



University of Idaho

Affirmative Action Officer
Office of the President
Moscow, Idaho 83843
Phone (208) 885-6365

February 19, 1975

MEMORANDUM

TO: President Hartung
RE: Progress Report of the Affirmative Action Officer
March 1974 through February 1975
FROM: Sandi Gallagher, Affirmative Action Officer

Although officially I was appointed Affirmative Action Officer, March 1, 1974, I had assumed some of the responsibilities prior to that date; therefore, this report may make reference to events which occurred between January and March of 1974.

Hiring Procedures. Affirmative Action hiring procedures were developed and implemented in July 1974. At the same time an affirmative action recruitment list for women and minorities was developed. We presently contact over 200 national sources for professional positions, and approximately 80 regional sources are notified for non-professional vacancies. The following attached documents should clarify our present hiring procedures and policies: Hiring Procedures (Appendix A), Recruitment List (Appendix B), Reporting Forms (Appendix C), Clarification of Recruitment Procedures (Appendix D), Selection Forms (Appendix E) and University Application Form (Appendix F).

Dissemination of Policy.

1. Fifteen formal lectures were presented on campus to undergraduate/graduate classes and campus organizations.
2. Numerous informal talks were presented to University organizations, committees and councils.
3. The Affirmative Action Committee presented a workshop in Spring 1974, for all University administrators. Fred Grant, counsel for the Idaho Commission on Human Rights, and John McCullen, State Compliance Officer, were the principle speakers.

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4. Five formal talks were presented to non-campus organizations such as Kiwanis, Lions, and Moscow Public School Administrators.

5. Upon request information, forms, procedures, recruitment lists, etc. were shared with numerous universities and governmental agencies, e.g. Boise State University, Idaho State University, Washington State University, Oregon State University, University of Montana, and the Idaho Commission on Human Rights - (information to help them solve problems which did not involve the University of Idaho).

Complaints/Grievances.

1. Thirty-two internal complaints were informally arbitrated. The complaints dealt with salary, job responsibilities, demotions, promotions, transfer, sexist attitudes/remarks of faculty, retention of employees, job descriptions, firing, and academic curriculum.

External Complaints. Two were filed with the Idaho Commission on Human Rights.

1. Complaint against the Radio-TV Department. A woman applicant filed a complaint with the Idaho Commission on Human Rights, stating that she had not been hired for a position for which she was more qualified than the man who had been hired. The Human Rights Commission ruled in the University's favor, stating that there was evidence that the woman had personal habits which interferred with her professional work.

2. Complaint concerning the New Student Information Coordinator position. A woman applicant complained that during her interview she was asked sex-biased questions - e.g. would she be willing to travel long distances at night over back country, icey, snow-covered, mountain roads? This complaint has not been resolved, but I foresee no problems, as we have records to document that all interviewees, male and female, were asked the same job-related questions.

Conciliation Agreement. Tom Richardson, Elbert Barton and I represented the University during the developmental stages of the conciliation agreement between the University of Idaho and the Idaho Commission on Human Rights. The agreement was signed May 8, 1974. At present we have met all the deadlines specified in the agreement or have formally received time extensions.

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Compliance with State and Federal Laws. I have consulted frequently with representatives of the Idaho Commission on Human Rights, the U. S. Civil Service Commission, the Department of Health, Education and Welfare, the Department of Labor, the Equal Employment Opportunity Commission, the Department of Interior, the Law Enforcement Commission and the Idaho Personnel Commission in order to clarify compliance regulations, to solve specific equal opportunity/affirmative action problems and to submit progress reports.

Committee Work.

1. Affirmative Action Committee - weekly meetings, ex-officio member. In addition to presenting the workshop in Spring 1974, the Affirmative Action Committee has made recommendation to Faculty Council concerning promotion procedures and part-time employment. At present Faculty Council has taken no action on these two matters. In the Fall of 1974, the committee prepared a brief affirmative action policy statement, which was approved by Faculty Council, by you, and then accepted by the Board of Regents on December 1974 (see attached Appendix G). The final draft of a detailed affirmative action policy statement will be presented to Faculty Council in late February or early March 1975. When approved this policy statement will be mailed to all University contractors, sub-contractors, vendors, etc. and will become part of the University Affirmative Action Plan. The affirmative action committee recently developed language guidelines to eliminate sex-biased language from official University documents. Faculty Council approved the committee's recommendation and appointed a sub-committee to develop the recommendation into a policy statement.

2. Ad-Hoc Back Pay Committee - member. This committee determined Back Pay for faculty women (see appendix H), and will determine back pay allocations for women and minorities who are staff members after the initial equity adjustments have been approved.

3. College Affirmative Action Representatives. This group consists of 11-13 members, including deans and dean appointees, who meet with me on a weekly basis. The Representatives monitor and expedite implementation of affirmative action procedures and policy. The group will also be instrumental in the development of the University's Affirmative Action Plan. At present the Representatives are updating and revising hiring goals and timetables for women and minorities within

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their respective colleges. When completed the goals and timetables will be submitted to you for review. Upon receiving your authorization I will submit the University's goals and timetables to the Department of Health, Education and Welfare.

4. Staff Salary Equity Committee. I was not a member of this committee and offered recommendations only when solicited. I am presently reviewing that report and will submit my evaluation to you by the second week in March.

5. Sub-committee of Staff Affairs to evaluate Staff Grievance Procedures. I acted as a consultant to this committee and met with them upon request. The committee submitted recommendations for revisions of staff grievance procedures to Staff Affairs Committee, who then submitted their recommendations to Vice-President Richardson. He and I consulted on the final draft to be printed in the University Handbook. A copy of the grievance procedures will be mailed to each University employee as stipulated by the conciliation agreement.

Job Analysis. A job description has been developed for each employee of the University -- faculty, staff, and administration. Each University office has job descriptions on file for that particular department; all classified staff job descriptions are in the office of the Director of Staff Personnel. All faculty and exempt job descriptions are on file in the Affirmative Action Office (Appendix I). All job description files are open to any University employee.

Utilizing these job descriptions, a partial job analysis has been performed by Mary Ruth Mann. Because the analysis is incomplete the segmented information is of little practical use. Further consultation with job analysts is necessary, not only to complete one of the requirements of the conciliation agreement but also to determine salaries of staff and exempt personnel in a more objective, equitable manner.

Professional Development. During the year I have participated in 12 professional conferences/workshops: Northwest College Personnel Association Conference, Oceanshores, WA; Practicing Law Institute, San Francisco; two personnel training institutes presented by outside consultants of the Idaho Personnel Commission, Boise; two Washington State Affirmative Action Officer's Association meetings, Seattle

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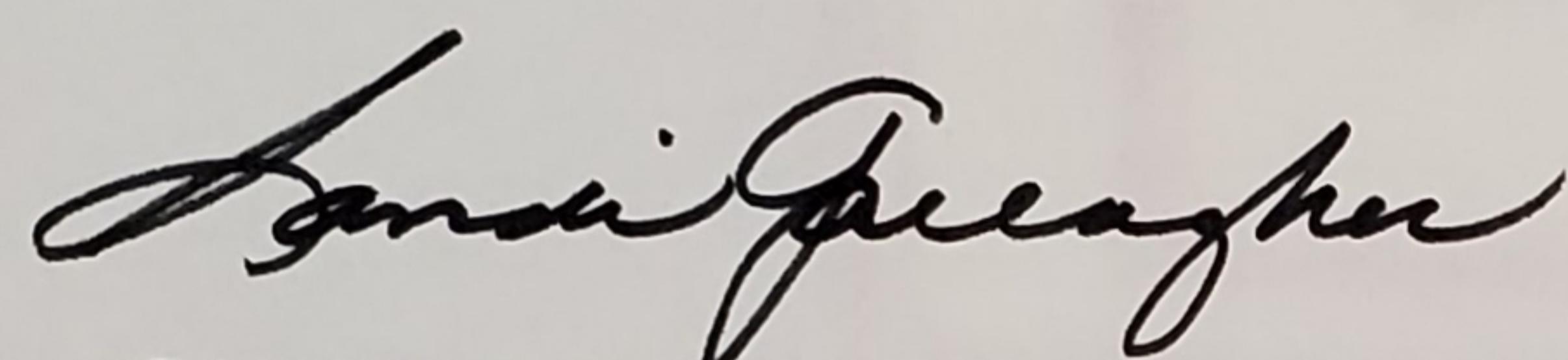
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and Pullman; Chicano Institute, Pullman; U. S. Civil Service training institute, Seattle; and two Title IX workshops, Seattle and Tri-Cities.

Statistical Progress Report. A statistical report on affirmative action progress will be submitted to you by the second week in March.

If additional information or further clarification would be helpful, please contact me.

Respectfully submitted,



SANDI GALLAGHER
Affirmative Action Officer

SG: jj

Attachments - Appendix