

SECTION II.
RESPONSIBILITY FOR IMPLEMENTATION

A. President's Role. The overall responsibility for insuring that the University has effectively implemented equal employment opportunity/affirmative action (EEO/AA) program rests with the President. The President is assisted in this responsibility by designated officials with more specific duties, as indicated below. Additionally, it is recognized that the success of the University's affirmative action program depends on the cooperation of administrative and supervisory personnel throughout the institution and the support of all faculty and staff. To that extent, the program calls for the involvement of the entire campus community.

B. EEO Officers - Designation. The Vice President for Finance and Administration is the appointed Staff EEO Officer. The Provost is the appointed Faculty EEO Officer. These individuals are delegated authority by the President to represent him in EEO/AA matters in their respective areas and are jointly responsible for insuring that the University's obligations are being carried out.

C. EEO Coordinators - Designation. The Assistant Vice President for Human Resources shall function as a Staff EEO Coordinator, and the Associate Provost for Academic Affairs shall function as a Faculty EEO Coordinator. These individuals shall assist their respective EEO Officers in the tasks assigned the latter under this program.

D. EEO Officers/Coordinators - Duties. It shall be the responsibility of the EEO Officers and Coordinators to

- develop policy statements for approval by the President setting forth the institutional commitment to EEO/AA procedures, techniques, and programs which shall constitute the University's EEO/AA effort
- develop methods of internal and external dissemination of the University's EEO/AA commitment and policies
- develop, implement, and monitor institutional record-keeping, audit, and reporting systems which measure the effectiveness of the University's program and the degree to which progress is being made in the attainment of its goals and objectives and which indicate the need for remedial action
- identify problem areas and develop appropriate institutional responses and serve

as liaison, when necessary, between the University and enforcement agencies

- serve as liaison between the University and minority organizations, women's organizations, and community action groups concerned with employment opportunities for minorities and women
- advise and inform the University administration about developments in the equal opportunity area
- insure that supervisors are informed that their work performance is evaluated, in part, on their EEO/AA efforts and results and that they are responsible for preventing harassment of employees placed through affirmative action efforts.

E. Role of Deans, Chairs, and Directors. Deans, directors, department chairpersons, and other academic/ administrative unit heads have an important part to play in providing personal leadership to insure that the letter and spirit of the University's EEO/AA program is observed in their respective units. Specifically, it shall be the responsibility of such personnel to

- assist in the identification of problem areas and establishment of unit goals and objectives
- encourage involvement with local minority organizations, women's organizations, community action groups, local rehabilitation service centers, and various community service groups
- insure that periodic audits are made of training programs and hiring, promotion, and resignation/termination patterns, so as to isolate impediments to the attainment of goals and objectives
- conduct regular discussions with managers, supervisors, and employees to be certain the institution's policies are understood and followed, review the qualifications of all employees to insure that minorities, women, and other affected classes are given full opportunities for transfers and promotions
- ensure the availability of career counseling to all employees
- periodically check activities and facilities to insure compliance, such as, for example, that posters are properly displayed, facilities are desegregated, and minority and female employees are afforded a full opportunity to participate in all sponsored educational, training, recreational, and social activities
- inform supervisors that their work performance is being evaluated, at least in part, on the basis of their equal employment opportunity efforts and results as well as other criteria

- inform managers and supervisors to take actions to prevent harassment of employees placed through affirmative action efforts
- support the professional growth and development of minority and women employees
- assure that all employees are evaluated on the basis of qualifications, performance, and merit.

F. EO/AA Committee. An Equal Opportunity/Affirmative Action Committee is a University committee appointed by the President. It shall advise and make recommendations to the President concerning EEO/AA matters, identify issues or problems which need to be addressed in order to make the University's affirmative action plan more effective, and provide assistance upon request to University officials with designated EEO/AA responsibilities. Composition of the committee shall include a cross section of personnel from both academic and non-academic units on campus, with women and minorities being represented.