

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

Equal Employment Opportunity and Affirmative Action is a legal, social and economic responsibility 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, 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 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, 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 prevent 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, 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

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, age, color, religion, marital status, national origin, handicap, veteran's status, membership in the National Guard, or sexual orientation, 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 GOALS (41 CFR 60-140c)

A. Goals in effect for 2005-2006:

Job Group	Category	Goal	Progress
008 Class. Staff: Craft	Female	3	*
020 NIAS: Acad. Admin. Exec.	Female	2	3 hires: 2 male white, 1 female white
042 IAS: Education	Minority	4	*
047 IAS: Physical Science	Minority	1	*
048 IAS: Social Sciences	Minority	3	1 hire: female white
050 Faculty: College of Bus. Administration	Female Minority	3 2	1 hire: male white
051 Faculty: Communication	Female Minority	3 1	*
053 Faculty: Education & Human Services	Minority	5	4 hires: 2 male white, 2 female white
056 Faculty: Letters (English, Foreign Languages and Lit, Philosophy)	Minority	3	1 hire female minority
057 Faculty: Life Sciences (Biology/Microbiology)	Female Minority	2 2	*
062 Faculty: Social Sciences	Female Minority	11 2	1 hire female white
063 Faculty: Visual & Performing Arts	Female	4	1 hire female white

* = 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 2005-06 hiring goals:

- Progress was made toward the **goal for placement of minorities** in:
Faculty/Letters – 1 female black placement
- Progress was made toward the **goal for placement of females** in:
NIAS/Acad. Admin. Exec. – 1 female placement
Faculty/Social Sciences – 1 female placement
Faculty/Visual & Perf. Arts – 1 female placement

We also enhanced campus diversity by hiring:

NIAS Administrative Director: 3 females
 NIAS Program Manager: 1 female
 NIAS Support Professionals: 8 females, 1 minority
 NIAS Student Support Professionals: 9 females, 1 minority
 IAS/NIAS Headstart: 2 females
 IAS Letters (Foreign Lang. & Lit): 1 female minority
 IAS Social Sciences (Sociology): 1 female
 Faculty Ed. and Human Services: 2 females
 Faculty Health Science: 1 female
 Class. Staff Secretarial A: 2 females
 Class. Staff Secretarial B: 4 females

V. IDENTIFICATION OF GOALS AND PROBLEM AREAS FOR 2006-2007(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, 2005. Appendix A shows the number and percent of women to be 961 and 60.48% respectively, and the number and percent of minority group members in the workforce to be 142 and 8.94% respectively (the total number of employees is 1589). 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, 2005, 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.
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. 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. Any 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 2006-2007 hiring goals in the chart on page 15. **Appendix D** shows the **Incumbency vs. Estimated Availability**.

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

1. Job groups in which there are placement goals for **minorities**:
Non-Instructional Academic Staff: Research/Relations Professionals
Instructional Academic Staff: Education & Human Services, Social Sciences
Faculty: Business Administration, Communication, Education & Human Services, Health Sciences, Life Sciences, Social Sciences
Classified Staff: Secretarial B, Service B

2. Job groups in which there are placement goals for **females:**
Non-Instructional Academic Staff: Research/Relations Professionals
Faculty: Business Administration, Mathematics

In 2 of the 11 faculty job groups there are placement goals for women; while that is the case in none of the 12 classified staff job groups; none of the instructional academic staff job groups; and 1 of the 7 non-instructional academic staff job groups.

There are placement goals for minorities in 6 of the 11 faculty job groups; while that is the case in 2 of the 10 instructional academic staff job groups; 1 of the 7 non-instructional academic staff job groups; and 2 of the classified staff job groups.

C. Other Problem Areas:

Retention:

A. Renewal and Promotion Processes:

1. Need to encourage female/minority representation on renewal committees whenever possible.
2. Need to develop a process for classified staff to apply for and receive an “internship” or “development” opportunity to develop skills and experience for career advancement.
3. Need to continue to monitor renewal, promotion and tenure committee decisions and recommendations at the college and university levels. Will train more faculty members as observers.
4. Need to develop a process to train department level personnel committees on renewal, promotion, and tenure decision process.
5. Need to encourage supervisors to work with academic and classified staff employees on career development and enhancement and educate them on how to use the title change and reclassification process as a way to promote employees.

B. Salary Equity:

1. Need to develop 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.
2. Need to provide input at faculty salary equity committee meetings as required by the UW System Unclassified Personnel Guidelines.
3. Need to develop campus awareness and education on the promotion process for instructional academic staff.

C. Campus and Community Climate:

1. Need to train supervisors on EEO issues and develop a manual to give to all units on hiring.
2. Need to help members of the university community identify issues that should be brought to the attention of the Office of Equity & Affirmative Action; perhaps through an advisory board of people throughout campus
3. Need to develop an overall non-harassment policy.
4. Need to work with employees and students to educate and create awareness of LBGTQ issues through the LBGTQ all university committee.
5. Need to collaborate on and support the initiatives of the Alliance for Equity & Diversity.
6. Need to be supportive and participate in the Work-Life Balance Initiative set forth by the Alliance for Equity & Diversity.
7. Need to support the activities of various units of the University (the Colleges, student groups, 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.
8. Need to represent The Council for Equity & Affirmative Action on the Community/University Human Relations Council (HRC). The HRC serves as an independent forum to strengthen and promote racial and cultural diversity with the Oshkosh area.

D. Resource Materials and Campus Awareness

1. Need to distribute to all academic departments, hiring units, and the administrators, a letter containing information on the hiring process and how affirmative action fits into this process at the beginning of the academic year. Need to highlight the Equity and Affirmative Action website which contains all the resource materials.
2. Need to offer annually sessions to equip interested persons to serve as affirmative action observers at personnel committee meetings or as affirmative action representatives on search and screen committees.
3. Need to conduct awareness sessions for employees in any unit of the University, as requested.
4. Need to include affirmative action/EEO topics in programs for administrators and department chairpersons.
5. Need to evaluate units' AA/EEO goals on an annual basis.
6. Need 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.
7. Need 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.
8. Need to evaluate the affirmative action and equal opportunity processes in place for the hiring, promotion, and termination of classified staff and instructional academic staff.
9. Need to work with representatives from each of the colleges and major units on campus to improve the Affirmative Action Plan.
10. Need to implement an exit interview process for employees who leave the University or transfer to another unit. Information from these exit interviews will be given to division heads on an annual basis.
11. Need to work with the University to broaden its pool of minority and women employees by ensuring that those with disabilities are accommodated. For this reason, the Office of Equity & Affirmative Action provides new and continuing employees the opportunity to request reasonable accommodations for disabilities. The Office of Equity & Affirmative Action will continue to improve the disabilities web page for employees and position applicants.
12. Need to see that the Affirmative Action Plan is updated on the Office of Equity & Affirmative Action web site annually.

E. Corrective Action/Goals:

1. Section VI outlines the specific actions the University will take to address the problem areas.
2. Section VII describes the internal audit and reporting system the University has in place.
3. Section VIII describes good faith efforts the University is making to support affirmative action and equal employment opportunity.
4. Goals have been established for job groups for which hiring goals exist as of November 1, 2004. The Incumbency vs. Estimated Availability report (Appendix D) identifies the goals for 2006-07 listed on page 15.

**UW Oshkosh
Affirmative Action Goals 2006-2007**

Job Group	Total Workforce	Category	Workforce (11-01-04)		Availability		Goal
			#	%	#	%	
007 Secretarial B	102	Minority	1	0.98	3	3.30	3
010 Service B	16	Minority	0	0.00	1	7.50	1
025 Research/Relations Prof.	23	Female Minority	10 0	43.48 0.00	15 1	65.41 5.46	5 1
042 IAS: Educ. & Human Serv.	65	Minority	2	3.08	6	9.54	4
048 IAS: Social Sciences	35	Minority	0	00.00	3	9.54	3
050 Business Faculty	40	Female Minority	6 5	15.00 12.50	10 8	25.00 19.00	4 3
051 Communication Faculty	18	Minority	1	5.56	3	18.00	2
053 Education Faculty	53	Minority	6	11.32	9	17.00	3
055 Health Science Faculty	15	Minority	1	6.67	3	22.00	2
057 Life Science Faculty (Biology/Microbiology)	18	Minority	0	0.00	3	15.00	3
058 Mathematics Faculty	26	Female	7	6.92	11	41.00	4
062 Social Science Faculty (Economics, History, Interdisciplinary Studies, Political Science, Psychology, Public Affairs, Social Work, Sociology, Center for New Learning Program, Women's Studies)	51	Minority	4	7.84	8	15.00	4

VI. ACTION STEPS TO ADDRESS PROBLEM AREAS AND ACHIEVE GOALS

Goals	Completed	On-going	Current	Responsible
I. RECRUITMENT PROCESS:				
A. Recruitment				
1) A statement conveying that UW Oshkosh values diversity is included in all recruitment ads.	x	x		Equity & Affirmative Action Director (E&AA Director) Council for Equity & Affirmative Action (Council for E&AA)
2) The University will continue to affirmatively recruit women and minorities with special emphasis on those areas where placement goals exist. For open positions in job groups contained in the Affirmative Action Goals for 2006-07, 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.	X	X		All search and screen committees, department chairs, deans, supervisors, administrators
3) All search committees receive an initial orientation on the hiring process and affirmative action goals by the E&AA Director before the Position Announcement and Recruitment Plan is approved.	X	X		E& AA Director
4) All hiring units and search committees complete the Recruitment Plan Worksheet to be submitted with the Position Announcement for approval. Recruitment plans are reviewed and approved by the E&AA Director prior to the announcement of a position.	X	X		Hiring units, search committees, E& AA Director
5) All search and screen committees are involved in developing the position announcement and recruitment plan.	X	X		Search committees, conveners
6) 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.		X	X	E& AA Director Search committees
7) The Director of E&AA, in cooperation with the Council for E&AA, provides recruitment resource materials, information and/or	X	X		E&AA Director, Council for

Goals	Completed	On-going	Current	Responsible
appropriate training to all hiring units, committees and individuals involved in recruitment.				E&AA
B. SCREENING AND SELECTION PROCESSES:				
1) For academic staff, encourage search and screen committees to include members from outside their department to broaden the perspective of the committee.	X	X		E& AA Director Council for E&AA
2) For academic staff, encourage search and screen committees to include classified staff, academic staff, and faculty to broaden the perspective of the committee.	X	X		E& AA Director Council for E&AA
3) For all search and screen committees, encourage/recommend Affirmative Action representatives.	X	X		E&AA Director Council for E&AA
4) Position descriptions and position announcements are reviewed by the Director of E&AA (or the designee) to ensure that they accurately reflect position functions and to ensure that the requirements (particularly experience, academic, and skill levels) do not reflect bias that would result in illegal discrimination or restriction of equal opportunity.	X	X		E&AA Director
5) Interview lists and applicant pools are reviewed by the Director of E&AA (or the designee).	X	X		E&AA Director
6) As a part of the Affirmative Action review process, reasons for non-selection of all candidates not invited to on-campus interviewing are provided.	X	X		E&AA Director
7) Guidance on the preparation of selection criteria, screening tools, interview questions, etc. are available from the E&AA Office.	X	X		E&AA Director
8) For academic staff, women and people of color are represented on search and screen committees and interview panels.	X	X		Search conveners, E&AA Director
9) The Director of E&AA, in cooperation with the Council for E&AA, provides resource materials, information and/or appropriate training related to selection and screening to all hiring units, committees and individuals involved in the screening and selection of applicants.	X	X		E&AA Director, Council for E&AA
10) The Affirmative Action Personnel Form is completed as much as possible and returned to the E&AA Office even if the search is deemed a "failed" search.	X	X		Chair of search committee

Goals	Completed	On-going	Current	Responsible
II. RETENTION:				
A. RENEWAL AND PROMOTION PROCESSES:				
1) Encourage female/minority representation on renewal committees whenever possible.		X	X	E&AA Director Council for E&AA
2) 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	X	E&AA Director HR Director Classified Staff Advisory Council
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.			X HR Support & Dev Plan	E&AA Director HR Director
4) The Council for E&AA, in cooperation with the E&AA Director, will continue to monitor renewal, promotions and tenure committee decisions and recommendations at the college and university levels.		X	X Need more faculty trained	Council for E&AA, E&AA Director
5) The Council for E&AA, in cooperation with the E&AA Director and the Associate Vice Chancellor, will develop a process to train department level personnel committees on renewal, promotion, and tenure decision processes.			X	Council for E&AA, E&AA Director, Associate VC
B. SALARY EQUITY:				
1) Develop 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.			X	E&AA Director Council for E&AA Associate VC
2) The E&AA Director provides input at faculty salary equity committee meetings as required by the UW-System Unclassified Personnel Guidelines.	X	X		E&AA Director
3) Develop campus awareness and education on promotion process for instructional academic staff.			X	E&AA Director E&AA Council
C. CAMPUS AND COMMUNITY CLIMATE:				
1) Train supervisors (including supervisors of student employees) in EEO issues. Develop a manual to give to all units on			X	E&AA Director Council for

Goals	Completed	On-going	Current	Responsible
hiring.				E&AA
2) Develop an overall non-harassment policy.	X			E&AA Director VAWO group
3) Work with employees and students to develop and implement a GLBTQ all-university committee to educate and create awareness of issues.	X			E&AA Director
4) The E&AA Director and the Council for E&AA will collaborate on and support initiatives of the Alliance for Equity & Diversity.			X	E&AA Director Council for E&AA
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.			X Alliance to resume activity	E& AA Director Council for E&AA
6) The E&AA Director and the Council for E&AA support the activities of various units of the University (the Colleges, student groups, 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.	X	X		E&AA Director Council for E&AA
7) The Council for E&AA is represented on the Community/University Human Relations Council (HRC). The HRC serves as an independent forum to strengthen and promote racial and cultural diversity within the Oshkosh area.			On hold	Council for E&AA (appoint in Fall)
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.			X	Council for E&AA

D. RESOURCE MATERIALS AND CAMPUS AWARENESS				
1) Prior to the beginning of the academic year, the E&AA Office distributes to all academic departments, hiring units, and administrators a letter containing information on the hiring process and how affirmative action fits into this process. The E & AA web site, which contains all the resource materials, is highlighted.	X	X		E&AA Director Council for E&AA
2) Annually, sessions are offered 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 Need to train more observers	E&AA Director
3) The E&AA Director conducts awareness sessions for employees in any unit of the University, as requested.		X	X	E&AA Director
4) The E&AA Director works with the Chancellor, the Provost/Vice Chancellor and the Associate Vice Chancellor for Academic Affairs to include affirmative action/EEO topics in programs for administrators and department chairpersons.			X	E&AA Director
5) The E&AA Director assists administrators with evaluation of the unit's AA/EEO goals on an annual basis.		X	X	E&AA Director Council for E&AA Unit Heads
6) The E&AA Director, along with members of the Council for E&AA, will 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	X	E&AA Director, Council for E&AA
7) The E&AA Director will work with the Human Resources 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.			X HR Support & Dev Plan	E&AA Director, HR Director
8) The E&AA Director will work with the Human Resources Director 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, HR Director

9) The E&AA Director and Council for E&AA will work with representatives from each of the colleges and major units on campus to improve the Affirmative Action Plan.			X	E&AA Director, Council for E&AA
10) The E&AA Director will work with the Human Resource Director to 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	Evaluate process being used and improve; Goal for 2006-07	E&AA Director, HR Director
11) The University seeks to broaden its pool of minority and women employees by ensuring that those with disabilities are accommodated. For this reason the E&AA Office provides new and continuing employees the opportunity to request reasonable accommodations for disabilities. The E&AA Office will continue to improve the disabilities web page for employees and applicants for positions.		X		E&AA Director
12) The Affirmative Action Plan is updated on the E&AA web site.		X	X	E&AA Director

VII. 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.

C. 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.

D. 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

G.

Agencies that enforce Federal laws:

- Equal Employment Opportunity Commission
10 W. Wisconsin, Suite 800
Milwaukee, WI 53203-2299
(414) 297-1111
- Office of Federal Contract Compliance
310 W. Wisconsin
Milwaukee, WI 53203
(414) 291-3822
- U.S. Department of Education, Office for Civil Rights
111 N. Canal Street, Ste. 1053
Chicago, IL 60606-7204
(312) 886-8434

Agencies that enforce State laws:

- Department of Workforce Development
Equal Rights Division
819 N. 6th Street, Room 255
Milwaukee, WI 53203
(414) 227-4384
- or
- State Personnel Commission
121 E. Wilson St.
Madison, WI 53703
(608) 266-1995
 - 201 E. Washington Ave, Room 407
P.O. Box 8928
Madison, WI 53708-8928
(608) 266-6860

VIII. 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 2004-2005 the Women's Center:

- Provided programming on safety issues, sexual harassment awareness, financial education, relationship issues and women's issues in conjunction with Women's History Month
- Offered extended hours for students during finals weeks

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, page 95).

During the 2004-05 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
- Provided additional tenure observers to college personnel committees through completed training
- For all search and screen committees, encouraged/recommended Affirmative Action representatives
- Encouraged female/minority representation on renewal committees whenever possible
- In cooperation with the Equity & Affirmative Action Director, monitored renewal, promotion and tenure committee decisions and recommendations at the college and university levels
- In cooperation with the E&AA Director and Associate Vice Chancellor, began developing a process to train department level personnel committees on renewal, promotion, and tenure decision processes
- Developed campus awareness and education on the promotion process for instructional academic staff
- Trained student employers and supervisors on EEO issues
- Supported activities of various units of the University (Colleges, student groups, DAS, Div. Of Cont. Ed. and Extension, Student Affairs, etc.) charged with enhancing a climate for equity within the University and in the larger community
- With the Equity & Affirmative Action Director, assisted administrators with the evaluation of the unit’s AA/EEO goals
- With the Equity & Affirmative Action Director, discussed the current AA Plan with the Chancellor’s Administrative Staff, and volunteered to discuss applicable portions of it
- Sponsored attendance at the Martin Luther King, Jr. university-community annual event
- Established goals for the 2006-2007 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 Women’s Center.

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 2004-05 academic year, the Council members:

- Completed a status report on progress toward meeting the goals identified in the Ten Year Plan (to improve the status of women)
- 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.
- Co-sponsored with the Chancellor and Provost/Vice Chancellor the 5th Annual UW Oshkosh Celebration of Women Event, April 19, 2005. One hundred forty employees attended the event. Lorrie Keating Heinemann, Secretary of the Wisconsin Department of Financial Institutions delivered the keynote address. Chancellor Richard Wells provided opening remarks.
- Brainstormed ways to creatively provide forums, presentations, programs in light of the non-funded status of the Council

6. Lesbian, Bisexual, Gay, Transgender, Queer (LBGTQ) Education & Advocacy Council

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 2004-05 the Coalition:

- S.A.F.E. training workshops were offered each semester. Separate sessions are run for faculty/staff, students, and community members. 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. Please contact the LBGTQ Council if your group would be interested in a training session.
- Resolutions against gay marriage bans continued to be upheld, information sessions were co-sponsored
- Information and the procedure on how to apply for employee benefits for domestic partners, including the UW System Affidavit of Domestic Partnership, were discussed

- Resource information, the procedure to report harassment and hate crimes, and a list of first responders were posted on the LGBTQ web site.

IX. 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.

X. 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 2003-04, 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.

XI. 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.

XII. 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.