
UNIVERSITY OF ILLINOIS AT CHICAGO AFFIRMATIVE ACTION PROGRAM **(EXECUTIVE ORDER 11246)**

Prepared by: Office for Access and Equity

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University of Illinois at Chicago

EXECUTIVE ORDER 11246 AFFIRMATIVE ACTION PROGRAM

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University of Illinois at Chicago
EQUAL EMPLOYMENT OPPORTUNITY POLICY STATEMENT

It is the policy of University of Illinois at Chicago not to discriminate against any employee or applicant for employment because of his or her race, color, religion, sex, sexual orientation, gender identity, national origin, or because he or she is an individual with a disability or disabled veteran, Armed Forces service medal veteran, recently separated veteran, or active duty wartime or campaign badge veteran, or thereafter referred collectively as "protected veterans." It is also the policy of University of Illinois at Chicago to take affirmative action to employ and to advance in employment, all persons regardless of their status as individuals with disabilities or protected veterans, and to base all employment decisions only on valid job requirements. This policy shall apply to all employment actions, including but not limited to recruitment, hiring, upgrading, promotion, transfer, demotion, layoff, recall, termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship, at all levels of employment. Furthermore, the University will provide qualified applicants and employees who request an accommodation due to a disability with reasonable accommodations, as required by law.

University of Illinois at Chicago prohibits harassment of employees and applicants because they are individuals with disabilities or protected veterans. University of Illinois at Chicago also prohibits retaliation against employees and applicants for filing a complaint, opposing any discriminatory act or practice, assisting or participating in any manner in a review, investigation, or hearing or otherwise seeking to obtain their legal rights under any Federal, State, or local EEO law requiring equal employment opportunity for individuals with disabilities and protected veterans. Prohibited retaliation includes, but is not limited to, harassment, intimidation, threats, coercion or other adverse actions that might dissuade someone from asserting their rights.

As Associate Chancellor, I am committed to the principles of affirmative action and equal employment opportunity. In order to ensure dissemination and implementation of equal employment opportunity and affirmative action throughout all levels of the University, I have selected Keana M. Galloway as the Associate Director for University of Illinois at Chicago. One of the Associate Director's duties is to establish and maintain an internal audit and reporting system to allow for effective measurement of University of Illinois at Chicago's programs.

In furtherance of University of Illinois at Chicago's policy regarding affirmative action and equal employment opportunity, University of Illinois at Chicago has developed a written Affirmative Action Program (AAP) which sets forth the policies, practices and procedures that University of Illinois at Chicago is committed to in order to ensure that its policy of nondiscrimination and affirmative action for qualified individuals with disabilities and qualified protected veterans is accomplished. This AAP is available for inspection by any employee or applicant for employment upon request between 9 AM TO 5 PM at the Office for Access and Equity department. Any questions should be directed to me, your supervisor, or Keana M. Galloway, Associate Director.

Caryn A. Bills
Associate Chancellor
University of Illinois at Chicago
10/1/16

I. Executive Order 11246: Designation of Responsibilities

The Office for Access and Equity (also known as OAE) oversees UIC's Academic Hiring process to ensure full compliance with the provisions and all applicable regulations of [Executive Order 11246](#) . The responsibilities of OAE include, but are not necessarily limited to, the following:

1. Developing EEO policy statements, Affirmative Action Programs, and internal and external communication procedures;
2. Analyzing all data related to Faculty and Academic Professional employment processes;
3. Assisting with recruitment plans to attract applicants from under-represented groups;
4. Keeping the colleges and departments informed of equal opportunity progress and reporting potential problem areas through various reports;
5. Reviewing the University's Non-discrimination statement with all levels of management to ensure that the policy is understood and is followed in all personnel activities; and
6. Serving as liaison between the University of Illinois at Chicago and the Office for Federal Contractor Compliance (OFCCP) enforcement agency

In implementing this written Affirmative Action Program, OAE is responsible for engaging the cooperation of Deans, Directors, Department Heads and Vice Chancellors to include, but are not necessarily limited to, the following:

1. Reviewing the qualifications of all applicants and employees to ensure qualified individuals are treated in a nondiscriminatory manner when hiring, promotion, transfer, and termination actions occur; and
2. Assisting in the identification of problem areas, formulating solutions, and establishing departmental goals and objectives when appropriate;

II. Identification of Problem Areas

OAE performs in-depth analysis of all UIC faculty and academic professional employment processes to determine if there are areas where minority and/or female groups may face impediments to equal opportunity. The following analyses are conducted in order to reveal any potential problem areas:

1. **Placement Goals:** An analysis of incumbency versus availability is performed to determine whether there are problems of minority and/or female utilization. Whenever a problem exists, as defined by a statistical methodology, Placement Goals are set (see the Placement Goals report which follows this section).

Whether there are Placement Goals or not, steps are taken to encourage and increase the percentage of qualified minorities and/or females applying for faculty and academic professional positions both externally and internally. These steps include, the following:

- Working with Hiring Managers and Academic Search Coordinators to determine appropriate outreach to attract qualified applicant pools;
- Active recruitment at colleges and universities with a significant percentage of minority and/or female students;
- Publishing job advertisements in newspapers and/or magazines that target minorities and/or females;
- Using recruitment companies that specifically target minorities and/or females such as ChicagoDiversity.com and Shaker Recruitment Advertising and Communications; and
- Continuing to post all openings with IllinoisJobLink.com, which serves as an Employment Service Delivery System.

Placement Goals Report

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<u>Job Group(sample titles)</u>	<u>Class</u>	<u>Goal Placement Rate %</u>
12 – EXECUTE/ADMIN AND MANAGERIAL (Associate Chancellor, Associate Vice Chancellor, Assistant Vice Chancellor, Dean, Dir, Exec Dir)	Minority	24.8%
22 – FACULTY (Assistant/Associate/Full Professor)	Female	44.56%
33 – MEDICAL RESIDENT (Pharmacy Resident, Physical Therapy Resident)	Female	52.49%
3D – SYSTEMS/NETWORK PROFESSIONALS (IT Tech Associate, IT Support Associate, IT Manager/Administrative Coordinator)	Female	31.05%
3G – MEDICAL/LAB PROFESSIONALS (Medical Radiography Specialist, Medical Technician, Research Technician)	Female	72.08%
3H – NURSES (Administrative Nurse, Nurse Practitioner, Nursing Consultant, Staff Nurse)	Female	91.71%
3J – MEDICAL HEALTH PROFESSIONALS (Medical Record Practitioner, Administrative Nurse, Social Work Aide, Medical Social Associate)	Female	85.19%
4F – HEALTH SERVICE, OTHER (Certified Medical Assistant, Licensed Practical Nurse, Nursing Technician)	Female	92.91%
5C – OFFICE MACHINE OPERATORS (DUPL MCH OPTR, MLG EQUIP OPTR)	Female	60.24%
5D – STOREKEEPERS/DISPATCHERS (Storekeeper, Police Telecommunication, Bookstore Clerk, Routing Dispatch)	Female	66.62%
82 – INSTRUCTION/RESEARCH ASST (GA) (Graduate Assistant, Graduate Research Assistant)	Female	65.75%
90 – OTHER (Student workers, Extra Help Clerical)	Female	61.18%

III. Equity and Inclusion in Recruitment and Employment

In addition to the aforementioned Placement Goals, Hiring Managers and Academic Search Coordinators are asked to report any current or foreseeable problem areas and are asked to outline their suggestions/recommendations for hiring solutions. If obstacles occur during the hiring process, issues are to be reported immediately to OAE.

To ensure proper protocols are adhered to and no barriers to employment exist, OAE evaluates the total selection process through:

- a. Reviewing job applications and other pre-employment forms to ensure information requested is job-related;
- b. Making academic hiring resources available to all faculty and staff that are involved in the recruiting, screening, selection and promotion processes;
- c. Evaluating selection methods that may have a disparate impact to ensure that they are job-related and consistent with business necessity;
- d. Training Hiring Managers, Academic Search Coordinators and Search Committee Members on proper recruiting, screening, selection and interview techniques; and
- e. Training in EEO for Hiring Managers.
- f. Using techniques to improve recruitment and retention and to increase the flow of qualified faculty and academic professional applicants, including minority and/or female applicants, OAE ensures that departments undertake the following actions:
 - i. Requiring EEO taglines in all printed and online employment advertisements;
 - ii. Placing employment advertisements in local minority news media and women's interest media;
 - iii. Disseminating information on job opportunities to organizations representing minorities and women and to employment development agencies when job opportunities become available;
 - iv. Encouraging all employees to refer qualified applicants;
 - v. Ensuring that all employees are given equal opportunity for promotions and/or transfers by posting select opportunities internally.

UIC is committed to training and retaining its employees. As such, there are numerous opportunities for all employment groups to develop their skills and to further their learning. Listed below are OAE's programs as well as programs offered by other departments who assist with the facilitation of recruitment and development of minorities, women, persons with disabilities, and veterans.

1. Office for Access and Equity

a. OAE offers the following employee educational courses:

- i. Affirmative Action in the Academic Hiring Process: This course is intended for anyone responsible for conducting searches or anyone who may serve on a search committee. It covers the role of OAE in the hiring process; HireTouch forms, explanations of the affirmative action procedures required to fill a position with the best possible candidate and the relevance of law and UIC policy to those procedures.
- ii. How to Create a More Engaging Environment: This program consists of brainstorming exercises, conflict resolution style inventory and interpretation and teambuilding through brainstorming solutions. The goals of the training are to understand the costs of conflict; examine the norms of conflict resolution and barriers to resolving conflict in the unit; identifying the dominant conflict resolution styles of the participants and understanding the pros and cons of each conflict resolution style; generating solutions to the barriers perceived in the unit; and understanding the element of a culture of engagement.
- iii. Employee Accommodation under the American With Disabilities Act (ADA): This training explains the purpose and nuances of the Americans with Disabilities Act (and state disability discrimination laws) as well as the Americans with Disabilities Act Amendments Act; explains how disability is defined under both law and UIC policy; and provides a step-by-step, detailed explanation of UIC's accommodation policy and process.
- iv. Faculty Search Committee: In Partnership with the Office of Diversity and the Office of the Vice Provost for Faculty Affairs, this course is intended for search committees for faculty and faculty/administrator positions at UIC. This workshop will address the search process, issues of implicit bias and stereotypes, as well as other issues that can affect the fairness of a search.

- v. Respect in the Workplace: Understanding Diversity and Preventing Discrimination: This interactive workshop examines diversity in the workplace. Participants learn to identify/prevent unlawful workplace discrimination while exploring how assumptions/stereotypes lead to premature/prejudice judgments.
- vi. Understanding and Preventing Sexual Harassment: This workshop is offered both online and in-person and will clarify many of the issues surrounding unlawful sexual harassment, including recognizing and handling harassment in the University environment.
- vii. Supervisor's Toolkit: Avoiding and Handling Employee Complaints: This workshop provides practical ways for handling employee complaints and disputes; addresses how to minimize and respond to unlawful discrimination/harassment charges of all types; and explains the Office for Access and Equity's process for responding to external administrative charges and internal complaints.

2. **Office of Diversity**: The Office of Diversity initiates programs to enhance and support the success of all groups in Academic Affairs and provides leadership and guidance for campus-wide units promoting diversity across all activities at UIC. In collaboration with OAE, the Office of Diversity through its Diversity Strategic Thinking and Planning (DSTP) Process, compiled a list of diversity resources at UIC. A copy of the UIC Diversity Portfolio is linked here: <https://diversity.uic.edu/diversity-portal/>. The portfolio will continue to evolve as UIC reflects upon what diversity means and how it strengthens its institutional mission with the overall purpose of integrating diversity throughout all levels and activities of the campus.

a. The Office of Diversity provides administrative oversight of the Chancellor's Status Committees, including:

- Chancellor's Committee on the Status of Asian Americans (CCSAA): CCSAA is dedicated to promoting the academic, social, cultural and professional welfare of UIC's Asian American faculty, staff and students. CCSAA addresses and makes recommendations to the chancellor regarding issues related to employment practices, climate, representation, recruitment, and retention issues that are of concern to the Asian American campus community. The committee is dedicated to working collaboratively

with diverse communities on campus and building relationships with off campus Asian American community organizations.

- Chancellor's Committee on the Status of Blacks (CCSB): CCSB serves as an advisory body on matters pertaining to the academic, professional, and social aspects of African and African American life at UIC. CCSB addresses issues relating to campus governance, employment practices, public relations, student affairs and other issues that affect the well-being of Blacks on campus. The committee works collaboratively with UIC's diverse community.
- Chancellor's Committee on the Status of Latinos (CCSL): CCSL was established to promote the development of educational, professional and career opportunities among UIC Latinos. The committee addresses issues of general concern to Latinos at UIC.
- Chancellor's Committee on the Status of Lesbian, Gay, Bisexual, and Transgender, Queer People and Allies (CCSLGBTQPA): The mission of CCSLGBTQPA is to provide leadership on LGBTQPA in UIC communities. This includes addressing needs of faculty, staff, students and alumni of diverse sexual orientations. The goal is to enhance a supportive environment, which will foster full participation by all members of the university's communities in teaching, public service, and research.
- Chancellor's Committee on the Status of Persons with Disabilities (CCSPD): The mission of CCSPD is to promote empowerment and inclusion of faculty, staff and students with disabilities at UIC. CCSPD recognizes that people with disabilities are a diverse group, including individuals with visible and non-visible disabilities. This mission is motivated by the belief that people with disabilities are assets to the university, not liabilities.
- Chancellor's Committee on the Status of Women (CCSW): CCSW works to improve the status of women at UIC with a primary objective to advise and make recommendations to the Chancellor regarding attitudes, policies, and procedures that affect women faculty, staff and students. The committee undertakes projects and recommends changes in campus structures, policies and programs as appropriate.

3. **Organizational Effectiveness, Human Resources**: Organizational Effectiveness offers counseling to assist employees in identifying promotional opportunities, training and educational programs to enhance promotions and opportunities for job rotation or transfer.
- a. **Core Professional Development Program**: The Core Professional Development Program is designed to provide learning opportunities in three areas: 1) Workplace Fundamentals; 2) Technical Performance; 3) Organizational Policies & Procedures. The program provides online course material, videos, workshops, trainings, tutorials, and helpful documents for each Core Professional Development area.
 - b. **Leadership Development Program**: The Leadership Development Program is designed to support UIC management in their efforts to be more effective in their college or administrative unit. Learning experiences in this program are designed to provide UIC leaders with an opportunity to build upon existing Management Competencies and focus on unlocking leadership potential to help UIC achieve defined goals. Leadership Essentials is a two-day training session designed to provide new managers and supervisors with information required to function in their role more effectively. The training includes a pre-session assessment tool, facilitated discussions about managing work teams at UIC, detailed information about application of key HR policies and post-session management tools.
 - c. **Lifelong Learning and Education Access Program**: The Lifelong Learning and Education Access Program (LLEAP) is designed to provide Academic Professionals and Open-Range Civil Service employees, release time/flex time, and/or funds for development opportunities focused on enhancing a career at UIC.