personnel rules.

The University has established, and will maintain, a Council for Equity & Affirmative Action that is composed of faculty, academic staff, classified employees and students. Individuals shall be selected on the basis of a genuine interest in Affirmative Action and to represent the concerns of women, minorities and disabled individuals. The committee shall advise the University of Affirmative Action needs and concerns. The Council for Equity & Affirmative Action shall assist the University's Director of Equity & Affirmative Action in designing and implementing programs.

Harassment by supervisors or co-workers on the basis of age, ancestry, arrest or conviction record, color, creed, disability, marital status, national origin, political affiliation, race, relationship to other employees, religion, sex, gender identity or expression, sexual orientation, veteran's status, or other protected class or status is a form of discrimination that constitutes an unlawful employment practice that is expressly prohibited. Therefore, it shall be the goal of the University to present and eliminate all forms of harassment within the University. As used above, "harassment" includes any verbal or physical conduct which does any of the following: hinders access to employment; interferes with an individual's performance at work; or which creates an intimidating, hostile, offensive, or demeaning environment at work.

The University is committed to conducting training and professional development programs to further efforts to promote the career advancement of women, minorities and disabled individuals. The University is committed to sponsorship of community outreach programs with the aim of increasing educational and employment opportunities for women, minorities and disabled individuals.

The University ensures physical accessibility to work stations for disabled individuals. The University will provide reasonable accommodations for any person who submits a request to ensure equal access to employment. The University will provide reasonable accommodations for any person who submits a request relating to religious observances and practices.

The University has established procedures for providing prompt and fair resolution of complaints alleging discrimination or harassment. These procedures are outlined in the University's Affirmative Action Plan, which is included in employee handbooks, and copies of which are available, upon request, from the University's Director of Equity & Affirmative Action. Complaints by employees within a bargaining unit alleging discrimination or harassment are to be presented as a complaint or grievance, as applicable, under the procedures that is specified in the appropriate union contract.

The University will appoint a Director of Equity & Affirmative Action and continue to maintain and support an Office of Equity & Affirmative Action. The University Director of Equity & Affirmative Action will report directly to the Chancellor. The Director of Equity & Affirmative Action is responsible for monitoring and evaluating the implementation of the University's Affirmative Action Plan. The Director of Equity & Affirmative Action shall also serve as a resource and support person to institutional groups that are concerned with Affirmative Action as it relates to all employees, including unclassified and classified.

Annually, the Chancellor shall submit an Affirmative Action Plan outlining goals in compliance with the policies of the Board of Regents of the University of Wisconsin System.

Richard H. Wells, Chancellor
University of Wisconsin Oshkosh

COMPLAINT PROCEDURES:

This Affirmative Action Policy plus others in the *UW Oshkosh Faculty and Academic Staff Handbook* address harassment and discrimination in all forms, covering those with legally protected status for reasons of ethnicity, gender, gender identity, religion, age, national origin, ancestry, disability, sexual orientation, or other reasons. These policies apply to all faculty, staff, and students with respect to activities occurring on any University property and University-related activities occurring off-campus. They also apply to the activities of recognized student organizations including fraternities and sororities. The University will not tolerate harassment of its faculty, staff, or students by persons conducting business with or visiting the University, even though such persons are not directly affiliated with the University.

Harassment is conduct towards another person or identifiable group of persons that has the purpose or effect of:

1. Creating an intimidating or hostile educational environment, work environment, or environment for participation in a University activity;
2. Unreasonably interfering with a person's educational environment, work environment, or environment for participation in a University activity; or
3. Unreasonably affecting a person's educational or work opportunities or participation in a University activity.

These policies seek to encourage faculty, staff, and students to report and address incidents of harassment. Retaliation against faculty members, staff members, or students for reporting or complaining of harassment or enforcing these policies is strictly prohibited. Overt or covert acts of reprisal, interference, restraint, penalty, discrimination, intimidation, or harassment against an individual or group for exercising rights under these policies will be subject to appropriate and prompt disciplinary or remedial action.

COMPLAINT PROCESS:

Persons who believe they have experienced or witnessed discrimination or harassment under any of these policies are encouraged to report the incident promptly to the Equity & Affirmative Action Director to file an informal or formal complaint according to the following processes:

1. Informal Complaint Procedures: The informal procedure typically seeks acceptable mediation or resolution of the complaint between the parties involved. During the informal discussion and investigation of such a complaint by the Equity & Affirmative Action Director, emphasis is placed on the resolution of the matter as quickly as possible, at the lowest level possible, and with the fewest number of people. Resolution sought will be after consultation with the complainant.
2. Formal Complaint Procedures: Formal complaints or expressions of concern about possible harassment or discrimination may be pursued consistent with other University rules and procedures, as noted below:
 - (a) Complaints against students are outlined in Chapter 17 of the *Wisconsin Administrative Code* administered by the Dean of Students Office.
 - (b) Complaints against faculty may be presented to the Chancellor as outlined in the University of Wisconsin Oshkosh Faculty Personnel Rules, Chapter Nine, Part B, Faculty Complaints.
 - (c) Complaints against academic staff may be presented to the Chancellor as outlined in the University of Wisconsin Oshkosh Academic Staff Personnel Rules, Chapter Sixteen, Complaints.
 - (d) Complaints against classified staff represented by a union may be presented to the University's Director of Human Resources, and processed according to the terms and

- (e) conditions of the appropriate collective bargaining agreement. Those complaints against classified staff not represented by a union may be presented to the Chancellor.

II. DISSEMINATION OF POLICY (41 CFR 60-2.21)

A. Internal dissemination

The affirmative action/equal employment opportunity policy is:

- Published in the UW Oshkosh Faculty and Academic Staff Handbook.
- Discussed with the Chancellor's Administrative Staff.
- Distributed to all new employees.
- Discussed in employee orientation sessions and in supervisory training programs.
- Discussed as appropriate and necessary with department chairpersons, administrators, and managers. The intent of the policy and responsibility for its implementation are included in those discussions.
- Included in a packet of resource materials provided to every hiring unit and search committee.
- Whenever a position is being filled in a job group for which the university has an affirmative action hiring goal, the Human Resources/Equity & Affirmative Action Offices will contact all those involved in the hiring process for that position to inform them that they have a goal for women and/or minorities.
- Attention to and support of the University's affirmative action policies and plan will be part of the annual evaluation process for Department Chairs, Directors, and Deans.
- Annual hiring reports will be provided by the Equity & Affirmative Action Office to the Chancellor, Provost/Vice Chancellor, Assistant/Associate Chancellors and Deans.
- Appears on the UW Oshkosh Equity & Affirmative Action web page.

B. External dissemination

The affirmative action/equal opportunity policy is disseminated in the following ways:

- The University identifies itself as "An Affirmative Action/ Equal Opportunity Employer" in all employment advertisements.
- Standard terms and conditions incorporating a clause on nondiscrimination and affirmative action are sent to all potential bidders in purchase orders, leases and contracts.
- Prospective employees are informed of the existence of the affirmative action policy and process.
- The policy is conveyed to all recruiting sources.

III. IMPLEMENTING AND MONITORING RESPONSIBILITIES (41 CFR 60- 2.22)

A. Overview Statement

The Chancellor accepts responsibility for the provision of equal employment opportunity and the implementation of the affirmative action program at the University of Wisconsin Oshkosh. The Chancellor has delegated primary advisory and compliance responsibilities to the Director of Equity & Affirmative Action.

B. General responsibilities of the Equity & Affirmative Action Director

1. The Director is charged with the responsibility to oversee and monitor all aspects of compliance with the principles of affirmative action, non-discrimination, and equal employment opportunity.

2. The Director is required to develop and maintain cooperative working relationships with all hiring units and to advise hiring units in aspects of hiring related to affirmative action and equal employment opportunity (i.e., development of position descriptions, recruitment plans, selection criteria, screening processes).

C. Specific responsibilities of the Equity & Affirmative Action Director

1. Leadership

- Advise Chancellor on matters related to equity and affirmative action
- Work closely with University administrators and governance groups to develop, implement and review policies that support the goals of affirmative action and equity
- Work closely with the Diversity Council toward the implementation of the University's Diversity Plan 2008
- Serve as a member of the following: Salary Review Committee, Compensation Committee, Chancellor's Administrative Staff, and special interest groups, as appropriate.
- Advise the Chancellor concerning the need for internal review and updating of University policies, practices, and procedures having an impact on programming related to Affirmative Action and Equal Employment Opportunity
- Provide advice to the Chancellor relating to all aspects of Affirmative Action and Equal Employment Opportunity involving University employees and students.
- Serve as a liaison between the University and the UW System and other state and federal agencies relating to Affirmative Action and Equal Employment Opportunity
- Serve as a liaison between the University and non-profit organizations representing the interests of, and specializing in the recruitment of, women, minorities, and individuals with disabilities; to conduct a regular evaluation of the effectiveness of such organizations; and to maintain a list of organizations that are capable of providing referrals for qualified women, minorities, and individuals with disabilities for employment in positions with the University

2. Hiring Process Oversight

- Consult with and advise search committees, department chairs, unit heads, and any hiring unit on effective recruitment activities
- Consult with and advise hiring units on issues of equal employment opportunity and affirmative action in all steps of the hiring process
- Monitor the hiring process for all unclassified employees, from position announcement through contracting to ensure that the principles of equal employment opportunity are practiced and that affirmative action goals are met
- Monitor the hiring process for all classified employees to ensure compliance with affirmative action and equal employment opportunity laws, and with the University's Affirmative Action Plan
- Monitor placements, transfers, promotions and terminations at classified staff levels to insure nondiscriminatory policies are carried out
- Improve all hiring processes as needed
- Periodically review, evaluate, and revise, as necessary, procedures to ensure equity in hiring and progress toward affirmative action goals

3. Reporting/Compliance/Planning

- Review unclassified and classified staff retention, promotion, and tenure practices and procedures for compliance with appropriate regulations and policies
- Review progress annually toward University goals in the recruitment and hiring of women and minority faculty, staff, and administrators

- Oversee the preparation of statistical reports for federal and state affirmative action plans
 - Prepare analyses, evaluations, and reports as required by state and federal agencies
 - Evaluate effectiveness of policies and practices related to recruitment, hiring, retention and salary equity for women and minorities
 - Evaluate effectiveness of policies and practices for reporting and resolving problems related to discrimination and harassment
 - Annually develop a comprehensive plan which identifies goals for equity and affirmative action at UW Oshkosh
 - Serve as the coordinator for the Americans with Disabilities Act.
 - Review reports and results annually with all levels of management; advise the senior staff of the program effectiveness; submit recommendations to improve unsatisfactory performance
 - Review periodically (that is, at least once annually) all documents relating to the employment process at this University (e.g., job descriptions, application forms, job announcements, etc.) to evaluate the impact of the materials to ensure that they are consistent with the Affirmative Action Plan and the policy statement relating to affirmative action and equal employment opportunity and to ensure that they do not reflect, and that they are not used, in a discriminatory manner
4. Receipt and Resolution of Complaints/Grievances
- Serve as contact for faculty, staff and student complaints related to discrimination and harassment
 - Informally investigate complaints as appropriate and necessary
 - Confer with complainants and make referrals to other University units as appropriate
 - Maintain confidential files of correspondence and information related to complaints
 - Brief the Chancellor as appropriate on the status of complaints
 - Develop and implement training on the proper investigation process
5. Campus Education/Awareness
- Work with the ADA Advisory Council to review and update University affirmative action programming and services relating to people with disabilities
 - In cooperation with the Council for Equity & Affirmative Action, provide leadership in the development and delivery of educational sessions for faculty and staff on policies and procedures related to equity and affirmative action
 - Develop and offer educational sessions and resource materials to equip faculty and staff to serve as affirmative action representatives on search and screen committees and personnel committees
 - In cooperation with the Council for Equity & Affirmative Action, provide leadership in the development and delivery of educational sessions for faculty and staff to increase understanding and awareness of discriminatory harassment
 - Work with the University Diversity Council, the Division of Academic Support, Student Affairs, and other units of the University to develop and deliver an ongoing array of programs and activities for faculty, staff, students and the community designed to ensure an environment free of discrimination
 - Assist supervisors in arriving at solutions to problems
 - Meet with supervisors to make certain that affirmative action and equal employment opportunity policies are being followed
 - Work with the Gender Equity Council to carry out goals
 - Implement an exit interview process for all employees and work with administrators to solve problems
 - To coordinate all requirements of Sections 503 and 504 of the Rehabilitation Act of 1973, as amended, and serve as the Americans with Disabilities Act (ADA) Coordinator for faculty and staff.

Other Responsible Offices:

- Chancellor: The Chancellor is vested with the responsibility of administering board policies under the coordinating direction of the President of the University of Wisconsin System. The Director of Equity & Affirmative Action reports directly to the Chancellor and assists the Chancellor with the preparation of reports that are required under state and federal law. The Chancellor is responsible and accountable for the implementation of the affirmative action program.
- Provost/Vice Chancellor: The Provost/Vice Chancellor serves as the chief academic officer of the University and as such assumes broad responsibility for compliance with affirmative action and equal employment opportunity within the colleges of the University. Specific responsibilities delegated to the Provost/Vice Chancellor include ensuring the collection and reporting of all data required by the Office of Equity & Affirmative Action for monitoring the affirmative action program, preparing position announcements and recruitment plans in accord with established affirmative action search and screen procedures, and ensuring that the criteria established for filling positions are applied to the selection process. In addition, the Provost/Vice Chancellor is responsible for maintaining equitable promotion practices, reviewing termination practices and policies for non-discrimination and harassment, aiding the career advancement of protected group members, and for providing accommodations to employees with disabilities including pregnancy.

As chief academic officer the Provost/Vice Chancellor is charged with the responsibility for coordinating and supervising the development of educational programs for women, minorities, persons with disabilities, and the educationally disadvantaged at the University and for monitoring all ongoing programs to assure relevance and effectiveness.

The Provost/Vice Chancellor is responsible for ensuring that all deans, associate deans, and unit heads comply with affirmative action policies and procedures set forth in the Affirmative Action Plan of the University of Wisconsin Oshkosh.

- Vice Chancellor for Administrative Services: The Vice Chancellor for Administrative Services is responsible for ensuring that all purchase orders, leases, contracts, etc., covered by Executive Order 11246 (as amended with its implementing regulations) include an equal opportunity clause.
- Associate Vice Chancellor for Personnel and Administration: The AVC for Personnel and Administration provides technical and administrative support to the Vice Chancellor in matters related to faculty personnel, including affirmative action and equal employment opportunity.
- Human Resources Director: The Human Resources Director assumes general responsibility for classified and unclassified personnel services, including issues relating to affirmative action and equal employment opportunity. The specific responsibilities of the Director of Human Resources include the administration of the provisions of the appropriate union contract.
- Human Resource Managers: Human Resource Managers oversee the implementation of equal employment opportunity and affirmative action requirements relating to the employment of classified staff.

- Deans and Division Heads: The Deans of the colleges and Division Heads are expected to take leadership within their respective colleges and divisions for both equal opportunity and affirmative action. They are responsible for establishing and annually reviewing unit and department criteria for hiring, retention, salary, and promotion to ensure that all criteria are legitimately job-related, that all criteria are applied equally to all persons regardless of race, sex, sexual orientation, gender identity or expression, age, color, religion, marital status, national origin, handicap, veteran's status, membership in the National Guard, and that no criteria are applied which deliberately exclude or have the effect of excluding women or members of minority groups. The Deans and Division Heads are required to monitor the interview process and to ensure that the principles of nondiscrimination have been applied in the final selection process. This includes careful assessment of candidate tiers. They are further responsible for making their colleges and divisions aware of the implications of equal opportunity and affirmative action, playing a leadership role by assisting departments and units in developing recruitment plans which include formal advertising activities as well as informal activities, assisting in analyzing the employment status of women and minorities in the college, and assisting in establishing realistic and timely goals for the hiring and promotion of women and minorities. Additionally, they are responsible for monitoring and evaluating the progress of departments in accomplishing such goals. Deans and Division Heads are obligated to play a central role in all personnel actions within their colleges and divisions and will be required to report yearly on the progress of women and minorities within their respective units. They will be evaluated annually on good faith efforts to comply with these standards and those required in the recruitment procedures.
- Department Chairs and Unit Directors: Department chairpersons and Unit Directors are responsible for overseeing implementation of affirmative action and equal employment opportunity requirements in personnel actions at the department/unit level.
- Line Supervisors: Other employees with line supervisory responsibility also assume responsibility to comply with affirmative action and equal employment opportunity principles.
- Search and Screen Committees. Search and Screen Committees are required to conform to all processes and procedures identified by the University related to affirmative action and equal employment opportunity. The advertisements and announcements for positions are required to identify the University as an equal employment opportunity employer. The committees are charged to actively seek nominations from women and members of minority groups. A member of the Council for Equity & Affirmative Action (or another designated affirmative action representative) is required to participate as a nonvoting member of search and screen committees for positions at the director level and above. The function of this representative is to assist the committee in interpreting and implementing the requirements of the affirmative action plan and the spirit of the affirmative action policy.

Chairs of Search and Screen Committees are responsible for making a special effort to recruit minorities, women, and persons with disabilities. They are further responsible for establishing selection criteria that are nondiscriminatory, for obtaining an applicant pool that reflects current availability of women and minorities, and for conducting selection interviews in a nondiscriminatory manner. Chairs of Search and Screen Committees are required to document affirmative action efforts.

- Faculty and Staff: All faculty and staff are responsible for complying with the policies and procedures set forth in the Affirmative Action Plan of the University of Wisconsin Oshkosh.

IV. PROGRESS TOWARD LAST YEAR'S PLACEMENT GOALS (41 CFR 60-140c)

A. Goals in effect for 2007-2008

Job Group	Category	Goal	Progress
009 Service A	Female	1	1 male, 0 female, 0 minority
010 Service B	Minority	1	1 male, 1 female, 0 minority
040 Business & Mgt.	Female	2	2 male, 1 female, 0 minority
042 IAS: Educ. & Human Serv.	Minority	4	*
048 IAS: Social Sciences	Minority	3	*
050 Business/Econ. Faculty	Female Minority	4 5	*
051 Communication Faculty	Minority	2	0 male, 1 female/minority
053 Education & Human Serv. Faculty	Minority	3	0 male, 3 female, 0 minority
055 Health Science Faculty	Minority	3	0 male, 1 female, 0 minority
057 Life Science Faculty (Biology/Microbiology)	Minority	3	*
058 Mathematics Faculty	Female	3	*
060 Rel. Studies/Anthro+.	Minority	1	*
062 Social Science Faculty (History, Interdisciplinary Studies, Political Science, Psychology, Public Affairs, Social Work, Sociology, Center for New Learning Program, Women's Studies)	Minority	2	4 male, 4 female, 2 minority

* = Goal was not attained because there was no movement into this job group

B. Progress Toward Goals:

We continue to make good faith efforts to recruit and hire women and minorities, and to ensure the candidate pool for each recruited position reflects diversity. Following is a summary of the progress UW Oshkosh made toward the 2007-08 placement goals:

- Progress was made toward the **goal for placement of minorities:** Communication Faculty, Social Science Faculty
- Progress was made toward the **goal for placement of females** in: Business & Management IAS

We also enhanced campus diversity by hiring:

Classified Staff – Secretarial B – 7 females

Classified Staff - Technician – 1 female

Classified Staff - Maintenance – 1 female

NIAS Academic Administrative Executives – 1 female Asst. Dean (COLS)

NIAS Administrative Director – 1 female Interim Director (Equity & Aff. Action)

NIAS Assoc/Asst. Admin Director – 1 female Assoc. Dir. Public Info. and Marketing (IMT)

NIAS Program Manager – 1 female Research/Relations Professional Advancement Officer (College of Nursing)

NIAS Support Professionals – 3 females: 3 Assoc. Outreach Specialists (CCDET), 1 Assoc. Admin. Program Spec. Financial Administrator (Foundation)

NIAS Student Support Professionals – 10 females: 1 Assoc. Std. Services Specialist, Internship Director (COB), 1 Assoc. Std. Services Coord., Asst. Dir. (Honors Program), 2 Assoc. Std. Services Coord (CNL), 1 Advisor MBA Program (COB), 1 Academic Advisor (UARC), 1 Asst. Dir. UARC), 1 Student Services Program Mgr. 1- Financial Aid Counselor, 1 Residence Hall Mgr. (Res. Life)

IAS Head Start – 8 female Assoc. Std. Services Specialists (3 Family Support Spec.) (5 Classroom Teachers)

Faculty COEHS – 1 female (Special Ed.), 1 female (Counselor Ed.), 1 female (Ed. Foundations)

Faculty Phys. Sciences – 1 female (Geog. & Urban Pl.)

Faculty Social Sciences – 2 females (Psychology), 1 female (Social Work), 2 females (Communication)

Faculty – Visual & Performing Arts – 1 female (Art)

**Affirmative Action Goals – status report
2006-2007 Federal AA Plan**

I. Recruitment Process:

- 2. The University will continue to affirmatively recruit women and minorities w/ special emphasis on those areas where placement goals exist. For open positions in job groups contained in the Affirmative Action Placement Goals for 2007-08, the E&AA Director will work with each search committee to make sure the applicant pool is diverse, and will ask the search committee to re-advertise if it is not.**

What has been done::

Increased available resources by placing a new link on the E&AA website, “Diversity Outreach Resources for Faculty Vacancies.”

Subscribed to a new diversity publication, “Diversity Inc” which has a lower advertising rate than previously used publications and a broader more diverse circulation.

The E&AA Director provided an initial orientation on the hiring process, affirmative action goals, and equal employment opportunity before the position announcements and recruitment plans were approved for all recruitment efforts.

Hiring units and search committees were encouraged to use appropriate personal and professional networks and outreach resources as a means of reaching qualified women and minority candidates. Candidates responded primarily to professional websites and publications, then to networks and outreach resources. Candidates did

not respond to gender-specific or race/ethnicity-specific media placements. The percent of minority faculty/staff declined from 10% in 2005-06 to 9% in 2006-07.

What needs to be done:

Encourage increased use of professional networks and outreach resources to obtain nominees for vacant positions as well as professional publications and listservs in the fields where vacancies occur.

II. Retention/Renewal/Promotion

3. Encourage supervisors to work with academic and classified staff employees on career development and enhancement. Educate them on how to use the title change and reclassification process as a way to promote employees.

What has been done:

Have informed employees and supervisors on a case-by-case basis of the processes required for reclassification and promotion.

Training programs including legal update workshops and workshops for supervisors of student workers were held in Fall 2006. In lieu of a workshop, information has been disseminated via e-mail in 2007.

Three classes have completed each of the employee professional development programs: Classified Staff Team Building and Development Program and Leading from the Middle Program (for supervisory academic staff.) The programs have been assessed and reconfigured in some respects based on these assessments. They are targeted to be offered again in 2008-09.

The Senate of Academic Staff investigated the use of the title, Distinguished Lecturer. It is currently only available at UW Madison.

Held a teleconference on Retention of Minority Faculty in Fall 2007

What needs to be done:

Continue making supervisors aware of the goal of career development and enhancement for academic staff and classified staff employees and methods/resources for same. Recruitment 101 Workshop will be held in SP 2008.

Continue to offer the employee development programs (scheduled for 2008-09)

Continue to explore promotional opportunities in the area of title changes for academic staff.

Revise the academic staff performance evaluation instrument to be more specific and development-oriented.

Focus on ways to make the hiring process more transparent for new faculty, e.g. through information on salary negotiation, faculty development program, faculty-driven culture, other perks, etc.

4. **The Council for E&AA, in cooperation with the E&AA Director and the AVC, will develop a process to train department level personnel committees on renewal, promotion and tenure decision processes.**

What has been done:

Department level Personnel Committees are receiving training on a case-by-case basis.

What needs to be done:

Develop a more formal training program that can be presented in a group workshop format.

III. **Campus and Community Climate**

5. **The Council for E&AA will be supportive and participate in the Work-Life Balance Initiative set forth by the Alliance for Equity & Diversity.**

What has been done:

The Council has representation on the Alliance for Equity & Diversity. The Alliance is working to create an environment that allows all employees, both men and women, to successfully manage the demands of work life and personal life in order to enhance workplace performance and to fulfill university mission and goals. Specifically, the Alliance is providing support to the Gender Equity Council in studying the tenure policy and to recommend implementing the option to stop the tenure clock in order to meet family responsibilities.

What needs to be done:

Raise awareness of the Alliance. Continue to support the work of the Gender Equity Council in addressing the need for policy changes that will enhance work/life balance and therefore enhance workplace performance.

The Alliance will work in conjunction with the Chancellor to assist in implementing initiatives resulting from recommendations made after a review of the UW Oshkosh Equity Scorecard Report.

The Council for E&AA is represented on the Community/University Human Relations Council (now called One Oshkosh). Oshkosh One serves as an independent forum to strengthen and promote racial and cultural diversity within the Oshkosh area.

What has been done:

An individual serves as a liaison interface between the two groups, informing each of the other's activities, initiatives, etc.

What needs to be done:

The Council may want to identify ways to support the work of Oshkosh One in the future (see <http://www.oneoshkosh.org>).

IV. Resource Materials and Campus Awareness

- 7. The E&AA Director will work with the HR Director to develop a series of training programs for administrators and supervisors regarding equal opportunity, affirmative action, hiring, discrimination, harassment, disability issues, sexual orientation, new employee orientation, mentoring and employee evaluation.**

What has been done:

A Legal Update Workshop and Success Program were offered in 2006-07.

The Gender Equity Council, in cooperation with Integrated Marketing and Communication, has developed a process to respond to crisis situations quickly, e.g. Marriage Amendment in Fall 2007.

What needs to be done:

A policy statement on religious accommodations in the workplace is currently going through the approval process for inclusion in the Handbook for Faculty & Academic Staff.

The L.B.G.T.Q. Council is in the process of setting up a resource center on campus and recruiting a .5 FTE director.

The ADA Advisory Board is working with Facilities Management in implementing a project to enhance elevator service for disabled individuals.

- 8. Help members of the university community identify issues that should be brought to the attention of the E&AA Office; perhaps through an advisory board of people throughout campus.**

What has been done:

Campus resources such as the Counseling Center, Human Resources Office, EAP, Dean of Students Office have identified the Office of Equity & Affirmative Action as the clearing house for equity and diversity issues.

Tenure observers and AA representatives for search and screen committees have been recruited and trained on an annual basis.

What needs to be done:

We need to continue to promote visibility of the E&AA office as the clearing house for all issues dealing with equity.

A subcommittee of the Council for E&AA will be developed to serve as an advisory committee charged with identifying equity and diversity issues that should be brought to the attention of the Office of Equity & Affirmative Action.

Tenure Observers and AA representatives for search and screen committees need to be recruited and trained in 2007-08.

All Council members will be trained as advocates for sexual harassment prevention in 2007-08.

11. **The University seeks to broaden its pool of applicants by ensuring that individuals with disabilities are accommodated. For this reason, the E&AA Office will continue to improve the disabilities web page for applicants and employees.**

What has been done:

The link for ADA information from the Office of E&AA website has been enhanced.

What needs to be done:

ADA/accommodation/disability issues brown bag session will be offered in SP 2008.

The UWS Office of General Counsel and the AA/EEO Directors from the UWS campuses are currently conducting a review of the ADA/Disabilities policies. UW Oshkosh has representation on this policy review group.

V. IDENTIFICATION OF GOALS AND PROBLEM AREAS FOR 2008-2009 (41 CFR 60-2.11a,b; 60-2.12)

A. Process:

The problem areas listed below are those job groups in which there are placement goals for women or minorities. Placement goals are determined according to the following procedures:

1. Development of a current workforce analysis. The **Workforce Analysis Summary (Appendix A)** contains data from the UW System personnel database as of November 1, 2007. Appendix A shows the number and percent of women to be 1000 and 61% respectively, and the number and percent of minority group members in the workforce to be 153 and 9% respectively (the total number of employees is 1650). All employees except students (work study and student assistant) are included in the Workforce Analysis. This workforce analysis provides a listing of each job title in each department or other similar organization unit at the University. The following information is given for each job title: the total number of incumbents as of November 1, 2007, the total number of female and male incumbents, the total number of minority group incumbents, and the total number of female and male incumbents in each racial category (Black, Asian, American Indian, Hispanic, and White).
2. Placement of job titles into job groups. To determine placement goals, employees must be properly grouped. Job Groups at UW Oshkosh are arranged according to the Office of Federal Contract Compliance Program's (OFCCP) three factors: similar job content, wage rates, and opportunities. The four general categories are: (a) classified staff (b) non-instructional academic staff (c) instructional academic staff, and (d) faculty. Whenever possible, job groups have been developed to contain a large enough number of individuals to allow for sound statistical analysis. **Appendix B** is a listing of job titles within **Job Groups** for UW Oshkosh. **Appendix C** contains a summary of job groups within departments/units at UW Oshkosh.

3. Determination of availability of women and minorities within job groups. The availability analysis calculates the expected participation level of minority group members and women in each job group based on the percent of women and racial/ethnic minorities within the population pools from which the University draws employees (local, regional, or national—depending upon job function).
4. Comparison of job group incumbents to estimated availability pool. The percentage of minorities and women in the University’s workforce in each job group is compared with the availability of minorities and women in the job group. Job groups in which the current participation rate is lower than the availability rate is identified as requiring a placement goal and is therefore included in the 2008-2009 hiring goals. **Appendix D** shows the **Incumbency vs. Estimated Availability**.
5. Determination of placement goals within job groups. Placement goals serve as objectives or targets reasonably attainable by means of applying every good faith effort to make all aspects of the entire affirmative action plan work and to measure progress toward achieving equal opportunity employment. **Appendix E** shows the placement goals for 2008-2009.

B. Areas with placement goals as shown in Appendix D:

1. Job groups in which there are placement goals for **minorities:**
Service B, Academic Administrative Executives, IAS Business & Mgmt./Economics, IAS COEHS, IAS Health Science, IAS Life Science, IAS Social Science, IAS Visual & Performing Arts, Faculty Health Science, Faculty Life Science
2. Job groups in which there are placement goals for **females:**
Service A, IAS Business & Management/Economics, Academic Administrative Executives, IAS Business & Mgmt./Economics, Faculty Mathematics/Computer Science

C. Other Problem Areas:

Recruitment Process:

A. Recruitment

1. Will continue to affirmatively recruit minorities with special emphasis on those areas where placement goals exist. We will work with each dean on diversity goals in their respective colleges. For open positions in job groups in the Affirmative Action Goals for 2008-09, the Equity and Affirmative Action Director will work with each search committee to make sure the applicant pool is diverse, and will ask the search committee to re-advertise if it is not.
2. All search and screen committees will continue to be involved in developing the position announcement and recruitment plan.
3. Hiring units and search committees will continue to be encouraged to give increased emphasis to the use of appropriate personal and professional networks as a means of reaching qualified women and minority candidates.
4. The Director of E&AA, with the cooperation of the Council for E&AA will continue to provide recruitment resource materials, information and/or appropriate training to all hiring units, committees and individuals involved in recruitment.

B. Screening and Selection Processes:

1. For all searches, the Director of E&AA (or designee) will review the interview lists and applicant pools for appropriate tiering of candidates.
2. Compile more data on the final steps of the hiring process. The Interview and Hiring Form has replaced the Affirmative Action Personnel Form to include more information when the search is deemed a “failed” search, or when final candidates have not accepted offers of employment

Retention:

A. Renewal and Promotion Processes:

1. Develop a process for classified staff to apply for and receive an “internship” or “development” opportunity to develop skills and experience for career advancement (has not moved forward due to budgetary constraints).
2. Continue to annually train more faculty as tenure observers to monitor renewal, promotion and tenure committee decisions and recommendations at the college and university levels.
3. Encourage supervisors to work with academic and classified staff employees on career development and enhancement; also educate them on how to use the title change and reclassification processes as ways to promote employees, e.g. component of Recruitment 101 Program. Pilot program will be offered during Spring Interim 2008

B. Salary Equity:

1. Have developed a checklist to clarify the steps in the process required for salary equity.
2. Continue to provide input at faculty salary equity committee meetings as required by the UW System Unclassified Personnel Guidelines.

C. Campus and Community Climate:

1. Continue to seek input from members of the university community to identify issues involving equity and diversity that should be brought to the attention of the Office of Equity & Affirmative Action.
2. Train new employees on the campus relationship violence prevention policy
3. Continue to educate and create awareness of LBGTQ issues through the LBGTQ all university committee. In 2008 awareness will be increased through the appointment of a .50 FTE director as well as a designated space on campus.
4. Collaborate on and support the initiatives of the Alliance for Equity & Diversity.
5. Continue to support the activities of various units of the University (the Colleges, student groups, All University committees, Division of Academic Support, Division of Continuing Education and Extension, Student Affairs, etc.) designed to enhance a climate for equity within the University and in the larger community.
6. Participate in the UWS Climate Study as a pilot site in 2008.

D. Resource Materials and Campus Awareness

1. Continue to train interested persons to serve as affirmative action observers at personnel committee meetings or as affirmative action representatives on search and screen committees.
2. Continue to include Affirmative Action/EEO topics in programs for administrators and department chairpersons.
3. Continue to discuss the current Affirmative Action Plan with the Chancellor’s Administrative Staff, and volunteer to discuss applicable portions of it at department, unit, or college meetings.
4. Offer “Recruitment 101” - a series of training programs for administrators and supervisors regarding equal opportunity, affirmative action, hiring, discrimination, harassment, disability issues, sexual orientation, new employee orientation, mentoring, and employee evaluation. Pilot program will be offered in Spring Interim 2008.
5. Continue to evaluate the affirmative action and equal opportunity processes in place for the hiring, promotion, and termination of classified staff and instructional academic staff.
6. Continue to seek input from each of the colleges and major units on campus to improve the Affirmative Action Plan.
7. Develop an interview process for new employees after six months in their positions. Results of the interviews will be given to division/unit heads on an annual basis.

E. Corrective Action/Goals:

Section VIII outlines the specific actions the University will take to address the problem areas.

Section IX describes the internal audit and reporting system the University has in place.

Section X describes good faith efforts the University is making to support affirmative action and equal employment opportunity.

Goals have been established for job groups for which placement goals exist as of November 1, 2007. The Incumbency vs. Estimated Availability report identifies the 2008-2009 placement goals for job groups.

VII. UW Oshkosh Affirmative Action Placement Goals 2008-2009

Job Group	Total Workforce	Category	Workforce (11-01-07)		Availability		Goal
			#	%	#	%	
009 Service A	14	Female	0	0.00	1	8.25	1
010 Service B	16	Minority	0	0.00	1	7.72	1
020 Acad. Admin. Exec.	21	Female Minority	8 2	38.10 9.52	12 4	58.95 20.66	4 2
021 Admin. Dir.	39	Minority	2	5.13	4	9.53	2
040 Business & Mgt.	19	Female Minority	6 0	31.58 0.00	10 2	50.92 9.54	4 2
042 IAS: Educ. & Human Serv.	63	Minority	2	3.17	6	9.44	4
043 IAS: Health Science	36	Minority	1	2.78	3	9.54	2
045 IAS: Life Science	12	Minority	0	0.00	1	9.54	1
048 IAS: Social Sciences	32	Minority	2	6.25	3	9.54	1
049 IAS: Visual & Perf. Arts	17	Minority	0	0.00	2	9.39	2
055 Health Science Faculty	14	Minority	2	14.29	3	22.00	1
057 Life Science Faculty (Biology/Microbiology)	19	Minority	0	0.00	3	15.00	3
058 Mathematics Faculty	25	Female	8	32.00	10	41.00	2

VIII. ACTION STEPS TO ADDRESS PROBLEM AREAS AND ACHIEVE GOALS

Goals	Completed	On-going	Current	Responsible
<p>I. Recruitment A. Recruitment Process</p>				
<p>1) Increase steps to affirmatively recruit minorities with special emphasis on those areas where placement goals exist. We will work with each dean on diversity goals in their respective colleges. For open positions in job groups contained in the Affirmative Action Goals for 2008-09, the Equity & Affirmative Action Director will work with each search committee to make sure the applicant pool is diverse, and will ask the search committee to re-advertise if it is not.</p>		<p>x</p> <p>Assess success by noting how many applicants report responding from various resources, how many are hired, and the resulting 2008-09% of minority faculty/staff in relation to previous year(s)</p>	<p>x</p>	<p>All search and screen committees, department chairs, deans, supervisors, administrators</p>
<p>4) All search and screen committees are involved in developing the position announcement and recruitment plan.</p>		<p>x</p>		<p>Search committees, conveners</p>
<p>5) Hiring units and search committees are encouraged to give increased emphasis to the use of appropriate personal and professional networks as a means of reaching qualified women and minority candidates.</p>		<p>x</p>	<p>x</p> <p>Will encourage more candidate nominations through use of outreach resources and networking</p>	<p>E& AA Director Search committees</p>
<p>6) The Director of E&AA, in cooperation with the Council for E&AA, provides recruitment resource materials, information and/or appropriate training to all hiring units, committees and individuals involved in recruitment.</p>		<p>x</p>		<p>E&AA Director, Council for E&AA</p>

B. SCREENING AND SELECTION PROCESSES:				
1.) For all searches, the Director of E&AA (or designee) will review the interview lists and applicant pools for appropriate tiering of candidates.		x		Dir. of E&AA (or designee)
2.) Compile more data on the final steps of the hiring process. The Interview and Hiring Form has replaced the Affirmative Action Personnel Form to include more information when the search is deemed a "failed" search, or when final candidates have not accepted offers of employment.			x	Dir. of E&AA and Search and Screen Committee Chairperson
II. RETENTION:				
A. RENEWAL AND PROMOTION PROCESSES:				
1) Develop a process for classified staff to apply for and receive an "internship" or "development" opportunity to develop skills and experience for career advancement.			x Due to budgetary constraints, this item has not moved forward	E&AA Director HR Director Classified Staff Advisory Council
2) Continue to annually train more faculty members as tenure observers to monitor renewal, promotion and tenure committee decisions and recommendations at the college and university levels.		x	x Will ask tenured members of the E&AA Council and Faculty Senate to be trained as observers & serve in this capacity	E&AA Director and Council for E&AA Faculty Senate
3) Train supervisors to work with academic and classified staff employees on career development and enhancement and educate them on how to use title change and reclassification processes as ways to promote employees.			x "Recruitment 101" pilot program will be offered during SP 2008 interim	Dir. of E&AA and Dir. of Staffing and Development
4) The E&AA Council, in cooperation with the E&AA Director, AVC, and PVC, will develop a process to train dept. level personnel committees on renewal, promotion, and tenure decision processes		x Observers currently inform/train committees on a case by case bases	x More formal training process will be developed	E&AA Director, E&AA Council, AVC, PVC
5) Work to provide more pre-employment information on the benefits of joining the faculty and staff of UW Oshkosh			Early fall 2008 discussions planned	E&AA Director, E&AA Council, AVC

B. SALARY EQUITY:				
1) Have developed a checklist to clarify the steps in the process required for salary equity		x	x Checklist now accompanies documentation throughout process	E&AA Director Associate VC
2) Work to provide more pre-employment information and transparency in the processes for determining rank, years toward tenure and salary for new faculty; salary for new academic staff to ensure equity			x Early fall 2008 discussions planned	E&AA Director, E&AA Council, AVC
3) Continue to provide input at faculty salary equity committee meetings as required by the UW System Unclassified Personnel Guidelines		x		E&AA Director
4) Develop campus awareness and education on promotion process for instructional academic staff			x Working with Senate of Academic Staff on moving this forward	E&AA Director SAS
C. CAMPUS AND COMMUNITY CLIMATE:				
1) Continue to seek input from members of the university community to identify issues involving equity and diversity that should be brought to the attention of the Office of Equity & Affirmative Action		x	x E&AA Council will create a subcommittee for this purpose	E&AA Director Council for E&AA
2) Train new employees on the campus relationship violence prevention policy.		x		E&AA Director, CRVPP/EAP Director
3) Develop an overall non-harassment policy			x Created a religious awareness statement-is moving through approval levels to be incorporated into Handbook for Faculty & Academic Staff	E&AA Director
4) Continue to educate and create awareness of issues of the LBGTQ community through the LBGTQ all-university committee		x		E&AA Director LBGTQ Education & Advocacy Council
5) Collaborate on and support initiatives of the Alliance for Equity & Diversity.		x		E&AA Director Council for E&AA

6) Continue to support the activities of various units of the University (the Colleges, student groups, Division of Academic Support, Division of Continuing Education and Extension, All University Committees, Student Affairs, etc.) designed to enhance a climate for equity within the University and in the larger community.		x		E&AA Director Council for E&AA
7) Train supervisors (incl. supervisors of student employees) on EEO issues.		x	x Need to offer another Legal Update Program and Success Program in 2008	E&AA Director/Asst. HR Dir. for Staffing & Devpt.
D. RESOURCE MATERIALS AND CAMPUS AWARENESS				
1) Continue to offer sessions to equip interested persons to serve as affirmative action observers at personnel committees or as affirmative action representatives on search and screen committees.		x	x A session will be offered in Spring 2008	E&AA Director
2) Continue to include Affirmative Action/EEO topics in programs for administrators and department chairpersons.		x	x	E&AA Director
3) Continue to discuss the current Affirmative Action Plan with the Chancellor's Administrative Staff, and volunteer to discuss applicable portions of it at department, unit, or college meetings.		x		E&AA Director, Council for E&AA
4) Continue to offer a series of training programs for administrators and supervisors regarding equal opportunity, affirmative action, hiring, discrimination, harassment, disability issues, sexual orientation, new employee orientation, mentoring, and employee evaluation.		x	x "Recruitment 101" will be offered during Spring Interim 2008 – new pilot program	E&AA Director, Dir. of Staffing and Devpt.
5) Continue to evaluate the affirmative action and equal opportunity processes in place for the hiring, promotion, and termination of classified staff and instructional academic staff.		x	x	E&AA Director, Council for E&AA
6) Continue to seek input from each of the colleges and major units on campus to improve the Affirmative Action Plan		x	x	E&AA Director, Chan. Admin. Staff
7) Develop and implement an interview process for new employees who have been on campus for 6 mo. Results of these interviews will be given to division heads on an annual basis. (This will improve the previous exit interview process done when employees are already gone).			x	E&AA Director, HR Director

IX. INTERNAL AUDIT AND REPORTING SYSTEM (41 CFR 60-2.25)

A. Employee Selection and Placement Goal Analyses

The Equity & Affirmative Action Director performs internal audits of employee selection and progress toward affirmative action placement goals. Affirmative Action Planner Software (PeopleClick) is used to track and analyze job groups and conduct the 3-Factor Availability Analysis. The data for the plan is derived from the University of Wisconsin System payroll database as it exists on November 1 of each year.

B. Recruitment and Hiring Review

The Equity & Affirmative Action Director, reviews recruitment activities, position descriptions, selection of finalists from applicant pools, and orients all search and screen committees. Promotion decisions relating to women and minorities are monitored for all employees, including faculty and academic staff. Transfers, reclassifications and demotions are reported to the Equity & Affirmative Action Director. Problems identified in the self-analysis are reviewed and discussed at appropriate levels of administration.

D. Salary Equity

The University of Wisconsin Oshkosh is committed to a policy ensuring that each employee receives remuneration that corresponds to work performance, demonstrated ability, and other factors consistent with the University of Wisconsin System and State of Wisconsin rules and regulations related to compensation. The Equity & Affirmative Action Director reviews all salary equity requests and is responsible for overseeing issues relating to salary equity for all faculty and staff. The salary equity review process for academic staff positions requires that the Equity & Affirmative Action Director review and comment on all requests. In addition, the Equity & Affirmative Action Director reviews and approves new employment contracts to ensure equity.

Promotion efforts relating to women and minorities are monitored for all employees, classified and unclassified. Transfers, reclassifications, demotions, and terminations are reported to and monitored by the Equity & Affirmative Action Director.

A. Procedures for Addressing Discrimination Complaints

The University recognizes the importance of efficient, prompt, and fair procedures for the resolution of faculty, academic staff, classified staff and student complaints and grievances that allege discrimination on the basis of race, religion, creed, color, sex, national origin, ancestry, age, disability, marital status, pregnancy, sexual orientation, political affiliation, membership in the national guard, state defense force or any other reserve component of the military forces of the United States or Wisconsin.

Further, the University works to eliminate harassment by supervisors or co-workers on the basis of race, religion, creed, color, sex, national origin, ancestry, age, disability, marital status, pregnancy, sexual orientation, political affiliation, or membership in any protected group. Harassment is verbal or physical conduct which: (1) hinders access to employment, (2) interferes with work performance, or (3) creates an environment that is hostile, intimidating, offensive or demeaning. The University recognizes that retaliation is also a form of harassment and as such is prohibited. The University will not tolerate harassment at any level.

Informal and formal complaint procedures are included in the Faculty and Academic Staff Handbook, Union agreements, and the Student Handbook. Complaints and grievances involving faculty and academic staff are processed in accordance with the Faculty Personnel Rules and the Academic Staff Personnel Rules respectively. The Affirmative Action Director is the primary

point of contact for receiving and resolving complaints involving faculty and academic staff. For complaints and grievances involving classified staff employees, the Equity & Affirmative Action Director works with the Human Resources Director.

E. Legal Basis for the Identification and Prohibition of Discrimination:

Title VII of the Civil Rights Act of 1964, 42 U.S.C. 2000e, et seq.

- Prohibits discrimination, including harassment, on the basis of race, sex, national origin, and religion.

Title IX and Title IV of the Civil Rights Act of 1964, 42 U.S.C. 2000c, et seq.

- Prohibits discrimination, including harassment and benefits or services to students, on the basis of race, sex, national origin, and religion, in primary, secondary, and higher public education.

Age Discrimination In Employment Act of 1973, 501 – 504.

- Prohibits discrimination, including harassment, on the basis of age against persons over the age of 40.

Federal Rehabilitation Act of 1973, 501 – 504, & the Americans with Disabilities Act.

- Prohibits discrimination, including harassment, on the basis of disability.

Wisconsin Fair Employment Act, Wisconsin Statutes, 111.31 et seq.

- Prohibits discrimination on the basis of age, handicap, national origin, race, record of arrest or conviction that is not job related, religion, sex, sexual orientation, and marital status.

F. Enforcement

Agencies that enforce Federal laws:

- Equal Employment Opportunity Commission
10 W. Wisconsin, Suite 800
Milwaukee, WI 53203-2299
(414) 297-1111
EEOC enforces ADA, ADEA, Title VII
- Office of Federal Contract Compliance Programs
310 W. Wisconsin
Milwaukee, WI 53203
(414) 291-3822
OFCCP enforces EEO obligations of federal contractors
- U.S. Department of Education, Office for Civil Rights
111 N. Canal Street, Ste. 1053
Chicago, IL 60606-7204
(312) 886-8434
Title II of the Americans with Disabilities Act and Section 504 of the Rehabilitation Act of 1973 are civil rights laws that provide specific protections to individuals with disabilities in educational institutions. Information about these laws is available from the U.S. Department of Education's [Office for Civil Rights \(OCR\)](#).

Agencies that enforce State laws:

- Wisconsin Department of Workforce Development (Department of Labor)
Madison, WI
(608) 266-3131
Provides employment services for people with disabilities

Pursuant to provisions of the State budget recently enacted into law, the Personnel Commission has been abolished and its authority has been distributed between two other state agencies:

Correspondence and questions relating to Complaints should be directed to:

- Employment Relations Commission (ERD)
201 E. Washington Ave., GEF 1, Rm. A-300
P.O. Box 8928
Madison, WI 53708
(608) 266-6860
<http://www.dwd.state.wi.us/er/>

Correspondence and questions relating to Appeals should be directed to:

- Wisconsin Employment Relations Commission (WERC)
18 South Thornton Ave.
P.O. Box 7870
Madison, WI 53707-7870
(608) 266-1381
<http://badger.state.wi.us/agencies/werc/index.htm>

X. UNIVERSITY PROGRAMS IN SUPPORT OF AFFIRMATIVE ACTION AND EQUITY (41 CFR 60-2.26)

A. Campus Activities

The following activities support the University's commitment to affirmative action and equity as an employer and institution by serving to create a favorable campus climate for women and minority employees and students.

1. Women's Center

The dream for the Women's Center originated in the *University of Wisconsin Oshkosh Ten-Year Plan to Address Women's Issues*. The dream is to fulfill the goals of this plan and thus make our Center an integral and exciting part of the UW Oshkosh campus and the life of the Oshkosh community in general.

The mission of the UW Oshkosh Women's Center is to ensure that all women—both on-campus and in the community - fulfill their potential and use their talents to the best of their abilities. A corollary to this mission is that of ensuring that both men and women learn to work, play, and live together in ways that are based on mutual respect and an understanding of not only gender differences but also differences of race, ethnicity, sexuality, and class.

To fulfill this mission, the center has a five-part responsibility:

- Education: programming that fulfills our mission. This will be done through speakers, examples of women's cultural achievements, and workshops.
- Safety: the center works closely with the Campus Violence Prevention Project and, in conjunction with University Police, provides R.A.D. (Rape Aggression Defense) courses for women (made possible by a grant from the Violence Against Women Office, Office of Justice Programs, U.S. Department of Justice).
- Resources: library and internet-accessible computer lab.
- Connections: to other services for women provided both on and off campus.
- Space: for any group to meet for reasons that fall under our mission.

In 2006-2007 the Women's Center:

- Partnered with Todd Steven & Assoc. to provide work skill training for disabled community individuals; this project created interest on the part of Winnebago Co. Dept. of Human Services-Wisconsin Works (W2) and Food Share Employment Training Programs for future similar collaborations.
- Initiated D2L as a tool to enhance communication between part-time staff members
- Offered wellness classes including yoga, Brazilian Jiu Jitsu for Women's Self-Defense, and RAD (Rape Aggression Defense). Co-sponsored presentations addressing health and overall well-being of women
- Offered Strengthening Families (work-life balance) activities: Take our Daughters and Sons to Work Day, Morning with Mom, Family Nights, Working Mom's Network (support group)
- Offered VITA Tax Services - free tax help to low-to moderate income populations in collaboration with UW Oshkosh COB
- Offered free basic computer classes to interested community and university members in collaboration with UW Oshkosh Division of Information Technology and the Oshkosh Area Workforce Development Center
- Offered financial literacy programs in collaboration with UWEX, FISC and Kate Thome, financial planner, for interested individuals of all ages
- Co-sponsored and presented educational programming series in these topical areas:
 - Women's Film Series
 - Women's Health and Science Series
 - Women's Studies Brown Bag Series
 - Saturday Soiree: Art N' Advocacy
 - Diversity Circles
 - Race and Ethnicity Reading Group
 - Symposium on Hip-Hop Culture and Gender Identity
- Offered the following outreach services:
 - Diversity and Leadership Conference
 - Women's History Month activities
 - Women's Fund Presentation
 - Big Sister/Little Sister Bead Garden Activity
 - Oshkosh Area United Way Day of Caring activities
 - Taste of Oshkosh
 - Welcome Reception for new faculty and staff
 - American Girls Formal Tea Reception
 - Boys and Girls Club Female Appreciation Day
 - Knit for Need
 - Angel Tree

2. Council for Equity & Affirmative Action

The University of Wisconsin Oshkosh Council for Equity & Affirmative Action is composed of 6 faculty; 4 academic staff; 4 classified staff; 2 students and one administrative representative. The Director of Affirmative Action is an ex officio member of the Council. The charge of the Council is "to provide guidance and support services to individuals, units, departments, the Director of Equity & Affirmative Action, and the administration of the University." (Faculty and Academic Staff Handbook).

During the 2006-07 academic year the Council:

- Worked on developing a transparent process for determining rank, years toward tenure, and salary for new faculty; salary for new academic staff to ensure an equitable process for everyone
- Trained additional tenure observers to serve on college personnel committees
- Monitored renewal, promotion and tenure committee decisions and recommendations at the college and university levels In cooperation with the Equity & Affirmative Action Director
- Established 2007-2008 goals for the 2006-07 Affirmative Action Plan

3. Gender Equity Council

The Gender Equity Council is made up of four faculty members representing each college; one non-instructional academic staff; one instructional academic staff; two represented classified staff, one non-represented classified staff; one representative from Administration; two students; one liaison representative from each of these areas: Women's Studies, Employee Assistance Program, Title IX Coordinator, AAUW campus liaison, Diversity Council, Director of the Women's Center, Office of Equity & Affirmative Action.

The Gender Equity Council is charged to act in consultation with the Chancellor to:

- Oversee the development of programs that support goals, objectives and initiatives of the Ten Year Plan addressing women's issues.
- Identify persons responsible for implementing this plan.
- Evaluate the effectiveness of programs designed to accomplish this plan.

During the 2006-07 academic year, the Council members:

- Partnered with the Human Resources Director and Associate Vice Chancellor for Academic Affairs in the review of policies related to campus climate, work/life balance and working conditions, the tenure clock and Family Medical Leave policies.
- Supported provisions in Gen. 3, Handbook for Faculty & Academic Staff, inclusion of domestic partner benefits in FMLA coverage
- Co-sponsored (with the Chancellor and Provost/Vice Chancellor) the 7th Annual UW Oshkosh Celebration of Women Event
- Conducted Campus Relationship Violence Prevention training sessions for faculty and staff
- Incorporated Campus Relationship Violence Prevention training into the Active Lifestyles course during the fall semester for freshman students
- Assisted in the recruitment of a new Women's Center Director
- Developed and implemented a process to address crisis situations quickly with the advisement and cooperation of Integrated Marketing and Communication
- Conducted advocacy training for GEC members to serve as first contact individuals for incidents of sexual harassment
- Reviewed the status of the **UW Oshkosh Ten-Year Plan to Address Women's Issues**

4. **Lesbian, Bisexual, Gay, Transgender, Queer (LBGTQ) Education & Advocacy Coalition**

The charge of the LBGTQ Education and Advocacy Council is to provide visionary leadership, education, and advocacy necessary to cultivate an equitable, inclusive, and supportive climate for University of Wisconsin Oshkosh community members of all sexual and gender identities. More specifically, the LBGTQ Education & Advocacy Council meets four community needs:

- Educate UWO community members about challenges and issues faced by LBGTQ faculty, staff, and students
- Affirm the lives, experiences and presence of LBGTQ faculty, staff and students at UWO
- Advocate to ensure an environment of safety, equity, and respect for individuals of all sexual and gender identities
- Evaluate UWO members' efforts toward these ends including an assessment of the effectiveness, impact and outcomes of the LBGTQ Education & Advocacy Coalition

In 2006-07 the Coalition accomplished:

- S.A.F.E. training workshops were offered each semester. The 2-hour workshop includes discussion of the perception of lesbians and gays, the unique challenges faced by LBGTQ people on campus and in society, and strategies for becoming a heterosexual ally. Most sessions include a panel of UWO LBGTQ students and heterosexual student allies. Participants who choose to be LBGTQ allies receive a S.A.F.E. decal. Specific groups requesting S.A.F.E. training included the Chancellor's Administrative Staff, SWEA and the Division of Academic Support. Regular sessions were held for students and faculty/staff.
- Conducted information sessions on the "Gay Marriage Amendment" and displayed informational posters on campus prior to the vote
- Reviewed the Student Discipline Code for language addressing LBGTQ harassment
- Worked on developing and posting a sexual harassment complaint process
- Met with the UWS Inclusivity Initiative Committee regarding LBGTQ issues
- Wrote a proposal for a LBGTQ Resource Center on campus
- Studied advancing a proposal for a certificate for Queer Studies
- Wrote letter of support for changes to Gen. 3 in the University of Wisconsin Oshkosh Handbook for Faculty and Academic Staff to develop FMLA considerations for domestic partners

5. **Diversity Council**

The Diversity Council's specific charge is to identify UW Oshkosh institutional needs and priorities in relation to the [UW System Plan 2008: Education Quality Through Racial/Ethnic Diversity](#). Which outlines seven goals that focus on hiring, pre-college recruitment, retention and graduation of African American, Hispanic/Latino, American Indian, and Asian American faculty, staff, and students.

In 2006-07 the Council:

- Continued to carry out its primary charge to respond to the [seven goals](#) of Plan 2008:
 1. Increase the number of high school graduates of color who apply, are accepted, and enroll at UW System institutions.

2. Encourage partnerships that build the educational pipeline by reaching children and their parents at an earlier age.
3. Close the gap in educational achievement, by bringing retention and graduation rates for students of color in line with those of the student body as a whole.
4. Increase the amount of financial aid available to needy students and reduce their reliance on loans.
5. Increase the number of faculty, academic staff, classified staff and administrators of color, so that they are represented in the UW System workforce in proportion to their current availability in relevant job pools. In addition, work to increase their future availability as potential employees.
6. Foster institutional environments and course development that enhance learning and a respect for racial and ethnic diversity.
7. Improve accountability of the UW System and its institutions.

Administered Diversity Innovation Grants (provided for through the Board of Regents Resolution, #8850 as part of implementation of Plan 2008). (Addresses Goal #6 above)

Worked in concert with the Equity Scorecard Team and First Year Experience (FYE) team resulting in development of a set of recommendations presented to the FYE Team. (UW Oshkosh served as one of six volunteer UW pilot institutions involved in a process of sustained inquiry (Equity Scorecard), using disaggregated data to identify more refined pathways and strategies for eliminating inequities in educational opportunities and outcomes). (Addresses Goal #3 below)

6. ADA Advisory Board

The University of Wisconsin System is committed to making individuals with disabilities full participants in its programs, services and activities through its compliance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA) of 1990.

The University of Wisconsin System is a supporter of equal opportunities in education. University of Wisconsin System Board of Regents Policy 96-6, Nondiscrimination on Basis of Disability states, "no otherwise qualified individual with a disability shall be denied access to or participation in any program, service, or activity offered by the universities."

In addition, the University of Wisconsin promotes the concept of universal design throughout the system. This concept holds that all designs should attempt to optimize usability for everyone, regardless of abilities. Universal design requires no prior knowledge of a disability. Everything is created to be as totally and universally accessible as possible. This includes the physical environment, the information environment and the curricular environment.

The ADA Advisory Board evaluates existing programs, investigates unmet needs, and makes recommendations to the ADA Coordinator for Faculty/Staff, Coordinator of Services to Students with Disabilities, and to the administration of the University regarding ADA issues.

In 2006-07 the Board:

- Reviewed current electronic textbooks, the Kurzweil Reading Program and Keys to Access Reading Program with regard to the forthcoming Textbook Law (which will create a large centrally located book bank and require textbook companies to submit electronic versions of texts by a deadline date)
- Addressed more accessibility for disabled students in the new Student Recreation and Wellness Center, scheduled to open in Fall 2007.
- Studied the impact of the State Medicare Infrastructure Employment Grant to assist students with disabilities in finding job placements (Grant is in effect from Spring 2007 – 2012).
- Studied issues regarding use of service animals
- Conducted a Disabilities Services survey to determine if student needs are being met
- Reviewed status of facilities projects in progress
- Studied the impact of the GI Bill with regard to returning GIs with Post Traumatic Stress Disorder
- Joined the new Wisconsin Chapter of WIHEAD – will allow more involvement between all school settings to better serve disabled students

XI. SEX DISCRIMINATION GUIDELINES (41 CFR 60-20)

A. Overview

The University of Wisconsin Oshkosh seeks to comply with all requirements of Title 41, Part 60-20, regarding the implementation of Executive Order 11246 for promoting and ensuring equal opportunities for all persons employed or seeking employment with the University without regard to sex.

B. Recruitment

The University recruits employees without regard to gender through advertisements in newspapers and other media for all jobs unless sex is a bona fide occupation qualification.

C. Job Policies and Practices

Written personnel policies and labor contracts expressly prohibit discrimination on the basis of gender. Employment opportunities, wages, hours, and other conditions of employment are established without regard to sex, marital status or parenthood. Fringe benefits, including health and life insurance, are non-discriminatory. The State Income Continuation Insurance, a state employee paid fringe benefit, treats pregnancy as any other medical disability, according to an administrative rule change effective March 1, 1977. The State Teachers Retirement Systems and Wisconsin Retirement Fund guarantee either equal benefits or equal contributions, depending upon which, of several options, is elected by the employee. Appropriate physical facilities are provided for both sexes, and the availability of facilities is not a consideration in a decision to hire. Any existing state protective legislation does not affect opportunities for women in the University of Wisconsin Oshkosh employment. Leave for childbearing and related purposes is consistent with the Federal and State Family Medical Leave Act.

D. Seniority System

Seniority lines are integrated for members of both genders.

E. Wage Equity

All women's wages and salaries are reviewed for equity and adjustments assigned wherever appropriate. Continuing review for equity is a part of the University salary administrative procedures. Employees are not restricted by sex to specified job classifications. Whenever instances of de facto restriction have been discovered, appropriate measures to reclassify employees have been undertaken.

F. Affirmative Action

Wherever women are underutilized in terms of availability, affirmative hiring procedures and goals have been adopted. These procedures have included placement goals to ensure the movement of women in line responsibility and administrative ranks. All training programs are available without regard to sex, and such programs have been used as the primary means to bring women and minorities into classifications in which they have not been represented.

G. Campus Relationship Violence Prevention Policy

The University of Wisconsin Oshkosh has a well-defined campus relationship violence prevention policy and procedures for dealing with instances of sexual harassment. The policy is disseminated annually through such channels as the Faculty and Academic Staff Handbook, the Sexual Harassment Resource Group web page, sexual harassment awareness sessions, and the like.

XII. MINORITIES AND WOMEN NOT CURRENTLY IN THE WORKFORCE (41 CFR 60-2.13j)

A. Overview

The University of Wisconsin Oshkosh gives consideration to minorities and females not currently in the workforce who have requisite skills and who can be recruited through affirmative action measures.

B. Expanded Certification

Expanded Certification for classified positions is automatically granted by DER where underutilization has been determined. Underutilization occurs when the percentage of racial/ethnic minorities or females in a job group is below the availability of those groups in the relevant labor pool. Expanded Certification adds up to three additional names of qualified women or racial/ethnic minorities to the certified roster of applicants.

As a part of the effort to encourage employment of customers of the Wisconsin Works (W-2) program, UW Oshkosh participates in the W-2 Program and has a current goal of 2 hires. For 2005-06, 1 male W-2 recipient was hired.

C. Alternative Work Patterns

In addition, the University offers the Alternative Work Patterns (AWP) program, which makes available to employees work hours that vary or deviate from the standard work hours of the institution. Alternative work patterns may include flexible time, non-standard workweek employment, part time employment, job sharing, or other patterns that may be developed.

Recognizing the needs of employees in the work force, alternative work options are intended to more economically and efficiently utilize existing resources and to improve present employee morale and productivity. The University of Wisconsin Oshkosh makes every reasonable effort to approve written requests of its employees for alternative work patterns.

The University's alternative work patterns policy includes:

- A statement of support for alternative work patterns, including flex time, part time and shared time schedules;
- Reasons why the University supports alternative work patterns;
- A statement of commitment to review employee requests for alternative work patterns;
- A statement that alternative work patterns for represented employees will be in accord with local union contracts;
- A list of criteria to be used to determine the appropriateness of an employee's request for an alternative work pattern.

This and other programs are administered impartially for all employees without regard for race, creed, ancestry, religion, color, sex, national origin, age, disability, arrest or conviction record, marital status, sexual orientation, veteran's status, membership in the national guard, state defense force or any other reserve component of the military forces of the United States of this state, or any other protected class.

XIII. RELIGION AND NATIONAL ORIGIN NONDISCRIMINATION GUIDELINES (41 CFR 60-50)

A. Overview

The University of Wisconsin Oshkosh reviews its employment practices annually to determine whether members of various religious or ethnic groups are receiving fair consideration for job opportunities. The UW Oshkosh policy statement on affirmative action and equal employment opportunity conveys its obligation to provide equal opportunity without regard to religion or national origin and is accomplished in a manner fostering understanding, acceptance and support from among those in line supervisory positions. Internal procedures outlined in faculty/staff handbooks ensure full implementation of equal employment opportunity without regard to religion or national origin.

B. Dissemination

All employees are informed annually of the University's commitment to equal employment opportunity for all persons, without regard to religion or national origin via the distribution of internal newsletters, and/or formal memoranda.

C. Recruitment

UW Oshkosh enlists recruitment sources without regard to religion or national origin, and engages in recruitment activities at educational institutions with substantial enrollments of students from various religious and ethnic groups.

D. Reasonable Accommodation

UW Oshkosh reasonably accommodates the religious observances and practices of employees and prospective employees. The following factors are considered in determining the extent of obligation: (a) business necessity, (b) financial costs and expenses, and (c) resulting personnel problems.

E. Nondiscrimination

These provisions are not intended and shall not be used to discriminate against any qualified employee or applicant for employment because of race, color, religion, sex, or national origin.

XIV. VIETNAM ERA AND DISABLED VETERANS/INDIVIDUALS (41 CFR 60-250, 741)

A. Definitions

“Act” – The Vietnam Era Veterans Readjustment Assistance Act of 1974, Pub. L. 93-508, as it amends 38 U.S.C. 2012, the Vietnam Era Veterans Readjustment Assistance Act of 1972. “Act” also means the Rehabilitation Act of 1973, Pub. L. 93-112, as amended by the Rehabilitation Act Amendments of 1974, Pub. L. 93-516.

“Disabled veteran” – A person entitled to disability compensation under laws administered by the Veterans Administration for disability rated at 30 percent or more, or a person whose discharge or release from active duty was for a disability incurred or aggravated in the line of duty.

“Qualified disabled veteran” – A disabled veteran as defined in 60-250.2 who is capable of performing a particular job, with reasonable accommodation to his or her disability.

“Veteran or the Vietnam era”—A person who a) served on active duty for a period of more than 180 days, any part of which occurred between August 5, 1964, and May 7, 1975, and was discharged or released there from with other than a dishonorable discharge, or b) was discharged or released from active duty for a service-connected disability if any part of such active duty was performed between August 5, 1964 and May, 1975. No veteran may be considered to be a veteran of the Vietnam era under this paragraph after December 31, 1991.

“Disabled individual” means any person who a) has a physical or mental impairment, which substantially limits one or more of such person’s major life activities, b) has a record of such impairment, or c) is regarded as having such an impairment. For purposes of this part, a disabled individual is substantially limited if he or she is likely to experience difficulty in securing, retaining or advancing in employment because of a handicap.

B. Dissemination

The program for Vietnam Era Disabled Veterans and disabled individuals follows the same internal and external dissemination routes, as does the University of Wisconsin Oshkosh Affirmative Action program for race and gender. Specifically, the University contacts such outside sources as local and state Job Service offices, the campus Veteran’s coordinator, the Division of Vocational Rehabilitation, and goodwill Industries for advice, support and recruitment for vacancies.

C. Responsibilities

The purpose of this written program is to assure compliance with section 402 of the Vietnam Era Veterans Readjustment Act of 1974, and with section 503 of the Rehabilitation Act of 1973 to take affirmative action to employ and advance qualified disabled veterans, veterans of the Vietnam era, and disabled individuals at all levels of employment, including the executive level. Such action applies to all employment practices including, but not limited to the following: hiring, upgrading, demotion or transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship and on the job training programs.

The University of Wisconsin Oshkosh reviews annually its personnel processes to assure careful, thorough and systematic consideration of the job qualifications of known disabled veteran applicants, Vietnam era veteran and disabled applicants for classified and unclassified vacancies, and for all available training opportunities. In considering veteran applicants, only that portion of the military record relevant to the specific job qualifications for which the veteran is applying will be reviewed. The University reviews each job description and position announcement as vacancies occur to ensure that physical or mental qualification requirements are job related and consistent with business necessity and the safe performance of the job, and that they do not screen out qualified disabled individuals or veterans.

D. Reasonable Accommodation

The University makes reasonable accommodation in modifying any personnel procedure necessary to take affirmative action and/or provide equal opportunity to Vietnam era and disabled veterans and individuals with a disability. The University makes reasonable accommodation to physical and mental limitations of a disabled veteran and disabled individual unless it can demonstrate that such an accommodation would impose undue hardship on the conduct of business. In determining the extent of its accommodation obligations, the following factors are considered: 1) business necessity and 2) financial costs and expenses. In offering employment or promotions to disabled veterans, veterans of the Vietnam era, and disabled individuals, the University does not reduce the amount of compensation offered because of any disability income, pension or other benefits the applicant or employee receives from another source.

E. Voluntary Self-Identification

All disabled individuals, disabled and Vietnam era veterans are invited to voluntarily self-identify their status to the University. All information is kept confidential, is used for monitoring the affirmative action program, and any refusal to provide it will not subject an applicant or employee to any adverse treatment.