

AFFIRMATIVE ACTION

Mission

The Office of Affirmative Action ensures University compliance with federal and state civil rights laws and regulations, including University wide anti-discrimination policies and procedures.

Vision

The Office of Affirmative Action will:

- Provide exceptional quality services in all aspects of affirmative action to departments and colleges across campus;
- Be a leader in establishing and maintaining an environment free of discrimination; and
- Be a catalyst for systematic change that affirms the value of diversity.

Core Values

Excellence - We seek excellence in all our endeavors, aspire to new heights, and are committed to continuous improvement and learning.

Intellectual Freedom - We respect the rights of all to pursue knowledge in an unfettered manner.

Integrity - We are committed to ethical behavior and seek to be fair, equitable, impartial, and professional.

Service - We believe serving others is a noble and worthy endeavor, and we seek to provide exceptional service.

Diversity - We believe diversity strengthens our character, and we will create and maintain an environment where diversity is respected and encouraged.

Stewardship of Resources - We are dedicated to the economical, efficient, and effective use of resources, accept the responsibility of the public's trust, and are accountable for our actions.

Goals, Critical Success Factors, Objectives, and Strategies

Goal One: Establish employment policies and procedures that recognize and, where appropriate, include measures to provide equal employment opportunities for all employees and applicants, and recruit, hire, and retain members of underrepresented groups, particularly women and minorities.

Critical Success Factors:

- 51% female employment representation
- 20% minority employment representation
- 34% female tenure track faculty
- 23% minority tenure track faculty

Objectives:

Objective 1.1: Recruit a workforce that reflects the diversity of local, regional, and national availability for all job groups as appropriate.

Strategies:

- Provide departments with appropriate external and internal availability during their hiring process.
- Develop quarterly affirmative action progress reports.
- Provide departments with recruitment resources.
- Develop a comprehensive Recruitment Resource Manual.
- Develop an affirmative action assessment portion to the performance review documents.
- Give annual progress reports to the Board of Regents.
- Secure funds to upgrade the Affirmative Action Specialist position.
- Secure funds to upgrade computers so that they may be better equipped to effectively process affirmative action data.
- Secure funds to upgrade the Affirmative Action statistical package that is necessary to conduct the required data analysis.

Goal Two: Assist the University's administration in designing plans and programs that ensure there is an awareness, understanding, and adherence to affirmative action objectives, strategies and outcomes.

Critical Success Factors:

- Decrease the number of affirmative action complaints/concerns
- Do mailings of the affirmative action and sexual harassment brochure at least twice per year
- Conduct at least 3 seminars per year regarding policies and procedures relating to diversity and affirmative action
- Provide colleges with quarterly progress reports on their affirmative action objectives
- Increase awareness of diversity issues/topics through training programs

Objectives:

Objective 2.1: Ensure accountability at all organizational levels for improving the diversity of the workforce through on-going training activities for all staff/faculty that will include diversity related topics and issues.

Strategies:

- Provide training for all managers/supervisors on the value of a diverse workforce.
- Develop on-line training courses.
- Provide training for all managers/supervisors on the effective management of a diverse workforce, including informal and formal alternative dispute resolution techniques.
- Meet with all faculty search committees to review their hiring procedures and provide them a departmental affirmative action statistical analysis.
- Provide deans, directors and departments with their progress of meeting their affirmative action objectives.
- Encourage colleges and departments of mentoring, sponsorship, and other support efforts to improve retention of members of under represented groups.
- Encourage colleges to establish opportunities for visiting faculty positions targeted to attract members of under represented groups.
- Work with departments and colleges to develop criteria to evaluate and reward faculty and administrators for implementing diversity-enhancing activities that would be included on performance evaluation plans.

Goal Three: Create a climate that encourages and promotes diversity in the workplace and fosters the acceptance of others.

Critical Success Factors:

- Conduct at least 3 training programs per year
- Have all academic and nonacademic departments reward those that have successfully incorporated diversity enhancing activities
- Conduct exit interviews with all minority and women A&P and faculty
- Complete the ADA compliant website by January 2005

Objectives:

Objective 3.1: Remain approachable and receptive to faculty, staff and students to facilitate the identification and resolution of issues and educate on the value of diversity.

Strategies:

- Create a website that is ADA compliant.
- Conduct training programs on civil rights laws.
- Include key reports, policies and links to resources for protected classes on the Affirmative Action Website.
- Develop an affirmative action brochure.
- Develop a packet on affirmative action hiring procedures.
- Secure funds for a graduate intern to conduct research in affirmative action.
- Develop an affirmative action quarterly newsletter.
- Secure funds to develop print material.
- In collaboration with Human Resources conduct training programs to increase employee appreciation for the value of workforce diversity and the role of affirmative action in meeting the University's commitment to diversity.
- Publicize and ensure compliance with the University's policy for illegal discrimination and harassment.
- Ensure that supervisors reaffirm the University's anti-discrimination policies and guidelines.
- Ensure that all managers/supervisors swiftly resolve all allegations of illegal discrimination and harassment.
- Develop, review, and revise policy statements, plans and programs consistent with the University's commitment to affirmative action and equal employment opportunity.
- Develop campus climate survey.
- Develop exit interview questionnaire.

Goal Four: Create an internal auditing system that is effective in monitoring all workforce data.

Critical Success Factors:

- Conduct a statistical analyses of the workforce on an annual basis
- Conduct a goals assessment on a quarterly basis
- Increase awareness of diversity placement needs

Objectives:

Objective 4.1: Provide the framework that supports a high level of commitment to attaining equal employment and diversity throughout OSU.

Strategies:

- Collect and analyze comprehensive data on employment decisions for all job groups, including recruitment and selection, promotions, transfers, and reclassifications.
- Conduct statistical analyses of the workforce, availability, and job group data to establish institutional and unit hiring goals for women and minorities.
- Monitor employee development and promotion practices, and identify appropriate action plans to eliminate any barriers to fair and equitable employee advancement.
- Meet with Deans and Affirmative Action Coordinators on a quarterly basis to update them on their diversity placement progress.
- Conduct training programs regarding affirmative action requirements.