

PROGRAM DESCRIPTION  
Affirmative Action Office

A. ISSUE/PROBLEM IDENTIFICATION

The Affirmative Action Office must develop, implement and monitor an Affirmative Action/Equal Opportunity Program and Plan for approximately 1,800 employees and 7,000 students in accordance with Titles VI and VII of the Civil Right Act of 1964, Executive Order 11246, as amended by 11375, the Equal Pay Act of 1963, Title IX of the Educational Amendments of 1972, Vocational Rehabilitation Act of 1973, the Veterans Rehabilitation Act of 1974, the Idaho Anti-Discrimination Act of 1969, and all other relevant state and federal executive orders, statutes, regulations, and judicial decisions relating to affirmative action and equal opportunity.

B. PROGRAM GOALS

To eliminate any existing vestiges of policy, whether intentional or otherwise, that tend to discriminate upon the grounds of race, color, religion, national origin, sex, age or handicapped status, and in addition to take affirmative action to recruit, employ, promote and educate qualified members of those groups formerly excluded in order to eliminate all traces of discrimination.

D. PROGRAM OBJECTIVES

1. Interpret, implement and disseminate the University's Affirmative Action policy: consult with state and federal agencies, Affirmative Action Officers, and attorneys in order to adapt and apply legal regulations to the University of Idaho.
2. Disseminate Affirmative Action information to university employees, students, organizations, contractors, and external organizations through workshops, meetings, lectures, letters, news media, etc.
3. Develop, implement and monitor university's Affirmative Action Plan and procedures.
4. Examine and expedite progress on goals and timetables for hiring and promotion.
5. Study all classified and exempt staff salaries to determine salary inequities effecting women and minorities. Recommend appropriate salary adjustments and back pay and maintain equity for all women and minority employees.
6. Conduct partial job analyses for 75% of all employees.
7. "Sign-off" on all hiring for professional positions. Monitor classified hiring below pay grade 10.
8. Examine and modify where necessary, procedures and forms, involving employment, student admissions, financial aids, housing, academic and extra curricular programs and organizations. Develop necessary new record keeping forms.

(Continued)

D. PROGRAM OBJECTIVES (Continued)

9. Compile responses to queries from state and federal agencies; compile and submit government reports.
10. Investigate internal complaints of students, staff and faculty - act as mediator, conduct internal interrogatories as needed, monitor university grievance proceedings.
11. Research new developments in Equal Opportunity/Affirmative Action; Affirmative Action Plans at other institutions, local and national availability statistics, state and federal legislation, regulations and court cases in order to further develop and improve the University's Affirmative Action Program.

E. PERFORMANCE INDICATORS

(Each number refers directly to the numbered objective in Item "D")

1. Not measurable.
2. 1976-77 present 25 formal lectures, numerous (50-60) informal talks, one university workshop and provide information to news media upon request.
3. Plan to be completed during 1976-77.
4. Percentage of women and minorities hired each year.
5. Classified salary study to be completed in September, 1975. Regression analyses of salaries of all employees will determine if salaries are equitable.
6. A partial job analysis will be performed for each professional position as it becomes vacant. Partial job analyses will be performed for approximately 700 classified and exempt staff during the Salary Equity Study.
7. Sign-off on approximately 150 - 200 part-time and full-time professional hirings. Discuss classified vacancies with Director of Staff Personnel on a weekly basis.
8. Not measurable.
9. Three compliance reviews anticipated in 1976 and an additional one in 1977. Approximately five reports will be submitted to state and federal agencies each year. The number of queries cannot be projected. Estimate two external complaints 1976, three in 1977.
10. 1976 - 50 complaints; 1977 - 40 complaints.
11. Not measurable.