

SECTION V.
INTERNAL AUDIT AND REPORTING SYSTEMS

Appropriate monitoring mechanisms are essential to on-going and periodic evaluations of compliance with and progress under the institution's affirmative action program. Accordingly, the University has devised and is utilizing a variety of internal audit and reporting procedures by which officials with EEO/AA responsibilities can monitor and review actions being taken.

A. Faculty Hiring - EEO Officer/Coordinator Monitoring. Faculty recruitment and selection is governed by a standard procedure that requires specific reporting with respect to the position description and qualifications, the breadth of the recruitment, the process for screening the applicant pool and interviewing candidates, the justification for the final selection, and the involvement of female and minority candidates in the process. This procedure and the documentation that accompanies it are closely monitored by the Faculty EEO Coordinator. Quarterly summaries of major personnel actions, such as hires, transfers, promotions, and terminations, are prepared and reviewed by the Faculty EEO Coordinator with respect to female and minority participation. A formal report summarizing these efforts and employment decisions is made by the Faculty EEO Coordinator to the Provost.

B. Staff Hiring - EEO Officer/Coordinator Monitoring. Recruitment for staff positions is centralized in the Office of Human Resources. Applicant flow data are collected and maintained in this office indicating name, minority and sex status, referral source, position applied for, interview results, and final disposition. A computerized personnel system is utilized to prepare monthly reports of major personnel actions such as hires, transfers, promotions, and terminations. The foregoing data are consolidated into statistical summaries and progress reports prepared by the Office of Human Resources and forwarded by the Staff EEO Coordinator to the Vice President for Finance and Administration, as well as other upper-level management officials.

C. Exit Interviews. Each terminating staff employee is personally interviewed by the Office of Human Resources. During this interview, the terminating employee is encouraged to speak openly about his or her employment experience at the University and to suggest ways to make better the working environment at the University and in the particular working unit. Interviewing personnel are particularly sensitive to any suggestion by or complaint from the terminating employee concerning discriminatory treatment or conditions. If there is such a suggestion or complaint, the matter is immediately followed up by the Staff EEO Coordinator with the supervisor or other University official concerned.

D. Annual Procedures Review. At least annually, the Faculty EEO Coordinator and the Staff EEO Coordinator review all selection, promotion, and training procedures to insure that they are nondiscriminatory.

E. Records. Copies of pertinent internal and external correspondence relating to EEO/AA matters is maintained in permanent files. Academic EEO/AA correspondence is kept on a centralized basis by the Faculty EEO Coordinator, while files pertaining to positions filled are maintained both by the Coordinator and by the academic unit head. Staff EEO/AA correspondence is maintained by the Staff EEO Coordinator in the Office of Human Resources.

F. Annual Progress Reports. Annual progress reports summarizing all relevant data and information are submitted by the Faculty EEO Coordinator to the Vice President for Diversity (with a copy to the Provost) and by the Staff EEO Coordinator to the Vice President for Finance and Administration. Problem areas and deficiencies, if any, are noted in the annual report, along with recommended remedial measures and other actions that may advance EEO/AA objectives.

G. EO/AA Committee Assessments. The Equal Opportunity/Affirmative Committee reports to the President. It is invited to include in its report an assessment of the University's EEO/AA efforts, an evaluation of the Affirmative Action Plan, an identification of problem

areas, and proposed changes or alternatives with regard to Plan provisions or efforts undertaken pursuant to it.

H. Management Modifications of Plan. Each year the President, EEO officials, and other upper level management review the Affirmative Action Plan and make any revisions necessary, utilizing the foregoing annual reports and other pertinent information and input. The objective of this annual review is to assure that the University's EEO/AA program meets all applicable legal requirements and remains an effective tool for advancing the interests of minorities and women in the workplace.