



AFFIRMATIVE ACTION PLAN

May 1, 2007 – April 30, 2008

Office of Affirmative Action
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Stillwater, OK 74078
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OKLAHOMA STATE UNIVERSITY AFFIRMATIVE ACTION PLAN
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**AFFIRMATIVE ACTION PROGRAM
OKLAHOMA STATE UNIVERSITY
INTRODUCTION**

The Affirmative Action Program for Oklahoma State University was initially prepared in May 1973, to meet the University's obligation as a federal contractor under Executive Order 11246, as amended; the current Affirmative Action Program has been revised in order to meet the needs of the University and to comply with changes in federal and state guidelines. Permission was received from the OFCCP to change the cycle of the Affirmative Action Plan. The new cycle is from May 1 to April 30 of each year.

In addition to Executive Order 11246, as amended, this program now complies with the legal requirements of equal employment opportunity and/or affirmative action for other federal and state civil rights laws and regulations. These are: Title VI of the Civil Rights Act of 1964; Title VII of the Civil Rights Act of 1964, as amended by the Equal Employment Opportunity Act of 1972, and as amended by the Civil Rights Act of 1991; Title IX of the Education Amendments of 1972; Equal Pay Act of 1963, as amended; Title VII (Section 799A) and Title VIII (Section 845) of the Public Health Service Act, as amended; Sections 503 and 504 of the Rehabilitation Act of 1973; the Age Discrimination Act of 1975 as amended in 1978. This program also includes the affirmative action obligations for special disabled veterans and veterans of the Vietnam era as set forth in the Vietnam Era Veterans' Readjustment Assistance Act of 1974; and obligations to individuals with disabilities under the Americans with Disabilities Act of 1990.

This Affirmative Action Program reflects the commitment of the University to equal employment opportunity and outlines the procedures necessary to fulfill this commitment. Oklahoma State University is committed by policy of the Board of Regents to promote equal opportunity in all phases of University life for all persons within its constituency.

The University is further committed as a public agency to supporting federal and state policies seeking to achieve equal employment opportunity for all persons in all occupations, trades, vocations, and professions of our society. These policies affect the manner in which the University contracts for goods and services, both internally and externally.

The purpose of this plan is to ensure that applicants are employed and employees are treated during employment without regard to race, creed, color, religion, sex, age, national origin, marital status, qualified disability, status as a veteran of the Vietnam Era, special disabled veteran or other protected class, as defined by state and/or local law. Such actions include, but are not limited to employment, promotion, demotion, transfer, selection for training, recruitment and recruitment advertising, layoff and termination, rates of pay, employee benefits and other forms of compensation. OSU ensures that all employment-related decisions are in accordance with principles of Equal Employment Opportunity.

The University is committed to the action-oriented programs that have been implemented at OSU. Section IX of this text contains those specific programs adopted as University-wide measures to help achieve affirmative action goals and objectives.

Members of ethnic minority groups, women, individuals with disabilities, special disabled veterans and veterans of the Vietnam era, and the aged in our society have faced many complex barriers to equal opportunity in the past. A university committed to removing these barriers must do more than passively affirm its belief in the goal of equal opportunity and its readiness to conform to laws against discrimination. Oklahoma State University has devised action-oriented programs designed to remove tangible and intangible barriers to equal opportunity, thereby demonstrating through the success of these programs that the goals of equal opportunity held by American society are attainable.

Title IX of the Education Amendments and Oklahoma State University policy prohibits discrimination in the provision of services or benefits offered by the University based upon gender. Any person (student, faculty or staff) who believes that discriminatory practices have been engaged in based upon gender may discuss their concerns and file informal or formal complaints of possible violations of Title IX the OSU Title IX Coordinator. The Title IX Coordinator for OSU is:

Dr. Carolyn Hernandez
Director of Affirmative Action
408 Whitehurst
Oklahoma State University
Stillwater, OK 74078
405-744-5371

I. EEO POLICY STATEMENT and REAFFIRMATION of COMMITMENT to EQUAL OPPORTUNITY and TITLE IX

Oklahoma State University is committed to a program of equal opportunity for all faculty, staff, and students, and will actively carry out all federal and state regulations, and executive orders. No person may be denied employment or admission to the University or to any of its programs or activities, either academic or nonacademic curricular or extracurricular, because of race, ethnicity, color, religion, sex, age, sexual orientation, qualified disability, or veterans status. Moreover, OSU will not discriminate on the basis of race, color, religion, sex, national origin, sexual orientation, qualified disability, or status as a veteran in any of its practices or procedures. This includes, but is not limited to, admissions, employment, financial aid and educational services.

The University's Affirmative Action Program reflects the commitment of the University to equal opportunity and outlines the procedures necessary to fulfill this commitment. The Affirmative Action Program complies with the legal requirements of federal and state civil rights laws and implements directives. All employment and admission practices and procedures are periodically reviewed to ensure there is no discrimination based on race, color, religion, sex, national origin, age, sexual orientation, qualified disability, or status as a veteran.

The University is committed to creating and maintaining a work and academic environment of mutual respect and tolerance that is free of both discrimination and sexual harassment. Discrimination and sexual harassment are unlawful and undermine the freedom of students, faculty, and staff to productively learn and work at the University.

A. TITLE IX

OSU will continue to provide and promote equal employment to all applicants and employees. Furthermore, the University will also continue to provide and promote equal educational opportunity to students in all phases of the academic program and in all phases of the student life program. The University is further committed to Title IX of the Education Amendments which prohibits gender discrimination. To this end, the University has named Dr. Carolyn Hernandez, Director of Affirmative Action, 408 Whitehurst, as Title IX Coordinator. Any person (student, faculty or staff) who believes that s/he has experienced gender discrimination may contact Dr. Hernandez at 405-744-5371 to discuss their concerns and file an informal or formal complaint of a possible violation.

II. DISSEMINATION OF EQUAL OPPORTUNITY POLICIES

A. Internal Dissemination

To insure that all employees are aware of and fully understand the equal opportunity policy, Oklahoma State University disseminates its policy internally using the following methods.

1. The equal opportunity policy is included in all Oklahoma State University policy manuals.
2. Equal employment opportunity posters are distributed to all vice presidents and deans for display in their offices and are posted on the officially designated bulletin boards on campus.
3. The President and each vice president continues to iterate the dedication of the University to further equal opportunity during University meetings. These include, but are not limited to, meetings of the Staff Advisory Council, the Faculty Council, department heads' meetings, and general faculty meetings.
4. The Vice President for Student Affairs continues the positive program for the dissemination of the University's stance of complete equal opportunity to all student groups and organizations.
5. All other plans for internal dissemination not specifically referred to in this section are authorized.

B. External Dissemination

In addition to internal dissemination, the equal employment opportunity policy is disseminated externally using the following methods.

1. It is made clear in correspondence to prospective employees that Oklahoma State University is an equal employment/affirmative action institution.
2. The existence of the equal employment opportunity policy is made known to prospective employees by posting a statement in the applicant reception area.

3. An equal employment clause is included in employment advertisements placed in the news media. Application forms also carry this statement.
4. All recruiters visiting the campus are informed of the equal opportunity policy and are required to interview prospective candidates on the basis of their qualifications and capabilities without excluding persons because of race, ethnicity, color, national origin, sex, age, religion, sexual orientation, disability or status as a veteran.
5. Oklahoma State University continues to include the equal employment opportunity statement on all brochures, recruiting materials, and other relevant documents distributed by Oklahoma State University:

Oklahoma State University, in compliance with Title VI and VII of the Civil Rights Act of 1964, Executive Order 11246 as amended, Title IX of the Education Amendments of 1972, Americans with Disabilities Act of 1990, and other federal laws and regulations, does not discriminate on the basis of race, color, national origin, sex, age, religion, sexual orientation, disability, or status as a veteran in any of its policies, practices or procedures. This includes but is not limited to admissions, employment, financial aid, and educational services.

III. RESPONSIBILITY FOR IMPLEMENTATION

The Affirmative Action Program of the University is administered by the Director of Affirmative Action, who is appointed by and reports directly to the Vice President for Institutional Diversity. The Affirmative Action Office is responsible for the operation of equal opportunity /affirmative action at Oklahoma State University's main campus and serves in an advisory capacity to the four satellite campuses.

A. Duties of the Director of Affirmative Action, shall include, but are not limited to:

1. Work closely and consult with the respective colleges of the University in developing and maintaining a strategic Affirmative Action Plan designed to further Oklahoma State University's institutional diversity in accordance with the University, Board of Regents', State and Federal requirements;
2. Maintain an advisory relationship with the branch campuses;
3. Serve as liaison with organizations concerned with employment opportunities of women and minority applicants/employees within the University Affirmative Action policies and guidelines;
4. Develop literature and programs to keep the University community informed about the latest developments in equal opportunity and affirmative action laws, policies, rules and regulations regarding women, minorities, and veterans;
5. Facilitate the development of in-service training;
6. Provide leadership and assistance to various affirmative action related groups, i.e. Affirmative Action Coordinators and Diversity Board;
7. Advise University personnel on civil rights, University policies and procedures, and assist in resolving disputes or conflicts;
8. Provide leadership in fulfillment of legally mandated reports on the status of Affirmative Action at the University to various Federal and State agencies, i.e. Executive Order 11246, EEO-6, VETS-100;
9. Compile statistics on the availability and utilization of minorities and women in the University's work force and in the various disciplines;

10. Provide input and direction regarding recruitment, hiring, retention, evaluation, transfer and promotion procedures for all employees according to Federal and State regulations and Board of Regents' policies;
11. Design and implement audit and reporting systems that will (a) measure effectiveness of the University's programs, (b) indicate the need for remedial action, and (c) determine the degree to which the University's goals and objectives have been attained;
12. Implement a feedback system to report achievement of goals to the President of the University and other constituent units within the Oklahoma State University community;
13. Perform other equal employment/affirmative action duties as may be assigned, from time to time, by the Vice President for Institutional Diversity in response to changing conditions or requirements.
14. Maintain a position of neutrality when conducting interviews and/or investigations into alleged incidents of sexual harassment or discrimination.
15. Perform the duties of Title IX Coordinator. Advise any student, faculty or staff who believes that discriminatory practices have been engaged in based upon gender. Listen to their concerns and assist them in filing informal or formal complaints of possible Title IX violations.

B. Implementation Responsibilities

Oklahoma State University is governed by the Board of Regents for Oklahoma State University and Agricultural and Mechanical Colleges. The actions of persons employed by the University shall be consistent with the policies, procedures, rules, regulations, directives, and guidelines which are adopted or otherwise prescribed by the Board.

The implementation of the Board of Regents' policies and procedures as well as the responsibility for the day-to-day operation of the University is vested in the Office of the President.

As Interim President of the University Dr. Marlene Strathe is responsible for implementing the University's Affirmative Action Program with the assistance and counsel of the Vice Presidents, the Vice President for Institutional Diversity and the Director of Affirmative Action. The President shall delegate and assign the responsibility and authority deemed necessary to the Provost/Senior Vice President Academic Affairs. The Provost/Senior Vice President Academic Affairs, will, in turn, delegate, to each administrator, the responsibility and authority for the implementation of this program within his/her respective areas. The President and/or the Provost/Senior Vice President Academic Affairs of the University shall further hold each dean and/or designated division Administrator personally accountable for affirmative action efforts and results.

Each dean and/or designated division administrator shall take those steps necessary to ensure aggressive affirmative action efforts and results within his/her respective areas of administration. Directors, department heads, and all other supervisory personnel within the colleges and divisions shall have a primary responsibility for program implementation. It shall be the responsibility of supervisory personnel to ensure that no harassment to any person occurs as a result of his/her affirmative action efforts.

Dr. Carolyn Hernandez, Director of Affirmative Action has been designated the Coordinator for Title IX. As Coordinator for Title IX Dr. Hernandez is responsible for coordinating OSU's institutional efforts in this area.

Affirmative Action Coordinators

Each vice president and dean shall appoint a person to serve as the Affirmative Action Coordinator for his or her respective area. These coordinators will function as unit representatives for implementing equal opportunity/ affirmative action matters as established by the Director of Affirmative Action. Coordinators shall be appointed to represent the following areas:

- General University (Organizations reporting directly to the President)
- Provost/Senior Vice President Academic Affairs
- Vice President for Administration & Finance
- Vice President for Enrollment Management & Marketing
- Vice President for Institutional Diversity
- Vice President for Student Affairs
- Vice President for Research & Technology Transfer
- Vice President and Dean of Agriculture Sciences & Natural Resources
- Dean of Arts and Sciences
- Dean of Spears School of Business
- Dean of Education
- Dean of Engineering, Architecture & Technology
- Dean of Graduate College
- Dean of Human Environmental Sciences
- Dean of Veterinary Medicine

2007 - 2008 AFFIRMATIVE ACTION COORDINATORS

Rinda Starr-Alsip
Fiscal Officer
Student Affairs
201 WH

Bruce Crauder
Assoc. Dean
Arts & Sciences
201 LSE

Jackie German
Adm. Officer
Library Sciences
217 Library

Sue Bonner
DASNR
139 Ag

Joyce Hise
Information Technology
305 WH

Jacque Lochmiller
Assistant to the Dean
HES
106 Home Economics

Michael Lorenz
Dean
College of Vet. Medicine
205C Veterinary Medicine

Nina Mattox
Student Union
313 SU

Jason Pogue
Fiscal Officer
Research
203 WH

David Thompson
Associate Dean
CEAT
111 Engineering North

Denise Weaver
Exec. Assistant
Office of the Provost
101 WH

Carol Wicksted
President's Office
107 WH

Linda Myers
Fiscal Officer
College of Education
330 Willard

Karen Culton
Manager
Spears School of Business
208 North Business Building

Bev Bullington
Exec. Assistant
VP for Enrollment Management
306 Whitehurst

Joyce Altman
Adm. Associate
Physical Plant
103 Physical Plant

Linda Bass
Adm. Assistant
OSU Public Safety
104-B USDA Building

Denise Brooks
Exec. Adm. Associate
Assoc. VP Administration & Finance
208F Whitehurst

Kathy Majestic
Exec. Adm. Associate
Assoc. VP and Controller
207 Whitehurst

Diversity Advisory Board

The Diversity Advisory Board was established during the 1997-1998 academic year. Its purpose is to act as an advisory board in all matters concerning diversity. The general function of the Board is to advise the Director of Affirmative Action, the Vice President for Institutional Diversity, and/or the President in issues regarding diversity/affirmative action/equal opportunity for all persons on campus.

The Diversity Advisory Board consists of members representing faculty, staff and students. These representatives are appointed by the President, Faculty Council, Staff Advisory Council and the Vice President for Institutional Diversity. The membership is diverse and includes faculty, classified and non-classified employees and graduate and undergraduate students.

The Board established and organized working committees, dependent upon goals and objectives determined by the members of the board. Those committees are: Ethnic Diversity Committee, Nontraditional and Disability Committee, Family Equity Committee and the Gender Issues Committee.

Board members, wishing to resign from the board, will submit a letter of resignation to the President of the University. The Vice President for Institutional Diversity will recommend a replacement to replace the resigning member.

2007 - 2008 DIVERSITY BOARD MEMBERS

Victor Baeza
Library

Christa Louthan
Human Resources

Sue Bonner
College of Ag

Karen McBee
Faculty Rep.

Preston Carrier
Information Technology

Kimberly Moss
Education

Claire Carter
SGA/President

Tiffany Nixon
Multicultural Student Center

Co-ming Chan
Faculty Rep.

Jeretta Nord
Business Administration

Michael Cich
SAC President

Lindsay Pentas
SGA

Cyril Clarke
College of Vet Med

Jason Pogue
VP Research

Helen Clements
Library

Donna Rhea
SAC

Bruce Crauder
Arts & Sciences

Mike Shuttic
ADA Coordinator

Udaya Desilva
Faculty Rep.

Rinda Starr-Alsip
Student Affairs

Lucero Gavin
Faculty Rep.

Tina Tappana
OSU/Tulsa

Laura Hare
Director of HR
OSU-OKC

Linda Taylor
Library

Joyce Hise
IT

David Thompson
CEAT

Nani Idrus
International Studies

Lynne Simpson-Scott
Library

Jacque Lochmiller
College of HES

Denise Weaver
Office of the Provost

Solo Kuvibidila
HES

David Yellin
Faculty Council

Women's Faculty Council

The Women's Council was reorganized and restructured in the Spring of 1999 and became the Women's Faculty Council. The Council serves in an advisory capacity to the President of Oklahoma State University, administration and the university community. The Council has taken on the responsibility of studying those needs and problems which are primarily the result of the changing roles of women in society and in institutions of higher education, and of making recommendations which will promote progress toward equality of opportunity for women and men in all segments of the University community.

All full-time faculty who are resident members or members emeriti of the faculty with the academic rank of instructor or its equivalent are eligible for full membership and voting privileges to the Council. Adjunct members may include representatives from any organized group on campus. Adjunct members may serve on committees. Only full-time members (tenure-line) may serve as officers of the Council.

Special Advisory Units

Special advisory units may be established by the Director as needed to discuss priorities which should be reflected in the Affirmative Action Program.

Contract Compliance Officer

The President has designated the Director, Grants and Contract Financial Administration to serve as the Contract Compliance Officer. This appointment satisfies the requirements of Section 202 of Executive Order 11246 (made more specific by CFS Title 50, Chapter 60, Section 1) regarding the inclusion or reference in certain federal and federally assisted contracts of, and compliance with, an equal opportunity clause.

The Director of Affirmative Action shall assist the Contract Compliance Officer upon request.

Record Availability

The Director of Affirmative Action shall have access to any and all University information, records, documents, and reports relevant to the execution of the duties of the office, subject to accepted principles of confidentiality and privacy. Accordingly, the Director of Affirmative Action shall have the cooperation and assistance of the various administrative offices and departments of the University as needed in the execution of the duties of the office.

IV. WORK FORCE ANALYSIS

Explanation and Definition of Work Force Analysis

Each budget unit at Oklahoma State University is expected to contribute to the ultimate goal of a more diversified work force by increasing the participation rate of minorities and women. Budget unit heads and administrative supervisors of the University continue to analyze the existing internal employment practices in their respective areas of responsibility. Persons responsible for the employment decisions are expected to assume the responsibility of carefully examining each personnel action decision to ensure that each action is nondiscriminatory. Such actions include but are not limited to: recruitment, employment, promotion, transfer, demotion, and termination.

The Affirmative Action Specialist prepares a current work force analysis annually using HRS data as of the end of month of April. This analysis includes detailed work force data that is required for preparing the utilization reports used for both the external reporting, and the internal monitoring, of the affirmative action program. After the computerized work force data is analyzed by the Affirmative Action Specialist, the data is then used to determine those areas in which minorities and women are underutilized.

A work force analysis is prepared including a list of each job title in each department in order of salary ranging from lowest to highest paid and indicating a total number of male and female incumbents, and the total number of incumbents by sex in each of the following groups: Whites, African Americans, Hispanics, Asians, and Native Americans.

A. Work Force Analysis Tables

The Workforce Analysis as specified in Regulations 41 CFR 60-2.11(c) is contained in Appendices I and II.

V. JOB GROUP ANALYSIS

In accordance with federal regulations on job groups, all jobs are grouped according to similarities in job content, wage rate, and opportunities for advancement. The following is a list of the job groups with appropriate definitions developed as a result of this analysis.

Executives

Includes persons whose assignments require primary (and major) responsibility for management of the institution.

Job Groups in this category are:

6EX Executive
H12 Academic Administrators

Administrators and Managers

Includes persons whose assignments require primary responsibility for the management of a customarily recognized department or subdivision thereof.

Job Groups in this category are:

5AM Sr. Administrative Services Manager
5AC Sr. Administrative Services Contributor

Faculty

Includes persons whose specific assignments customarily are made for the purpose of conducting instruction, research, or public service as a principal activity (or activities), and who hold academic-rank titles.

Job Groups in this category are:

21 Tenure Faculty - Faculty members that are in a tenure track position.
22 Non Tenure Faculty - Faculty members that are NOT in a tenure track position. Examples would include Lecturers, Visiting titles and Adjunct titles.

Non-Faculty Professional

Includes persons employed for the primary purpose of performing academic support, student service and institutional support activities and whose assignments would require either college graduation or experience of such kind and amount as to provide a comparable background.

Job Groups in this category are:

- 5TC Sr. Technical/Professional Services Contributor
- 5AT Coaches/Athletic Directors
- 4SS Administrative Services Specialist
- 4S2 Coordinators
- 4AS Technical Professional Services Specialist
- 4FS Administrative Services Manager
- 4AM Technical/Professional Services Manager
- 3VS Administrative Services Supervisor
- 3VC Administrative Services Contributor
- 3TP Technical/Professional Services Contributor

Technical or Paraprofessional

Includes persons whose assignments require specialized knowledge or skills which may be acquired through experience or academic work such as is offered in many 2-year technical institutes, junior colleges or through equivalent on-the-job training.

Job Groups in this category are:

- 3TC Technical Support Contributor
- 3CS Customs Support Contributor
- 2TP Advanced Technical/Paraprofessional Support Staff

Secretarial and Clerical

Includes persons whose assignments typically are associated with clerical activities or are specifically of a secretarial nature.

Job Groups in this category are:

- 3PS Administrative Support Supervisor
- 3PC Administrative Support Contributor
- 2AS Advanced Administrative Support Staff

Skilled Craft

Includes persons whose assignments typically require special manual skills and a thorough and comprehensive knowledge of the processes involved in the work, acquired through on-the-job training and experience or through apprenticeship or other formal training programs.

Job Groups in this category are:

3SS Skilled Craft Support Specialist
3FC Facilities Support Contributor
2SC Advanced Skilled Craft Support Staff

Service/Maintenance

Includes persons whose assignments require limited degrees of previously acquired skills and knowledge and in which workers perform duties which result in or contribute to the comfort, convenience and hygiene of personnel and the student body or which contribute to the upkeep and care of building, facilities or grounds of the institutional property.

Job Groups in this category are:

3FS Facilities Support Supervisor
2FS Advanced Facilities Support Staff
1FS Facilities Support Staff
1CS Customer Support Staff

- A.** A job group analysis statistically displaying by job group, all job titles by race and sex are contained in Appendices I and II.

VI. AVAILABILITY ANALYSIS

The appropriate national, state or local availability data is utilized for minorities and for women qualified for nonacademic positions. The Director of Affirmative Action shall utilize the appropriate availability data by discipline for academic appointments. Then, the number of women and minorities currently in each job classification at the University shall be compared with their availability in the market.

In conducting the availability analysis, problem areas in which underutilization of women and/or minorities are found to be present are identified. Good faith efforts will be made to find qualified women and minorities in the areas that have been identified. Salary analysis by job title may also be utilized to determine whether salary inequities exist for persons of different race and/or sex within the same job title in the same department. The purpose of such analyses is to continue to ensure that salary is based on nondiscriminatory factors such as bona fide seniority or merit and that any clustering of women and minorities within a job title are due to nondiscriminatory factors.

An availability analysis for each job group has been accomplished. Each analysis takes into consideration 2 factors identified in 41 C.F.R. 60.2.14(c). These factors are:

1. The availability of minorities/women have requisite skills in an area in which the contractor can reasonably recruit.
2. The availability of promotable and transferable minorities/women within the contractor's organization.

A. 2-Factor Analysis Tables

As specified in Regulation 41 CFR 60-2.14(c) the Job Group Analysis, Availability, Two-Factor Analysis, Utilization and Goals are contained in Appendices I & II.

VII. UTILIZATION ANALYSIS/ESTABLISHMENT OF GOALS

A utilization analysis was conducted for each job group for females and minorities. Underutilization was determined by the use of the 2 standard deviation rule, in accordance with the accepted practices of the Office of Federal Contract Compliance and applicable federal regulations. Any area where underutilization was found is indicated with a "yes" in the appropriate part of the form. The term "underutilization", as previously stated is deemed to be a government term and is used to highlight specific areas for attention. The use of this term is in no way an admission of intentional or unintentional discrimination.

Affirmative action goals are set based upon needs indicated by the utilization analysis. Opportunities to achieve these goals may occur under the following conditions:

1. Turnover
2. Current Vacancy
3. Anticipated New Position

A yearly analysis of the University's work force is conducted each April. Based upon this analysis, if underrepresentation exists, goals for providing a representative number of women and members of ethnic minority groups in the University were then established and set accordingly for the upcoming year.

Programs such as career development, opening announcements and advertising in media that targets diverse populations, will assist us in achieving our 2007-2008 commitments. These programs will offer Oklahoma State University guidance as to those females and minorities within the organization who can fill other positions based upon their experience and training. Our recruitment efforts, as outlined in the Development and Execution of Program (Section IX), also identify those sources and programs we contact in an effort to meet affirmative action goals.

VIII. IDENTIFICATION OF PROBLEM AREAS

As part of the ongoing audit process at Oklahoma State University, a thorough analysis (on the basis of the job-related qualifications of the individual without regard to race, ethnicity, color, national origin, religion, sex, age, sexual orientation, qualified disability, status as a Vietnam Era or special disabled veteran or other protected status as required by state or local law) of the following personnel matters was conducted.

A. Composition of the Work Force by Minority Group Status and Sex

An analysis using the 2 standard deviation rule for utilization/ availability was conducted for each job group by minority status and sex. Goals were established for underutilized job groups.

Job area acceptance ranges (JAAR) were also computed in accordance with regulatory guidance. The statistics for the JAAR were prepared by college and department in the following categories: total employees, administrative/professional, trade/technical, and secretarial/clerical. These statistics are not provided here, but are on file in the Affirmative Action Office.

B. Analysis of Problem Areas

1. Faculty Impact Ratio Analysis

In accordance with regulations, the faculty personnel activity throughout the University was analyzed to determine areas of concern. This analysis is also important to determine the effect of program efforts in the previous year. Faculty participation rates are computed and the Impact Ratio determined. The 80% rule is used to identify those areas that may raise an inference of discrimination.

The faculty impact ratio analysis for the past year is on file in the Affirmative Action Office. The Affirmative Action Office is responsible for monitoring these activities. Appropriate officials will be responsible for remedial action. The process will be an ongoing activity. Records will be maintained and a timely process imposed.

2. Monitoring of Minority and Women Faculty Hiring Procedures

Oklahoma State has continued to experience difficulty in attracting minority (African American, Hispanic, and Native American) and female faculty applicants in some areas. This is especially true in areas such as Veterinary Medicine, the sciences and mathematics. Recruitment of minority and female applicants is a high priority of Oklahoma State University.

If an academic unit is underutilized and/or under represented with minority or females, they may request targeted recruitment and Minority Faculty Incentive Funds (Action Oriented Programs #1 and #2) to fill a vacancy.

The applicant data for affirmative action efforts in faculty searches is evaluated by the Affirmative Action Office and reported to the search committee. The respective Deans, Department Heads, and Search Committees, with the help of the Affirmative Action Coordinators are responsible for affirmative recruitment of minorities and women. The Affirmative Action Office is responsible for monitoring the recruitment efforts.

3. Staff Impact Ratio

The staff activity is evaluated every year. An analysis of applicant participation, appointments, terminations, and promotions will indicate areas of concern. This analysis is done by job groups. The 80% impact ratio analysis is calculated to identify areas that may raise an inference of discrimination. Appropriate officials will be notified of the results of the analysis so that corrective action may be taken.

The staff impact ratio analysis is on file in the Affirmative Action Office for review. The action oriented programs were developed to help correct minority and female staffing problems.

4. Other

In order to increase the available pool of minority and female applicants, it is necessary to begin working with potential candidates as early as junior high school. Each College and Division of the University has developed programs that put OSU faculty, staff and students in contact with minority and female students. Support occurs financially and educationally. Additionally the Scholarship & Financial Aid Department and the Office of Institutional Diversity have received grants for TRIO programs that target junior high and high school students in the underrepresented areas.

We have completed a utilization analysis and developed goals for underutilized groups. This information is in the Office of Affirmative Action. The employment process has been examined and an adverse impact assessment has been conducted on new hires, promotions and terminations. Oklahoma State University's organizational structure was also examined to determine problem areas.

C. Analysis of Personnel Activity

1. Analysis of selection process:

An analysis was conducted of the selection process (applicant flow, position descriptions, position titles, application forms, interview procedures, test administration, where applicable, test validity, referral procedures and the final selection process) to determine if there were any processes which adversely affected minorities or women.

2. Analysis of Promotion and Transfer Practices

An analysis of promotion and transfer practices was also conducted on the basis of the job-related qualifications of the individual without regard to race, color, national origin, religion, or sex.

3. University-sponsored Events, Facilities and Other Special Programs:

University-sponsored events and programs such as education assistance were analyzed to ensure that both minority and non-minority men and women were participating.

4. Training:

Both females and minorities are represented in formal and informal training programs.

D. Attitude of Work Force, Managers and Faculty

No problems have been identified to date with the work force attitude. Managers, faculty and Human Resources personnel are continually alert to the attitude of the work force to affirmative action placement.

E. Employee Awareness

Equal Opportunity posters and policy statements are displayed on employee bulletin boards as a visual reminder to all employees of the practices at Oklahoma State University. Disabled and covered veteran's policy statements are also distributed and posted.

F. Environmental Factors

1. De facto segregation does not exist at the facility.

2. Access to suitable housing does not inhibit recruitment efforts and employment of qualified females and minorities.

IX. DEVELOPMENT AND EXECUTION OF ACTION ORIENTED PROGRAMS

Oklahoma State University has developed policies and procedures to affect equal opportunity/affirmative action results in the recruiting, selecting, placing, training, promoting, and terminating of all employees. The concept of equal opportunity applies to all personnel actions such as compensation, benefits, transfers, layoffs, return from layoff, contractor-sponsored training, education, tuition assistance, and social and recreational programs.

Oklahoma State University is committed to providing equal opportunity to all persons employed by the University in salaries, wages, benefits, and working conditions by consistently and aggressively monitoring these areas to ensure any differences which may exist are the results of bona fide factors other than race, color, national origin, sex, age, religion, sexual orientation, qualified disability, or status as a veteran.

To ensure complete equal opportunity, the University actively recruit's applicants for both employee and student positions from all segments of the general population. Oklahoma State University fully supports the affirmative action guidelines as outlined in Executive Order 11246. Specific action-oriented programs have been formulated to help achieve diversity goals; the University-wide measures are contained in this Section.

Oklahoma State University consistently and aggressively monitors all phases of the academic program and the student life program to ensure any differences which may exist are the results of bona fide factors other than race, color, national origin, sex, age, religion, sexual orientation, qualified disability, or status as a veteran.

A. SELECTION PROCESS

Oklahoma State University does not discriminate by reason of race, color, national origin, sex, age, religion, sexual orientation, qualified disability, or status as a veteran in assignment of a particular title or rank.

Oklahoma State University makes no assumption about a particular individual's willingness or ability to relocate because of his or her race or sex, nor shall an assumption be made that a woman would be unwilling to accept an offer because of marital status or that a minority person would be unwilling to live in a predominantly white community.

Oklahoma State University has developed standards and criteria for employment in a reasonably explicit manner and further makes such standards and criteria available to interested employees and applicants. Oklahoma State University has reviewed the specifications for each job title in each department using only job performance criteria. These specifications are nondiscriminatory with respect to race, age, color, creed, religion, sex, marital status, national origin, sexual orientation, qualified disability, status as a Vietnam era or special disabled veteran or any other characteristics protected by state and/or local law. The position specifications are available to all members of management involved in the recruiting, screening, selection and promotion processes.

B. RECRUITMENT

It is the policy of the University to actively and aggressively locate, recruit, place, upgrade and promote members of ethnic minority groups and women for employment at all levels of the University in those areas in which these groups are underutilized and/or have not had an opportunity to actively participate because of social barriers in the past. (Underutilization is defined as “having fewer women or minorities in a particular job category than would reasonably be expected by their availability.”)

Oklahoma State University examines the recruiting activities and policies of each unit responsible for recruiting and further modifies or supplements its recruiting policies by vigorous and systematic efforts to locate and encourage the candidacy of qualified women and minorities.

The University utilizes this affirmative action program to implement its official policies for equal opportunity employment. The responsibility for the recruitment of faculty shall continue to be delegated to the college and unit administrators in conjunction with the deans of the colleges and the Provost/Senior Vice President Academic Affairs. The responsibility for recruitment in the nonacademic subdivisions of the University shall continue to be delegated to the appropriate vice president in conjunction with the directors of the various budgetary subdivisions.

The recruitment of nonacademic staff is the responsibility of the vice presidents, deans, directors and department heads of the college or other budgetary divisions, with assistance from the Department of Human Resources. It shall be the responsibility of the individual recruiting unit to list vacancies with appropriate news media. Human Resources will assist the recruiting departments in placing the “help wanted” ad, disseminate job information by listing all job openings on the OSU Human Resources web site at <http://jobs.okstate.edu>, and to refer the names of qualified candidates to the hiring officials for consideration. Targeted candidates identified by organizational units to meet affirmative action goals will be referred to Human Resources to be included in the referral pool for consideration.

Each department head (in conjunction with the appropriate dean and/or vice president) continues affirmative recruitment efforts and continues to work toward achieving a more representative work force, by giving special consideration to continue aggressive recruitment in those areas in which women and minorities are underutilized.

The Office of Affirmative Action works with the appropriate University officials to revise the existing recruitment and selection policies and procedures to incorporate the necessary changes reflected in the revised Policy Statement to Govern Appointments, Tenure, Promotions, and Related Matters of the Faculty of Oklahoma State University.

Oklahoma State University makes explicit its commitment to equal employment opportunity in recruiting announcements or advertisements by stating that Oklahoma State University is an "equal opportunity/affirmative action employer. Minorities, women, persons with disabilities, and veterans are encouraged to apply."

Complete recruitment records are maintained in each unit. At a minimum, these include: documentation of all recruiting efforts, including personal contacts, telephone calls, correspondence, and publicity; names, sex, and ethnic affiliation (African American, Hispanic, Asian or Pacific Islanders, American Indian or Alaskan Native, White), if known, of all individuals screened; names, sex, and ethnic affiliation of all individuals invited for interviews, if known; all actual interviewees; reasons for selection of successful candidates, including explicit statements relative to qualifications for the job; and name, race, and sex of persons serving on the selection and/or screening committee, if such a committee is used. These records are retained for a minimum of three (3) years. (Policy & Procedures Letter 3-0190) Employment Applications can be destroyed after three (3) years, provided no legal actions involving hiring or promotion are pending. If legal action is pending, files are destroyed three (3) years after exhaustion of all legal remedies, provided records meet all stipulated retention requirements.

The recruitment form, which is a concise summary of information referred to above, is forwarded through the appropriate administrative channels to the Affirmative Action Office. The complete record of recruiting history is provided upon request to the Affirmative Action Director. The Department of Human Resources maintains a current database reflecting new hires of classified employees and the promotion/transfer of current University employees into vacant positions. The format for the information collected by Human Resources is identical to that used within the Affirmative Action office for faculty and A/P positions.

C. PROMOTIONS

The University shall continue to develop innovative approaches to providing promotional opportunities to increase the supply of women and minorities in those areas in which women and minorities are underutilized. The specific action-oriented programs offered on a University-wide basis are published in this section. Other action-oriented programs will be developed within organizational units and by the college or vice president's area.

Oklahoma State University does the following to ensure that minority and female employees have equal opportunity for all promotions:

1. The majority of job opportunities will be posted during 2007-2008 through the existing job posting process.
2. An inventory of academic skills and experience level of current employees, including minority and female employees, is maintained.
3. A formal employee evaluation program is provided.

4. Formal career counseling programs such as the leadership development program, tuition aid, and similar programs are provided.

D. BENEFITS

Oklahoma State University's facilities and social and recreational activities are desegregated. All employees are encouraged to participate in Oklahoma State University sponsored activities. Child care and housing are available and readily accessible within the community to all employees. In addition, all other benefits (e.g. medical, etc.) are administered in a nondiscriminatory manner.

FACULTY

Recruitment and Promotion

Oklahoma State University continues to make positive attempts to identify minority and women candidates for vacancies. Job descriptions are developed of all positions. When an opening occurs, the vacancy is publicized within the University, in appropriate professional media, and by means which are designed to reach minorities and women.

Recruitment of applicants is the responsibility of the appropriate dean, director, or department head in conjunction with the Provost/Senior Vice President Academic Affairs. Departments continue to make efforts to locate qualified minority and women candidates to fill positions made available through sabbaticals, leaves without pay, and one-year visiting professorships. The Affirmative Action Office has information on minorities holding advanced degrees that is provided to committees as faculty searches are conducted. However, any faculty member may obtain this information by contacting the Affirmative Action Office.

Vacant tenure-track faculty positions of Assistant Professor, Associate Professor, and Professor are announced in such a manner as to ensure nation-wide advertisement. In accordance with Section 3-0740.5.01(a) in the Policy & Procedures Manual, which deals with national recruitment, all advertisements for faculty positions will be kept open at least 20 working days. Any exceptions must be approved in advance through normal administrative channels, e.g. Department Head, Dean, Affirmative Action, Provost/Senior Vice President Academic Affairs. A variance (waiver of recruitment) will be considered only for extraordinary reasons, such as extreme financial distress, programmatic discontinuances, internal reassignment or promotion, or if targeting recruitment is being used to meet a major University goal or objective (see Action Oriented Program #1 in this Section). Departments should anticipate vacancies at the end of each semester, especially the Spring semester, and plan accordingly.

The recruitment for vacant non-tenure track faculty and instructor positions varies. According to Section D1.7.5 of the Faculty Handbook adjunct professors, adjunct associate professors, adjunct assistant professors and adjunct instructors do not require a national search. Depending upon the situation, it is possible that local or statewide recruitment would be acceptable.

In response to special short term and/or emergency needs, the University may make temporary appointments. In these instances titles such as lecturer, research professor, visiting assistant professor, visiting associate professor, visiting professor, etc. will be used. While temporary appointments do not require a national search (Section D1.4.1 Faculty Handbook) appropriate search procedures should be used prior to making such appointments. Such search procedures may vary depending on the nature of the position.

Continued effort shall be made to have minorities and women serve on search committees involving recruiting and on personnel committees advising academic department heads. The Chair of a search committee should be in contact with the Director of Affirmative Action concerning targeted recruitment, minority and women registries and other information.

Recordkeeping

After a unit is given authorization to recruit a faculty member, a copy of the form, "Request to Staff a Vacant Faculty or Administrative and Professional (A&P) Position," is sent through the appropriate channels and to the Affirmative Action Office along with the announcement of the position. The Director of Affirmative Action may advise the unit regarding publication of the position opening in order to reach minorities and women and may suggest appropriate changes in the announcement.

Each unit keeps records of all recruiting efforts. For detailed information, see: A. Selection Process and B. Recruitment, in this Section.

A copy of the recruitment report, including the statistical data requested on the form, accompanies the employment action form. The reason for selection of the successful candidate must be given, together with explicit statements relative to qualifications for the job.

ADMINISTRATIVE AND PROFESSIONAL PERSONNEL

Recruitment and Promotion

Oklahoma State University continues to make positive attempts to identify minority and women candidates for vacancies. A job description is prepared for all positions. When an opening occurs, the vacancy is publicized within the University, in appropriate professional media, and by means which are designed to reach minorities and women.

Recruitment of applicants for administrative and professional positions is the responsibility of the appropriate vice president, dean, director, or department head. While Section 3.0740.6.03(a) of OSU's Policy & Procedures Manual states that all administrative and professional position vacancies require nationwide recruitment, it is university practice to recruit level 5 and above nationwide and level 4 and below be recruited locally and statewide. However, since administrative and professional positions vary in the level of responsibility and authority, the recruiting area in either of these instances may be decreased with the advance approval of the Director of Affirmative Action. Once the recruitment area is identified, announcements for these vacant positions are published in such a manner as to achieve either state-wide or national notice. Moreover, the scope of advertising is expanded as necessary to seek out qualified minority and women candidates in areas of underutilization. Any targeted recruitment effort must be approved in advance through normal administrative channels. A variance will be considered only for extraordinary reasons, such as extreme financial distress, programmatic discontinuances, internal reassignment or promotion, or if the targeted recruitment effort will meet a major University goal or objective.

Keeping in line with Section 3-0740.5.01(a) of the Policy & Procedures Manual, those positions which are consistently advertised or announced locally or statewide, require a minimum period of 10 working days after appearance of the advertisement in the media prior to making an employment selection. For those positions requiring national recruitment, a minimum of 20 working days after the appearance of the advertisement in the media is required prior to making an employment decision.

When feasible, continued effort is made to have minorities and women serve on search committees.

Recordkeeping

After a unit is given authorization to recruit personnel the "Request to Staff" is sent through the appropriate channels to the Affirmative Action Office (AAO) along with the announcement of the position. The AAO may advise the unit regarding the publicizing of the position in order to reach minorities and women and may suggest appropriate changes in the announcement in conjunction with the Department of Human Resources.

A recruitment report including the statistical data requested on the form accompanies the employment action form. The reason for selection of the successful candidate must be given, together with explicit statements relative to qualifications for the job.

Each unit keeps records of all recruiting efforts. For detailed information, see: A. Selection Process and B. Recruitment, in this Section.

Classification Plan for Administrative and Professional Personnel

A classification and base pay plan for Administrative and Professional personnel has been developed through the Office of Human Resources. The plan is updated as needed through regular market surveys and approved by the Executive Group and the President.

Goals relative to recruitment are set annually in accordance with federal compliance laws.

CLASSIFIED STAFF

Recruitment and Classification

Women and minority applicants receive consideration for employment commensurate with their qualifications. The concept of male and female jobs have been eliminated by continuing to employ persons in those occupations from which they have been traditionally excluded.

The Office of Human Resources is responsible for the referral of all applicants to University hiring units. The primary responsibility for monitoring minority and women applicants for classified positions, therefore, rests with Human Resources.

All recruitment is consistent with the Uniform Position Classification and Base Pay for Classified Personnel. Continued reassessment of the classification and base pay plans take place to assure that duties and responsibilities are commensurate with the classification assigned.

Training, Transfer, and Promotions

The University observes the same principles of equal opportunity and affirmative action for training, transfer, and promotion as observed for new hires. The University shall continue to encourage University units to utilize training programs in order to provide promotional job opportunities for minorities and women.

In order to provide an opportunity for employees to request transfer or promotion when the opportunities for upgrading occur, notices of openings within the University are posted on the Human Resources bulletin board and on the OSU web site, <http://osu.okstate.edu>

Pay Ranges

The University has established pay ranges for each job classification of classified employees. The Office of Human Resources continues to monitor and update the Base Pay Plan. All differences of pay rates within the pay range for a classification is based upon bona fide seniority systems uniformly applied and/or upon a bona fide system of merit uniformly applied, or some factor(s) other than race, color, national origin, sex, age, religion, disability, or status as a veteran. Pay ranges are constantly monitored by the Office of Human Resources and are consistent with the Uniform Position Classification and Base Pay Plan for Classified Personnel.

STUDENT EMPLOYEES

In order to ensure full equality of opportunity for student employees, the University actively recruits and encourages women and minority applicants at all levels. University Career Services maintains a student employment service that announces and advertises job openings for students, both on and off campus.

The University continues to recruit women and minority students actively in those areas in which few women and minority students are enrolled. The Office of High School and College Relations continues to be responsible for undergraduate recruitment, including aggressive efforts to recruit underrepresented minorities. The Graduate College has designated a person in each academic department to be responsible for minority recruitment at the graduate level.

The University continues to be concerned with the retention of all students and continues to offer tutorial services. Special attention is given to providing tutoring and counseling services to students with special needs. These services include but are not limited to the CALL Center (Career Assistance/Learning Lab); the Writing Lab; the Reading Clinic; the Psychological Services Center; the Counseling Center; the Peer Counseling Program; the Intercollegiate Athletic Program; and tutoring in relation to the Engineering Program for minorities.

TITLE IX

In addition, Title IX of the Education Amendments of 1972 prohibits gender discrimination of students, including sexual harassment in and out of the classroom and in the evaluation of students' academic or work performance. Any person (student, faculty or staff) who believes discriminatory practices have been engaged in based upon gender may discuss their concerns and file informal or formal complaints of possible violations of Title IX with Dr. Carolyn Hernandez, Title IX Coordinator, 408 Whitehurst, 405-744-5371.

INSTITUTIONAL AFFIRMATIVE ACTION PROGRAMS

The University is committed to the action-oriented programs that have been implemented at OSU. The various projects contained in these programs are designed to achieve greater diversity in those areas where minorities and women are underrepresented. The Office of Affirmative Action shall continue to monitor the plan in order to achieve the goals and objectives.

ACTION-ORIENTED PROGRAM #1
Recruitment of Targeted Minorities/
Women for Faculty and Staff
Oklahoma State University

Problem Addressed:

The utilization analysis of underrepresented minorities and women at OSU indicates that for several years there has been a need to take more aggressive affirmative action measures if hiring goals are to be achieved. This program represents one such measure. Nothing in this program should be interpreted to require displacement of nonminorities or men to achieve desired results. These additional measures are designed to eliminate conspicuous imbalances in the work force representation of minorities and women.

Origin and Rationale for Program:

Oklahoma State University will not compromise its commitment to excellence in its teaching, research and service programs. A part of this commitment involves promoting diversity in the student body, faculty and staff. The University has serious concerns that some groups of Americans have been systematically denied opportunities for participation in the higher education enterprise. As a result, relatively few minority persons and women are found among those working in various academic and service roles within the University. Affirmative efforts must be made to assure equal opportunities for participation by all qualified persons in the higher education system.

Program Description and Procedures:

Organizational units (colleges or departments) within the University may use targeted recruitment to increase numbers of minorities and women among their faculties and staffs. It is the responsibility of the units to affirmatively develop applicant pools for targeted appointments. Qualifications for targeted appointments will be as rigorous as for all other appointments. A targeted appointment may be made through special consideration of minorities/ women among the fully qualified applicants available for a position within the unit. A second option for targeted appointment may involve waivers of formal affirmative action searches when fully qualified minorities or women have been identified for particular positions. In either case, the fully qualified minority or female applicant receiving the appointment must belong to a category that is underutilized with the academic unit.

An application to conduct targeted recruitment shall be made to the Affirmative Action Officer and the appropriate Vice President or, in the case of faculty, the Provost/Senior Vice President Academic Affairs. It shall include:

1. The justification for conducting targeted recruitment, such as the extent of underutilization and availability of minority/women applicants within a particular discipline or job classification.
2. An outline of the procedure to be used in identifying applicants in the targeted area.
3. A request for special consideration of fully qualified minority or female applicants; or, a request for waiver of regular search procedures to permit appointment of an available, fully qualified minority person or female.
4. A statement that the appointment will decrease underutilization in a targeted area.

ACTION-ORIENTED PROGRAM #2

Minority Faculty Incentive Fund

Oklahoma State University

Problem Addressed:

To more effectively recruit minority faculty by supplementing salaries of qualified new hires that will be hired as full-time permanent members of the faculty and also be either tenured or on a tenure track position.

Origin and Rationale for Program:

A commitment of OSU's Minority Faculty Incentive Fund is to increase the hiring and participation in classroom teaching of minority individuals to levels of equity. Additionally, it is the implied intent that positive effort be taken to enhance the employment of members of disproportionately underrepresented groups. This special fund has been created to help encourage the hiring of faculty by underwriting up to one-half of a faculty member's initial academic year salary.

Program Description and Procedures:

1. Eligibility

To encourage the first-time employment of minority faculty members holding a doctorate degree or a terminal degree, the OSU Minority Faculty Incentive Fund will provide an award up to one-half of the starting salary for each eligible, full-time permanent minority faculty member hired after July 1, 1994. In order for a new hire to count toward an award, the faculty member must meet the following qualifications:

- It must be a new faculty hire. Administrators, professionals, and classified employees do not count toward the award.
- The faculty member must be from a disproportionately underrepresented minority as recognized by the State Plan for Compliance with Title VI or under the Social Justice Policy. Consultation with the OSU Office of Affirmative Action will be done to determine if an identified faculty member falls into a disproportionately underrepresented group based on race and/or sex.
- The new hire must have occurred after July 1, 1994.
- Qualifying new hires must be full-time, permanent members of the faculty.
- The new hire must be tenured or on a tenure track.
- The new hire must hold an earned doctorate or terminal degree.

2. Application and Payment

- Requests for Incentive Fund support should be directed to the Provost/Senior Vice President Academic Affairs through the appropriate dean's office.
- Documentation that the new hire qualifies under the pertinent criteria must be provided at the time of application for the award.
- Judgment as to which faculty hires qualify under the Fund remains strictly a prerogative of the Provost/Senior VP Academic Affairs after consultation with the OSU Office of Affirmative Action and the respective college's Academic Dean.
- Awards will be made so long as monies are available in the OSU Minority Faculty Incentive Fund.
- Qualifying awards will consist of up to one-half of the nine or eleven month academic year salary for the new hire.
- The base salary support will be permanently transferred to the qualifying faculty member's academic department for the duration of his/her appointment at Oklahoma State University.
- Increases in annual salary due to promotions in rank, annual salary rate increase programs, or other actions increasing base pay, will be the responsibility of the academic department/college.
- In April of each year, a request for verification of continued employment will be sent from the office of the Provost/Senior VP Academic Affairs to the respective dean's office.
- If employment is expected to continue for the upcoming academic year, the base funding level will remain in the academic college.
- If employment of qualifying faculty member is terminating for any reason, the base funding level will be permanently transferred back to the OSU Minority Faculty Incentive Fund by the office of the Provost/Senior VP Academic Affairs.
- If employment of qualifying faculty member is terminated for any reason during an academic year, it is the college's responsibility to contact the office of the Provost/Senior VP Academic Affairs regarding transfer of uncommitted funds.
- In the event funds are to revert back to the central pool, only the base salary level will be reallocated to the OSU Minority Faculty Incentive Fund.
- Supplemental allocations to the OSU Minority Faculty Incentive Fund will increase as new, permanent funds become available during the budget development process in subsequent years.

ACTION-ORIENTED PROGRAM #3 Women Faculty Incentive Fund

Oklahoma State University is committed to the Women Faculty Incentive Fund which has a goal to increase the hiring and participation in classroom teaching of women in under-represented disciplines to levels of equity with their male counterparts. Positive efforts must be taken to enhance the employment of women. This special fund, therefore, has been created to encourage the hiring of women holding a doctorate degree or terminal degree in under-represented disciplines by underwriting up to one-fourth or one-half of a faculty member's initial academic year salary.

The following procedures will serve to guide the operation of this program:

Eligibility:

The OSU Women Faculty Incentive Fund will provide an award up to (1) one-half of the starting salary for disciplines in Group 1 or (2) one-fourth of the starting salary for disciplines in Group 2 for an eligible, full-time permanent woman faculty member hired after *July 1, 1996*. (See attached for current groupings.)

In order for a new hire to receive an award, the following qualifications must be met:

- It must be a new faculty hire. Administrators, professionals, and classified employees do not count toward the award.
- The faculty member must be from an under-represented discipline as recognized by the State Plan for Compliance with Title VI or under the Social Justice Policy. Consultation by the Provost/Senior Vice President Academic Affairs with the Vice President for Institutional Diversity will determine if an identified faculty member falls into an under-represented discipline based on sex.
- The new hire must have occurred after July 1, 1996.
- To qualify, a new hire must be a full-time, permanent member of the faculty.
- The new hire must be on a tenure track or hired with tenure.
- The new hire must hold an earned doctorate or terminal degree.

Application and Payment

- Requests for Incentive Fund support should be directed to the Provost/Senior Vice President Academic Affairs, through the appropriate dean's office.
- Documentation that the new hire qualifies under the pertinent criteria must be provided at the time of application for the award.
- Judgment as to which faculty hires qualify under the Fund remains strictly a

prerogative of the Provost/Senior Vice President Academic Affairs after consultation with the Vice President for Institutional Diversity and the respective college's Academic Dean.

- Awards will be made as long as money is available in the OSU Women Faculty Incentive Fund.
- Qualifying awards will consist of up to (1) one-half of the nine- or eleven-month academic year salary (Agency 1 only) for new hires in Group 1 disciplines and (2) one-fourth of the nine- or eleven-month academic year salary (Agency 1 only) for new hires in Group 2 disciplines.
- Data, updated annually, will be provided by the Offices of Institutional Research and Institutional Diversity and used to identify the priority level of each department prior to confirmation of funding.
- The base salary support will be permanently transferred to the qualifying faculty member's academic department for the duration of her appointment at Oklahoma State University.
- Increases in annual salary from promotions in rank, annual salary rate increase programs, or other actions increasing base pay, will be the responsibility of the academic department/college.
- In April of each year, a request for verification of continued employment will be sent from the Provost/Senior Vice President Academic Affairs to the respective dean's office.
- If employment is expected to continue for the upcoming academic year, the base funding level will remain in the academic college.
- If employment of the qualifying faculty member is terminated for any reason, the base funding level will be permanently transferred back to the OSU Women faculty Incentive fund by the Provost/Senior Vice President Academic Affairs.
- If employment of the qualifying faculty member is terminated for any reason *during* an academic year, the college must contact the Provost/Senior Vice President Academic Affairs regarding transfer of uncommitted funds.
- In the event funds are to revert back to the central pool, *only* the base salary support will be reallocated to the OSU Women Faculty Incentive Fund.
- Supplemental allocations to the OSU Women Faculty Incentive fund will increase as new, permanent funds become available during the budget development process in subsequent years.

Groupings for Women Faculty Incentive Fund

Group 1 - Ration <.50 - High Priority Areas:

- Mathematics
- Horticultural & Landscape Architecture
- Economics/Legal Studies
- Marketing
- Political Science
- Architecture
- Animal Science
- Agronomy
- Forestry
- Biosystems & Agricultural Engineering
- Civil & Environmental Engineering
- Electrical & Computer Engineering
- Industrial Engineering & Management
- Mechanical & Aerospace Engineering
- Engineering Technology
- Microbiology & Molecular Genetics
- Aviation & Space Education
- Religious Studies
- Geology
- Geography

Group 2 - Ration < .90 - Priority Areas:

- Biochemistry & Molecular Biology
- Speech Communication
- Journalism & Broadcasting
- Theater
- Philosophy
- Art
- Agricultural Education, Communications & 4-H
- Foreign Languages & Literature
- Botany
- Sociology
- History
- Occupational & Adult Education

Source: Faculty Distribution Study, Oklahoma State University Compared to National Group (48 Institutions) By Ratio of OSU's Female Faculty Percent Compared to the Group's Female Faculty Percent, July 1996.

ACTION-ORIENTED PROGRAM #4

Recruitment Resource Book

Identification of Problem Area:

OSU recognizes that in order for it to increase its women and minority representation it must first take a pro-active approach in seeking qualified job applicants that would result in a diverse pool of candidates. The pro-active process of recruiting applicants occurs when the hiring official and/or members of the search committee seek out individuals possessing the qualifications to perform the duties of the position to be filled and solicit applications.

Program Description:

The office of Affirmative Action has developed a "Recruitment Resource Book" to assist hiring officials and faculty search committees in this process. The information provided is to be used in the instances where extra effort is needed to attract a more diverse applicant pool for positions and is designed to provide potential advertising information and contacts.

The Recruitment Resource Book includes journals, newspapers and internet recruiting resources. In addition, there is also a listing of professional associations and colleges and universities with large minority populations. The Recruitment Resource Book is on-line at the OSU Affirmative Action Website that can be reached as a 'QuickLink' from the OSU website at: <http://osu.okstate.edu>.

Evaluation and Technique:

An evaluation of the applicant data for each faculty search will be made by the Affirmative Action Office and reported to the search committee as approved or with recommendations for further action.

Implementation Responsibility:

The college deans are responsible for informing the chairs of faculty search committees to contact the Office of Affirmative Action for recruiting guidance and information.

ACTION-ORIENTED PROGRAM #5

Monitoring of Minority and Women Faculty Hiring Procedures

Identification of Problem Area:

The University continues to experience difficulty in attracting minority (African American, Hispanic and Native American) and women faculty applicants. The recruitment of minority and women faculty applicants must continue to be a high priority.

Program Description:

Recruitment of minority and female faculty will be focused at the academic department level where vacancies exist. Departments have been informed by their deans that whenever a faculty opening exists, they are to meet with the Director of Affirmative Action prior to conducting the search. During this meeting the Chair of the faculty Search Committee is made aware of numerous affirmative action issues. The Chair is also informed of OSU's Affirmative Action Plan and at this time the Director of Affirmative Action reviews internal statistics and external availability. The Chair of the Search Committee will also be informed of underutilization in the college and charged with the responsibility for taking affirmative action to recruit minorities and women. Detail of actions taken will become a part of search files. It will be the responsibility of the Affirmative Action Coordinator for each college to contact the Office of Affirmative Action to receive information concerning underutilization.

Evaluation Technique:

An evaluation of affirmative action efforts based primarily on applicant data for each faculty search will be made by the Office of Affirmative Action and reported to the search committee as approved or with recommendations for further action.

Implementation Responsibility:

Search committees, department chairs and deans are responsible for affirmative recruitment of minorities and women. The Office of Affirmative Action is responsible for evaluating the adequacy of recruitment. The chief academic officer of the University is responsible for taking appropriate action based on the college's performance.

ACTION ORIENTED PROGRAM #6

Diversity Academic Support

Diversity Academic Support (DAS) is a new unit in the Division of Institutional Diversity. The mission of DAS is to provide resources and opportunities for academic, social, and emotional growth. They are engaged in activities that are designed to help create a more inclusively diverse community of learners at OSU. DAS is developing a graduate and faculty-mentoring program and assists departments in diversifying their applicant pools.

DAS also has the Inclusion Leadership Program (ILP) and the RISE Program, two new programs that will assist in the retention of students.

Inclusion Leadership Program (ILP)

The ILP is a year long leadership program designed to equip OSU students with the skills and knowledge to become effective leaders in a more diversely inclusive society. The students in the ILP program share their understandings of leadership with teams of students from has identified students from high schools in Oklahoma City and Tulsa. By becoming mentors to the high school students, the OSU students will be passing on what they are learning. They will be developing high school students to become leaders themselves. In essence, leaders will be developing leaders.

Retention Initiative for Student Excellence (RISE)

RISE is designed to assist a select group of talented first-year students transition from high school to OSU. The program primarily focuses on addressing all of the academic issues that might challenge RISE students. The program is also attentive to the variety of social and financial challenges that RISE students often face. The RISE program will provide students with mentors, scheduled study group sessions, one-on-one tutorials as needed, opportunities to serve in leadership roles, and a number of social activities.

ACTION ORIENTED PROGRAM #7
Institutional Diversity Self-Study and
OSU System Diversity Plan

The OSU System conducted a Diversity Self-Study during the 2006-2007 academic year. The purpose of this Diversity Self-Study was to facilitate a process that would enlighten individuals and departments/units regarding their position towards the OSU System's goals for attaining more diversity. This process brought clarity to exactly how we, as individuals, the departments/units within which we work, and the university as a whole, would institutionalize a System Wide Diversity Plan.

All employees and students in the OSU system were invited to participate in a system-wide diversity self-study that would provide the foundation for the action plan. The self-study process culminated with a site visit from representatives of the American Association of State Universities (AASCU) and the National Association of State Universities and Land Grant Colleges (NASULGC) in February 2007.

All staff were asked to answer a series of questions and asked to reflect on, and discuss with colleagues, the status of diversity at OSU. These same questions were discussed within each department/unit in the system. Departments/units were then asked to identify current efforts, concerns/barriers and recommendations for improvement of diversity in the OSU system. The discussions at each forum were documented and a summary report describing current efforts, concerns and recommendations for improvement, providing a framework for action to improve diversity at OSU.

The self-study report was then submitted to the AASCU/NASULG team in advance of their visit to the campus in February 2007. The Team consisted of:

Dr. Larry Roper (Chair)
Vice Provost for Student Affairs
Oregon State University

Dr. Rusty Barcelo*
Vice President for Access, Equity and Multicultural Affairs
University of Minnesota

Dr. Cassandra Berry*
Associate Vice President for Equity and Diversity
University of North Texas

Dr. Carmen Coustaut*
Associate Vice Chancellor for Institutional Diversity and Education
University of Arkansas

Dr. Phillip Jones
Vice President for Student Services and Dean of Students
University of Iowa

Dr. Cathleen Love*
Associate Vice Provost & Professor Multicultural and International Affairs
University of Connecticut

Dr. Wanda Mitchell
Vice Provost for Diversity
University of New Hampshire

Dr. Donna Nelson
Associate Professor of Chemistry
University of Oklahoma

Dr. Mary Patton*
Associate Dean for Undergraduate Studies – School of Education
Texas Christian University

Dr. Alysa Rollock
Vice President for Human Relations
Purdue University

Mr. John Singleton*
Director for International Student Services
Texas Christian University

Dr. Cecilia Silva*
Associate Professor of Education
Texas Christian University

Mr. Jose J. Soto
Vice President for AA/Equity/Diversity
Southeast Community College

**** Travel Team**

The Self-Study Report was sent to each member of the Diversity Site-Team for review six weeks before their scheduled visit. The next phase of the self-study began when the Team visited our five campuses from February 25 – 28, 2007. Employees and students were informed of the times and places interview sessions would be held in their colleges and divisions. Ultimately, over 150 sessions were held throughout the OSU system with faculty, staff and students.

Upon the completion of the interview sessions, the Site Team was asked to provide a set of over-arching recommendations and recommendations for each area visited by each team member. This team of recognized leaders in the field of diversity and inclusion provided a national perspective about the recommendations that emerged from all areas of the OSU System. On the last day, the Site Team held an open meeting where they presented their preliminary findings. The open meeting was advertised and the OSU community was encouraged to attend.

The Site Team provided OSU with a final report three weeks after their on-site review. Their report was then disseminated to each unit. The report included a set of personalized goals chosen to help each campus, division and college attain diversity and inclusion within their particular environments. Each unit then made a final selection of goals that they have included in their strategic plan.

The process has caused each unit to take more ownership of this work with specific actions to be taken for success. This has certainly been an inclusive process for those who chose to participate.

Our next step is to refine our Diversity Ledger and assess these goals. We also want to help each unit make any needed adjustments as they work to accomplish stated goals.

The last phase of the self-study is to present the findings to the Board of Regents at the July 2007 Board Meeting. It is also imperative that we monitor each division and college. Our plan is to meet with the Core Team members from each campus and the Area Representatives from the OSU campus on a quarterly basis. We will also continue to communicate our progress with employees via the Institutional Diversity website, college websites and newsletters as to our progress.

The self-study report and results of the site visit are now a guide so that the OSU can implement an action plan for diversity in the OSU system. The self-study report is available on the Institutional Diversity website.

ACTION ORIENTED PROGRAM #8
Coordinator of Women's Programs

The Women's Coordinator position was added in July 2006 and is new to OSU. The mission of this office is to create and support policy changes that provide opportunities and diminish institutional barriers for women and to engage the University community in ways that will cause women to be included as equal members.

The office seeks to promote the kinds of institutional change that will foster opportunities for women in all facets of life. The Women's Coordinator will implement programs designed to enhance the leadership abilities of women and serve as an advocate for family, health and other issues affecting women.

This office, with the support of the Director of Affirmative Action and the Vice President for Institutional Diversity & Inclusion is committed to providing all women students, faculty and staff with the opportunities for learning, professional growth, and leadership so that they can become empowered to become agents for change.

Women's programs collaborates with the various campus departments and organizations such as the Women's Faculty Council and Women's Studies, to provide programs that increase the awareness of issues the women of today are facing. Programs will be offered throughout the year and will be posted on the Women's Coordinator website.

ACTION ORIENTED PROGRAM #9
Coordinator of Diversity Education

The Coordinator of Diversity Education is also a new position that was added in September 2006. The Office of Institutional Diversity concluded it was important to have an individual to coordinate and manage diversity education throughout the OSU system. The Coordinator is responsible for assisting the OSU community to become more aware and sensitive of differences and the contributions these differences provide.

The Coordinator will assess the needs of AA/EEO, Diversity and intercultural learning programs for the OSU system and design and develop these programs for faculty and staff. The Coordinator will also collaborate with colleges/departments and OSU campuses to develop and implement diversity education learning programs specific to their needs. Some of the programs, such as Diversity Awareness and Sexual Harassment Prevention, will be conducted through the Human Resources Training Department. In addition, online learning modules will be developed during the year.

Most recently the Coordinator of Diversity Education has taken over the responsibilities for conducting the Sexual Harassment and Diversity Awareness programs. In addition, the Coordinator conducted over 50 sessions for the Diversity Self-Study.

X. INTERNAL AUDIT AND REPORTING SYSTEMS

The following internal audit and reporting systems have been designed to monitor the effectiveness of the affirmative action program and to provide corrective actions where needed.

1. Records of applicants, referrals, hires, promotions, transfers, formal training programs and terminations are maintained and monitored to be certain all employees are treated on a fair and equitable basis.
2. Progress toward goal attainment is measured periodically and communicated through reports and discussions with colleges.
3. Selection, promotion, and training procedures are reviewed by Human Resources to ensure that these procedures are nondiscriminatory.
4. Management is informed of the effectiveness of the program and recommendations for improvement, if necessary.

XI. COMPLIANCE WITH GUIDELINES ON DISCRIMINATION BECAUSE OF RELIGION OR NATIONAL ORIGIN

A. Equal Employment Policy

Oklahoma State University is committed to providing and ensuring that applicants and employees are treated without regard to their religion or national origin. In addition to ensuring nondiscrimination, OSU has undertaken the following affirmative action:

1. Oklahoma State University has reviewed employment, promotion, demotion, transfer, formal training programs, and termination practices to determine whether members of religious and ethnic groups are receiving fair and equal consideration.
2. Oklahoma State University's policy on religion and national origin is included in the equal opportunity policy and is, therefore, communicated internally and externally in the same manner as the policy for females and minorities.

B. Accommodations to Religious Observance and Practice

Oklahoma State University accommodates the religious observances and practices of employees or prospective employees except where such accommodation causes undue hardship on the conduct of OSU's business. The extent of OSU's obligation is determined by considering business necessity, financial costs and expenses, and resulting personnel problems.

C. Nondiscrimination

In implementing its policy regarding nondiscrimination because of religion or national origin, Oklahoma State University does not discriminate against any qualified employee or applicant for employment because of race, color, religion, creed, sex, age, national origin, sexual orientation, qualified disability, status as a Vietnam era or special disabled veteran, or other protected status as defined by state or local law.

XII. COMPLIANCE WITH GENDER DISCRIMINATION GUIDELINES TITLE VII & TITLE IX

Oklahoma State University PROHIBITS gender discrimination in any form, including sexual harassment of students, faculty, and staff (OSU Gender Discrimination/Sexual Harassment Policy & Title IX Grievance Procedure 1-0702). All students, faculty, and staff are required to comply with this policy. OSU subscribes to an educational and work environment where everyone is treated with respect and dignity and therefore, condemns insulting, degrading, and exploitive treatment of its students and employees. The University strives to maintain a safe, nondiscriminatory environment for all members of its campus community.

Gender discrimination and sexual harassment are prohibited by Title VII of the Civil Rights Act of 1964 as amended, Title IX of the Education Amendments of 1972, and Title 25 of the Oklahoma Statutes.

Gender discrimination is unequal or disadvantageous treatment of an individual or group of individuals based on gender. Sexual harassment is a form of illegal gender discrimination.

Gender discrimination can be treating an individual differently based upon his/her gender in academia or extracurricular activities, academic programs, discipline, classroom assignment, physical education, grading, and/or athletics.

It has been and continues to be the policy of OSU not to discriminate on the basis of gender. To this end, OSU continues to do the following:

A. Recruitment and Advertisement

1. OSU actively recruits both men and women for all jobs. Referral sources are reminded that OSU has no specific gender preference and seeks only qualified applicants without regard to race, color, age, gender, religion, disability, status as a Vietnam era or special disabled veteran, national origin, gender orientation, or other protected status as defined by state or local law.
2. Advertisements are not placed in columns identified as "Male" or "Female", nor do advertisements express a gender preference. All employment advertisements include the phrase "OSU is an Affirmative Action/Equal Opportunity Employer Committed to Multiracial Diversity."
3. The adopted and disseminated equal opportunity policy states that all employment decisions are made without regard to gender.
4. All job requisitions and specifications have been reviewed and will continue to be reviewed to eliminate any reference to, or implied preference for, a particular gender.

B. Job Policies and Practices

1. Written personnel policies clearly state that all policies and practices apply to every employee on an equal basis regardless of the gender of the employee.
2. All employees have equal opportunity for any job for which they are qualified.
3. No distinction is made between the sexes in regard to opportunity, wages, hours, benefits, or other conditions of employment.
4. There is no distinction between the employment treatment or termination of married or unmarried persons of one gender and married and unmarried persons of the other gender. Women with young children are not denied employment solely for that reason, nor will there be terminations of employees of one gender in a particular job classification upon reaching a certain age. Interviewers are instructed to conduct interviews with females no differently than with males. This includes issues involved in relocation and mobility as well as overtime.
5. There is no distinction made in these benefits available to spouses and families of male and female employees.
6. Comparable physical facilities are provided for both male and female employees.
7. All recreational facilities and employee service activities are available to male and female employees.
8. OSU follows federal guidelines with respect to employment. Accordingly female applicants are considered for any job for which they are qualified.
9. No difference is made between women and men as to retirement age for any particular job.
10. Both women and men are eligible for all training programs and benefits offered by OSU. Women participate in training programs, both in-house and outside.
11. Women are not penalized in their employment because of time spent away due to child-bearing or related medical conditions. Any employee who becomes pregnant is eligible for disability leave with the same benefits given to employees with other disabilities, consistent with our disability policy. In addition, OSU complies with the Family Medical Leave Act.

C. Sexual Harassment

Sexual harassment, as prohibited under federal law, state law, and University policy, is defined as unwelcome sexual advances, sexual assaults, or requests for sexual favors, and other verbal or physical conduct of a sexual nature. This conduct constitutes sexual harassment when:

- ◆ submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or academic standing,
- ◆ submission to or rejection of such conduct by an individual is used as the basis for employment decisions or academic decisions affecting such individual, or
- ◆ such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance or creating an intimidating, hostile, or offensive educational or work environment.

Sexual harassment can be based on an individual's perception of the events in question. Conduct (verbal and/or physical) based on sex or gender that is not welcome can constitute sexual harassment.

If conduct is unwelcome, could be offensive to a reasonable person, and in fact is offensive to someone complaining about certain physical and/or verbal acts, then the conduct may constitute sexual harassment, even if it was not intended to be offensive.

Sexual harassment exists in many forms. Sexual harassment can occur between any two individuals. Although sexual harassment typically occurs when one person is in a position of power over another, it can also occur among peers. Sexual harassment can also occur if a supervisor or faculty member grants special favors or opportunities to a person with whom they are having a sexual relationship, but does not grant similarly equal opportunities or advantages to other persons.

Sexual harassment may also occur, in some cases, if employees of contractors or vendors performing services or doing business with the university engage in harassing conduct.

Students/faculty/staff may contact one of the following individuals for assistance:

Employees (faculty and staff):

Dr. Carolyn Hernandez
Director, Affirmative Action & Title IX Coordinator
408 Whitehurst
744-5371

Students:

Tawny Taylor
Student Conduct Office
336 Student Union
744-5470

Dr. Lee Bird
Vice President for Student Affairs
201 Whitehurst
744-5328

Dr. Cornell Thomas
Vice President for Institutional Diversity
408 Whitehurst
744-9154

For sexual assault complaints, contact:

OSU Police
104 USDA Building
744-6523

For psychological assistance, contact:

University Counseling Services (students)
310 Student Union
744-5472

Dr. Bill Gentry
Coordinator, Employee Assistance Program
103 Seretean Wellness Center
744-6415

XIII. SUPPORT OF COMMUNITY ACTION PROGRAMS

Oklahoma State University actively supports local and national community action programs and community service programs. Faculty, staff, and students have been appointed to community relations Board of Directors and have taken an active part in every capacity. All employees are encouraged to take an active role within their communities. Some examples of the community involvement by faculty, staff, and students include the following types of organizations.

- Oklahoma Affirmative Action Association
- University & College Ombuds Association
- Stillwater Community Relations Board
- Board of Education
- Action Inc.
- National Organization of Women
- Professional Women's Caucus
- Historically Black Sororities and Fraternities
- AAUW
- Area Church Organizations
- Rotary International
- Stillwater Chamber of Commerce
- Participation in job fairs

XIV. ANALYSIS OF PRIOR YEARS GOALS

An analysis of prior year's goals was conducted. OSU saw an increase in the overall total workforce. In addition, there was an increase in both the female & minority categories. Females increased from 2009 (48.42%) to 2104 (48.85%) and minorities increased from 570 (13.74%) to 602 (13.97%). Following is a comparison of the workforce at the beginning of last year's AAP and year end.

Beginning April 30, 2006 Plan Yr.		Year End April 30, 2007	
Total	4149	Total	4307
Male	2140 (51.5%)	Male	2203 (51.1%)
Female	2009 (48.42%)	Female	2104 (48.85%)
Minority	570 (13.74%)	Minority	602 (13.97%)

The overall total for tenure track faculty increased when compared to last year. An increase was reflected in both the female and minority categories. Female tenure track increased from 230 (26.14%) to 253 (27.77%) while minority tenure track faculty increased from 143 (16.25%) to 160 (17.56%). Overall while the female & minority nontenure track faculty increased numerically (400 vs. 461), when compared to the overall total they did not increase proportionately. Females increased from 186 to 209, however this signified a slight decrease (46.50% vs. 45.34%). The same can be said for minority nontenure track faculty. While there was a slight numerical increase (86 vs. 92), proportionately there was a slight decrease (21.50% vs. 19.96%).

Beginning April 30, 2006 Plan Yr.		Year End April 30, 2007	
Tenure Total	880	Total	911
Male	650 (73.86%)	Male	658 (72.22%)
Female	230 (26.14%)	Female	253 (27.77%)
Minority	143 (16.25%)	Minority	160 (17.56%)
Nontenure Total	400	Total	461
Male	214 (53.50%)	Male	252 (54.66%)
Female	186 (46.50%)	Female	209 (45.34%)
Minority	86 (21.50%)	Minority	92 (19.96%)



**DISABLED
AND
VIETNAM ERA VETERANS
AFFIRMATIVE ACTION PLAN**

May 1, 2007 – April 30, 2008

Office of Affirmative Action
408 Whitehurst
Stillwater, OK 74078
405-744-5371

**DISABLED AND VIETNAM ERA VETERANS
AFFIRMATIVE ACTION PLAN
May 1, 2007 to April 30, 2008**

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I. PURPOSE AND POLICY

It is the policy of OSU to recruit and employ qualified personnel and to provide equal employment opportunities for all applicants and employees in recruiting, hiring, placement, training, compensation and benefits, promotion, transfer and termination. To achieve this, OSU is dedicated to take affirmative action to employ and advance in employment qualified individuals with disabilities, veterans with disabilities and veterans of the Vietnam Era.

The objective in adopting this Affirmative Action Plan is to have qualified individuals with disabilities and covered veterans in all levels of job classification given their external availability.

OSU is resolved to take voluntary positive, business oriented action which will contribute to the furtherance of the spirit and intent of federal state and local legislation, government regulations and executive orders by providing affirmative action and equal opportunity to individuals with disabilities, veterans with disabilities and Vietnam Era veterans.

II. DEFINITIONS

A. Individual with a Disability

The Rehabilitation Act of 1973 established the definition of an “individual with a disability” as being any person who:

1. has a physical or mental impairment which substantially limits one or more of such a person’s major live activities;
2. has a record of such an impairment; or
3. is regarded as having such an impairment.

In view of this definition, an individual is “substantially limited” if s/he is likely to experience difficulty in securing, retaining, or advancing in employment because of a disability.

B. Veteran with a Disability

Section 402 of the Vietnam Era Veteran Readjustment Assistance Act of 1974 defines “veteran with a disability” as a person who is:

1. entitled to disability compensation under laws which are administered by the Veterans Administration for a disability rated at 30% or more; or
2. whose discharge or release from military active duty was for a disability incurred or aggravated in the line of duty.

C. Veteran of the Vietnam Era

Section 402 of the Vietnam Era Veteran Readjustment Act of 1974 defines "Veteran of the Vietnam Era" as a person who:

1. served on active duty for a period of more than 180 days, any part of which occurred between February 28, 1961 and May 7, 1975, and was discharged or released there from with other than a dishonorable discharge; or
2. 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 7, 1975.

III. APPLICABILITY OF THE AFFIRMATIVE ACTION PLAN

- A. OSU does not discriminate against any employee or applicant for employment because of physical or mental disability or because he or she is a disabled veteran or veteran of the Vietnam Era in regard to any position for which the employee or applicant for employment is qualified.
- B. Employees who believe themselves covered by the Rehabilitation Act of 1973 or the Vietnam Era Veterans' Readjustment Assistance Act of 1974 and who wish to benefit under this Affirmative Action Plan are encouraged to identify themselves to the Affirmative Action Office. Except in limited circumstances the invitation to self-identify will be extended after an employment offer has been made and before the applicant begins work. In addition, an "Employee Profile" is sent to employees on an annual basis whereby they are asked to update their employee information. This form includes disability and veteran status. When the applicants or employees identify themselves, the information is considered confidential and used only in accordance with applicable federal regulations. Refusal to provide identification information does not subject the individual to adverse treatment.

In the case of an individual with a disability and veterans with disabilities, OSU seeks and considers the advice of individuals identifying themselves as to placement and reasonable accommodations. Information obtained from individuals or medical examinations is used only in accordance with applicable federal regulations.

- C. OSU agrees that all suitable employment openings expected to pay an annual salary of \$25,000 or less which are not filled from within will be listed at the local office of the state employment service. Referrals of both veterans and non-veterans will be accepted. OSU understands that the listing of employment openings does not require the hiring of any particular job applicant.

- D. OSU reviews the mental and physical job qualification requirements to ensure that they are job related and are consistent with business necessity and the safe performance of the job.

To the extent that physical or mental job qualification requirements tend to screen out individuals with disabilities or veterans with disabilities in the selection of employees or applicants for employment or other changes in employment status, such as promotion or training, OSU assures that the requirements are related to the specific job(s) for which the individual is being considered and are consistent with business necessity and safety on the job.

- E. Managers, supervisors, deans and/or designated division administrators may be informed of any restrictions on the work or duties of individuals with disabilities or veterans with disabilities regarding accommodations which might need to be made.
- F. First aid and safety personnel may be informed of any individuals with disabilities or veterans with disabilities condition which might require emergency treatment.
- G. Accommodations to the physical and/or mental limitation of an employee will be made, provided the accommodations are reasonable and would not impose an undue hardship on the conduct of OSU's business. Factors, among others, to be considered are (1) business necessity, and (2) financial cost. The Office of ADA Compliance helps facilitate such reasonable accommodations.
- H. OSU will not reduce the amount of compensation offered in employment or promotion because of any disability income, pension, or benefit the applicant or employee receives from another source.
- I. OSU will externally communicate its policy to recruitment sources, such as the employment services system.
- J. OSU disseminates its policy internally by various communication tools such as the posting of the policy statement in conspicuous places and meetings with employees individually and/or collectively.
- K. OSU posts in conspicuous places, available to employees and applicants for employment, copies of notices officially designated by the U.S. Department of labor stating OSU's policy and employees' and applicants' rights under the Rehabilitation Act of 1973 and the Vietnam Era Veterans' Readjustment Assistance Act of 1974.
- L. All personnel in the recruitment, screening, promotion, disciplinary and other related processes, conform to the commitments of this plan.

- M. Individuals with disabilities and veterans with disabilities of the Vietnam Era have the opportunity to participate in all university-sponsored educational, training, recreational, and social activities on a nondiscriminatory basis.

IV. AFFIRMATIVE ACTION PRACTICES AND PROCEDURES

A. Proper Consideration of Qualifications

OSU periodically reviews its employment procedures to assure careful, thorough, and systematic consideration of the job qualifications of known individuals with disabilities and covered veteran applicants for job vacancies filled either by hiring or promotion, and for all training opportunities offered or available.

B. Physical and Mental Qualifications

OSU periodically reviews all physical and mental job qualification requirements with management and supervisors to ensure that to the extent qualification requirements tend to screen out qualified individuals with disabilities veterans with disabilities, they are job-related and consistent with business necessity and the safe performance of the job.

To the extent that physical or mental job qualification requirements tend to screen out qualified individuals with disabilities or veterans with disabilities in the selection of employees or applicants for employment or other changes in employment status such as promotion or training, OSU assures that the requirements are related to the specific job(s) for which the individual is being considered and are consistent with business necessity and the safe performance of the job.

Information obtained from applicants or employees concerning a physical or mental condition is kept confidential, except that: (a) managers, supervisors, deans and/or designated division administrators may be informed regarding accommodations or restrictions on work or duties; (b) first aid and safety personnel may be informed when, and to the extent appropriate, if the condition might require emergency treatment; and (c) government officials investigating compliance with the EEO laws will be informed.

C. Reasonable Accommodation

OSU makes reasonable accommodations to the physical and mental limitations of employees or applicants to the extent that such accommodation does not impose an undue hardship on the conduct of its business.

OSU's building planning includes reasonable accommodation to the special needs of individuals with disabilities and veterans with disabilities including access to the building, utilization of rest room facilities, and mobility requirements within the building and parking locations.

The Office of ADA Compliance maintains a separate ADA Transition Plan detailing ongoing efforts to enhance accessibility throughout the campus.

In addition, assistance is provided as needed to employees and supervisors to facilitate reasonable job accommodation.

D. Compensation

In offering employment or promotions to individuals with disabilities or covered veterans, OSU does not reduce the amount of compensation offered because of any disability income, pension, or other benefit the applicant or employee receives from other sources.

V. DISSEMINATION OF POLICY

A. OSU disseminates the equal opportunity policy for individuals with disabilities, qualified veterans with disabilities, and veterans of the Vietnam Era internally as follows:

1. The policy statement is annually reaffirmed and posted on bulletin boards. The policy is also included on the Affirmative Action website. Employees are invited to identify themselves for benefits under the Plan.
2. During the program year, supervisory personnel are reminded about the existence, intent and content of the affirmative action program for individuals with disabilities, qualified special veterans with disabilities, and veterans of the Vietnam Era. This communication is accomplished through staff and special meetings and other means, as appropriate.
3. Articles covering OSU's employment programs, promotions, etc., of individuals with disabilities and covered veteran employees are published, as appropriate, in university publications.
4. The Affirmative Action Program is available for inspection by any employee upon request during normal business hours and a notice to that effect is posted for employees and applicants.
5. Employees engaged in hiring, transfer, or promotion processes receive ongoing training on applicable laws for individuals with disabilities and covered veterans.

B. OSU externally disseminates the equal opportunity policy for individuals with disabilities, qualified veterans with disabilities, and veterans of the Vietnam Era as follows:

1. All appropriate recruiting sources are informed both verbally and in writing of our commitments to employ qualified individuals with disabilities, special veterans with disabilities and Vietnam Era veterans. All suitable employment openings are listed at the local state employment service office. These sources are requested to actively recruit and refer individuals with disabilities and covered veterans.
2. The application for employment currently being used by OSU states that "Oklahoma State University is in compliance with Title VI and Title VII of the Civil Rights Act of 1964, Executive Order 11246 as amended, Title IX of the Education Amendments of 1972, Americans with Disabilities Act of 1990, and other federal laws and regulations, does not discriminate on the basis of race, color, national origin, sex, age, religion, disability, or status as a veteran in any of its policies, practices or procedures. This includes but is not limited to admissions, employment, financial aid and educational services."
3. Literature used for recruiting contains an equal employment opportunity statement. All prospective employees are informed of the affirmative action program of OSU through the posting of the policy statement and appropriate posters in the applicant areas.
4. OSU will continue to take positive steps to attract qualified individuals with disabilities not currently in the workforce who have requisite skills and can be recruited through affirmative action measures.

C. Outreach and Positive Recruitment

OSU reviews its employment practices to assure that programs are consistent with the Affirmative Action Program for the employment and advancement of qualified individuals with disabilities and covered veterans. In conjunction with these programs, OSU undertakes the following outreach and positive recruitment activities:

1. Recruiting programs are established with the state employment service which provides assistance in locating qualified applicants.
2. Steps are taken to recruit individuals with disabilities and covered veterans who have requisite skills to perform in various types of positions.
3. All job openings paying a salary of less than \$25,000 per year

which will not be filled from within OSU are listed with the local offices of the appropriate state employment service.

4. Whenever employees are pictured in any OSU publication, OSU will endeavor to include individuals with disabilities and covered veteran employees.

VI. RESPONSIBILITY FOR IMPLEMENTATION

The Coordinator of Disability Programs and Services of Oklahoma State University is appointed as Section 504 Coordinator as required by Executive Order 11246 and Coordinator of ADA Compliance as required by Section 35.107(a) of the ADA

The Director of Affirmative Action for Oklahoma State University is the Section 503 Coordinator as required by Executive Order 11246.

The Coordinator and Director are responsible for assisting and counseling with OSU managers and supervisors on equal opportunity and affirmative action related matters and maintaining close liaison with governmental enforcement agencies, local community action groups, and minority and women's organizations. In the context of OSU's AAP for disabled and covered veteran employees, the Coordinator of Disability Programs and Director of Affirmative Action recommend accommodations for disabled individuals and covered veterans and also has the responsibility to coordinate and ensure that hiring managers take positive outreach action to ensure employment opportunities for the qualified disabled, special disabled veterans and veterans of the Vietnam Era.

The Coordinator of Disability Programs and Director of Affirmative Action responsibilities shall include, but not necessarily be limited to:

1. developing policy statements, affirmative action programs, internal and external communication techniques;
2. assisting in the identification of problem areas;
3. assisting line management in arriving at solutions to problems;
4. designing and implementing audit and reporting systems that will measure effectiveness of the contractor's programs, indicate need for remedial action, and determine the degree to which OSU's objectives have been attained;
5. serving as liaison between OSU and organizations serving handicapped persons;
6. keeping management informed of latest developments in the entire affirmative action area; and
7. determining the need for and developing the means of accommodation

for qualified employees or applicants.

B. Implementation Responsibilities

Oklahoma State University is governed by the Board of Regents for Oklahoma State University and Agricultural and Mechanical Colleges. The actions of persons employed by the University shall be consistent with the policies, procedures, rules, regulations, directives, and guidelines which are adopted or otherwise prescribed by the Board.

The implementation of the Board of Regents' policies and procedures as well as the responsibility for the day-to-day operation of the University is vested in the Office of the President. The President of the University is the Chief Executive Officer in all such matters.

As the Chief Executive Officer, the President of the University is responsible for implementing the University's Affirmative Action Program with the assistance and counsel of the Vice Presidents, the Vice President for Institutional Diversity and the Director, Affirmative Action. The President shall delegate and assign the responsibility and authority deemed necessary to the Provost/Senior Vice President Academic Affairs. The Provost/Senior Vice President Academic Affairs will, in turn, delegate, to each administrator, the responsibility and authority for the implementation of this program within his/her respective areas. The President and/or the Provost/Senior Vice President Academic Affairs of the University shall further hold each dean and/or designated division Administrator personally accountable for affirmative action efforts and results.

Each dean and/or designated division administrator shall take those steps necessary to ensure aggressive affirmative action efforts and results within his/her respective areas of administration. Directors, department heads, and all other supervisory personnel within the colleges and divisions shall have a primary responsibility for program implementation and shall be evaluated on the basis of equal opportunity/affirmative action efforts and results, in addition to other criteria utilized by the respective deans and vice presidents. It shall be the responsibility of supervisory personnel to ensure that no harassment to any person occurs as a result of his/her affirmative action efforts.

**OKLAHOMA STATE UNIVERSITY
COMMITTEE FOR CAMPUS ACCESSIBILITY (CCA)**

This committee consists of appointed members from functional units throughout the University to implement overall ADA compliance plans. Several ADAAC members serve on the CCA and the groups work together to set funding priorities and coordinate projects.

Manny Al-Harake
Student Union

Donald Allen
Architecture Svcs, PPA

Pat Brock
Fire Protection/Safety

Carolyn Hernandez
Affirmative Action

Chris Hoffman
Public Safety

Linda Jaco
Wellness Center

Jerry Jordan
Health, Phys. Ed., & Sciences

Martin McCormick
Comp. Center

Beth Reiten
Library

Michael Shuttic
Student Disability Svcs

David Stoddart
Residential Life

Connie Stout
Asst. Professor
Comm. Sci. & Disorder

ADA ADVISORY COUNCIL (ADAAC) OF INDIVIDUALS WITH DISABILITIES

This is an “informal” group of students, faculty and staff who have agreed to help facilitate ADA compliance activities from a users point of view. Members regularly undertake a variety of projects to improve accessibility, enhance conditions, etc..

Dale Alspach
Math Department
401 Math Sciences

Ken Conway
Plant Pathology
311F Noble Center

Carolyn Hernandez
Affirmative Action
408 Whitehurst

Jeff Hughes
Wellness Center

Martin McCormick
Comp. Center
113 Math Sciences

Alice Shenold
Wilhelm Dining

Michael Shuttic
Student Disability Services
326 Student Union

Stephen Welty
103 Animal Science Bldg.

Contract Compliance Officer

The President has designated the Director, Grants and Contract Financial Administration to serve as the Contract Compliance Officer. This appointment satisfies the requirements of Section 202 of Executive Order 11246 (made more specific by CFS Title 50, Chapter 60, Section 1) regarding the inclusion or reference in certain federal and federally assisted contracts of, and compliance with, an equal opportunity clause.

The Director, Affirmative Action shall assist the Contract Compliance Officer upon request.

Record Availability

The Director of Affirmative Action shall have access to any and all University information, records, documents, and reports relevant to the execution of the duties of the office, subject to accepted principles of confidentiality and privacy. Accordingly, the Director of Affirmative Action shall have the cooperation and assistance of the various administrative offices and departments of the University as needed in the execution of the duties of the office.

VII. PLAN OF ACTION

OSU views its affirmative action program as results-oriented, designed to enhance the opportunities of qualified individuals with disabilities and covered veterans. OSU recognizes that the ultimate success of this undertaking will be largely the result of the “good faith efforts” detailed in this section of the affirmative action program. There is executive support and commitment for the program, and dissemination of the commitment to all employees enlisting their adherence to OSU’s equal opportunity policy has been completed. The substance of the program to convert commitments to measurable progress is outlined in the following pages.

A. Recruiting

OSU seeks qualified individuals with disabilities and covered veterans for existing and future employment. In order to improve recruitment and increase the flow of qualified disabled applicants, individuals responsible for recruiting will regularly contact local, state, and federal employment referral agencies and specialized placement agencies.

When recruiting is conducted OSU will make every good faith effort to reach covered veterans and individuals with disabilities.

B. Employment and Selection

All employees engaged in making hiring and selection decisions receive training to assure nondiscrimination in decision making. Employment decisions will be reviewed periodically to monitor results.

Any test utilized in the selection process is monitored in accordance with the Uniform Guidelines on Employee Selection Procedures.

C. Promotion

The records of known individuals with disabilities and covered veteran employees are reviewed to assure that qualified individuals are given equal consideration as opportunities for upgrading, promotion, and transfer occur. Where additional training and experience would be helpful for advancement, management counsels and assists individuals with disabilities and covered veteran employees.

D. Training

Employees with disabilities and covered veterans are given equal access to all developmental training designed to enhance an employee's ability to assume positions of greater responsibility.

OSU's educational tuition aid program is made available to all employees who wish to enhance their opportunities by supplementing their education. Full-time members of the faculty, administrative/professional, and classified staff who enroll for credit in one course per semester or a maximum of five hours may pay one-half of the fee in effect at that time.

E. Facilities

In designing new construction and remodeling existing buildings, special consideration continues to be given insofar as economically and physically practical, to the removal of architectural barriers to individuals with disabilities and veterans with disabilities, and students.

F. Other

A copy of the policy statement is posted on bulletin boards.

VIII. INTERNAL REVIEW PROCEDURE

OSU encourages the use of an internal review procedure whereby employees who are covered veterans or individuals with disabilities can raise any issue or claim that may arise during the course of their employment. OSU maintains an "open door" policy and encourages employees to discuss such issues or claims. The existence and availability of this internal procedure is communicated to all employees. All such matters may be brought to the attention of the Coordinator of ADA Compliance or Director of Affirmative Action.

IX. MONITORING AND REPORTING

It is the responsibility of the Coordinator of ADA Compliance and Director of Affirmative Action to periodically monitor employment and personnel practices and make every good faith effort to assure compliance with applicable regulations and adherence to OSU's policy pertaining to covered veterans and individuals with disabilities; to report specific problems, if any, to appropriate management; and to measure the effectiveness of OSU's AAP.

In this regard, an applicant flow record of all known covered individuals with disabilities and covered veterans and the source and disposition thereof, are maintained, as well as a record of all employment decisions (i.e., hires, transfers, promotions, terminations, etc.). Records of known covered veterans and applicants with disabilities are maintained for a two year period, and significant personnel actions involving known covered employees will be individually maintained as part of their record for the duration of their employment.

Periodically, a report will be made concerning significant personnel actions involving known covered veteran and applicants with disabilities and employees. This report will also include a description of any formal complaints alleging discrimination on the basis of covered veteran or disability status.

OSU complies with all other applicable reporting requirements including filling of the "VETS-100" report on an annual basis, pursuant to 41 C.F.R. Section 61-250 et seq.

This Affirmative Action Plan is updated annually.