

**Affirmative Action Plan**  
**for Southern Illinois University Edwardsville**  
**April 2011 through March 2012**

**Prepared by:**

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April 2011

TO ALL MEMBERS OF THE SIUE COMMUNITY:

As Chancellor, I reaffirm Southern Illinois University Edwardsville's (SIUE) commitment to equal opportunity and affirmative action in all aspects of employment practices. All personnel policies, practices and procedures are administered without regard to an individual's age, color, disability, marital status, national origin, race, religion, sex, sexual orientation, or veteran status. This Affirmative Action Plan describes policies and procedures SIUE pursues in meeting these obligations.

The Office of the Chancellor, Vice Chancellors, Deans, Directors, Chairs, Managers, and Supervisors adhere to these policies and procedures when conducting activities related to affirmative action and equal employment opportunity. Employment decisions are made according to these principles. Supervisors should also understand their roles in achieving positive results. Employees must also be aware of the University's commitment to equal opportunity and are expected to comply with these policies and procedures. We view this not only as our legal obligation, but as our moral duty.

SIUE is dedicated to serving a diverse community that recognizes the inherent worth and dignity of each person. Our goal is to foster tolerance, sensitivity, understanding, and mutual respect among our members, while encouraging each individual to reach his or her potential. All of us are responsible for working to make SIUE a positive example for preparing men and women to work and live in the 21st century. I expect the SIUE community to approach this responsibility with consideration and sensitivity.

Responsibility for this area is assigned to the Office of Institutional Compliance. The Assistant Chancellor for Institutional Compliance is charged with developing and maintaining the necessary programs, records, and reports to comply with applicable state and federal statutes and regulations, and with carrying out the goals and objectives of this Affirmative Action Plan.

Anyone seeking more information concerning SIUE's Affirmative Action Plan should contact Paul Pitts, Assistant Chancellor for Institutional Compliance, Rendleman Hall, Box 1025, Edwardsville, IL, 62026-1025, 618.650.2333.

Sincerely,

Vaughn Vandegrift  
Chancellor

# PART ONE

## Affirmative Action Plan for Women and Minorities

## **I. INTRODUCTION**

### **A. History of the University**

Southern Illinois University Edwardsville (SIUE) traces its origin to a recommendation in 1956 by the Southwest Illinois Council of Higher Education to locate an institution of higher education in the region bordering Missouri in the greater St. Louis area. The Council was convinced that higher education facilities were needed in the Metro-East part of the greater St. Louis area. Council members hired consultants, whose reports documented that need, and appealed to Southern Illinois University, 100 miles south, to establish satellite campuses. In 1957, SIUE opened "residence centers" in Alton and East St. Louis, Illinois. The University expected to enroll 800 students. Nineteen hundred applied. By 1959, the number of students had doubled to 3800, greatly exceeding the physical facilities and demanding services faster than the University could develop and supply them. A planning team investigated sites in the Metro-East counties and selected one just south of Edwardsville. In 1960, the Illinois legislature authorized a bond issue for construction of a new state university campus. Voter approval came in November 1960. After two and one-half years of planning, University officials and area residents attended ground-breaking ceremonies for the first permanent buildings. The Edwardsville campus was created in response to these needs. Classes were first held on the Edwardsville campus in the fall of 1965.

The University mission is to create an environment of learning, research, and public service that provides the people of Southern Illinois with the opportunities and benefits of a comprehensive University. According to the University Mission, Values, and Diversity statement, "...the University strives to enhance regional access to the educational opportunities it offers. It recognizes an obligation to provide developmental opportunities for the educationally dispossessed; it pursues a commitment to meet the special needs of non-traditional students; and it makes every effort to maintain for all its students admissions standards, fees, schedules, and calendars which will encourage their access and support their progress."

SIUE continues to provide educational services and opportunities to citizens of the state, but its commitment goes beyond Illinois. The University is also committed to preparing well-educated, sensitive and responsible students to make positive contributions to the region, the nation, and the world.

### **B. Organizational Profile/Organizational Chart – See Appendix D**

### **C. Requirements for Affirmative Action Plan**

SIUE is a federal contractor and recipient of federal funds. This Affirmative Action Plan is required by Executive Order 11246, Illinois Human Rights Act as amended, and its implementing guidelines developed by the U.S. Department of Labor's Office of Federal Contract Compliance Programs. The Plan sets forth current and future action the University will take regarding affirmative action and equal employment opportunity. The Plan also includes sections for veteran categories and individuals with disabilities. This Affirmative Action Plan is available for inspection by any employee or applicant for employment upon request, during normal business hours, in the Office of Institutional Compliance. Interested

persons should contact Paul Pitts, Assistant Chancellor for Institutional Compliance, Room 3310, Rendleman Hall, 650.2333 for assistance. The Plan is also available on line at <http://www.siu.edu/oic>

## **II. AFFIRMATIVE ACTION/EQUAL EMPLOYMENT OPPORTUNITY POLICY**

### **A. Policy Statement**

As a federal contractor, Southern Illinois University Edwardsville complies to several employment laws and regulations, including, but not limited to the following:

- Equal Pay Act of 1963
- Titles VI and VII of the Civil Rights Act of 1964
- Executive Order 11246
- The Age Discrimination in Employment Act of 1967
- Title IX of the Educational Amendments of 1972
- Sections 503 and 504 of the Rehabilitation Act of 1973
- The Americans with Disabilities Act of 1990 (ADA)
- The Vietnam Era Veterans Readjustment Act of 1974
- The Illinois Human Rights Act
- The Rules and Regulations of the Board of Trustees of the Southern Illinois University System.

Southern Illinois University Edwardsville (SIUE) is committed to an academic atmosphere and workplace free from inappropriate conduct of a discriminatory nature and that to the extent provided by the applicable laws no person shall on the basis of age, color, disability, marital status, national origin, race, religion, sex, sexual orientation, or veteran status, be denied the benefits of, or be subject to discrimination under, any program or activity which it sponsors or conducts. It is also SIUE's policy to maintain an environment free from discrimination on the basis of sexual harassment.

This policy also assures that employees will receive fair consideration for promotional opportunities and equitable treatment throughout their employment. This includes upgrades, transfers, promotions, recruitment, layoffs, terminations, rates of pay or other forms of compensation, tenure and promotions. This policy assures that applicants for employment receive fair consideration for employment opportunities. The Assistant Chancellor for Institutional Compliance is responsible for the continuing development, implementation, and monitoring of the Affirmative Action/Equal Employment Opportunity Policy by:

- Measuring the effectiveness of the University's Affirmative Action Program;
- Providing indications of need for remedial action; and
- Determining the degree to which University goals and objectives are met.

### **B. Affirmative Action/Equal Employment Opportunity Objectives**

In support of this policy, specific objectives include but are not limited to:

1. Recruiting, hiring, training, and promoting persons in all job classifications without regard to age, color, disability, marital status, national origin, race, religion, sex, sexual orientation, or veteran status;
2. Ensuring that wages, training, selection for training, transfers, demotions, layoffs, callbacks from layoff, recruitment, hiring, promotions, granting of tenure, discipline, terminations, and all other conditions and privileges of employment are job-related and comply with the principles of affirmative action and equal opportunity;
3. Ensuring that reasonable procedures are in place for responding to requests for disability, religious, national origin and other types of accommodations;
4. Establishing goals and objectives to address underutilization and/or underrepresentation of women or minorities; and
5. Ensuring equal opportunity in all personnel actions.

C. Reporting and Monitoring Procedures

The University utilizes internal auditing and reporting systems, which measure the effectiveness of the Affirmative Action Plan. These procedures are described in this Plan.

D. Distribution of Policy

The University's Equal Opportunity Policy statement is available to employees and applicants for employment. The policy is discussed with management employees having responsibility for making employment decisions.

External dissemination includes, but is not limited to, notifying recruitment sources, community organizations and labor unions.

E. Reaffirmation of Equal Employment Opportunity Policy

Southern Illinois University Edwardsville reaffirms its support of affirmative action/equal employment opportunity as set forth in this policy. Full cooperation and assistance is expected from the University community. Questions regarding this policy should be discussed with Paul Pitts, Assistant Chancellor for Institutional Compliance, Room 3310, Rendleman Hall, or by calling the Office of Institutional Compliance at 650.2333.

### **III. ADMINISTRATION OF THE PLAN**

A. Overview

This Affirmative Action Plan sets forth action-oriented steps, the University commits itself to achieve equal opportunity through affirmative action. This Plan applies to all organizational units administered by or affiliated with Southern Illinois University Edwardsville, including the School of Dental Medicine and the East St. Louis Center.

B. Authority and Responsibility

The primary authority and responsibility for implementing the Affirmative Action Plan resides with the Chancellor of Southern Illinois University Edwardsville. The Vice Chancellors, Deans, Directors, Chairs, and others having supervisory or administrative authority are responsible for ensuring compliance with the principles of affirmative action and equal employment opportunity.

The Assistant Chancellor for Institutional Compliance is responsible for daily implementation of the Affirmative Action Plan as outlined in Section IV.

C. Dissemination of Affirmative Action Plan

The Affirmative Action Plan is updated annually and copies are distributed to appropriate University administrators. A copy of the plan is available in Lovejoy Library on the SIUE campus and online at [www.siu.edu/oic](http://www.siu.edu/oic).

**IV. IMPLEMENTATION AND RESPONSIBILITY**

A. Chancellor

The Chancellor, as the Chief Executive Officer of the University, assumes final responsibility for implementation of the Affirmative Action Plan.

B. Assistant Chancellor for Institutional Compliance

The Assistant Chancellor for Institutional Compliance is responsible for the continuing development, implementation, auditing, and monitoring of the Affirmative Action Plan. The Assistant Chancellor for Institutional Compliance reports to the Chancellor and has the support of higher-level management in carrying out this assignment.

Responsibilities include:

1. Developing affirmative action programs and guidelines;
2. Identifying affirmative action problem areas;
3. Assisting the administration in resolving affirmative action/equal employment opportunity issues;
4. Designing and implementing auditing and monitoring systems that:
  - a. Measure the effectiveness of the University's Affirmative Action Plan;
  - b. Provide indication of need for remedial action; and
  - c. Determine the degree to which the University's Affirmative Action goals and objectives are met.
5. Serving as liaison between the University and compliance agencies;
6. Serving as University liaison with minority and women's organizations and other groups concerned with employment opportunities for protected class members;

7. Keeping the University administration informed about developments in equal opportunity and affirmative action; and
8. Investigating discrimination complaints.

C. Office of Institutional Research and Studies

The Office of Institutional Research and Studies will provide appropriate statistical data for analyses and reporting purposes.

D. Human Resources

Human Resources will assist with implementation, monitoring, and assessment of the University's equal opportunity policy and affirmative action plan.

E. Vice Chancellors

The Vice Chancellors' responsibilities include:

1. Developing, implementing and auditing Unit Action Plans when appropriate;
2. Assisting the Office of Institutional Compliance in developing and meeting coordinated goals and objectives within their respective areas;
3. Communicating unit goals and objectives to administrators responsible for affirmative action and equal employment opportunity;
4. Assisting with reporting procedures required by the University's Affirmative Action Plan; and
5. Assuming responsibility for sensitizing administrators regarding their obligations to affirmative action, equal opportunity, and cultural diversity.

F. Deans, Directors and Chairs

The Deans', Directors', and Chairs' responsibilities include:

1. Assisting with establishing unit goals and objectives;
2. Communicating with minorities, women, students, and community service organizations to enhance recruitment efforts and results;
3. Monitoring unit personnel activities, such as hires, promotions, and terminations to determine whether goals and objectives are being met;
4. Reviewing qualifications of applicants and employees to ensure that minorities and women are given full consideration for employment opportunities;
5. Inspecting work locations to ensure that:
  - a. EEO posters are displayed;
  - b. Campus facilities are integrated; and
  - c. University programs and activities are open and accessible to all employees.
6. Conducting evaluations of supervisors' efforts in promoting affirmative action and equal opportunity;
7. Assisting in developing Unit Action Plans when required which summarizes:
  - a. Good faith efforts; and

- b. Goals and timetables for increasing the representation of minority and female employees where appropriate.

#### G. Managers and Supervisors

Managers and supervisors lend their individual and collective support to affirmative action and equal opportunity by:

1. Identifying minorities and women for possible employment consideration;
2. Encouraging minority and female employees to apply for promotional opportunities;
3. Endorsing principles of affirmative action, equal employment opportunity, and cultural diversity.

#### H. Hiring Officials and Employees

Each employee and hiring official shares the responsibility of ensuring non-discrimination and achieving our affirmative action goals. It is through this shared responsibility that the university can fulfill its mission of having a diverse and inclusive work and learning environment.

### **V. RECRUITMENT AND SELECTION POLICIES**

#### A. General Affirmative Action Policies and Guidelines

Southern Illinois University Edwardsville shall provide equal opportunity through the implementation of procedures outlined in this Affirmative Action Plan. Employment policies, practices, and procedures, which produce an adverse impact<sup>1</sup> on members of protected groups, are prohibited. All populations of University employees are embraced by this Plan, which includes faculty, professional staff, administrators, Civil Service employees, student employees, veterans, employees with disabilities, and contractors of services. Clarification and assistance in implementing these policies and guidelines may be obtained from the Office of Institutional Compliance.

Several guidelines shall apply:

- \* Position descriptions, duties, and selection criteria shall be job-related.
- \* Recruitment processes shall be conducted in a manner to attract a diverse pool of qualified applicants.
- \* All selection procedures shall be conducted according to law and this Plan.
- \* Training programs may be developed and implemented to enhance the University's commitment to affirmative action, equal opportunity, and diversity.

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<sup>1</sup> Adverse impact occurs when a significantly different rate of selection in hiring or other employment decisions work to the disadvantage of a particular work group (minorities, men and/or women).

- \* Compensation, working conditions, and fringe benefits are provided in a non-discriminatory manner.
- \* Career development and upward mobility opportunities are provided in a non-discriminatory manner.
- \* Affirmative action and equal opportunity measures may be taken to address underutilization of protected groups.
- \* Records pertinent to employment (e.g., copies of advertisements, letters of application, vitae, replies to applicants, recommendations, interview questionnaire notes, priority lists, letters offering appointments and other preemployment records) and applicant flow data shall be maintained by hiring units and/or the Office of Institutional Compliance.
- \* University positions resulting from receipt of special funds (i.e., grants, gifts, and other external funding sources) may be advertised unless the hiring unit is granted a waiver as outlined in Part V, Section F of this Plan.
- \* The termination of employees shall be conducted in a non-discriminatory manner. Reasons for terminations shall be unrelated to age, color, disability, marital status, national origin, race, religion, sex, sexual orientation, or veteran status, or other factors prohibited by law and this Plan.
- \* All employees shall have equal and ready access to appropriate University grievance procedures for the redress of alleged discrimination.

## B. Policies and Guidelines for Faculty

The governance of the University grants the faculty original jurisdiction in academic matters within the guidelines established by the Board of Trustees, University policies, and other related legal requirements.

The Office of Institutional Compliance will recommend specific reporting systems and procedures to monitor and implement the following policies and guidelines. When appropriate, the Office of Institutional Compliance may determine affirmative action deficiencies and recommend specific strategies for schools, departments, or units. All goals and strategies will be established in a manner consistent with the letter and spirit of this Plan.

### 1. Policies and Guidelines for Full-Time Faculty:

- a. Each unit requesting permission to employ a faculty member shall develop a position description and specific selection criteria that are job-related. Consideration shall also be given to the unit's affirmative action goals and timetables.
- b. Faculty vacancies shall be advertised openly for a length of time sufficient to allow interested individuals to apply. Hiring units shall also take steps to identify qualified

members of protected groups and inform them of available positions and the University's commitment to affirmative action and equal employment opportunity.

- c. Hiring units shall affirmatively seek participation and suggestions from members of protected groups during the recruitment/selection process. Every reasonable effort shall be made to diversify the composition of the search and interview committee. The assistance of protected group members is encouraged. Complete records of recruitment/selection activities shall be maintained by the hiring unit for a period of not less than three years.
- d. When hiring units are deficient in women and minorities, qualified applicants identified as members of a protected group may be interviewed. Such factors as race or gender may be considered as factors (but not the only factor) in the selection process where there are affirmative action goals. A minimum of three qualified applicants generally shall be identified for each full time faculty position unless, for compelling reasons, an exception is granted by the Office of Institutional Compliance as outlined in Part V, Section F of this Plan. If three qualified applicants are not identified, the Office of Institutional Compliance may recommend further affirmative action efforts as appropriate.
- e. Conditions and privileges of employment (e.g., research opportunities, teaching loads, committee assignments, and use of facilities) shall be provided uniformly and without discrimination to all individuals performing essentially the same duties with essentially the same competence. Each unit shall provide a working environment that fosters cooperation and participation among all faculty members. Qualified members of protected groups shall be invited to participate in major research projects, serve on important committees, and participate fully in all other academic matters.
- f. Opportunities for career development, promotion and tenure, salary increases, and fringe benefits shall be provided on an equal basis and in accordance with the law, University policies, and the spirit of this Plan. Units shall be responsive to the potentials and unique abilities of all faculty members. Members of protected groups shall be encouraged to take advantage of development opportunities and fringe benefits.
- g. A written offer(s) of employment shall be extended to a successful applicant(s) within 30 days from the date the Office of Institutional Compliance has approved the search and selection process.

## 2. Policies and Guidelines for Part-Time Faculty:

- a. Units requesting permission to employ a part-time faculty member shall develop position descriptions and specific selection criteria that are job-related.

- b. Part-time faculty positions shall be advertised locally or regionally for a length of time sufficient to allow interested individuals to apply. Position announcements shall be readily available to members of the protected groups. Hiring units shall also take positive steps to inform qualified women and minorities of the available positions and the University's commitment to affirmative action and equal employment opportunity. The hiring unit shall maintain complete records of the recruitment/selection activities for a period of not less than three years.
  - c. When the hiring unit is deficient in protected group representation, qualified applicants identified as members of a protected group may be interviewed. Such factors as race or gender may be considered, but not the only factor, when there are affirmative action goal deficiencies. Hiring units shall maintain clear and specific justifications for all selections and rejections for a period of not less than three years.
  - d. Benefits, privileges, compensation, and conditions for part-time appointments and opportunities shall be provided on an equal basis and in accordance with the spirit of this Plan and applicable University policies.
  - e. A written offer(s) of employment shall be extended to a successful applicant(s) within 30 days from the date the Office of Institutional Compliance approved the search and selection process.
3. Policies and Guidelines for Distinguished Visiting Faculty:
- a. Units employing a distinguished visiting faculty member shall conduct a selection process in accordance with this Plan and University policies. Units shall remain aware of the University's commitment to affirmative action and seek to ensure the inclusion of qualified members of protected groups as distinguished visiting faculty members.
  - b. A written offer(s) of employment shall be extended to a successful applicant(s) within 30 days from the date the Office of Institutional Compliance has approved the search and selection process.
4. Policies and Guidelines for "Acting" Academic Positions:
- a. When pressing administrative concerns preclude normal recruitment and selection procedures, individuals may be appointed to serve in an "acting" capacity. The Unit shall present clear and specific documentation of the reasons for the "acting" appointment and justification for the selection to the Office of Institutional Compliance.
  - b. The Unit shall conduct a search for the permanent position within one calendar year. The Unit shall follow University procedures and guidelines for the recruitment/selection for the permanent position unless an approved exception is granted (see Part V, Section F).
  - c. A written offer(s) of employment shall be extended to a successful applicant(s) within

30 days from the date the Office of Institutional Compliance has approved the search and selection process.

5. Policies and Guidelines for Graduate Assistant Positions:

- a. Units requesting graduate assistants shall develop a position description and specific selection criteria that is job-related.
- b. Graduate assistant positions shall be advertised for a length of time sufficient to allow interested individuals to apply. Hiring units shall take positive and demonstrable steps to identify qualified members of the protected groups and inform them of the available position and the University's commitment to affirmative action and equal employment opportunity.
- c. Benefits, privileges, compensation, and conditions of a graduate assistant position shall be provided on an equal basis in accordance with applicable University policies.
- d. Hiring units shall maintain clear and specific justifications for all selections and rejections for a period of not less than three years.

6. Policies and Guidelines for Consultants and Contracted Services:

- a. Units seeking consultants and contracted services shall take positive steps to identify members of the protected groups who are qualified to render the needed services.
- b. Units shall maintain records of the services received, as well as affirmative action profile data on selected consultants.

C. Policies and Guidelines for Administrators and Professional Staff

Administrators and professional staff perform a variety of specialized managerial functions. All goals and strategies pertaining to employing administrators and professional staff will be established in a manner consistent with this Plan.

1. Policies and Guidelines for Full-Time Administrators and Professional Staff:

- a. Each unit requesting permission to employ a full-time administrator or professional staff employee shall develop a position description and specific selection criteria that are job related.
- b. Administrative and professional staff openings shall be advertised for a length of time sufficient to allow interested individuals to apply. Hiring units shall also take positive steps to identify qualified members of the protected groups and inform them of the openings and the University's commitment to affirmative action and equal opportunity.
- c. Hiring units shall affirmatively seek participation and guidance from members of protected groups during the recruitment/selection process. Every reasonable effort

should be made to diversify the composition of search and interview committees. The participation of protected group members is encouraged. Complete records of the recruitment/selection activities shall be maintained by the hiring unit for a period of not less than three years.

- d. Race or gender may be considered as factors (but not the only factor) in the selection process when there are affirmative action goals.
  - e. A minimum of three qualified applicants shall be identified for each full-time administrative and professional staff position. If three qualified applicants are not identified, the Office of Institutional Compliance may recommend further affirmative action efforts as appropriate.
  - f. Conditions and privileges of appointment (e.g., fiscal authority, office space, support budgets, and other conditions of appointment) shall be provided uniformly and without discrimination to individuals performing essentially the same duties with essentially the same competence. Each unit shall provide a working environment that fosters cooperation and participation among all employees.
  - g. Opportunities for career development, promotion, salary increases, and fringe benefits shall be provided on an equal basis and in accordance with applicable University policies and this Plan. Members of protected groups shall be encouraged to take advantage of available developmental opportunities.
  - h. A written offer(s) of employment shall be extended to a successful applicant(s) within 30 days from the date the Office of Institutional Compliance approved the search and selection process.
2. Policies and Guidelines for Part-Time Administrators and Professional Staff:
- a. Units requesting to employ a part-time administrative or professional staff person shall develop a position description and specific selection criteria that relate directly to job functions.
  - b. Part-time administrative and professional staff positions shall be advertised openly for a length of time sufficient to allow interested individuals to apply. Position announcements shall be readily available to members of the protected groups. Hiring units shall also take positive steps to identify qualified members of the protected groups and inform them of the available position and the University's commitment to affirmative action and equal opportunity. Complete records of the recruitment/selection activities shall be maintained by the hiring unit for a period of not less than three years.
  - c. The benefits, privileges, compensation, and conditions of part-time administrative and professional staff appointments, opportunities for career development, promotions and other related employment decisions shall be provided on an equal basis and in accordance with the applicable University policies and this Plan.

Qualified members of protected groups shall be encouraged to seek the full benefit from development opportunities.

- d. Changing the status of part-time administrative and professional staff employees shall be conducted in a manner consistent with the affirmative action, personnel, and university policies.
  - e. A written offer(s) of employment shall be extended to a successful applicant(s) within 30 days of the date of approval of the selection and hiring process by the Office of Institutional Compliance.
3. Policies and Guidelines for "Acting" Administrative and Professional Staff Positions:
- a. When pressing administrative concerns preclude normal recruitment and selection procedures, individuals may be appointed to serve in an "acting" capacity. Units requesting an "acting" appointment shall review the professional qualifications of various employees who could, with minimal or no training, fill the "acting" position, giving particular attention to all qualified individuals. The unit shall present clear and specific documentation of the reasons for the "acting" appointment and justification for the selection to the Office of Institutional Compliance.
  - b. The unit shall conduct a search for the permanent position within one calendar year. The unit shall follow University procedures and the guidelines of this Plan in the recruitment/selection process for the permanent position, unless an exception is granted (see Part V, Section F).
  - c. A written offer(s) of employment shall be extended to a successful applicant(s) within 30 days from the date the Office of Institutional Compliance approves the search and selection process.
4. Policies and Guidelines for Consultants and Contracted Services:
- a. Units seeking consultants and contract services shall take positive steps to identify members of the protected groups who are qualified to render the needed services.
  - b. Units shall maintain records of the services received, as well as affirmative action profile data on the selected consultants.

D. Policies and Guidelines for Civil Service Employees

The selection and hiring process for Civil Service staff at SIUE is governed by the State Universities Civil Service System, negotiated contracts, and/or memoranda of understanding. The specific employment policies and procedures of the Civil Service System may vary according to position classifications.

1. Policies and Guidelines for Full-Time Civil Service Employees:

- a. Each unit requesting the employment of a Civil Service employee shall use the Civil Service position descriptions and qualifications appropriate for the job classification as determined by Human Resources. When the hiring unit is deficient in protected group representation or if the available position classification underutilizes the protected groups, the unit may consider employing an apprentice, learner, or trainee for available positions, provided the unit has adequate personnel and resources to offer appropriate training programs.
  - b. With some exceptions related to collective bargaining agreements, or to memoranda of understanding, available Civil Service positions shall be advertised openly for a length of time sufficient to allow interested individuals to apply. In addition, positive steps shall be taken to identify qualified protected group members and inform them of the available position and the University's commitment to affirmative action.
  - c. Employment examinations and/or oral board reviews shall be conducted in accordance with Civil Service rules in a non-discriminatory manner. Special testing accommodations shall be available for individuals with disabilities. Efforts shall be made to include qualified members of the protected groups on examining boards.
  - d. After completion of the recruitment process and the entry of applicants to the appropriate register, the hiring unit shall interview and select an applicant from those referred by Human Resources in accordance with Civil Service rules and this Plan. Hiring units shall maintain clear and specific justifications for selections and rejections for a period of not less than three years.
  - e. Rates of compensation shall be determined by the position classification and the skills and experience of the applicant, according to Civil Service rules, University policies, and/or collective bargaining agreements.
  - f. Fringe benefits and conditions of employment (e.g., insurance programs, retirement benefits, leaves, credit union privileges, and other benefits) shall be provided uniformly to all individuals performing essentially the same duties in accordance with law, Civil Service rules, collective bargaining agreements, and/or University policies.
  - g. Opportunities for career development, promotion, and retraining shall be available to all Civil Service employees in a non-discriminatory manner and in accordance with Civil Service rules, collective bargaining agreements, applicable University policies, and the spirit of this Plan. Members of the protected groups shall be encouraged to take advantage of available development opportunities and benefits.
2. Policies and Guidelines for Part-Time Civil Service Employees:
- a. Units requesting a part-time Civil Service employee shall use the Civil Service position descriptions and qualifications appropriate for the job classification as determined by Human Resources.

- b. With the exception of those Civil Service positions governed by collective bargaining agreements, part-time Civil Service positions shall be advertised openly for a length of time sufficient to allow interested individuals to apply. Positive steps shall also be taken to identify qualified members of the protected groups and inform them of the available position and the University's commitment to affirmative action.
- c. All employment examinations and/or oral board reviews shall be conducted in accordance with Civil Service rules in a non-discriminatory manner, without regard for such factors as age, color, disability, marital status, national origin, race, religion, sex, sexual orientation, or veteran status. Special testing accommodations shall be available for qualified disabled individuals. Efforts shall be made to include qualified members of the protected groups on examining boards.
- d. After completion of the recruitment process and the entry of applicants to the appropriate register, the hiring unit shall interview and select an applicant from those referred by Human Resources in accordance with Civil Service rules and this Plan. Hiring units shall maintain clear and specific justification for all selections and rejections for a period of not less than three years.
- e. Fringe benefits and conditions of employment (e.g., insurance programs, retirement benefits, leaves, credit union privileges, and other benefits) as applicable for part-time Civil Service positions shall be provided uniformly and without discrimination to all individuals performing essentially the same duties in accordance with law, Civil Service rules, collective bargaining agreements, and/or University policies.
- f. Opportunities for career development, promotion, and retraining opportunities shall be provided in a non-discriminatory manner and in accordance with Civil Service rules, collective bargaining agreements, applicable University policies, and this Plan. Members of protected groups shall be encouraged to take advantage of such opportunities and benefits available to part-time Civil Service employees.
- g. Changing the status of part-time Civil Service employees shall be conducted in a manner consistent with Civil Service rules, applicable collective bargaining agreements, and the affirmative action goals and timetables of the unit.

#### E. Policies and Guidelines for Student Employees

Students are employed to perform a variety of functions throughout the University. The Office of Student Financial Aid shall develop and implement general policies and procedures that govern the Student Work Program in accordance with the law, Board of Trustees and University policies, and the general employment policies of this Plan. The Office of Institutional Compliance may develop guidelines for monitoring student work positions.

1. Units desiring to hire a student worker shall develop a position description and specific selection criteria that relate directly to job function.
2. All student work positions shall be advertised for a length of time sufficient to allow interested individuals to apply. The Office of Student Financial Aid shall take positive steps to inform members of protected groups of available positions and the University's commitment to affirmative action and equal employment opportunity.
3. The Office of Student Financial Aid shall refer applicants in accordance with appropriate University policies and without regard for such factors as age, color, disability, marital status, national origin, race, religion, sex, sexual orientation, or veteran status.
4. Hiring and selection decisions shall be based on non-discriminatory job related criteria.
5. Salaries and/or wages paid to students shall be consistent with the Office of Student Financial Aid and the University's pay guidelines.

F. Waiver of Search Requirements

Employment openings are filled in the customary manner as required by University policies. In rare instances, compelling administrative and academic concerns may require exceptions to those procedures. Waving the normal search process, though not affirmative action and equal opportunity considerations is a practical means of dealing with such exigencies. This may include administrative reorganizations, changes in assignments, promotions, programmatic changes, and/or retrenchment. Requests for waivers must be in writing and approved by the Office of Institutional Compliance.

## VI. ANALYSES

To meet compliance requirements, the University prepares a series of reports. These reports are a major component of the compliance function and the basis for conducting analyses required by Executive Order 11246. These analyses help identify areas of progress and good faith efforts, as well as areas needing further attention. The Office of Institutional Research and Studies and Human Resources provide statistics for these analyses.

A. Workforce Analyses

1. Utilization Analysis

The Utilization Analysis is comprised of three reports summarizing certain aspects of the University Workforce. These reports include the Job Group Analysis, Availability Analysis, and the Underutilization Analysis. The Job Group Analysis displays the Workforce combined into job groups (defined as one or more jobs with similar content, wage rates, and opportunities), and shows where women and minorities are employed throughout the University.

The Availability Analysis calculates availability estimates for women and minorities for each job group. These estimates are used in the goal setting process.

The Underutilization Analysis compares the current availability rates to current incumbency rates for women and minorities. This comparison is the basis for the establishment of placement goals for women and minorities. Data on women and minorities are analyzed separately to determine their respective utilizations, availability rates, and placement goals. After accomplishing the utilization analysis and determining whether or not underutilization exists,<sup>2</sup> goals equal to availability rates are set in job groups in which underutilization occurs. Only full-time employee counts are included in the analyses.

## 2. EEO-6 Categories

The University's workforce is grouped into seven macro-groups for reporting purposes. These categories and their corresponding 2-digit identification codes are:

- 01 - Executive, Administrative, Managerial
- 02 - Faculty
- 03 - Professional/Non-Faculty
- 04 - Secretarial and Clerical
- 05 - Technical and Paraprofessional
- 06 - Skilled Crafts
- 07 - Service Maintenance

## 3. Job Groups

Job Groups consist of job titles that are similar and based on guidelines outlined in 41 CFR 60-2.12:

- Contain similar job content, compensation and opportunities.
- Parallel employment categories used in published data on the availability rates for minorities and women.
- Reflect, as nearly as possible, the logical structure inherent to the University.
- Where appropriate a job group will contain a sufficient number of employees for valid statistical analysis.

Job Groups are listed in Appendix D.

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<sup>2</sup> If the availability rate for a particular job group is larger than the corresponding utilization rate, then that job group is cited as being underutilized for that affected class. Goals are not established for those job groups in which utilization is equal to or greater than availability.

#### 4. Determination of Availability

Availability is an estimate of the percentage of qualified women and minority candidates that are available for employment for each job group. This estimate is used as a benchmark to determine if barriers exist to women and minorities in the University's workforce.

In accordance with 41 CFR 60-2.14, the University considered the following factors in determining availability:

- The percentage of women and minorities with the requisite skills available within what would be deemed a reasonable recruitment area (external availability).
- The percentage of women and minorities available within the SIUE workforce who are promotable, transferable, trainable (internal availability).

#### 5. Reasonable Recruitment Area (Geographical)

The University's recruitment area has been identified for each job group through determining what may be the most likely and reasonable areas in which we may identify candidates for our positions. In determining the reasonable recruitment areas, SIUE takes appropriate measures to assure that areas are not drawn in such a way that may exclude potential women or minority candidates.

#### 6. Determination of Internal Availability

SIUE analyzes promotion and other internal movements to determine which job groups serve as feeder groups. We use this data to determine who is promotable, transferable, and trainable within the institution. Furthermore, we have taken appropriate measures to ensure that internal availability is not constructed in such a way that has the effect of excluding women and minorities.

#### 7. Goal Analysis

This analysis measures the overall goal performance of the University and identifies areas where good faith efforts occurred. Goals are established for job groups in which women and minorities are underutilized. Goals represent placement rates for the current year. For example, if the availability rate for female faculty is 20%, then the corresponding goal or placement rate is 20% for that year. Therefore, a unit having ten placement opportunities should hire two females.

The Office of Institutional Compliance distributes and discusses unit goals with appropriate administrators. Vice Chancellors, Deans, Chairs, Directors, Managers and Supervisors review goals established for their areas and develop plans to meet these goals. Human Resources also receives copies of this information to assist units with meeting goals.

#### 8. Use of Placement Goals

Placement goals are important because they provide a means for quantitative evaluation. Goals are not quotas and are not used to discriminate against any applicant or employee. Goals are established and reviewed annually. Moreover, the University's establishment of placement goals does not constitute a finding or admission of discrimination.

## B. Personnel Activity Analyses

### 1. Applicant Flow and Hire Analysis

Affirmative Action information is maintained on applicants seeking employment with the University. The Office of Institutional Compliance maintains applicant flow data on faculty, administrative and professional staff applicants, while Human Resources keeps information on applicants applying for Civil Service positions. This analysis determines the rate at which applicants and employees apply for and are selected for employment opportunities.

### 2. Promotional Analysis

This analysis measures how successful women and minorities were in applying for and obtaining advancement within their areas of employment or in other areas within the University. This analysis is conducted for both faculty and non-faculty promotions.

### 3. Termination Analysis

Terminations are defined as any separation from University employment (voluntary or involuntary). The Office of Institutional Compliance reviews terminations periodically to identify areas of potential adverse impact for women and minorities.

## **VII. IDENTIFICATION OF PROBLEM AREAS**

The following problem areas have been identified for action during plan year FY 12:

- Underutilization of women in certain faculty, service maintenance and skilled crafts job groups.
- To ensure the University's compliance with its affirmative action and equal opportunity obligations, the OIC will conduct an internal compliance audit.
- Underutilization of minorities in some faculty, professional, clerical and skilled crafts job titles, especially Hispanics and American Indians/Alaskan Natives.
- The Office of Institutional Compliance in concert with Human Resources will monitor appropriate personnel activities to assess the effectiveness of the University's compliance efforts.

## **VIII. INTERNAL AUDITING AND REPORTING**

The University Auditing and Monitoring systems measure the overall effectiveness of the Affirmative Action Plan. These systems include procedures for auditing and monitoring goal progress as well as analyzing employment activities. The Office of Institutional Compliance is responsible for implementing these systems as outlined below.

### **A. Internal Audits**

Internal Audits consist of periodically reviewing personnel activities (e.g. hires, promotions/transfers, terminations and other related employment activities) by job groups having the greatest impact upon the University's affirmative action goals and objectives. Other auditing steps include:

1. Reviewing the selection process, specifically how decisions are made, criteria used, and documentation supporting such decisions, especially where women and minorities are applicants.
2. Auditing selection and hiring processes in goal-related job groups.
3. Developing programs to assist units in meeting AA/EEO goals and objectives.

These and other audit tools enhance the University's ability to assess its equal employment opportunity commitment.

### **B. Reports**

The University will maintain all necessary reports and supporting data necessary for auditing and monitoring purposes. These reports focus on goal progress, good faith efforts, problem areas, and include summaries of AA/EEO trends and patterns.

### **C. Monitoring**

The University monitors its selection and hiring procedures to ensure that applicants and employees are afforded equal opportunity in employment and advancement opportunities. These include hires, promotions, transfers, and upgrades. To enhance this process, the Office of Institutional Compliance will:

1. Monitor opportunities occurring in goal-related areas.
2. Inform hiring official or a search committee when a position is targeted for monitoring purposes. The committee or hiring official may:
  - a. Meet with the Office of Institutional Compliance concerning monitoring procedures.

- b. Develop a written recruitment plan designed to attract women and minority applicants.
- c. Develop an interview questionnaire that:
  1. is job-related, and
  2. solicits information useful in selecting candidates.
- d. Review applicant pool with the Office of Institutional Compliance within the following stages:
  1. after the close of the advertising period, but before the review and selection process starts;
  2. after the first “cut” of applicants; and
  3. after finalists are selected.
- e. Provide specific reasons why candidates are selected or rejected, focusing on applicants’ education, experience, and background.

**D. Documentation of Selection Process**

Documentation of the selection process is an essential personnel practice, not only for affirmative action purposes but for use as a written record of how employment decisions are made. Departments are responsible for retaining all materials associated with personnel selection decisions for up to three (3) years. This includes copies of advertisements, resumes, correspondence with applicants, scoring or rating sheets and other materials associated with the selection process. These materials are available to the Office of Institutional Compliance upon request.

**IX. ACTION-ORIENTED PROGRAMS**

The University will develop procedures to address areas cited in Section VII during the current plan year, including employment practices to ensure that equal employment policies and procedures are being carried out.

- The Office of Institutional Compliance will continue monitoring hiring practices in job groups where underutilization<sup>3</sup> or underrepresentation<sup>4</sup> have been identified in Utilization Analysis.
- The Office of Institutional Compliance will develop appropriate procedures to address the underutilization and concentration of women and minorities within the workforce.
- The Office of Institutional Compliance, in concert with Human Resources, will continue its outreach to recruit, hire, and retain Hispanic and American Indian/Alaskan Native applicants and employees.

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<sup>3</sup> Underutilization occurs when there are fewer minorities and/or women in a specific job group than is reasonably expected by their availability.

<sup>4</sup> Underrepresentation occurs when minorities and/or women are located in job groups in numbers significantly fewer than would be expected in terms of their overall representation in the University’s Workforce.

- The Office of institutional Compliance continues to review personnel activities including hiring, selection and terminations to ensure that those activities are free from discriminatory actions.
- The Office of Institutional Compliance will develop other appropriate auditing measures to assess the University’s compliance status, where and when appropriate.

## **X. COMPLIANCE GUIDELINES**

### **A. Sex Discrimination**

SIUE is committed to maintaining work and educational environments free of discrimination. In keeping with this commitment, the University does not tolerate discrimination against any employee, student or applicant because of gender or sex. Personnel policies and practices are reviewed to ensure that:

1. Policies and practices relating to promotion, training programs, and educational programs conform to these Guidelines and the Illinois Human Rights Act.
2. Employment advertising contains no sex or gender bias and contains the words “SIUE is an equal opportunity employer.”
3. Employment policies and practices apply equally to either gender.
4. Fringe benefits are accorded equally regardless of gender.
5. Wages and salaries are set on the basis of job content and responsibility and not gender.
6. Employment will not be denied because of an applicant’s pregnancy (The Pregnancy Disc. Act of 1978).
7. Personnel actions are not based upon general assumptions about employment characteristics of women, nor on stereotyped characterizations of the sexes, nor on arbitrary preferences of hiring personnel.
8. The University will consider women and men for all jobs unless sex is a bona fide occupation qualification.

### **B. Family Medical Leave Act**

The Family and Medical Leave Act of 1993 (FMLA or Act) allows “eligible” University employees to take job-protected, unpaid leave, or to substitute appropriate paid leave if the employee has earned or accrued it, for up to a total of 12 workweeks in any 12 months because of the birth of a child and to care for the newborn child, because of the placement of a child with the employee for adoption or foster care, because the employee is needed to care for a family member (child, spouse, or parent) with a serious health condition, or because the

employee's own serious health condition makes the employee unable to perform the functions of his or her job. In certain cases, this leave may be taken on an intermittent basis rather than all at once, or the employee may work a part-time schedule.

(a) An employee on FMLA leave is also entitled to have health benefits maintained while on leave as if the employee had continued to work instead of taking the leave.

(b) An employee generally has a right to return to the same position or an equivalent position with equivalent pay, benefits and working conditions at the conclusion of the leave. The taking of FMLA leave cannot result in the loss of any benefit that accrued prior to the start of the leave.

(c) The University has a right to 30 days advance notice from the employee where practicable. In addition, the University may require an employee to submit certification from a health care provider to substantiate that the leave is due to the serious health condition of the employee or the employee's immediate family member. Failure to comply with these requirements may result in a delay in the start of FMLA leave. Pursuant to a uniformly applied policy, the University may also require an employee present a certification of fitness to return to work when the absence was caused by the employee's serious health condition. The University may delay restoring the employee to employment without such certificate relating to the health condition which caused the employee's absence. [60 FR 2237, Jan. 6, 1995; 60 FR 16383, Mar. 30, 1995]

The University personnel policies comply with federal and state guidelines in that employment will not be terminated or otherwise placed in jeopardy due to an employee's pregnancy, childbirth or related medical conditions. Employees may be eligible for up to 12 work weeks of unpaid leave during any 12 month period.

### C. Sexual Harassment

Sexual harassment is a form of discrimination and is prohibited by University policy. The University's Sexual Harassment Policy and Procedures gives examples of prohibited conduct, the discipline that can be expected for engaging in such behavior, and procedures for handling complaints and conducting investigations.

Individuals seeking more information regarding allegations of sexual harassment should contact Mr. Paul Pitts, Assistant Chancellor for Institutional Compliance, Room 3310, Rendleman Hall, 618.650.2333, [ppitts@siue.edu](mailto:ppitts@siue.edu). Students seeking information about allegations of sexual harassment can contact Ms. Shrylene Langston, Assistant Director of Human Resources and Compliance, Room 3210, Rendleman Hall, 618.650.2155, [sclark@siue.edu](mailto:sclark@siue.edu). Copies of the University's Sexual Harassment Policy and the University's Sexual Harassment Complaint Procedures are available online at the following sites:

<http://bot.siu.edu/bot/leg/policies.html#2G>  
[www.siu.edu/policies/2c5.shtml](http://www.siu.edu/policies/2c5.shtml)

#### D. Religion and National Origin

The University prohibits discrimination based on religion and/or national origin. Religious beliefs, religious observances and practices of students and employees may be accommodated, unless an accommodation causes an undue hardship on the University. To determine whether an accommodation is unreasonable, the University considers at least the following factors:

- University necessity,
- financial cost and expenses to the University, and
- personnel problems that may result from an accommodation.

Questions regarding religious and/or national origin accommodations should be addressed to the Office of Institutional Compliance.

#### E. Women and Minorities Not in the Workplace

The University will notify women and minorities not currently in the workforce of employment opportunities. Openings will be posted with local and state agencies, and groups and organizations with clients who are either women and/or minorities.

#### F. Review of Qualifications and Obligations to Individuals with Disabilities and Veterans

The University periodically reviews job descriptions and job qualifications to ensure that individuals with disabilities, disabled veterans, qualified protected veterans are not being unfairly eliminated from employment considerations. SIUE takes affirmative action to employ, advance in employment, and otherwise treat qualified individuals with a disability without regard to their disability, including but not limited to recruitment, employment, promotion, compensation, training, layoffs, transfers, terminations, and job benefits.

#### G. Identification Invitation

The University will post notices inviting veterans and individuals with disabilities to identify themselves for affirmative action purposes. These notices are posted in Human Resources. Such information is strictly confidential and used for affirmative action purposes.

#### H. Compensation

The University does not reduce an employee's wages or salary because of disability income, pension, or other similar sources of payment.

#### I. Age Discrimination

The University prohibits discrimination on the basis of age in employment, benefits, training, promotional opportunities, terminations, wages and hours, and other related employment activities. It is against University policy to discriminate against a person age 40 or older. It

is also illegal to discriminate against individuals within the group based on age. For example, preferring someone in their 40's over someone in their 50's.

J. Listing of Employment Openings

The University provides copies of current openings to the Vietnam Veterans Outreach Programs, the Illinois Employment Security Agency, and other related community organizations and agencies.

K. Coverage and Waivers

The University complies with all applicable coverage and waivers concerning affirmative action for individuals with disabilities, disabled veterans, and qualified protected veterans when appropriate.

L. Physical and Mental Qualifications

1. The University makes known its policy regarding physical and mental qualifications of individuals with disabilities, disabled veterans, and qualified protected veterans.
  - a. The University takes affirmative action to employ, advance, and otherwise treat individuals with disabilities, disabled veterans, and qualified protected veterans without discrimination.
  - b. The University complies with rules, regulations, and relevant orders of the Secretary of Labor, issued pursuant to Section 503 of the Vocational Rehabilitation Act of 1973, Sec. 402 of the Vietnam Era Veteran's Readjustment Assistance Act of 1974, and the Americans with Disabilities Act of 1990.
2. The University may require an employee to undergo a comprehensive medical, mental, physical and / or psychological examination prior to employment or promotion provided that the results of such examination are used to meet the requirements of this Plan.
3. The University maintains confidential information obtained from any source regarding an applicant's or employee's physical or mental condition, except under the following conditions:
  - a. Supervisors and Managers are informed of restrictions of work or duties of individuals with disabilities regarding accommodations.
  - b. Medical and safety personnel are notified if a condition requires emergency treatment.
  - c. Government officials are provided relevant and appropriate information when reviewing compliance requirements or complaints.

M. Promotions and Transfers

The University will make a good faith effort to advance and promote qualified individuals with disabilities, disabled veterans, and qualified protected veterans, when appropriate, through affirmative action efforts.

N. Good Faith Efforts

The University will make a good faith effort to recruit qualified individuals with disabilities, disabled veterans, and qualified protected veterans not currently in the workforce, through affirmative action efforts.

O. Individuals with Disabilities

The University fully embraces the policy of affirmative action and equal opportunity for individuals with disabilities as required by the Rehabilitation Act of 1973, The Vietnam Era Veteran's Readjustment Assistance Act of 1974, The Americans with Disabilities Act of 1990 (ADA) and Illinois Human Rights Act as amended. The University prohibits discrimination on the basis of disability in employment practices and policies or the provision of services, educational programs and activities, and other programs or benefits offered by Southern Illinois University Edwardsville.

University employees, students, applicants for employment and others needing information or seeking assistance regarding accommodations or complaint procedures may contact the University's ADA Coordinator in the Office of Institutional Compliance, Room 3310, Rendleman Hall, 618.650.2333. Students seeking assistance or information can contact the Office of Disability Support Services. Their website is located at <http://www.siu.edu/dss/>.

P. Determination of Disability

The University may require an employee to provide medical documentation of impairment, or may require the employee to undergo a medical examination to determine a person's disability and any reasonable accommodation if appropriate .

The University prohibits employment discrimination against “qualified individuals with disabilities.” A qualified individual with a disability is:

- an individual with a disability who meets the skill, experience, education, and other job-related requirements of a position held or desired, and who, with or without reasonable accommodation, can perform the essential functions of a job.

A person with a “disability” is an individual who:

- has a physical or mental impairment that substantially limits one or more of his/her major life activities;
- has a record of such an impairment; or
- is regarded as having such an impairment.

Q. Request for an Accommodation

The University will attempt to make good faith efforts to analyze requests (written or verbal) for an accommodation and enter into an interactive process with the requester, the requester's supervisor, the University ADA Coordinator, and Human Resources to determine whether a reasonable accommodation exists or is appropriate.

Individuals who feel their request for an accommodation was not given serious consideration may contact the OIC for assistance.

R. Filing Complaints of Discrimination

The University has adopted policies and procedures against discrimination and harassment. Any SIUE employee, student, applicant for employment or admission or participant in a University program or activity who believes they have been unlawfully discriminated against on the basis of age, color, disability, marital status, national origin, race, religion, sex, sexual orientation, or veteran status may contact Mr. Paul Pitts, Assistant Chancellor for Institutional Compliance, Rendleman Hall, Room 3310, 618.650.2333, ppitts@siue.edu. Copies of the University's Non-Discrimination Complaint Procedures and Sexual Harassment Complaint Procedures are available at [www.siue.edu/oic](http://www.siue.edu/oic).

S. Title IX Compliance

The University fully complies with the provisions of Title IX of the Education Amendment of 1972, which prohibits discrimination on the basis of sex in University activities and programs including Intramural and Intercollegiate Athletics. See Appendix E for Title IX Policy Statement.

T. Illinois Laws

The University complies with appropriate provisions of the Illinois Constitution, the Illinois Human Rights Act, the State Officials and Employees Ethics Act, and other Illinois statutes that prohibit discrimination.<sup>5</sup>

## **XI. SUPPORT OF ACTION PROGRAMS**

As a public institution, the University recognizes its civic responsibilities to the community. University involvement and commitment to affirmative action includes programs and activities which have been numerous and varied. Programs of particular interest are listed below:

- Continued liaisons with appropriate civil rights organizations such as the American Association for Affirmative Action, Madison County Urban League, Hispanic

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<sup>5</sup> The IL Human Rights Act (775 ILCS 5/101), IL Worker's Compensation Retaliation Act (820 ILCS 305/4), IL. Minimum Wage Law (820 OLCS 105/1), IL. Equal Pay Act of 2003 (820 IL CS 112/1), The Victim's Economic Security and Safety Act (820 ILCS 180/1), Family Military Leave Act (820 ILCS 151/1), Civil Rights Act of 2003 (740 ILCS 23/1), IL Whistleblower Act (740 ILCS 174,) IL Educational Labor Relations Act & Public Sector Labor Relations Act, and the IL Right to Privacy in Workplace (820 ILCS 55/1).

Roundtable of Southwestern Illinois, and the City of Edwardsville Human Relations Commission.

- Participate with other University units in ADA Awareness Month activities.
- Assisted with implementation and revision of the University Diversity Plan.
- Established liaisons with agencies, groups and/or organizations serving the needs of individuals with disabilities, veterans, and minorities, such as NAACP, World of Difference and Impact.
- Continued to conduct AA/EEO training programs.
- Provided leadership for the ADA Compliance Committee in its efforts to make the campus more accessible for individuals with disabilities.

## **XII. COMMUNITY INVOLVEMENT AND PROGRAMS**

The University is actively involved in community relations and community programs in support of Affirmative Action Programs, including the following:

- Continuing community involvement by administrators, faculty and staff members in equal employment opportunity and affirmative action related interest groups and programs, particularly those with a concern for the interests of women, minorities, Vietnam Era veterans, and people with disabilities.
- Distributing job notices to organizations and individuals with interests and concerns for women and minorities.
- Ongoing commitment from the Office of Institutional Compliance staff to travel to relevant regional and national meetings and conferences in support of affirmative action efforts.

The University actively participates in programs and activities supporting persons with disabilities and qualified veterans. The following is a summary of some programs and accomplishments:

- The University continues to upgrade and improve its physical facilities to accommodate the needs of individuals with disabilities.
- The University provides special parking accommodations for individuals with disabilities.
- The University uses the Learner/Trainer Program when appropriate to recruit, hire, and train individuals with disabilities.

## PART TWO

### Affirmative Action Plan for Qualified Individuals with Disabilities and Qualified Protected Veterans

## **I. INTRODUCTION**

This Section of the Affirmative Action Plan is designed to meet requirements that Southern Illinois University Edwardsville create an affirmative action plan for individuals with disabilities and covered veterans as required by federal and state law.

## **II. POLICY STATEMENT ON DISABILITY AND VETERAN STATUS**

### **A. Policy Statement**

Southern Illinois University Edwardsville (SIUE) fully embraces the policy of affirmative action and equal opportunity for individuals with disabilities and veteran status as required by the Rehabilitation Act of 1973, the Vietnam Era Veteran's Readjustment Act of 1974, the Uniformed Services Employment and Reemployment Rights Act of 1994, the Americans with Disability Act of 1990 (ADA) and the Illinois Human Rights Act as amended. SIUE's discrimination policy prohibits discrimination on the basis of disability in employment practices and policies or the provision of services, educational programs and activities, and other programs or benefits offered by Southern Illinois University Edwardsville.

It is the policy of SIUE not to discriminate against any employee or applicant for employment because he or she is a qualified individual with a disability, a disabled veteran, a newly separated veteran, a campaign veteran, or an armed forces service medal veteran (i.e., qualified protected veterans). It is also the policy of SIUE to take affirmative action to employ and to advance in employment, all persons regardless of their status as qualified individuals with disabilities or qualified 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, tenure and promotion, transfer, demotion, layoff, recall, termination, rates of pay or other forms of compensation.

Employees of, and applicants to, SIUE will not be subject to harassment, intimidation, threats, coercion, or discrimination because they have engaged or may engage in filing a complaint, assisting in a review, investigation, or hearing or have otherwise sought to obtain their legal rights related to any Federal, State, or local law regarding equal opportunity for qualified individuals with disabilities or qualified protected veterans.

The University reviews personnel activities to determine whether present practices give careful, thorough and systematic consideration of the qualifications of individuals with disabilities, disabled veterans, and qualified protected veterans for employment opportunities filled either by hiring or promotion, and for all training opportunities offered or available.

SIUE will make good faith efforts to analyze requests (written or verbal) for an accommodation and enter into an interactive process with the requester, the requester supervisor, the University ADA Coordinator, and Human Resources to determine whether a reasonable accommodation exists, is appropriate or unless it is demonstrated that an accommodation would impose an undue hardship on the University.

University employees, students, supervisors, applicants for employment and others needing information or seeking assistance regarding this policy, accommodations or complaint procedures may contact the University's ADA Coordinator, Paul Pitts, in the Office of Institutional Compliance, Room 3310, Rendleman Hall, 618.650.2333. Students seeking assistance or information regarding disabilities services or programs can contact the Office of Disability Services. Their website is located at <http://www.siu.edu/dss/>.

### **III. DEFINITIONS**

#### **A. Individual with a Disability**

A person with a disability is a person who:

1. has a physical or mental impairment that substantially limits one or more major life activities;
2. has a record of such impairment; or
3. is regarded as having such an impairment.

#### **B. Major Life Activity**

A major life activity is a function such as caring for oneself, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning and working.

#### **C. Qualified Person**

1. With respect to employment, a qualified person is one who, with reasonable accommodation can perform the essential functions of a job (see "Essential Functions", item "F").
2. With respect to student services, a qualified person is one who meets the academic and technical standards (all non-academic admissions criteria that are essential to participation in the program) requisite to admission or participation in University educational programs or activities.

#### **D. Reasonable Accommodation and Undue Hardship**

A reasonable accommodation is defined as a modification or adjustment to a job or the work environment that enables a qualified person with a disability to be considered for a position, perform the essential functions of a position, or enjoy the same benefits and privileges of employment as are enjoyed by similarly situated employees without disabilities.

##### **1. Reasonable Accommodation**

Reasonable accommodation is a critical component of the University's assurance of nondiscrimination. Reasonable accommodation is any change in the work environment

or in the way things are usually done that result in equal employment opportunity for an individual with a disability.

The University may make a reasonable accommodation to the known physical or mental limitations of an employee with a disability unless it can be shown that the accommodation would cause an undue hardship on the operation of the unit involved.

Some examples of reasonable accommodation include:

- making existing facilities used by employees readily accessible to, and usable by, an individual with a disability;
- job restructuring;
- modifying work schedules;
- reassignment to a vacant position;
- acquiring or modifying equipment or devices;
- adjusting or modifying examinations, training materials, or policies; and
- providing qualified readers or interpreters.

The University is not required to lower quality or quantity standards to make an accommodation. Nor is the University obligated to provide personal use items, such as glasses or hearing aids, as accommodations.

## 2. Undue Hardship

The University is not required to provide an accommodation if the accommodation will impose an undue hardship on the operation of its business. Undue hardship is defined by the University as an action that is:

“excessively costly, extensive, substantial, or disruptive, or that would fundamentally alter the nature or operation of a University unit.”

In determining undue hardship, factors to be considered include the nature and cost of the accommodation in relation to the size, the financial resources, the nature and structure of the unit’s operation, as well as the impact of the accommodation on the specific facility providing the accommodation.

## E. Categories of Qualified Veterans

1. A disabled veteran is a person entitled to disability compensation under laws administered by the Veterans Administration for disability rated at 30 percent or more, or a person whose discharge or release from active duty was for a disability incurred or aggravated in the line of duty.
2. A qualified veteran is a disabled veteran as defined above who is capable of performing a particular job with reasonable accommodation for his or her disability.
3. A veteran of the Vietnam Era is a person (1) who (a) served on active duty for a period of more than 180 days, any part of which occurred between August 5, 1964 and May 7,

1975, and who was discharged or released therefrom with other than a dishonorable discharge, or was (b) 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 and (2) who was so discharged or released within 48 months preceding the alleged violation of the Act, the Affirmative Action clause, and/or the regulations issued pursuant to the Act (“Act” here refers to the Vietnam Era Veteran’s Readjustment Assistance Act).

#### F. Essential Functions

The ADA does not require a formal job analysis or any particular method of analysis to identify the essential functions of a job. An employer may wish to conduct an informal analysis by observing and consulting with people who perform the job, or have previously performed it, and their supervisors. If possible, it is advisable to observe and consult with several workers, under a range of conditions, to get a better idea of all job functions and the different ways they may be performed. Production records and workloads also may be relevant factors to consider.

To identify essential job functions under the ADA, a job analysis should focus on the purpose of the job and the importance of actual job functions in achieving this purpose. Evaluating “importance” may include consideration of the frequency with which a function is performed, the amount of time spent on the function, and the consequences if the function is not performed. The analysis may include information on the work environment (such as unusual heat, cold, humidity, dust, toxic substances or stress factors). The job analysis may contain information on the manner in which a job currently is performed, but should not conclude that ability to perform the job in that manner is an essential function, unless there is no other way to perform the function without causing undue hardship. A job analysis will be most helpful for purposes of the ADA if it focuses on the results or outcome of a function, not solely on the way it customarily is performed.

Departments or units may contact the Office of Institutional Compliance or Human Resources for assistance in determining the essential functions of a job.

### **IV. RESPONSIBILITIES AND OBLIGATIONS**

#### A. Responsibility for Implementing Equal Opportunity Policy

The Chancellor assumes final responsibility for implementation of the Equal Opportunity Policy. However, the Assistant Chancellor for Institutional Compliance is responsible for the continuing development, implementation, and monitoring of the policy. This includes:

1. Discussing and explaining provisions of the plan with top administration;
2. Designing and implementing auditing and monitoring systems that:
  - a. measure the effectiveness of affirmative action for veterans and individuals with disabilities;

- b. indicate need for remedial action; and
  - c. determine the degree to which the University's goals and objectives are met.
3. Serving as liaison between the University and compliance agencies;
4. Serving as liaison between the University and veterans organizations and community action groups concerned with employment opportunities for individuals with disabilities; and
5. Reviewing qualifications of employees with disabilities, disabled veterans, qualified protected veterans, to ensure that they are given full opportunities for transfers and promotions.

#### B. Development of Programs

In establishing this section of the Affirmative Action Plan, the following guidelines apply:

1. Reviewing and modifying job qualification requirements when necessary;  
  
Analyzing the selection process to ensure that employees and/or applicants with disabilities, disabled veterans, and qualified protected veterans have access to employment opportunities;
2. Training appropriate personnel involved in the recruitment, screening, selection, promotion, discipline, and other related personnel functions in affirmative action and equal opportunity guidelines;
3. Advising recruiting units of the Affirmative Action Plan and soliciting assistance in recruitment and placement of qualified individuals with disabilities, disabled veterans, qualified protected veterans; and
4. Including qualified employees with disabilities, disabled veterans, and qualified protected veterans on the Human Resources staff.

#### V. DETERMINATION OF DISABILITY STATUS

In determining an individual's disability status, the University may:

1. Require an applicant or employee to provide medical documentation of any impairment or, in the alternative, may require the applicant or employee to undergo a medical examination at the University's expense.
2. Require a disabled veteran to submit documentation from the Veterans Administration or military service or a release indicating his or her disability status. Such documentation should be updated as required.

3. Make determination of a disability under 41 CFR 60-250 and CFR 60-741 for affirmative action purposes only and is not used to exclude or otherwise limit employment opportunities of qualified veterans and individuals with disabilities.

## **VI. General Guidelines for Accommodations and Other Related Requirements**

### **A. Reasonable Accommodations**

The University may provide reasonable accommodation if appropriate to any qualified individual with a disability if such accommodation is required to perform the essential functions of a position and the accommodation does not pose an undue hardship or a direct threat to the health and safety of the individual or other employees of the University. The need to provide such accommodation may not be a factor in any employment action involving the individual.

In many cases the employing unit may be able to determine and achieve appropriate reasonable accommodation without assistance. However, in some instances, the employing unit may require assistance in this process. The University ADA Coordinator in concert with Human Resources may be called upon to assist in determining when a reasonable accommodation is required and in determining an appropriate accommodation.

Applicants seeking employment with the University can obtain information concerning accommodations in the application process from Human Resources, Room 3210, Rendleman Hall, 618.650.2190.

### **B. Review of Qualifications and Obligations to Individuals with Disabilities and Disabled Veterans**

The University periodically reviews job descriptions and job qualifications to ensure that individuals with disabilities, disabled veterans, and qualified protected veterans are not being unfairly eliminated from employment considerations. SIUE takes affirmative action to employ, advance in employment, and otherwise treat qualified individuals with a disability without regard to their disability, including but not limited to recruitment, employment, promotion, compensation, training, layoffs, transfers, terminations, and job benefits.

### **C. Identification Invitation**

The University will post notices inviting veterans and individuals with disabilities to identify themselves for affirmative action purposes. These notices are posted in Human Resources. Such information is strictly confidential and used for affirmative action purposes.

### **D. Compensation**

The University does not reduce an employee's wages or salary because of disability income, pension, or other similar sources of payment.

## APPENDIX A

## Progress Report, Fall 2009 to Fall 2010

# Faculty and Staff Progress Report

## Fall 2009 to Fall 2010

### I. Introduction

This report evaluates the results of campus plans and efforts to increase the participation of women and minority faculty and staff in the University's full-time workforce during the period from Fall 2009 to Fall 2010.

While the report shows progress, the results and the current economic conditions in Illinois challenge the University to develop initiatives and strategies to continue to attract, hire and retain women and minority applicants and employees, especially where their representation in the University's workforce is lower than their representation locally, regionally and nationally throughout higher education.

This report is produced through the coordinated efforts of the staff in the Office of Institutional Research and Studies, Human Resources and the Office of the Associate Provost for Institutional Diversity and Inclusion.

### II. Workforce Summary

The University employed 2,066 full-time employees in Fall 2010, representing a slight decline in the workforce from the Fall 2009 employment of 2,096 employees. This and other changes in the workforce are highlighted below in Sections A and B. Appendix B includes workforce summary tables by EEO Employment categories. The data regarding the University's workforce varies little in any year-to-year span, so the annual changes reported are often small.

Although SIUE's workforce varies little from year to year, the University's overall workforce continues to reflect the diversity of the region it serves. The complete Fall 2010 Institutional Compliance Utilization Report is available for review upon request in the Office of Institutional Compliance (OIC).

#### A. Women in the Workforce

The University employed 1,256 women in Fall 2010, representing 61 percent of the University's full-time workforce. Of that total, 279, or 22 percent, were women of color, representing 14 percent of the total full-time workforce, and 68 percent of the total minority workforce in Fall 2010. We should note that African-American females (216) comprise 10 percent of the University's full-time workforce and 53 percent of the total minority workforce in Fall 2010. The above percentages have changed very little over the past few years. Women represent almost half (49.4 percent) of all full-time faculty in Fall 2010, including 26 percent of full professorships, 45 percent of associate professors, and 54 percent of assistant professor positions. Women also continued impressive representations in administrative/managerial and professional positions, comprising 43 percent and 68 percent, respectively, of employees in those

job groups. Both figures are close to or greater than the national average of 50 percent for women employed in those job groups throughout higher education nationwide. Women remain underrepresented in some faculty job groups and in skilled crafts, and are over-represented in some technical/para-professional and professional job groups. The University will continue to focus its efforts and develop action steps to address such concentrations and underutilizations. Placement goals for women occurred in:

- a. Office of the Provost & Vice Chancellor for Academic Affairs – Interim Provost and Vice Chancellor for Academic Affairs
- b. Department of Physics – Faculty
- c. Intercollegiate Athletics – Events Manager
- d. MUC Administration – Office Support Associate

## B. Minorities in the Workforce

The University's full-time minority workforce increased during the period from 378 (18 percent) in Fall 2009 to 409 (20 percent) in Fall 2010. Minorities are represented at all levels in the University's workforce, most notably comprising 15 percent of full-time faculty, 13 percent of administrative/managerial positions, and 25 percent of the professional staff; all figures are favorable to or greater than the national rates of 17 percent, 18 percent and 20 percent, respectively.

### 1. African American

African-American staffing remained unchanged during the period at 282 or 14 percent of the total full-time workforce in Fall 2010. The number of full-time African-American faculty decreased from 34 in Fall of 2009 to 33 in Fall of 2010. Nonetheless, the 5.3 percent rate for full-time African- American faculty remains at or above the national average, which shows African Americans represent 5.3 percent of all full-time faculty at predominately white institutions.<sup>6</sup>

Over half of all African-American employees are employed at the East St. Louis Higher Education Center and 76 percent of African-American full-time employees are women. We are developing strategies to address this workplace representation.

Selected placement goals for African Americans occurred in:

- a. School of Dental Medicine – Faculty
- b. Intercollegiate Athletics – Administrative/Professional
- c. Illinois Small Business Development Center – Director
- d. University Police – Police Officer I

### 2. Asian/Pacific Islander

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<sup>6</sup> Sources Include: SIUE IPEDS Human Resources Survey Fall 2010; Illinois Department of Employment Security, Workforce Availability Information Report 2009; U.S. Department of Education, National Center for Education Statistics, Digest of Education Statistics 2009.

The Asian/Pacific Islander employment rate held steady during the period at 3 percent of the total workforce and 17 percent of the total minority workforce. Sixty-seven percent (67%) of all Asian/Pacific Islander employees hold faculty positions.

Placement goals occurred in the following areas:

- a. Department of Political Science - Faculty
- b. School of Business – Faculty
- c. MUC/Dining Services – Civil Service

### 3. Hispanic

Hispanic employment continues to increase during the period from 23 employees in Fall of 2009 to 31 employees in Fall 2010. Hispanics are underrepresented in faculty and other staff categories relative to their employment and population rates in the St. Louis Metropolitan region, the State of Illinois, and in higher education nationwide. More outreach to this community is a high priority for FY12. Hispanic placement goals occurred in:

- a. Department of Foreign Languages and Literature – Chair/Faculty
- b. Morris University Center – Sanitation Specialist

### 4. American Indian/Alaskan Native

The University made little progress in increasing American Indian/Alaskan Native representation among faculty and staff during the period from Fall 2009 to Fall 2010. American Indians/Alaskan Natives represented less than 1 percent of the University’s full-time workforce during this period. The University will continue to develop strategies to reach out to, recruit and hire members of the American Indian/Alaskan Native community. American Indians/Alaskan Natives placement goals occurred in:

- a. Department of Anthropology - Faculty

## III. Conclusion

The report shows how far the University has come in meeting its affirmative action and equal opportunity obligations, but it also indicates that more needs to be done. The University will continue to develop strategies and programs designed to increase the diversity and retention of women and minorities in all categories of employment. Areas targeted for improvement during FY12 continue to be in faculty and staff job groups where underutilization and/or underrepresentation continue to exist, especially for American Indians/Alaskan Natives and Hispanics.

## APPENDIX B

## List of Tables

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Table 2. Summary of Full-Time Faculty by Gender, Race, and Rank - Fall 2010 . . . . .	45



## APPENDIX C

## Selected Glossary of IPEDS Terms<sup>7</sup>

1. Clerical and Secretarial: A primary function or occupational activity category used to classify persons whose assignments typically are associated with clerical activities or are specifically of a secretarial nature. Includes personnel who are responsible for internal and external communications, recording and retrieval of data (other than computer programmer) and/or information and other paperwork required in an office. Also includes such occupational titles as switchboard operators, including answering service; telephone operators; bill and account collectors; billing and posting clerks and machine operators; bookkeeping, accounting, and auditing clerks; payroll and timekeeping clerks; procurement clerks; file clerks; clerical library assistants; human resources assistants, except payroll and timekeeping; shipping, receiving, and traffic clerks; secretaries and administrative assistants; computer operators; data entry and information processing workers; desktop publishers; mail clerks and mail machine operators (except postal service); office clerks (general); office machine operators (except computer); and proofreaders and copy markers.
2. Executive, Administrative, and Managerial: A primary function or occupational activity category used to classify persons whose assignments require management of the institution, or a customarily recognized department or subdivision thereof. Assignments require the performance of work directly related to management policies or general business operations of the institution, department, or subdivision. Assignments in this category customarily and regularly require the incumbent to exercise discretion and independent judgment. Included in this category are employees holding titles such as top executives; chief executives; general and operations managers; advertising, marketing, promotions, public relations, and sales managers; operations specialties managers; administrative services managers; computer and information systems managers; financial managers; human resources managers; purchasing managers; postsecondary education administrators, such as presidents, vice presidents (including assistants and associates), deans (including assistants and associates) if their principal activity is administrative and not primarily instruction, research, or public service, directors (including assistants and associates), department heads (including assistants and associates) if their principal activity is administrative and not primarily instruction, research, or public service, and assistant and associate managers (including first-line managers of service, production, and sales workers who spend more than 80 percent of their time performing supervisory activities); engineering managers; food service managers; lodging managers; and medical and health services managers.
3. Faculty: Persons identified by the institution as such and typically those whose initial service as a principal activity (or activities). They may hold academic rank titles of professor, associate professor, assistant professor, instructor, lecturer, or the equivalent of any of those academic ranks. Faculty may also include the chancellor/president, provost, vice provosts, deans, directors, or the equivalent, as well as associate deans, assistant deans, and executive officers of academic departments (chairpersons, heads, or the equivalent) if their

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<sup>7</sup> For more information about the Integrated Postsecondary Education Data System (IPEDS), go to <http://nces.ed.gov/ipeds/>

principal activity is instruction combined with research and/or public service. The designation as “faculty” is separate from the activities to which they may be currently assigned. For example, a newly appointed president of an institution may also be appointed as a faculty member. Graduate, instruction, and research assistants are not included in this category.

4. Full-Time Instructional Faculty: Those members of the instruction/research staff who are employed full time and whose major regular assignment is instruction, including those with released time for research. Also includes full-time faculty for whom it is not possible to differentiate among teaching, research, and public service because each of these functions is an integral component of their regular assignment.
5. Graduate Assistants: Graduate-level students who are employed on a part-time basis for the primary purpose of assisting in classroom or laboratory instruction or in the conduct of research. Graduate students having titles such as graduate assistant, teaching assistant, teaching associate, teaching fellow, or research assistant typically hold these positions.
6. Other Professional (Support/Service): A primary function or occupational activity category used to classify persons employed for the primary purpose of performing academic support, student service, and institutional support, whose assignments would require either a baccalaureate degree or higher or experience of such kind and amount as to provide a comparable background. Included in this category are all employees holding titles such as business operations specialists; buyers and purchasing agents; human resources, training, and labor relations specialists; management analysts; meeting and convention planners; miscellaneous business operations specialists; financial specialists; accountants and auditors; budget analysts; financial analysts and advisors; financial examiners; loan counselors and officers; computer specialists; computer and information scientists, research; computer programmers; computer software engineers; computer support specialists; computer systems analysts; database administrators; network and computer systems administrators; network systems and data communication analysts; counselors, social workers, and other community and social service specialists; counselors; social workers; health educators; clergy; directors, religious activities and education; lawyers; librarians, curators, and archivists; museum technicians and conservators; librarians; artists and related workers; designers; athletes, coaches, and umpires; dancers and choreographers; music directors and composers; chiropractors; dentists; dietitians and nutritionists; optometrists; pharmacists; physicians and surgeons; podiatrists; registered nurses; therapists; and veterinarians.
7. Professional Staff: Employees of an institution whose primary function or occupational activity is classified as one of the following: faculty; executive, administrative, managerial; or other professional.
8. Race/Ethnicity: Categories used to describe groups to which individuals belong, identify with, or belong in the eyes of the community. The categories do not denote scientific definitions of anthropological origins. A person may be counted in only one group. The groups used to categorize U.S. citizens, resident aliens, and other eligible non-citizens are as follows: American Indian/Alaska Native; Asian/Pacific Islander; Black, non-Hispanic; Hispanic; White, non-Hispanic.

9. Service/Maintenance: A primary function or occupational activity category used to classify persons whose assignments require limited degrees of previously acquired skills and knowledge and in which workers perform duties that result in or contribute to the comfort, convenience, and hygiene of personnel and the student body or that contributes to the upkeep of the institutional property. Includes titles such as fire fighters; law enforcement workers; parking enforcement workers; police officers; security guards; lifeguards; ski patrol; cooks and food preparation workers; food and beverage serving workers; fast food and counter workers; waiters and waitresses; other food preparation- and serving-related workers; building cleaning and pest control workers; grounds maintenance workers; electrical and electronic equipment mechanics; installers and repairers; radio and telecommunications equipment installers and repairers; avionics technicians; electric motor, power tool, and related repairers; vehicle and mobile equipment mechanics, installers, and repairers; control and valve installers and repairers; heating, air conditioning, and refrigeration mechanics and installers; air transportation workers; motor vehicle operators; and parking lot attendants.
10. Skilled Crafts: A primary function or occupational activity category used to classify 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. Includes occupational titles such as welders, cutters, solderers, and brazers; bookbinders and bindery workers; printers; cabinetmakers and bench carpenters; plant and system operators; stationary engineers and boiler operators; water and liquid waste treatment plant and system operators; crushing, grinding, polishing, mixing, and blending workers; medical, dental, and ophthalmic laboratory technicians; painting workers; photographic process workers and processing machine operators; and etchers and engravers.
11. Technical and Paraprofessional: A primary function or occupational activity category used to classify persons whose assignments require specialized knowledge or skills which may be acquired through experience, apprenticeship, on-the-job training, or academic work in occupationally specific programs that result in a 2-year degree or other certificate or diploma. Includes persons who perform some of the duties of a professional in a supportive role, which usually requires less formal training and experience than normally required for professional status. Includes mathematical technicians; life, physical, and social science technicians; agricultural and food science technicians; chemical technicians; geological and petroleum technicians; nuclear technicians; paralegals and legal assistants; miscellaneous legal support workers; health technologists and technicians; dietetic technicians; pharmacy technicians; licensed practical and licensed vocational nurses; medical records and health information technicians; opticians, dispensing; healthcare support occupations; nursing aides, orderlies, and attendants; physical therapist assistants and aides; massage therapists; dental assistants; medical assistants; and pharmacy aides.

## APPENDIX D

## List of Organizational Charts

Chart 1. Office of the Chancellor

Chart 2. Provost and Vice Chancellor for Academic Affairs

Chart 3. Vice Chancellor for Administration

Chart 4. Vice Chancellor for Student Affairs

Chart 5. Vice Chancellor for University Relations  
Chief Executive Officer for SIUE Foundation

## APPENDIX E

Title IX General Policy Statement

## Title IX General Policy Statement

It is the policy of Southern Illinois University Edwardsville (SIUE) to prohibit discrimination on the basis of age, color, disability, gender, national origin, race, religion, sex, sexual orientation, or veteran's status in regard to the administration of educational programs, admission of students, employment actions, athletics or other sponsored activities.

SIUE complies with the requirements of Title IX of the Education Amendments of 1972, which prohibits discrimination on the basis of sex in all programs and activities receiving federal financial assistance. SIUE receives such assistance and complies with this law and its implementing regulation at 34 C.F.R. Part 106.

To ensure compliance with Title IX, the University has designated the Office of Institutional Compliance (OIC) as the contact office responsible for developing, adopting and disseminating its nondiscrimination policy and for making the policy available to the University community. The OIC will also coordinate Title IX compliance requirements with the Department of Intercollegiate Athletics and other University departments as appropriate.

Any individual who believes he/she has been discriminated against in violation of SIUE's nondiscrimination policy, including sexual harassment or gender discrimination, or who has witnessed discrimination against another, may obtain information and assistance regarding the University's policies and responsive processes from any of the following individuals:

1. SIUE student athletes with inquiries concerning the application of Title IX to programs and activities may contact Title IX Coordinator: Ms. Sandra K. Montgomery, Assistant Director, Intercollegiate Athletics, the Vadalabene Center, Room 1041, Campus Box 1129, SIUE Campus, Edwardsville, IL, 62026-1041, Telephone: (618) 650-2870, Email: [smontgo@siue.edu](mailto:smontgo@siue.edu).
2. SIUE faculty, staff, and students who are not athletes who have inquiries regarding allegations of discrimination or grievances concerning the application of Title IX may contact: Ms. Shrylene Clark Langston, Title IX Coordinator, Office of Human Resources, Campus Box 1040, Rendleman Hall, Room 3210, Edwardsville, IL 62026-1040, Telephone: (618) 650-2155, Facsimile: (618) 650-2696, Email: [sclark@siue.edu](mailto:sclark@siue.edu).
3. Individuals with inquiries concerning the application of Title IX may also contact: The Office for Civil Rights, Chicago Office, U. S. Department of Education, 500 W. Madison Street, Suite 1475, Chicago, IL 60661, Telephone: (312) 730-1560, Facsimile: (312) 730-1576.  
Email: [OCR.Chicago@ed.gov](mailto:OCR.Chicago@ed.gov).
4. Copies of the University's Sexual Harassment Policy and Non-Discrimination Policy are located at <http://bot.siu.edu/bot/leg/policies.html#2G> and [www.siu.edu/policies/2c7.shtml](http://www.siu.edu/policies/2c7.shtml) respectively.

Questions regarding Title IX compliance may also be directed to Mr. Paul Pitts, Assistant Chancellor for Institutional Compliance, Room 3310, Rendleman Hall, SIUE Campus, Edwardsville, IL, Telephone: (618) 650-2333, Email: [ppitts@siue.edu](mailto:ppitts@siue.edu).

# APPENDIX F

## Synopsis of EEO-6 Categories & Job Groups

Synopsis of EEO-6 Categories & Job Groups  
Southern Illinois University Edwardsville

EEO-6 CATEGORY 01 – EXECUTIVE  
ADMINISTRATIVE, and MANAGERIAL

500 Academic Administrators  
510 Executives  
520 Directors, A/P  
010 Department Managers, CS

EEO-6 CATEGORY 02 – FACULTY

300 Faculty (Unit Code)  
300 Office of Instructional Services (447)  
300 University Services to East St. Louis (475)  
300 Accounting (535)  
300 Economics & Finance (555)  
300 Finance & Operations Management (560)  
300 Management & Marketing (565)  
300 Management Information Systems (570)  
300 Marketing (575)  
300 Curriculum & Instruction (590)  
300 Educational Leadership (602)  
300 Kinesiology and Health Education (610)  
300 Psychology (613)  
300 Special Education & Communication Disorders (615)  
300 Engineering, Other (625)  
300 Civil Engineering (635)  
300 Construction (637)  
300 Electrical Engineering (640)  
300 Industrial Engineering (647)  
300 Dental Medicine (655)  
300 Art & Design (670)  
300 Mass Communications (680)  
300 Music (685)  
300 Speech Communications (690)  
300 Speech Pathology & Audiology (695)  
300 Theater & Dance (700)  
300 English Language & Literature (720)  
300 Foreign Language & Literature (725)  
300 Philosophical Studies (735)  
300 Nursing (740)  
300 Sciences, Other (745)

EEO-6 CATEGORY 02 – FACULTY (continued)

300 Biological Sciences (755)  
300 Chemistry (760)  
300 Computer Science (763)  
300 Math & Statistics (770)  
300 Physics (775)  
300 Anthropology (790)  
300 Geography & Earth Science (800)

300 Political Science (805)  
300 Historical Studies (810)  
300 Social Work & Criminal Justice Studies (815)  
300 Public Administration & Policy Analysis (820)  
300 Pharmacy (5120)

EEO-6 CATEGORY 03 – PROFESSIONAL/NON-FACULTY

525 Librarians  
530 Academic Counselors and Advisors  
540 Coaches  
550 Professional Program Coordinators  
560 Other Professionals, A/P  
570 Specialists, (with degree)  
020 Accountants & Auditors  
030 Admissions Officers  
050 Managers  
060 Other Professionals, CS  
070 Personnel Officers

EEO-6 CATEGORY 04 – SECRETARIAL AND CLERICAL

080 Accounting Clerks and Technicians  
090 Administrative Support Personnel  
100 Chief Clerks  
110 Cashiers, Clerks, Storekeepers  
120 Secretaries I & II  
122 Secretaries III  
124 Secretaries IV  
126 Secretary Administrative Transcribers  
130 Supervisors, Administrative Support  
140 Typist/Data Entry

EEO-6 CATEGORY 05 – TECHNICAL and PARAPROFESSIONAL

580 Specialists, (without degree)  
590 Paraprofessional/Technical Support  
(without degree)  
150 Community Service Workers  
160 Computing Professionals & Technical Support  
180 Engineers & Technicians  
190 Health, Medical Services Personnel  
195 Library Technicians

EEO-6 CATEGORY 06 – SKILLED CRAFTS

200 Crafts/Trades  
205 Engineers, Plant

EEO-6 CATEGORY 07 – SERVICE MAINTENANCE

210 Custodial Workers  
220 Food Service Workers  
230 Laborers & Operatives  
240 Protective Service Workers