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# University of Kentucky Affirmative Action Plan



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Lexington, Kentucky 40506-0032  
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<http://www.uky.edu/EVPFA/eeo/>

**This Affirmative Action Plan, effective October 1, 2006, is issued as a revision of the University of Kentucky Affirmative Action Plan first issued in 1968. It supersedes all earlier plans.**

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*An Equal Opportunity University*

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# University of Kentucky

## **Affirmative Action Plan**

Effective October 1, 2006 through September 30, 2007

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Terry D. Allen  
Associate Vice President  
for Institutional Equity

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*An Equal Opportunity University*

## **POLICY OF THE UNIVERSITY OF KENTUCKY**

The University of Kentucky Governing Regulations (Part I) states the University of Kentucky nondiscrimination policy:

Equal opportunities shall be provided for all persons throughout the University in recruitment, appointment, promotion, payment, training, and other employment and education practices without regard for economic or social status and will not discriminate on the basis of race, color, ethnic origin, national origin, creed, religion, political belief, sex, sexual orientation, marital status, or age. The University does not discriminate on the basis of uniform service, veteran status, or physical or mental disability when an individual otherwise meets the minimum qualifications for application or participation. All University members are expected to comply with the institution's nondiscrimination policy. The President is responsible for the development of an affirmative action plan by which full implementation of this policy shall be effected in the University.

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Lee T. Todd, Jr.  
President  
University of Kentucky

**University of Kentucky  
Affirmative Action Plan**

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## INTRODUCTION

The University of Kentucky (UK), a land grant, Rank 1 research institution located in Lexington, Kentucky, is the flagship of the Commonwealth of Kentucky's public postsecondary education system. As such the University accepts a unique mission in education, research, and service to the people of the Commonwealth of Kentucky and the greater community. The Governing Regulations as set forth by the Board of Trustees of the University of Kentucky clearly establish a fundamental guiding commitment to equal opportunity. The University of Kentucky has developed policies and procedures that guide its employment processes in an effort to ensure objective and nondiscriminatory practices.

The University of Kentucky Strategic Plan, as adopted by the Board of Trustees on June 24, 2003, outlines specific strategic indicators to be met by 2006. Included among those, the University of Kentucky will:

- ❖ Meet the enrollment and persistence goals of the Kentucky Plan for Equal Opportunities in Higher Education and the employment goals of the University Affirmative Action Plan.

The Strategic Plan also includes objectives and enabling strategies related to these goals that further support and reaffirm the University of Kentucky commitments to equal opportunity. The University of Kentucky Affirmative Action Plan establishes the annual goals for employment at the University of Kentucky.

This document seeks to set forth the University of Kentucky's Affirmative Action Plan as required by Executive Order 11246, as amended, and detail the other ongoing efforts to fulfill the University's stated equal opportunity commitments. The University of Kentucky annually commits itself to making good faith efforts to attain its affirmative action and equal opportunity goals.

## **AFFIRMATIVE ACTION FEDERAL EXECUTIVE ORDER 11246**

The Civil Rights Act of 1964, 42 U.S.C. 2000(e) prohibits discrimination in employment on the basis of race, color, religion, sex, or national origin. The Act was amended in 1972 to apply to employment by state agencies, to education institutions, and to faculty employment. In order to carry out this national policy, the President of the United States directed by Executive Order 11246, and amended by Executive Order 11375, that all federal agencies should place an "affirmative action clause" in every contract in excess of \$50,000. Anyone entering a contract with the United States, even if not otherwise obligated by law, must agree to comply with the substance of the Civil Rights Act of 1964.

As a federal contractor receiving more than \$50,000 in federal contracts annually and employing greater than 50 employees, the University of Kentucky is mandated by federal Executive Order 11246, as amended, to have a written affirmative action plan for women and minorities. The University of Kentucky in good faith affirms the components of this affirmative action plan are as required in Executive Order 11246 and as detailed in the implementing regulations, 41 CFR Chapter 60 by the Department of Labor Office of Federal Contract Compliance Programs.

The included statistical and narrative analyses, the identification of problem areas, and the establishment of goals and timetables are required components as set out in the aforementioned regulations. Terms used in the context of the implementing regulations in no way should be read as an admission of violation of any statute, federal or state, or violation of any University of Kentucky regulations. Goals and timetables established in the context of the affirmative action program are not established as fixed quotas but rather as guidelines to support the underlying University of Kentucky commitment to equal opportunity for all persons, regardless of membership or lack of membership in a protected group. Nothing in the University of Kentucky affirmative action program is intended to sanction the discriminatory treatment of any person.

The University of Kentucky Affirmative Action Plan as detailed in this document must be submitted upon request to the United States Department of Labor Office of Federal Contract Compliance Programs (OFCCP). The written University of Kentucky Affirmative Action Plan (AAP), in accordance with Executive Order 11246, as amended, Section 503 of the Rehabilitation Act of 1973, and The Vietnam Era Veterans' Readjustment Assistance Act of 1974 (VEVRAA), may be viewed in the Institutional Equity and Office of Institutional Equity and Equal Opportunity. The AAP is available from 9:00am until noon and from 1:00pm until 4:00pm Monday through Friday when the University of

Kentucky is officially in session. The AAP can also be viewed on the Office of Institutional Equity and Equal Opportunity website at [www.uky.edu/EVPFA/eeo](http://www.uky.edu/EVPFA/eeo).

## **THE 1997 – 2002 KENTUCKY PLAN FOR EQUAL OPPORTUNITIES IN POSTSECONDARY EDUCATION**

Adjunct to the AAP is The 1997 – 2002 Kentucky Plan for Equal Opportunities in Postsecondary Education (Kentucky Plan). Any detailing of the University of Kentucky equal opportunity commitments must necessarily include its efforts as related to the Kentucky Plan. The Kentucky Plan was developed by the Committee on Equal Opportunity of the Kentucky Council on Postsecondary Education and adopted by that body on July 21, 1997. The 1997 revision is the third iteration since the United States Department of Education Office for Civil Rights (OCR) determined that the higher education system in the state of Kentucky had vestiges of the previously segregated system. The original desegregation plan was developed in 1982 in response to the identified deficiencies and continues in the current plan to focus on the enrollment, retention, and graduation of Kentucky resident African-American students and the employment of African-American faculty and staff. In 1992 Kentucky Senate Bill 398 was passed, codified as KRS 164.020 (9), and allows the state institutions of higher education limited options for the approval of new academic programs when failing to meet the established equal opportunity goals. The University of Kentucky has made significant commitments to the attainment of the specific goals as outlined in the Kentucky Plan.

While similar in intent and overlapping in specific employment categories, the scope of Executive Order 11246 and the Kentucky Plan are different. Focused solely on equal employment opportunity, Executive Order 11246 requires affirmative action for women and all minorities by federal contractors. The goals related to the Kentucky Plan are specifically for the education of Kentucky resident African-American students and the employment of African-American faculty and staff. This, for the observer unfamiliar with the population and the available workforce of Kentucky, may seem in conflict with the employment goals of the Executive Order 11246 where all minorities must be considered. However, the availability analysis and census information in the local and regional markets will reveal that the African-American population represents the largest minority population with all other minorities comprising only about 1% of the total population. There are goals established for both all minorities and African-American employment enabling the University of Kentucky to address its different, if not competing, commitments to equal employment opportunity. There will be further discussion in this document related to the analysis and goals set supporting both the federal and state commitments where further clarification may be necessary.

The University of Kentucky's unique role as an educational institution and its goals related to equal educational opportunity will not be overlooked, in this document, as unrelated to equal employment opportunity. Success in providing equal enrollment, retention, and graduation opportunity is viewed as an essential corollary to equal employment opportunity both at the University of Kentucky and in the greater community.

The University of Kentucky Affirmative Action Plan as outlined in this document is put forth as evidence of the University of Kentucky's good faith efforts to meet all the requirements of a federal contractor as prescribed in Executive Order 11246, as amended, and as detailed in the implementing federal regulations 41 CFR § 60. This document reaffirms the University of Kentucky's commitment to equal opportunity as defined by federal and state statutes. Further the University of Kentucky Affirmative Action Plan is reaffirmation of the University of Kentucky's commitment to equal opportunity as defined by the Board of Trustees in the Governing Regulations and proffered as a supporting document to the University of Kentucky Strategic Plan.

## **UNIVERSITY ANALYSES**

### **ORGANIZATIONAL PROFILE**

Regulation pertinent to this portion of the AAP is 41 CFR § 60-2.11

The University of Kentucky organizational profile is completed annually as a required component of the Affirmative Action Plan. This information is provided upon request to the OFCCP. The profile is a listing of all job titles, within each defined job group, ranked from the lowest to the highest salary within each department. Information is provided on the total number of incumbents in each title and numbers of incumbents by gender and each identified minority group. The University of Kentucky presents this information in the format most recently agreed upon with the OFCCP during an audit of University of Kentucky compliance.

The organizational profile for the University of Kentucky university system may be found as a separate document entitled “University of Kentucky Affirmative Action Plan Organizational Profile” and located in the Office of Institutional Equity and Equal Opportunity. It, with the AAP, is available from 9:00am until noon and from 1:00pm until 4:00pm Monday through Friday when the University of Kentucky is officially in session. The AAP can also be viewed on the Office of Institutional Equity and Equal Opportunity website at [www.uky.edu/EVPFA/eeo](http://www.uky.edu/EVPFA/eeo).

### **JOB GROUP ANALYSIS**

Regulation pertinent to this portion of the AAP is 41 CFR § 60-2.11(b).

Job groups have been defined using the major job groups reported on the federally required annual EEO-6 submissions for the University of Kentucky. The University of Kentucky reports seven major job groups from the University of Kentucky Office of Institutional Planning and Effectiveness under the auspices of the Provost. For the purposes of availability, placement goals, and ratio impact analyses three of the major job groups have been further sub-divided into smaller job groups using primary occupational activity definitions corresponding with the specific job functions represented at the university.

This analysis of job functions and further sub-division of job groups was undertaken for the University system by a taskforce comprised from the offices, then titled, the Affirmative Action / Equal Opportunity office, the Human Resource Services Division, and the Office of Institutional Planning, Budgeting, and Effectiveness and agreed upon with the Department of Labor OFCCP.

Job group definitions and a list of all job titles in a job group for the University of Kentucky may be found as AAP Appendix A.

### **PLACEMENT OF INCUMBENTS IN JOB GROUPS**

Regulation pertinent to this portion of the AAP is 41 CFR § 60-2.13

Executive Order 11246 requires an annual analysis of all major job groups at the university. The contractor must place all employees into a job group and state the percentage of minorities and women in each group. Placement goals must be established where availability is determined to be greater than the current percentage of women or minorities reported in each job group. In order to determine where placement goals are required it is first necessary to determine availability.

### **AVAILABILITY ANALYSIS**

Regulation pertinent to this portion of the AAP is 41 CFR § 60-2.14

Availability is determined by estimating the number of qualified minorities and women available for employment in a given job group by completing a two factor analysis; 1) the percentage of minorities or women with requisite skills in geographic areas where the university can reasonably recruit, and 2) the percentage of minorities or women among those promotable, transferable, and trainable within the organization. The estimate is expressed as a percentage of all qualified persons available for employment in the job group and is described specifically in the pertinent regulation 41 CFR § 60-2.14. The contractor is given the responsibility of weighting each of these factors to determine the importance to employment in every job group. The job group being examined and the primary occupational activities of each group determine reputable sources of availability. The contractor is required to use the most current and reliable statistical information available. The availability of faculty personnel in higher education is unique; therefore an explanation and determination must be made separate from non-instructional personnel. This must be done for both minorities and women. Additionally, as previously discussed, the availability of African-American candidates has been determined.

In determining faculty availability in the university system, careful consideration was given to the academic disciplines represented in the total faculty. Availability was considered by discipline and the numerical representation of each discipline weighed as part of the whole. University faculty are recruited nationally and currently represent universities conferring terminal degrees across the nation and from around the world. Availability, while determined by college, is used to establish a university system goal for the inclusion of minorities and women as faculty.

The following sources were consulted for the determination of faculty and staff availability:

- ◆ Chronicle of Higher Education Report on Current Trends in Higher Education
- ◆ U.S. Department of Education, National Center for Educational Statistics
- ◆ U.S. Department of Labor, Bureau of Labor Statistics
- ◆ U.S. Official Census Data

With regard to faculty employment the factors have been evaluated in the following way:

**1. The availability of minorities or females having requisite skills in an area in which the contractor can reasonably recruit.**

This factor is the only relevant in determining the availability of women and minorities for faculty employment. The University of Kentucky recruits faculty on a national basis, making national employment and availability data the proper basis for comparison with university faculty employment. The University of Kentucky recruits faculty from a national pool of candidates with terminal degrees in the specific fields where there are available positions.

**Weight: -100-**

**2. The availability of promotable, transferable, and trainable minorities/females within the contractor's organization.**

At the University of Kentucky persons holding staff positions do not normally fill faculty positions. The University of Kentucky does not normally hire its own graduates for faculty positions. As a matter of educational policy the preference is to foster diversity of background in university faculty. Terminal degrees awarded by the University of Kentucky are recognized in national degree statistics.

**Weight: -0-**

The University of Kentucky exerts its best efforts to obtain current and accurate data concerning the availability of women and minorities, for faculty positions. The analysis required by the federal regulations contains certain assumptions inapposite to academic appointments, namely, that faculty are employed from other categories of employees. There is, therefore, only one factor, which has any bearing in determination of faculty availability. This is the number or proportion of women or minorities in the workforce having the requisite credentials in an area of reasonable recruitment. In the main,

new faculty are hired as assistant professors from the ranks of those recently conferred terminal degrees. Although there are occasional exceptions, these are so infrequent and so few that no significant changes in availability determination should be planned.

The analyses of the factors relevant to non-instructional staff have been evaluated in the following way:

**1. The availability of minorities/females having requisite skills in an area in which the contractor can reasonably recruit.**

The University of Kentucky weighs this factor for the recruitment of women and minorities in all staff job categories. The size, complexity and mission of the University necessitates a broad employment spectrum for the executive/administrative/managerial and professional position categories, using national and regional searches respectively. Recruitment for office and clerical, technical and paraprofessional, skilled crafts, and service and maintenance position categories has a more limited reasonable recruitment area, drawing primarily from the Lexington Metropolitan Service Area and the surrounding communities.

**Weight: - 0 to 75-** All staff positions except executive/administrative/managerial and professional

**Weight: -100-** executive/administrative/managerial and professional

**2. The availability of promotable, transferable, and trainable minorities/females within the contractor's organization.**

The University of Kentucky weighs this factor in staff job groups except Executive/ Administrative/ Managerial. EAM positions not unlike faculty positions often require advanced and/or terminal degrees and are recruited from a national pool. Development of the University's human resources through affirmative actions is strategic to institutional success.

**Weight: - 0 to 25-**

While the regulation assumption is somewhat more correct in staff than in faculty employment, the internal workforce is not generally the main available pool for new employees for administrative and/or professional positions. It is accurate to say that there is an internal pool for other staff positions. The broad spectrum of positions and educational requirements even within a job group make any assumptions made with regard to a particular group subject to some exceptions. In the

main the factors as discussed are the best indicators of availability for the job group and the most reliable sources of staff employment data have been sought.

As previously detailed the analyses undertaken have been conducted for women, all minorities, and to determine the availability of African-American faculty and staff where that information is available. In the job groups where the relevant recruitment area is local or regional, the all minority and African-American availability vary insignificantly. In faculty availability where recruitment is from a limited but national pool, the availability of African-Americans demonstrates a more significant variance from the assessed availability for all minorities. This dual availability and analysis is established to respond to the University of Kentucky's federal affirmative action commitments while being mindful of the commitments to the Kentucky Plan.

The availability analysis by job group for the University of Kentucky university system is included as AAP Appendix B.

## **COMPARING INCUMBANCY TO AVAILABILITY**

Regulations pertinent to this portion of the AAP are 41 CFR § 60-2.15

Having established availability using the factors as prescribed, placement goals are established in any job group where the percentage of women and minorities in the workforce falls below the expected availability. Utilization analysis is conducted and communicated to the President and his staff at least annually at the University of Kentucky. Areas with placement goals are communicated to these executive officers responsible for the organizational units of the university so affirmative action goals and efforts may be reevaluated in light of both federal and state commitments.

The University of Kentucky utilization is evaluated, as required, by organizational unit. The utilization of staff employees is provided by sector and the organizational unit for faculty is by college.

Details of the University of Kentucky utilization analysis are included as AAP Appendix C.

## **ESTABLISHMENT OF PLACEMENT GOALS**

Regulation pertinent to this portion of the AAP is 41 CFR § 60-2.16

Full utilization is defined, for the purposes of the University of Kentucky Affirmative Action Plan, as having the same representation in each job group as the calculated availability of women and all minorities, including African-Americans in the area where each facility can reasonably expect to recruit. The University of Kentucky has established as its placement goal full utilization as demonstrated in the utilization analyses presented.

University sector and college utilization analyses are used as guides for administrators, charged with affirmative action program implementation, in developing strategies that may most effectively contribute to the successful attainment of the University of Kentucky goals.

The Department of Labor Office of Federal Contract Compliance Programs (OFCCP) requires an annual Affirmative Action Plan. The University of Kentucky acknowledges that full utilization may not be a realistic one-year goal. Full utilization of job groups where there is low turnover or where there is no anticipated addition of positions may take an extended period of time to achieve even when women and minorities are selected at optimal rates. OFCCP guidance tells us that goals should not be strict numerical tenets but rather guidelines directing good faith affirmative action efforts. All employment decisions must be made in a non-discriminatory manner. Set-aside programs for certain

groups are illegal. Affirmative action programs do not require employers to “hire a less qualified person in preference to a more qualified one.” 41 CFR § 60-2.16(4) The OFCCP also reminds us that quotas are illegal.

The University of Kentucky therefore establishes for itself the one-year goal of full utilization or continuous progress toward full utilization and maintaining utilization in those job groups where it has previously been achieved. The University of Kentucky Strategic Plan approved by the Board of Trustees established as a strategic objective, to be realized by 2006, our ultimate goal:

- ❖ Meet the enrollment and persistence goals of the Kentucky Plan for Equal Opportunities in Higher Education and the employment goals of the University Affirmative Action Plan.

## **REAFFIRMATION OF EQUAL EMPLOYMENT OPPORTUNITY POLICY**

The University of Kentucky hereby reaffirms its commitment to the principle of equal employment opportunity in its personnel policies and procedures. The University of Kentucky Governing Regulations Part I, governing both instructional and non-instructional personnel, states the University of Kentucky nondiscrimination policy:

Equal opportunities shall be provided for all persons throughout the University in recruitment, appointment, promotion, payment, training, and other employment and education practices without regard for economic or social status and will not discriminate on the basis of race, color, ethnic origin, national origin, creed, religion, political belief, sex, sexual orientation, marital status, or age. The University does not discriminate on the basis of uniform service, veteran status, or physical or mental disability when an individual otherwise meets the minimum qualifications for application or participation. All University members are expected to comply with the institution's nondiscrimination policy. The President is responsible for the development of an affirmative action plan by which full implementation of this policy shall be effected in the University.

The revised Governing Regulations Part I adopted by the Board of Trustees on June 14, 2005 added a statement on diversity:

The University is committed to diversity as a vital characteristic of an optimal education and workplace. The University maintains a firm conviction that it must strengthen the diversity of its communities, support free expression, reasoned discourse and diversity of ideas; and take into account a wide range of considerations, including but not limited to, ethnicity, race, disability, and sex, when making personnel and policy decisions. The University is committed to periodically evaluating progress made toward diversity and to communicating the results of such evaluations. Based upon these assessments, the University will give diversity factors consideration to ensure achievement of its mission of instruction, research and service and gain the broadest benefits for the University community.

Part X establishes merit as the only criteria for academic employment:

All appointments shall be made strictly on the basis of merit. An applicant for a position shall not be discriminated against because of sex, race, ethnic origin, national origin, sexual orientation, color, creed, religion, age, or political belief. Additionally, the University shall not discriminate against any applicant for employment because of Vietnam-era veteran status, disabled veteran status, or physical or mental handicap in regard to any position for which the applicant for employment is qualified.

Further delineation of this fundamental governing regulation is made in Human Resource Policy Number 2.0 entitled "Equal Opportunity" which states at 2.1.1:

All employment decisions shall be made uniformly on the basis of merit. This Commitment by the University provides for equal opportunity in recruitment, appointment, promotion, payment, training, and other employment practices without

regard to sex, sexual orientation, race, ethnic origin, national origin, color, creed, religion, age (40 and above), or political belief. Further, the University shall not discriminate against any employee or applicant for employment because of Vietnam era veteran status, disabled veteran status or physical or mental handicap in regard to any position for which the staff employee or applicant for employment is qualified. It is a violation of University policy to discriminate against an employee or prospective employee on the basis of application for or service in the Uniformed Services. Also, the University does not discriminate against any employee or applicant for employment because the individual is a smoker or nonsmoker, as long as the person complies with University policy concerning smoking. However, this regulation does not require the provision of benefits to an employee for the benefit of any person other than a spouse or child of the employee.

The Strategic Plan of the University states it is:

“...committed to creating a diverse, multicultural community of scholars and learners. To advance this commitment we must move forward with specific actions that demonstrate our belief in the value and richness of human differences.”

This strategy extends beyond employment, to the matriculation of students at all levels of academic endeavor. Equal Opportunity for students at the University of Kentucky is delineated in the student handbook entitled Students Rights and Responsibilities, which states in part:

## 2.1 Right of Admission and Access

### 2.11 Admission Policy

An applicant for admission to the University shall not be discriminated against because of race, color, religion, sex, marital status, sexual orientation, national origin, age or beliefs. Moreover, no otherwise qualified person with a disability will be denied admission solely because of the person's disability.

### 2.12 Scholarships, Grants-in-Aid, and Financial Aid

An applicant for, or a recipient of, University financial aid, a University grant in aid, or a University scholarship, shall not be discriminated against because of race, color, religion, sex, marital status, sexual orientation, national origin, age or beliefs. Moreover, no otherwise qualified person with a disability will be denied financial aid solely because of the person's disability.

### 2.13 Use of Facilities and Services

The University may delineate the purpose for which students may use certain facilities and shall make them available on a fair and equitable basis. However, the University may restrict its facilities and services when their use would interfere with normal University operations.

#### 2.14 Discrimination in the Community

The University will use its influence to secure equal access for all students to public facilities in the local community.

The Associate Vice President for Institutional Equity and the Assistant Vice President for Equal Opportunity are the University officials responsible for the development of policy and monitoring of compliance with all of the University of Kentucky Equal Opportunity commitments. The Office of Institutional Equity and Equal Opportunity is responsible for the ongoing analysis and reporting under the Affirmative Action Plan. Anyone having questions or comments regarding the University of Kentucky equal opportunity and affirmative action policies should contact the Office of Institutional Equity and Equal Opportunity.

## **ESTABLISHMENT OF RESPONSIBILITIES FOR IMPLEMENTATION OF THE AFFIRMATIVE ACTION PROGRAM**

Regulations pertinent to this portion of the AAP are 41 CFR§ 60-2.17(a)

The responsibility for directing the University policies in employment, as in many other areas, has been assigned to the President of the University by the Board of Trustees. The Associate Vice President for Institutional Equity has been designated, by the President, responsibility for the oversight and administration of all the University of Kentucky's equal opportunity commitments. The Associate Vice President for Institutional Equity and the Assistant Vice President for Equal Opportunity are the university officers responsible for the development of the University of Kentucky Affirmative Action Plan and the recommending of policies and procedures for implementation. This designation of responsibility includes all the equal opportunity commitments for the University of Kentucky. This charge addresses faculty, staff, and student concerns and necessarily transcends department and college boundaries.

The specific responsibilities of the Associate Vice President for Institutional Equity and/or the Assistant Vice President for Equal Opportunity may include, but are not limited to, the following:

- ❖ Develop and review policy with regard to equal opportunity compliance
- ❖ Develop and implement the Affirmative Action Plan
- ❖ Advise University personnel of the requirements of federal and state regulations
- ❖ Report to the President on the progress related to the University of Kentucky's commitments to equal opportunity including the Affirmative Action Plan and the Kentucky Plan for Equal Opportunities in Postsecondary Education
- ❖ Facilitate a regular presentation and dialogue with the President's staff regarding affirmative action goals, goal-setting and equal opportunity issues
- ❖ Keep abreast of the legal decisions and legislative changes, both state and federal, affecting the University of Kentucky's affirmative action / equal opportunity responsibilities
- ❖ Keep abreast of regulatory changes and guidance statements from enforcement agencies
- ❖ Recommend changes in University of Kentucky policy and procedure in light of changing legal and regulatory compliance requirements
- ❖ Develop and offer training on the University of Kentucky's equal opportunity and nondiscrimination policy and related federal and state statutes
- ❖ Serve as University of Kentucky representatives to the Council on Postsecondary Education (CPE) and the CPE Committee on Equal Opportunity on affirmative action and equal opportunity matters.

- ❖ Serve as University of Kentucky representatives to the Committee on Equal Opportunity work group for the revision of The Kentucky Plan for Equal Opportunities in Postsecondary Education
- ❖ Serve as the University of Kentucky Americans with Disabilities Act Compliance Coordinator
- ❖ Convene ad hoc accommodation appeals committee as required
- ❖ Help administrators identify qualified employees with disabilities and appropriate accommodations
- ❖ Serve on the Equal Opportunity Panel
- ❖ Serve on the College of Agriculture Cooperative Extension Civil Rights and Diversification Committee
- ❖ Serve as liaison and respondent between the University and enforcement agencies
- ❖ Serve on the Gatton College of Business and Economics' ad hoc committee for diversity
- ❖ Serve on the State Board of the KY Business Leadership Network (KYBLN), committed to putting together businesses looking for qualified employees with people with disabilities looking for work
- ❖ Develop internal and external communication techniques to disseminate University equal opportunity policy
- ❖ Help administrators identify potential problem areas
- ❖ Help administrators identify solutions to problems and develop techniques to prevent problems
- ❖ Respond to concerns from faculty, staff and students regarding alleged violations of university non-discrimination policy
- ❖ Work closely with other university officials receiving such concerns to assure appropriate response and investigation
- ❖ Design and implement an audit and reporting system to measure the effectiveness of the University affirmative action / equal opportunity programs
- ❖ Serve as counselor to employees regarding work-related equal opportunity matters

The University has provided support for the implementation of University of Kentucky equal opportunity commitments. A professional position, established in March 1996 and since upgraded, provides education, coordination and oversight of technical compliance for the affirmative action / equal opportunity programs at the University of Kentucky.

The Equal Opportunity Panel is an administrative standing committee of the University of Kentucky, which is appointed to advise the President or other university officers regarding the provision of equal opportunity. The charge to the committee, which is found at Administrative Regulation III-1.1-6, is:

The Equal Opportunity Panel shall provide advice on all University-wide matters of equal opportunity. The Panel is appointed by the President of the University of Kentucky and reports to the Executive Vice President for Finance and Administration. Panel membership shall be comprised of individuals from the faculty, staff, administration, and student body. The chairperson and ex officio members shall be designated by the President. The panel members other than those with student or ex officio status normally shall have staggered three-year appointments. Students may be reappointed to the panel.

The specific responsibilities of the Equal Opportunity Panel are to:

1. Review and assess affirmative action plans that insure equal opportunity throughout the university;
2. Facilitate the development and implementation of affirmative action programs in all University affairs; and
3. Design general ways that can assist University administrators and supervisors in exercising their responsibilities for the performance of functions to assure equal opportunity. These officers have operational responsibilities for the achievement of the University's goals for equal opportunity in academic, auxiliary, supporting, and other aspects of institutional operation.

The Equal Opportunity Panel shall meet at regular intervals during the academic year, or at the call of the chairperson. The committee shall be responsible for an annual report and on request special reports to the Executive Vice President for Finance and Administration. The panel also serves as the Campus Environment Team in accordance with the Kentucky Plan for Equal Opportunities in Postsecondary Education.

The President's Commission on Diversity was established to advise the President on issues, policies and practices that affect the University of Kentucky's commitment to diversity. The Commission reports regularly on matters of racial and ethnic diversity in employment, compensation, work climate and campus leadership. They offer to address and assist in correcting any form of racial or ethnicity-related inequities. They make recommendations to the President for enhancing the University's recruitment, retention, and graduation of minority students and also propose initiatives for the recruitment and retention of minority faculty and staff.

The President's Commission on Women was formed in 2001 to advise the President and the University community on issues, policies and practices that affect women at the University of Kentucky. The Commission reports regularly on the status of women at UK, offers recommendations to redress all forms of gender-related inequities, and proposes initiatives to ensure that the University of Kentucky fully engages the talents of its' women employees and fairly meets the needs of its women students. Further, its goal is to strive to eliminate the barriers to women's entry and advancement, to ensure equitable compensation and rewards, to promote development and utilization of its women employees, to create a hospitable climate for women, and to increase institutional knowledge and awareness about the status of women on campus.

The administrative organization of the University is explained and set out in the Governing Regulations of the University of Kentucky Part VII-B. The responsibility for implementing affirmative action, as well as other policies of the University is assigned to the provost, the executive vice presidents, vice presidents, directors, and to the deans of the colleges, consistent with these Governing Regulations.

## **IDENTIFICATION OF PROBLEM AREAS**

Regulations pertinent to this portion of the AAP are 41 CFR§ 60-2.17(b)

As part of the University of Kentucky affirmative action program a thorough analysis is conducted for the reporting year preceding the effective date of this plan. Careful ongoing consideration is given to changing legislation and regulations, agency guidance, and legal precedent in determining the direction of the University's employment goals and action-oriented programs. Following are the issues identified and evaluated to foster provision of equal opportunity throughout the University of Kentucky:

- ❖ The composition of the workforce by sex and minority status is completed annually as detailed in the utilization analysis. A detailed discussion of this analysis may be found for the University of Kentucky at AAP Appendix D.
- ❖ The applicant flow and ratio analysis by sex and minority status is completed annually, in accordance with regulatory guidance, in an effort to determine if significantly different hiring rates occur for women or minorities in any job group. This analysis may be found for the University of Kentucky at AAP Appendix E.
- ❖ Regular review is conducted to determine if significantly higher numbers of women or minorities are being eliminated in the employment processes, including transfers and promotions. A detailed discussion of the applicant flow analysis may be found for the University of Kentucky at AAP Appendix F.
- ❖ Regular review is conducted to determine if significantly higher numbers of women or minorities terminate employment, both voluntary and involuntary.
- ❖ The selection process for faculty at the University of Kentucky is detailed in the Governing Regulations Part X and is procedurally distinct from staff employment. The Provost and deans have been delegated responsibility for faculty employment. The deans have been delegated authority to approve faculty appointments below the rank of associate professor, provided that the salary does not exceed \$60,000, or confer tenure upon the appointee. The approval authority is set out in the procedures for the appointment, promotion, granting of tenure, and termination and is contained in Administrative Regulation II-1.0-1.
- ❖ The requirements for the retention of records, pertaining to the employment of faculty, are communicated to college administrators.
- ❖ The affirmative action officer is available to all colleges for consultation on the recommended hiring process and guidance on the affirmative action program before and during new faculty or staff searches.
- ❖ Human Resources processes at the University of Kentucky are continually evaluated. Examined are employment, performance evaluation, job classification, and compensation systems for regular staff positions. Included in this ongoing effort was the development of a

job analysis questionnaire to describe positions and the development of a university wide philosophy of performance management. All positions are reviewed for appropriate placement in the compensation structure. It is the intent of the University of Kentucky to attract and retain qualified employees by maintaining a compensation system that is both externally competitive and internally consistent.

- ❖ The Office of Institutional Equity and Equal Opportunity provides regular training for Human Resource's Employment personnel on the affirmative action program including the results of ongoing analyses.
- ❖ All facilities, as well as, all programs, services, and benefits at the University of Kentucky are made available without regard to protected group status consistent with stated policy.
- ❖ Training programs are made available to all employees for professional and skill development. These are advertised widely and utilized by significant numbers of women, minorities, and persons with disabilities.
- ❖ The University of Kentucky policies on equal opportunity are communicated in ways designed to reach all employees and others in the wider community.
- ❖ The EEO policy poster is displayed in a prominent and accessible location in the Human Resources office.
- ❖ The University of Kentucky's equal opportunity policy is displayed on bulletin boards, in various buildings, across campus.
- ❖ Notification of the location of an accessible copy of the University of Kentucky's Affirmative Action Plan is displayed on bulletin boards, in various buildings, across campus.
- ❖ Notification of the University of Kentucky's policy and obligations under Executive Order 11246 are included on all contracts and agreements entered into with subcontractors and suppliers.
- ❖ The University of Kentucky's affirmative action program is regularly evaluated and reports are made to the President and other administrators on its effectiveness and the progress toward established goals.
- ❖ The University of Kentucky is a recognized equal opportunity employer in the community.
- ❖ The University of Kentucky is located in an urban county area where the availability of accessible housing is not believed to be a detriment to the employment of either women or minorities.
- ❖ The University of Kentucky is readily accessible by public transportation from the Lexington/Fayette County area. This transportation is available regularly and is accessible to persons with disabilities.
- ❖ The University of Kentucky asserts in good faith that de facto segregation does not exist at the University of Kentucky.

## DEVELOPMENT AND EXECUTION OF ACTION ORIENTED PROGRAMS

The University of Kentucky affirmatively supports its equal opportunity policies. To encourage action oriented programming:

- ❖ Details of the utilization analysis for staff in each organizational unit are distributed to the administrator responsible for the implementation of its affirmative action program with the objective that action-oriented programs are established that contribute to the University's goal of full utilization.
- ❖ Details of the applicant flow and ratio analysis are communicated to Human Resource's Employment personnel with the objective that they, with hiring officials, develop recruitment action plans designed to impact applicant flow where a need has been identified.
- ❖ Details of the applicant flow and ratio analysis are communicated to Employment personnel with the objective that they provide hiring officials with representative pools of applicants, especially where a need has been identified.
- ❖ The Office of Institutional Equity and Equal Opportunity will examine any job group where either adverse ratio analysis and/or underutilization occur. Meetings may be scheduled with appropriate organizational units to discuss applicable affirmative action.
- ❖ The Office of Institutional Equity and Equal Opportunity will evaluate terminations to determine if adverse impact exists based on sex or minority status. Further analysis will be completed as necessary to ensure equal opportunity compliance.
- ❖ Each college is given the objective to evaluate its faculty utilization and action-oriented programs in order to contribute to the University's goal of full utilization and the diversification of its educational programs.
- ❖ Search committees are encouraged to consult with the affirmative action officer for guidance on the University's affirmative action program before initiating a search.
- ❖ The Office of Institutional Equity and Equal Opportunity monitors on an ongoing basis the employment and compensation processes and new policy developments to ensure equal opportunity compliance.
- ❖ The Associate Vice President for Institutional Equity and Assistant Vice President for Equal Opportunity are available to meet with search committees, search firms, hiring officials, and academic and administrative units wanting more information on the University of Kentucky's goals and equal opportunity commitments.
- ❖ The Associate Vice President for Institutional Equity and Assistant Vice President for Equal Opportunity provide University representation to the CPE Committee on Equal Opportunities

- (CEO) and the institutional workgroup that monitors the University's compliance with Kentucky Plan objectives and development of a new Kentucky Plan is provided by this office.
- ❖ Training and outreach on all the University of Kentucky equal opportunity commitments are available by contacting the Institutional Equity and Equal Opportunity Office or visiting the website at [www.uky.edu/evpfa/eeo](http://www.uky.edu/evpfa/eeo) . This office is responsible advising University officials and discussing ways to affirmatively impact UK's goals.
  - ❖ UK Policy and Procedures are examined on a regular basis with regulatory guidance from the U.S. Department of Labor Office of Federal Contract Compliance Programs (OFCCP), the Uniform Employee Selection Guidelines, other enforcement agency guidance, and Human Resources to ensure the University of Kentucky in practice and spirit is an inclusive employer, without disparate impact of any protected group or affiliation.
  - ❖ KY Business Leadership Network or KYBLN, a UK grant funded organization associated with the USBLN, the Department of Labor's initiative to hire people with disabilities, is developing a website to link UK Jobs and other employers of choice to multiple diversity sites across the country with no additional charge to University departments for advertising.
  - ❖ Human Resources Initiatives under the Director and Employment Office genuinely continue to seek more proactive resources and tools to assist hiring officials and departments in broadening the applicant pool representation of minority candidates.
    - Employment Advertising Improvements

*Bayard Advertising* services have been acquired through University procurement process (RFP) to improve UK employment branding and establish more effective advertising capabilities through improved exposure and visibility. This contract became effective January 1, 2005.

*CareerBuilder.com* is now being utilized to increase exposure of employment opportunities in over 700 different online job sites and professional organizations. For a reasonable charge, departments may now place online ads for a 30-day period targeting over 100 predominantly minority sites.
    - Education & Training

*Responsible Hiring Practices*, developed by the HR Employment Office, provides education and training for hiring officials. Information on the Kentucky Plan will be incorporated into the curriculum for both Responsible Hiring Practices and Search Committee Orientation workshops to increase awareness of the Kentucky Plan and its impact on academic program growth.

*Search Committee Orientation* was developed for executive search firms hired at times by the University for executive level position openings. The HR Employment office will proactively work with these firms to not only inform and educate regarding the Kentucky

Plan, but also to direct UK's expectation that applicants in EAM and professional positions include a representative pool of minorities.

- Competitive Recruitment Offerings

*Dual Career Partner Advocacy Resource* offers assistance to the partner of any person being recruited for and/or hired by the University who would be relocating to accept an offer. This service increases the success of the partner's job search and can alleviate pressures of an unemployed partner.

*Work-life Culture Survey* will be conducted University-wide October 2005-January 2006 to provide a baseline measure of the current UK workplace status. Only by knowing the baseline status and becoming aware of current issues may the University identify specific actions by which to improve. Establishing specific goals from survey results and making improvements to the work environment will improve the ability to attract and retain diverse faculty and staff. The Human Resources Office of Work-life was established in July 2004 to lead efforts at the University to improve the workplace culture and sensitivity to the sometimes conflicting demands of work and personal issues.

- ❖ President Lee Todd, under recommendation of the President's Commission on Diversity, charged the Diversity Plan Task Force with development of a comprehensive, University-wide Diversity Plan inclusive of diversity goals and specific action plans for campus units. The Task Force is comprised of academic and administrative unit heads, staff and student representatives. Progress toward accomplishing diversity plan goals will be monitored on an ongoing basis using the University Strategic Planning and Reporting system.

The University of Kentucky has established action-oriented programs to recruit, retain, and promote the best-qualified faculty, staff, and students, especially women and minorities. Colleges develop individual strategies specific to their disciplines while other initiatives are employed more widely across disciplines. For the purpose of the Affirmative Action Plan this detailing will be separated into faculty and staff initiatives but should not be considered an exhaustive list. The University of Kentucky provides individual colleges with direction and support in their recruiting efforts for qualified minority and women candidates, especially in disciplines where women or minorities have traditionally been underrepresented. Recruiting faculty is an important but limited first step. Developing and promoting excellent teachers and research faculty are integral parts of the programs developed for the successful research institution. Some of the action-oriented programs being employed by the University of Kentucky to recruit, retain, and promote the best qualified teaching and research faculty are:

- ❖ Service fellowships are available for faculty at historically Black colleges and universities designed to provide an opportunity to pursue doctoral studies at UK.
- ❖ Recruiting underrepresented post-master's students from UK and the University of Louisville to enroll at the other institution with an opportunity to return to the home school as a faculty member.
- ❖ Postdoctoral fellowship funds are available through the Office of the Executive Vice President for Research to support minorities and women in under-represented areas.
- ❖ Recruiting efforts are directed to historically black colleges and universities to increase the pool of minority candidates for staff and faculty positions.
- ❖ The UK participates in the Southern Regional Education Board Doctoral Scholars Program to encourage minorities in doctoral programs.
- ❖ Faculty mentoring and collaboration by established researchers.
- ❖ Faculty mentoring pairs – It pairs junior female faculty with senior female faculty to provide advice and guidance on career development in academia.
- ❖ The development of effective leadership programs for faculty are offered including an annual multiphased leadership series offered for female faculty that provides management theory training and networking opportunities.
- ❖ Regular meetings with untenured faculty to discuss promotion and tenure issues.
- ❖ Taking advantage of special hiring opportunities when they appear, utilizing funds made available by the President and the Provost for such opportunities.
- ❖ Active participation in national professional organizations designed to recruit women and minorities to faculty positions in underrepresented fields.
- ❖ Making available when possible professional development and travel funds for junior faculty.
- ❖ Financially supporting when possible a professional meeting a year.
- ❖ The utilization of personal contacts, professional web sites, and national meetings for recruitment.
- ❖ The Office of Multicultural Affairs sponsors the Black Faculty Educational Workshops. The workshops aim to reduce feelings of isolation often experienced by African-American faculty and staff on predominantly white campuses by bringing them together and introducing them to important aspects of a university community. Approximately four such mixers are held annually in various departments across the campus. Topics discussed include: the promotion and tenure process, portfolio development, grant writing, opportunities for international travel, and learning more about the African-American community in Lexington.
- ❖ The International Affairs office develops programs giving faculty an opportunity to travel and develop research opportunities internationally.

- ❖ The Teaching and Academic Support Center is specifically designed to assist faculty in developing their teaching skills. Through workshops, conferences, lectures, and individual consultations the Center has become a support unit for both new and experienced faculty.
- ❖ Faculty recruiting activities include: meeting with faculty being recruited to discuss both internal and external research opportunities at UK.
- ❖ Faculty orientation includes meeting with minority faculty to discuss research and creative activities and provide support when possible.
- ❖ Providing support to minority faculty through individual consultations and workshops.
- ❖ A university-wide committee meets: to coordinate programs in the university's efforts toward inclusive learning; to promote positive inter-campus relations across diverse groups; to offer mediation services during incidents of intolerance; and to monitor, evaluate and enforce their purpose.
- ❖ A college encourages minority students and clinicians to prepare themselves for faculty status by mentoring them in clinical, educational, and committee activities.
- ❖ A college participates in the medical center Women's Health Initiative that, among other things, provides role models for university and community women and opportunities for women faculty to conduct scholarly activities that enhance their professional development. There are several development activities for faculty: the American Association of Dental Schools summer faculty development program, the Executive Leadership in Academic Medicine (ELAM) program for women, and the American Association of Dental Schools annual program on recruitment and retention of minority faculty.
- ❖ All College of Medicine faculty have the opportunity to participate in the certificate MBA program and the Executive Leadership Programs sponsored by UK.
- ❖ Active campaigns have been conducted to recruit individuals to the campus including advertisement in various publications, targeted mailings, numerous phone calls, and recruitment at national meetings.
- ❖ Faculty with longer terms of service work with younger faculty as mentors providing advice on grant writing, collaboration on research, completion of service assignments, and quality teaching.
- ❖ Faculty participate in the Kentucky Young Scientists Summer Program that is held annually at the university to attract and encourage outstanding women and minorities into UK's graduate programs.

The recruitment and professional development for staff employees is encouraged at the institutional level with opportunities offered for all staff employees and more specific opportunities offered within the specific departments of the University. Many staff development opportunities serve as recruitment

tools for the University of Kentucky, offering educational and professional development opportunities in conjunction with employment and benefits. Other recruitment strategies are determined by the hiring official and the Employment Services recruiter when the recruitment action plan is determined as outlined by the Employment policy. Options may include advertising in specific publications, locally or to a broader audience. Recruitment action plans may be determined based on the type position being filled and the expected qualified internal applicants. Employment Services recruiters are aware of areas of underutilization and are expected, as outlined by policy, to send hiring officials representative pools of applicants for consideration. All open staff positions are available to employees and the public on the online employment system at [www.uky.edu](http://www.uky.edu). Access to employment opportunities at UK now may be accessed from computers at homes, state agencies, public libraries, and county extension offices across Kentucky. Applications may be completed and other documents electronically attached from computers around the world.

Staff development opportunities are available to all employees without regard for membership in any protected group consistent with University of Kentucky policy. While specifically developed for staff development, it should be noted that the following programs are also open to faculty where beneficial. The programs available to all employees are as listed:

- ❖ Ukadvance is a biannual leadership development program aimed at staff employees demonstrating leadership potential and who may be underemployed at the University of Kentucky. Originally developed to eliminate barriers to advancement for women and minorities, Ukadvance was an outgrowth of the Women and Minority Studies. Employees may apply for themselves or be nominated by their departments for one of forty places in this intensive two-week program.
- ❖ Training on Discrimination and Harassment, the Americans with Disabilities Act, the University of Kentucky Affirmative Action Plan, and other sessions on the provisions of equal opportunity at the University of Kentucky are available through the Office of Institutional Equity and Equal Opportunity for faculty, staff, and student audiences.
- ❖ SuperVISION, offered through Human Resource Development (HRD), is a one-week course with four follow-up sessions aimed at new supervisors and open to all existing supervisors at UK. The curriculum is designed to address supervisory issues such as workplace communication, performance evaluation, conflict resolution, interviewing and selecting employees, and documentation of discipline. University policies are reviewed and equal opportunity issues are addressed.

- ❖ The Supervisory Certificate program, similar in intent to SuperVISION, is a series of fourteen workshops offered by HRD for current supervisors or those interested in advancing into a supervisory position.
- ❖ The Business Certificate program is a series of eleven workshops offered by HRD and designed to train specific skills needed to conduct the business of the University of Kentucky. Each session addresses forms or functions specific to the operation of the University of Kentucky.
- ❖ ExecuTrain Virtual Campus is UK's online technology training system available to staff, faculty, and students at no charge at [www.uky.edu](http://www.uky.edu). The courses provide technology training to enhance individual technical skill development.
- ❖ General Equivalency Development (GED) is offered, through Operation Educate, to employees with individualized classroom instruction. The program arranges and covers the cost of official GED testing.
- ❖ In the Adult Basic Education Classroom employees with a high school diploma or GED may develop basic skills for work related or personal goals. The program offers the employee the option to prepare for college or vocational training.
- ❖ English as a Second Language is offered for international staff and faculty with individual and classroom opportunities. Training can include language needed for personal, work, and academic situations. ESL classes are also offered to spouses and family members of post-doctoral scholars to help build on conversational skills and provide information about navigating daily life in America.
- ❖ Basic Literacy is provided through the Operation Educate program for those employees needing basic reading and writing instruction. Volunteers are also UK employees who have completed a fourteen-hour tutor-training workshop.
- ❖ Basic Computer Instruction is offered for employees seeking to get basic computer literacy training through a self-paced twenty-exercise program.
- ❖ Resume/Application assistance is offered through Operation Educate for employees seeking to update or prepare resumes for UK's Employment Services.
- ❖ Assistance is offered through Operation Educate and onsite at the UK Employment Office Computer Lab for employees to review and apply for employment opportunities advertised on-line through UK's Online Employment System.
- ❖ Occupational Retraining, available through Operation Educate, assists employees whose health conditions require them to seek and/or train for other employment opportunities at UK.
- ❖ The University of Kentucky offers the opportunity to continue in higher education through its Employee Educational Assistance program. The University of Kentucky will provide each employee up to six credit hours of tuition assistance per semester. This allows employees to

complete desired degrees ranging from associate degrees at Lexington Community College to terminal doctoral degrees at the University of Kentucky. Employees may take up to six credit hours tuition free at the University of Kentucky or any other public postsecondary education institution in Kentucky.

- ❖ The University of Kentucky with the Southern Association of College and University Business Officers (SACUBO) offers the College Business Management Institute at the UK campus each summer. This three-year institute attracts business staff from colleges and universities nationally and abroad. UK employees are eligible to participate and some scholarship opportunities are available.

Opportunities for staff are also made available through individual departments. Various contributions are also made by auxiliary departments making opportunities accessible to staff. Some of those include, but are by no means limited to, the following:

- ❖ Teleconferences and other one-time speakers and programs are made available for faculty, staff, and students by different organizations and on a variety of topics as part of the ongoing educational environment at a major research university. Many of these events are offered at no charge, others with very nominal admission charges. Staff employees may be sent from departments or may be invited to attend events specific to their areas of expertise or responsibility. All staff employees are encouraged to take advantage of as many offerings as possible for professional and personal enrichment. Some examples of these programs are teleconferences on Affirmative Action from the OFCCP sponsored by the College of Business and Economics, web seminars on Uniform Guidelines on Employee Selection Procedures hosted by the UK Employment office and teleconferences on Affirmative Action in Higher Education and Sexual Harassment sponsored by the Office of Institutional Equity and Equal Opportunity.
- ❖ Job families, where applicable, have been developed with a specific process and criteria for promotion.
- ❖ Awards providing tuition and supplementary support for Kentucky resident minorities and women in underrepresented fields may be available for staff employees meeting eligibility criteria.
- ❖ Areas identify flex-time, altered schedules, telecommuting and other options allowing employees to meet personal and professional development needs while still assuring that the work of the unit is completed.
- ❖ Parking and Transportation Services makes available accessible parking and bus transportation for faculty, staff, and students. This allows access to the many professional

- development activities available on campus that may otherwise be unavailable to individuals with disabilities.
- ❖ Staff employees were surveyed to determine their interest in various professional development courses.
  - ❖ The Office of Multicultural Affairs sponsors “Come See For Yourself” workshops to encourage staff to learn about the academic programs at UK. The workshops present employees from numerous service offices across campus, which support student success. The workshops describe the admission process, the employee educational program, the writing center, and tutoring services.
  - ❖ Participation in regular campus offerings, campus seminars, and teleconferences is encouraged. A regular series of staff development programs are offered to both professional and support staff.
  - ❖ International Affairs has developed international programs encouraging staff participation and enhancing staff knowledge of the world.
  - ❖ Decisions are made in each department and approved by the Dean for travel and professional development opportunities beyond UK.
  - ❖ The Physical Plant Division, both in the medical center and on main campus, encourages employee development and promotion by offering on-site training and supporting employees’ off-site training.
  - ❖ The Dining Services Division encourages employee development and promotion by providing on-site training and offering employees the opportunity to enroll in training off-site to obtain a Food Services Manager Certificate from the Kentucky Department for Public Health.
  - ❖ The Disability Support office offers in-service training and consultation as requested regarding disability and accessibility issues so that quality educational and occupational opportunities are available for everyone.

The University of Kentucky’s affirmative action program as described, under the regulatory guidance of the Department of Labor Office of Federal Contract Compliance Programs (OFCCP), includes all regular full-time employees including the employees of the College of Agriculture Cooperative Extension Service (CES). These employees also are included in the affirmative action program required and monitored under the auspices of the U.S. Department of Agriculture.

The Cooperative Extension Service serves as a link between the counties of the Commonwealth and the University of Kentucky. An off-campus branch of the College of Agriculture, the CES conducts educational programs in each of our 120 counties. The CES is committed to building a more

diverse workforce and to ensuring its programs are available to all citizens. Action steps by the CES in this area include:

- ❖ An Extension Civil Rights and Diversification Committee meets quarterly to review progress made in achieving a more diverse applicant pool and the hiring of a more diverse staff. The committee also reviews training materials for staff and contributed to the writing of the State Civil Rights Plan.
- ❖ An intern program provides minority college students with a twelve-week placement in a County Extension Office during the summer. Interns learn about Extension as a career through this experience.
- ❖ Diversity in programming is recognized each year by the Cooperative Extension Diversity Award. Award recipients receive cash awards to put into future programming (\$1000.00 team, \$500.00 individual).
- ❖ Each County annually updates a County Civil Rights Plan in conjunction with the development of the plan of work. The plans include an evaluation of present audiences reached and goals to reach underserved audiences.

## DESIGN AND IMPLEMENTATION OF INTERNAL AUDIT AND REPORTING SYSTEM

Regulations pertinent to this portion of the AAP are 41 CFR§ 60-2.17(d).

The Office of Institutional Equity and Equal Opportunity of the University of Kentucky has the responsibility of auditing and reporting on the effectiveness of the affirmative action program. The following procedures are in place for the University of Kentucky to monitor the program, measure its effectiveness, and report to the University:

- ❖ Responsibility for the maintenance of employment records on non-instructional staff positions is assigned to the Associate Vice President of the Human Resources. Accurate records of all employment actions must be maintained. This information includes sex and minority status when voluntarily disclosed by the applicant for employment. Reports detailing employment activity by sex and minority status; including applicants, hires, promotions, lateral transfers, and demotions are reviewed and provided to the Office of Institutional Equity and Equal Opportunity for analysis. 41 CFR § 60-2.17(d)(1)
- ❖ Ad hoc reports may be requested from the University of Kentucky Human Resource System (HRS) as needed for analysis. 41 CFR § 60-2.17(d)(2)
- ❖ The academic departments within each college maintain faculty employment records. Those colleges that have not transitioned to the online employment of its faculty provide the Office of Institutional Equity and Equal Opportunity with an Affirmative Action Form for each faculty member hired detailing the results of each employment action, including the applicant flow by sex and minority status, where available. 41 CFR § 60-2.17(d)(2)
- ❖ The University of Kentucky Office of Institutional Research and Assessment is responsible for providing formal reports on a regular schedule. These reports include, but are not limited to, the official EEO-6, IPEDS, and Vets-100 reports and detail the utilization of both staff and faculty personnel by sex and minority status. 41 CFR § 60-2.17(d)(2)
- ❖ All appointments to tenured positions and other positions as designated by regulation must receive the approval of the Board of Trustees of the University of Kentucky and are officially reported by that body. 41 CFR § 60-2.17(d)(2)
- ❖ Presentations detailing progress toward the goals of the Affirmative Action Plan and the Kentucky Plan are made for the executive officers and administrators at the University of Kentucky, the Equal Opportunity Panel, Human Resources, and the Kentucky Cooperative Extension Service. In addition, any unit may schedule a presentation or request information by contacting the Office of Institutional Equity and Equal Opportunity. 41 CFR § 60-2.17(d)(3)
- ❖ Regular updates are presented to the President's executive staff on the progress of the affirmative action program. Recommendations are made for goal setting and overcoming deficiencies where identified. 41 CFR § 60-2.17(d)(4)

- ❖ When problems are alleged or identified, the appropriate university official is advised and recommendations are made to ensure full compliance with the University of Kentucky's affirmative action / equal opportunity commitments. 41 CFR § 60-2.17(d)(4)
- ❖ The official disposition of an enforcement agency investigation is forwarded to appropriate university officials. As necessary, recommendations are made to ensure full compliance with the University of Kentucky's affirmative action / equal opportunity commitments, including the terms of any conciliation agreement reached in the disposition of an agency matter. 41 CFR § 60-2.17(d)(4)
- ❖ statistics are provided to University of Kentucky executive staff on the volume and type of activity by department or college being monitored by the Office of Institutional Equity and Equal Opportunity. Comparisons with statistics from the same period of the previous year may also be available. 41 CFR § 60-2.17(d)(4)

## COMPLIANCE WITH SEX DISCRIMINATION GUIDELINES

Regulations pertinent to this portion of the AAP are 41 CFR § 60-2.20.

The OFCCP requires that a contractor include a special section dealing with sex discrimination problems in an affirmative action program. The University of Kentucky has undertaken to address concerns of women employees as part of its overall evaluation and development of an affirmative action program. In doing so, it has taken action that is consistent with those steps described in 41 CFR § 60-20, which are:

- ❖ All advertisements for positions at the University of Kentucky contain an equal opportunity employer statement. 41 CFR § 60-20.2
- ❖ Personnel policies contained in the Governing Regulations of the University of Kentucky expressly prohibit discrimination on the basis of sex. 41 CFR § 60-20.3
- ❖ The University of Kentucky wage and salary administration program for staff employees undertakes to evaluate positions according to specific criteria and does not evaluate positions on the basis of the sex of the incumbent or applicant. 41 CFR § 60-20.3(c)
- ❖ University of Kentucky benefit programs are administered in accordance with federal and state law. Contributions to pension programs are equal for men and women receiving equal income. 41 CFR § 60-20.3(c)
- ❖ The University of Kentucky employment policy does not permit discrimination based on marital status. The University of Kentucky administers its policies and procedures without regard for marital or family status regardless of sex. 41 CFR § 60-20.3(d)
- ❖ The University of Kentucky provides appropriate physical facilities to both sexes. 41 CFR § 60-20.3(e)
- ❖ The Commonwealth of Kentucky has revised its law to extend "protective" legislation to men or to abolish such "protection". Applicants for employment are therefore to be evaluated on the basis of individual capabilities. 41 CFR § 60-20.3(f)
- ❖ Retirement age for employees, including early retirement, is the same for men and women. 41 CFR § 60-20.3(h)
- ❖ The University of Kentucky maternity leave policy permits women to take accumulated sick leave for delivery and recovery. Any additional time, which is requested, for childcare is available either as vacation leave or leave without pay. The best interest of the University is a consideration in any leave without pay, including childcare leave. 41 CFR §60-20.3(g)(1)
- ❖ Any employee, whether or not she has accrued leave, may take leave without pay for six weeks following delivery without loss of her job, as detailed in the Temporary Disability Leave and Family Medical Leave Act (FMLA) policies. 41 CFR § 60-20.3(g)(2)

- ❖ Any employee, meeting the eligibility criteria in the FMLA, may take leave without pay following the delivery or adoption of a child without loss of their job, as detailed in the FMLA policy.
- ❖ The University of Kentucky does not base employment decisions on any "seniority system". Therefore, no sex-based seniority system exists and action is not necessary. 41 CFR § 60-20.4
- ❖ The University of Kentucky prohibits discrimination in salary administration on the basis of sex. 41CFR § 60-20.5
- ❖ Affirmative action is and has been underway since 1972 to locate and to employ women as described in the University's AAP. 41 CFR § 60-20.6(a)
- ❖ All staff development and training programs are open to employees regardless of sex as stated in University policy. 41 CFR § 60-20.6(b)
- ❖ University of Kentucky officials review all policies and procedures for handling complaints of sexual harassment in light of changing legal and enforcement agency guidance.
- ❖ Education is offered by the Office of Institutional Equity and Equal Opportunity to provide faculty, students and staff more information regarding sexual harassment. The material included in training sessions is updated, as legal and enforcement agency guidance becomes available.
- ❖ Training sessions about discrimination, including sexual harassment, are offered by Human Resource Development, as a part of their regularly scheduled class offerings for supervisors.
- ❖ Since 1992 the Affirmative Action office has distributed over 120,000 brochures, entitled Sexual Harassment Is Prohibited and Illegal, for University employees and students.
- ❖ The sexual harassment brochure has been updated and reprinted eight times since its original printing.
- ❖ The sexual harassment brochure has been published in the campus newspapers.
- ❖ The sexual harassment brochure is disseminated internally and externally on the internet at [www.uky.edu/EVPFA/eeo/](http://www.uky.edu/EVPFA/eeo/)
- ❖ The University of Kentucky's policy prohibiting sex discrimination, including sexual harassment, is disseminated internally and externally on the internet at [www.uky.edu/EVPFA/eeo/](http://www.uky.edu/EVPFA/eeo/)
- ❖ The University of Kentucky has contracted to provide a web-based sexual harassment prevention program that delivers a basic understanding of what constitutes sexual harassment. It is an interactive course, available online to faculty, staff, students, and the public. It is required of all new employees before the end of their 90 day new employee orientation.

## **COMPLIANCE WITH RELIGIOUS AND NATIONAL ORIGIN DISCRIMINATION GUIDELINES**

Regulation pertinent to this portion of the AAP is 41 CFR § 60-50.

The University of Kentucky has long employed persons on the basis of merit, regardless of religion or national origin. As a state institution, it does not and will not require or collect information concerning the religious preference (if any) of its faculty or staff. The University has taken the following actions: 41 CFR § 60-50.2

- ❖ It has enunciated a policy prohibiting employment discrimination on the basis of religion or national origin.
- ❖ It has disseminated to each employee the policy prohibiting employment discrimination on the basis of religion or national origin.
- ❖ It has developed and circulated a brochure regarding harassment on the basis of race, religion, or national origin.
- ❖ It evaluates salary administration to assure that discrimination on the basis of national origin is not practiced.
- ❖ It has developed procedures to investigate and resolve complaints of violation of these policies.
- ❖ It has advertised, and will continue to advertise, its positions in public media to which persons of any religious group or national origin should have access.
- ❖ It disseminates internally and externally the University of Kentucky policies prohibiting religious and national origin discrimination on the internet at [www.uky.edu/evpfa/eeo/](http://www.uky.edu/evpfa/eeo/)

The University of Kentucky is conscious of its obligations to make reasonable accommodation to an employee's religious beliefs. In most instances shifts in work schedules for religious reasons can be accomplished without undue hardship; in the event this cannot be achieved in a particular position, efforts are made to locate the employee in a different position. In the case of religious holidays, e.g., Yom Kippur, Good Friday, etc., classes may be rescheduled or vacation or other leave may be taken without jeopardy to employment. 41 CFR § 60-50.3.

## **INDIVIDUALS WITH DISABILITIES AFFIRMATIVE ACTION PLAN**

41 CFR§ 60-741

The University of Kentucky has developed this Affirmative Action Plan for any “qualified individual with a disability” holding or desiring employment and the benefits thereof and/or previously admitted or desiring admission to any University of Kentucky program, activity, or service. For the purposes of this Affirmative Action Plan the definition of a “qualified individual with a disability”

is any individual who:

- i. has a physical or mental impairment substantially limiting one or more major life activity,
- ii. has a record of such an impairment, or
- iii. is regarded as having such an impairment;

and; who can, with or without accommodation, otherwise perform the essential functions of the position, held or desired, or meet the technical standards of the program to which admission is granted or desired.

A qualified individual with a disability must satisfy all the requisite skills, education, experience and/or admission criteria that the desired position or program requires. All definitions and exclusions in § 503 and § 504 of the Rehabilitation Act of 1973, as amended, and the more expansive Americans with Disabilities Act of 1990 (ADA) shall apply. No person may be denied any benefit of the University of Kentucky based solely on disability.

The written University of Kentucky Affirmative Action Plan (AAP), including the AAP for Individuals with Disabilities, in accordance with Executive Order 11246, Section 503 of the Rehabilitation Act of 1973, and The Vietnam Era Veterans’ Readjustment Assistance Act of 1974 (VEVRAA), may be viewed in the Office of Institutional Equity and Equal Opportunity. The AAP is available from 9:00am until noon and from 1:00pm until 4:00pm Monday through Friday when the University of Kentucky is officially in session. The AAP can also be viewed on the Office of Institutional Equity and Equal Opportunity website at [www.uky.edu/EVPFA/EEQ](http://www.uky.edu/EVPFA/EEQ).

## **EQUAL OPPORTUNITY POLICY**

The University of Kentucky hereby reaffirms its commitment to the principle of equal employment opportunity for persons with disabilities in its personnel policies and procedures. The University of Kentucky Governing Regulations (Part I), governing both instructional and non-instructional personnel, states the University of Kentucky employment policy:

Equal opportunities shall be provided for all persons throughout the University in recruitment, appointment, promotion, payment, training, and other employment and education practices without regard for economic or social status and will not discriminate on the basis of race, color, ethnic origin, national origin, creed, religion, political belief, sex, sexual orientation, marital status or age. The University does not discriminate on the basis of uniform service, veteran status, or physical or mental disability when an individual otherwise meets the minimum qualifications for application or participation. All University members are expected to comply with the institution's nondiscrimination policy. The President is responsible for the development of an affirmative action plan by which full implementation of this policy shall be effected in the University.

Part X establishes merit as the only criteria for academic employment:

All appointments shall be made strictly on the basis of merit. An applicant for a position shall not be discriminated against because of sex, race, ethnic origin, national origin, sexual orientation, color, creed, religion, age, or political belief. Additionally, the University shall not discriminate against any applicant for employment because of Vietnam-era veteran status, disabled veteran status, or physical or mental disability in regard to any position for which the applicant for employment is qualified.

Further delineation of this fundamental governing regulation is made in Human Resource Policy Number 2.0 entitled "Equal Opportunity" which states at 2.1.1:

All employment decisions shall be made uniformly on the basis of merit. Equal opportunities shall be provided for all persons throughout the University in recruitment, appointment, promotion, payment, training, and other employment practices without regard to sex, sexual orientation, race, ethnic origin, national origin, color, creed, religion, age (40 and above), or political belief. Further, the University shall not discriminate against any employee or applicant for employment because of Vietnam-era veteran status, disabled veteran status or physical or mental disability in regard to any position for which the employee or applicant for employment is qualified. Also, the University does not discriminate against any employee or applicant for employment because the individual is a smoker or nonsmoker, as long as the person complies with University policy concerning smoking. However, this regulation does not require the provision of employee benefits to an employee for the benefit of any person other than a spouse or child of the employee.

The Strategic Plan of the University states its objective to:

"...improve the climate for diversity. Programs designed to create a diverse community in which all individuals and groups can thrive, both personally and professionally, are necessary to build upon recruitment and hiring successes."

This strategy extends beyond employment, to the matriculation of students at all levels of academic endeavor. Equal Opportunity for students at the University of Kentucky is delineated in the student handbook entitled Students Rights and Responsibilities, which states in part:

## 2.1 Right of Admission and Access

### 2.11 Admission Policy

An applicant for admission to the University shall not be discriminated against because of race, color, religion, sex, marital status, sexual orientation, national origin, age or beliefs. Moreover, no otherwise qualified person with a disability will be denied admission solely because of the person's disability.

### 2.12 Scholarships, Grants-in-Aid, and Financial Aid

An applicant for, or a recipient of, University financial aid, a University grant in aid, or a University scholarship, shall not be discriminated against because of race, color, religion, sex, marital status, sexual orientation, national origin, age or beliefs. Moreover, no otherwise qualified person with a disability will be denied financial aid solely because of the person's disability.

### 2.14 Use of Facilities and Service

The University may delineate the purpose for which students may use certain facilities and shall make them available on a fair and equitable basis. However, the University may restrict its facilities and services when their use would interfere with normal University operations.

### 2.14 Discrimination in the Community

The University will use its influence to secure equal access for all students to public facilities in the local community.

## **REVIEW OF PERSONNEL PROCESSES**

All persons applying for employment, faculty or staff, at the University of Kentucky, are considered based on their qualifications to perform the functions of the position for which their documentation is completed. Likewise students are considered on their academic credentials with respect to the program for which they make application.

Staff positions at the University of Kentucky are filled from applicant pools made up of those individuals who have met the definition of an applicant as detailed in the employment policy. Individuals sending applications and/or resumes for consideration for employment are not asked to identify themselves as an individual with a disability at any time during the pre-employment process. applicant pools are determined based on submitted documentation of qualifications and forwarded to the hiring official for consideration. Hiring officials are instructed in the proper consideration of qualifications and interviewing techniques.

The University of Kentucky has a policy of considering persons for faculty appointment on the basis of merit. Individual contribution to the academic programs of the University is the primary consideration in all faculty appointments. No attempt is made to identify prospective faculty candidates with disabilities during the consideration process. Faculty promotion decisions are made on established academic performance criteria.

Qualified persons with disabilities may request reasonable accommodations at anytime in their employment process. The University of Kentucky request for reasonable accommodation form is new and may be requested through the Office of Institutional Equity and Equal Opportunity. Medical documentation may be required. This information is filed in a location separate from the employee's employment record and is maintained in a confidential manner.

The University of Kentucky benefits program is available to employees, without regard to disability. Health, life, and other insurance options are available to all employees meeting certain length-of-service requirements. An offering of basic single health insurance options is provided for employees, without regard for pre-existing conditions. Likewise the university's compensation policy is administered for all employees without regard to disability.

### **PHYSICAL AND MENTAL QUALIFICATIONS**

Staff positions are evaluated to determine the physical and mental requirements of each using a job analysis questionnaire. The University of Kentucky regularly reevaluates staff positions requiring, in part, the analysis of physical and mental qualifications and the essential functions of all positions.

Faculty positions defy this same manner of evaluation by their focus on academic contribution. Every faculty opening must be evaluated based on the needs of the academic program and may widely vary among, and even within, academic disciplines. While mental qualifications are influenced by strict educational credential requirements, reasonable accommodations can and are made for faculty with both mental and physical limitations when requested.

The technical standards of individual academic programs are evaluated to determine the qualifications for participation. All programs, like employment positions, are encouraged to reevaluate on a periodic basis or whenever there has been a change in technical standards.

## **ACCOMMODATION TO PHYSICAL AND MENTAL LIMITATIONS OF EMPLOYEES**

The University of Kentucky is committed to reasonable accommodations for qualified faculty, staff, and students with disabilities. Accommodations take many forms at the University of Kentucky for known disabilities, both physical and mental. Experts in accommodations, adaptive technology, special education, mental and physical health, vocational rehabilitation counseling, and rehabilitation engineering are available on campus and are utilized as needs are identified. Outside agencies and contacts are maintained as additional expert resources.

Employees, both faculty and staff, may request accommodations in their respective departments or may make requests in the Office of Institutional Equity and Equal Opportunity. Employee Relations Specialists refer employees and supervisors to the office when assistance in determining appropriate accommodations may be needed, especially when work performance problems may be related to a disability.

The Disability Resource Center, at the University of Kentucky provides essential services for the accommodation of students with disabilities. As a direct result of a marked increase in the number of students requiring accommodations, two (2) additional professional positions were established in 2002 to evaluate documentation, determine eligibility, and provide coordination and oversight of services to students requesting academic accommodations.

## **HARASSMENT**

The Office of Institutional Equity and Equal Opportunity is available to the university to answer questions and concerns regarding the provisions of the ADA and reasonable accommodations. Training is developed and updated to respond to concerns and questions regarding equal opportunity for faculty, staff, and students with disabilities. Special effort is expended to address those stereotypes that may limit access to equal opportunity in employment or education.

Complaints alleging harassment or denial of reasonable accommodations are investigated and remedies, where appropriate, are recommended.

## **OUTREACH, POSITIVE RECRUITMENT, AND EXTERNAL DISSEMINATION OF POLICY**

The University of Kentucky has established a reputation as an educational institution accessible to people with disabilities. Meaningful contacts are maintained with service organizations and groups of

disabled persons. Students and potential employees have been identified and referred to the University as a result of these contacts.

The University of Kentucky encourages enrollment of students with disabilities by making available accessible housing options and student support services. The University of Kentucky by its commitment to equal educational opportunity for persons with disabilities returns to the greater community well-educated potential employees. While no statistics are available, anecdotal evidence of this return is apparent in the employment of UK graduates with disabilities on campus and in the community.

The University of Kentucky has established design guidelines for the campus that meet the accessibility requirements of the ADA and accommodates individuals with disabilities but avoids awkward, isolating elements intended only for people with disabilities. It is the University of Kentucky's intention, as outlined by the University architect, to "make the campus accessible by considering necessary site and building elements early in the design process and finding graceful and natural solutions that are appropriately integrated with the rest of the campus setting."

The University of Kentucky considers program accessibility for students, faculty, staff and visitors using campus facilities. To cite just one example, several facilities have been equipped with assistive listening devices to provide accessible programs for hearing impaired individuals. Memorial Coliseum, Memorial Hall, Student Center, Singletary Center for the Arts, and the Fine Arts Building are equipped as described. Constituent needs and the burgeoning developments in adaptive technology are continually assessed to improve both physical and programmatic access.

The University of Kentucky makes some services and programs available on the web site at [www.uky.edu](http://www.uky.edu). These web pages and other online access to the programs at the University of Kentucky are meant to be accessible under § 508 of the Rehabilitation Act and the implementing guidance.

The University of Kentucky's Parking and Transportation Services strongly support the concept of fair and equitable facilities for persons with disabilities. They provide students and employees with disabilities an equitable and uniform system of administrative, enforcement, and design standards. This helps to ensure the lawful use of parking spaces and the availability of a dependable transit service with lift-equipped buses. When designing new parking spaces and bus stops on campus for everyone, but especially people with disabilities, the distance to final destinations along accessible routes is a priority.

The University of Kentucky is accessible by public transportation from Lexington/Fayette County. This transportation is available regularly and is accessible to persons with disabilities. Lextran operates a paratransit system, WHEELS, for people with disabilities unable to access other forms of transportation in the community. This service is regularly on campus with both student and employee users.

The University of Kentucky is the home of and supports the Kentucky Business Leadership Network (KYBLN), the Director, Assistant Director, and several charter state board members and chapter participants are University of Kentucky employees, including the Assistant Vice President for Equal Opportunity who has served on the state board since its inception. The KYBLN is dedicated to the employment of people with disabilities in an effort led and supported by the business leaders in the communities. The University of Kentucky, as the largest employer in the bluegrass area, strives to provide best practice leadership and encouragement to other employers.

#### **INTERNAL DISSEMINATION OF POLICY**

This program is disseminated with and as part of the total affirmative action program of the University of Kentucky and may be found on reserve in the W. T. Young library and online at [www.uky.edu/EVPFA/eoo/](http://www.uky.edu/EVPFA/eoo/). Additional means of communication receive ongoing evaluation.

The written University of Kentucky Affirmative Action Plan (AAP), in accordance with Executive Order 11246, as amended, Section 503 of the Rehabilitation Act of 1973, and The Vietnam Era Veterans' Readjustment Assistance Act of 1974 (VEVRAA), may be viewed in the Institutional Equity and Office of Institutional Equity and Equal Opportunity. The AAP is available from 9:00am until noon and from 1:00pm until 4:00pm Monday through Friday when the University of Kentucky is officially in session.

#### **AUDITING AND REPORTING SYSTEM**

This program is administered with and as part of the total affirmative action program of the University of Kentucky as described. The University of Kentucky, as an educational institution, has been educating, employing, and providing accommodations for individuals with disabilities for longer than there has been a meaningful body of clarifying case law. The implementation of the more comprehensive ADA has contributed significantly since its passage, as has guidance from federal and state agencies.

In view of this now more significant, though still evolving understanding, the University of Kentucky has an ongoing commitment to reevaluate its processes related to the provision of equal opportunity for individuals with disabilities.

### **RESPONSIBILITY FOR IMPLEMENTATION**

The Assistant Vice President for Equal Opportunity has been designated the University official to direct this and other affirmative action programs and has been designated the Americans with Disabilities Act (ADA) Compliance Coordinator for the University of Kentucky.

The Associate Vice President for Institutional Equity and the Assistant Vice President for Equal Opportunity are the University of Kentucky officials responsible for the development of recommendations on policy and compliance with all of the University of Kentucky affirmative action / equal opportunity commitments, including the ADA and § 503, § 504 and §508 of the Rehabilitation Act of 1973, as amended.

**AFFIRMATIVE ACTION PROGRAM FOR VETERANS  
EMPLOYMENT OF DISABLED VETERANS AND VETERANS OF THE VIETNAM-ERA**

41 CFR §60-250

The Vietnam-Era Veterans Readjustment Act of 1974 requires certain federal contractors to take affirmative action for the employment of disabled and Vietnam-era veterans. The procedures described in this Plan are designed to achieve the objectives of this Act. The procedures described in this Plan apply to regular, full-time staff positions of the University of Kentucky. Student employment is not included, because by its terms such employment is designed to further the educational objective of the student. For this purpose student employment includes all work-study positions, medical house staff, graduate teaching and research assistants. All staff positions are posted on the University of Kentucky online employment system with the qualification needed for each. The online employment system is available to all state employment services, vocational rehabilitation services, and veteran's affairs offices. The University of Kentucky intends to continue to provide employment opportunities for Vietnam-era veterans, disabled veterans, and all veterans otherwise qualified for the positions they seek at the University of Kentucky.

**Affirmative Action Clause** 41 CFR §60-250.4

The University of Kentucky includes in every covered contract or subcontract the "Affirmative Action for Disabled Veterans and Veterans of the Vietnam-era" clause contained in the Department of Labor regulations. Such contractors or subcontractors agree not to discriminate against Vietnam-era veterans and disabled veterans.

**Self Identification**

The personnel office invites voluntary disclosure of an applicant's status as a veteran. Disabled veterans may disclose a disability at any time during the employment process and request reasonable accommodation.

**Job Qualifications** 41 CFR §250.6

Human Resources personnel study position descriptions to assure that job requirements are related to essential job functions. The purpose of this assessment is to assure that job requirements are related to business necessity and the safe performance of the job. The University of Kentucky is prepared to make reasonable accommodations to disabled applicants consistent with legitimate position requirements.

**Outreach** 41 CFR §250.6

The Human Resources Employment office participates in community activities, to inform people of and support employment opportunities at the University. They participate in job fairs specifically designed to encourage the employment of veterans. Federal and state benefit programs for veterans and eligible dependents are coordinated through the Office of the Registrar which provides staffing to assist with Veterans Administration benefits. Information is also communicated and solicited to eligible veterans on a university listserv managed by the Veterans Affairs office.

**Dissemination of Policy**

The Governing Regulations includes a prohibition of discrimination against Vietnam-era and disabled veterans, who are otherwise covered by the policy against discrimination on the basis of disability. Vendors and subcontractors are regularly notified of University contract requirements, including the requirements of the Vietnam-Era Readjustment Act of 1974. Persons referred under the veterans program will be invited to identify themselves. Reasonable accommodation will be made, in accordance with the terms of the § 503 program and ADA to the disabilities of qualified disabled veterans.

**Designation of Responsible Official**

The Associate Vice President for Institutional Equity has been designated the University official to direct this and other affirmative action programs of the University of Kentucky.

**Complaint Procedure**

Any employee or applicant for employment who believes that the University of Kentucky has discriminated against her or him because she or he is a "Vietnam-era veteran or disabled veteran" or any veteran or uniformed military status may contact the University of Kentucky Office of Institutional Equity and Equal Opportunity. A representative of this office will investigate the complaint and recommend appropriate administrative action.

**Available for Inspection**

The written University of Kentucky Affirmative Action Plan (AAP), including the AAP for Veterans, in accordance with Executive Order 11246, Section 503 of the Rehabilitation Act of 1973, and The Vietnam Era Veterans' Readjustment Assistance Act of 1974 (VEVRAA), may be viewed in the Equal Opportunity office. The AAP is available from 9:00am until noon and from 1:00pm until 4:00pm Monday through Friday when the University of Kentucky is officially in session. The AAP can also be viewed on the Office of Institutional Equity and Equal Opportunity website at [www.uky.edu/EVPFA/eo](http://www.uky.edu/EVPFA/eo).

## **CONCLUSION**

The University of Kentucky Affirmative Action Plan as outlined in this document is put forth as evidence of the University of Kentucky's good faith efforts to meet all the requirements of a federal contractor as prescribed in Executive Order 11246, as amended, and as detailed in the implementing federal regulations 41 CFR § 60. This document reaffirms the University of Kentucky's commitment to equal opportunity as defined by federal and state statutes.

Further the University of Kentucky Affirmative Action Plan is reaffirmation of the University of Kentucky's commitment to equal opportunity for faculty, staff, students, and the greater community as defined by the Board of Trustees in the Governing Regulations and proffered as a supporting document to the University of Kentucky Strategic Plan.

This document was authored with information submissions from across the University of Kentucky, further demonstrating an institutional commitment to the value of equal opportunity in a major research and educational institution. The Office of Institutional Equity and Equal Opportunity, under the direction of the Associate Vice President for Institutional Equity and the Assistant Vice President for Equal Opportunity, expresses appreciation to all individuals assisting in the preparation of the University of Kentucky Affirmative Action Plan.

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# University of Kentucky Affirmative Action Plan Appendices

Effective October 1, 2006 through September 31, 2007

Office of Office of Institutional Equity and Equal Opportunity  
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*An Equal Opportunity University*

**University of Kentucky  
Affirmative Action Plan  
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**University of Kentucky**  
**Major Job Groups**  
**Primary Occupational Activity**

**I. Executive/Administrative/Managerial**

**A. Executive**

1. Primary responsibility for management of the institution or major subdivision
2. Perform work directly related to management policies or general business of the institution.
3. Significant role in policy development
4. Regularly exercise discretion and independent judgment
5. Major impact on institution across many lines

**B. Administrative**

1. Regularly assists employee in executive capacity
2. Perform work directly related to management policies or general business of the institution
3. Perform work under only general supervision
4. Affect, execute and administer policy
5. Affects operations to a substantial degree
6. Consistently exercise discretion and independent judgment

**C. Managerial**

1. Primary responsibility for management of subdivision or department
2. Interprets and administers policies and procedures for daily business operation
3. Routinely direct the work of others
4. Supervise professional employees (or report manager in category of staff supervised)
5. Exercise discretion and independent judgment

**II. Professional**

A. Assignments require prolonged education, college graduation, advanced knowledge or comparable background experience

B. Exercise discretion and independent judgment

C. Work is predominantly intellectual and varied in character

D. Output or result accomplished cannot be standardized

E. Coordination assignments require combination of advanced skills

**F. Health**

Primarily performs health care or health-related activities

**G. Administrative Support**

Primarily performs administrative support activities

**H. Student Support**

Primarily performs student service activities

**I. Technical Support**

Primarily performs technical or technically-related support activities

III. **Office & Clerical**

- A. Assignments typically associated with clerical activities
- B. Assignments specifically secretarial in nature
- C. Examples: bookkeeper, stenographer, office machine operator, clerks (sales, payroll, statistical, library, etc.)
- D. **Position Level I**  
Primarily staff support positions without supervision or administrative responsibilities
- E. **Position Level II**  
Primarily Administrative Assistants or staff support with supervisory responsibilities

IV. **Technical/Paraprofessional**

- A. Knowledge or skill acquired through technical institute, community college or equivalent on-the-job training
- B. Perform some duties of professional or technician in supportive role
- C. Examples: computer programmer, drafter, dietitian, photographer, technician, aides (mathematical, engineering, etc.)

V. **Skilled Craft**

- A. Assignments typically require special manual skills and knowledge of processes
- B. Knowledge acquired on-the-job training, experience or apprenticeship
- C. Examples: mechanic, repairer, electrician, machinist, carpenter

VI. **Service/Maintenance**

- A. Assignments require limited degree of previous skills and knowledge
- B. Duties contribute to comfort, convenience and hygiene of people or upkeep of facilities
- C. Examples: cafeteria workers, drivers, laborers, custodial, grounds, construction, security

VII. **Faculty**

- A. Conduct instruction, research or public service as principal activity(ies), and hold academic rank
- B. Executive officers of academic departments if principal activity is instruction
- C. Examples: professor, instructor, chair

\*\* **Bolded** text indicates major job groups and sub-categories of major job groups as detailed.

## UK Female Staff

		Availability Factor Analysis		
Job Group		I	II	Availability
<b>E/A/M</b>				
<b>Executive</b>				<b>28.0%</b>
	Data	28.0%		
	Weight	1	0	
	Population	28.0%	0.0%	
<b>Administrative</b>				<b>40.0%</b>
	Data	40.0%		
	Weight	1	0	
	Population	40.0%	0.0%	
<b>Managerial</b>				<b>42.0%</b>
	Data	42.0%		
	Weight	1	0	
	Population	42.0%	0.0%	
<b>Professional</b>				
<b>Health</b>				<b>73.2%</b>
	Data	60.0%	86.3%	
	Weight	0.5	0.5	
	Population	30.0%	43.2%	
<b>Administrative</b>				<b>56.9%</b>
	Data	50.0%	63.8%	
	Weight	0.5	0.5	
	Population	25.0%	31.9%	
<b>Student</b>				<b>65.2%</b>
	Data	60.0%	67.4%	
	Weight	0.3	0.7	
	Population	18.0%	47.2%	
<b>Technical</b>				<b>30.3%</b>
	Data	30.0%	31.1%	
	Weight	0.7	0.3	
	Population	21.0%	9.3%	
<b>Office &amp; Clerical</b>				
<b>Level I</b>				<b>83.0%</b>
	Data	76.7%	89.3%	
	Weight	0.5	0.5	
	Population	38.4%	44.7%	
<b>Level II</b>				<b>86.4%</b>
	Data	76.7%	90.6%	
	Weight	0.3	0.7	
	Population	23.0%	63.4%	
<b>Technical &amp; Scientific</b>				<b>51.4%</b>
	Data	50.1%	54.4%	
	Weight	0.7	0.3	
	Population	35.1%	16.3%	
<b>Skilled Crafts</b>				<b>5.5%</b>
	Data	9.6%	1.4%	
	Weight	0.5	0.5	
	Population	4.8%	0.7%	
<b>Service &amp; Maintenance</b>				<b>54.6%</b>
	Data	62.1%	37.0%	
	Weight	0.7	0.3	
	Population	43.5%	11.1%	

## UK Minority Staff

		<b>Availability Factor Analysis</b>		
<b>Job Group</b>		<b>I</b>	<b>II</b>	<b>Availability</b>
<b>E/A/M</b>				
<b>Executive</b>				<b>4.0%</b>
	Data	4.0%		
	Weight	1	0	
	Population	4.0%	0.0%	
<b>Administrative</b>				<b>5.0%</b>
	Data	5.0%		
	Weight	1	0	
	Population	5.0%	0.0%	
<b>Managerial</b>				<b>7.0%</b>
	Data	7.0%		
	Weight	1	0	
	Population	7.0%	0.0%	
<b>Professional</b>				
<b>Health</b>				<b>5.7%</b>
	Data	6.0%	5.3%	
	Weight	0.5	0.5	
	Population	3.0%	2.7%	
<b>Administrative</b>				<b>6.1%</b>
	Data	7.0%	5.1%	
	Weight	0.5	0.5	
	Population	3.5%	2.6%	
<b>Student</b>				<b>12.3%</b>
	Data	7.0%	14.6%	
	Weight	0.3	0.7	
	Population	2.1%	10.2%	
<b>Technical</b>				<b>11.5%</b>
	Data	8.0%	19.8%	
	Weight	0.7	0.3	
	Population	5.6%	5.9%	
<b>Office &amp; Clerical</b>				
<b>Level I</b>				<b>10.9%</b>
	Data	9.0%	12.7%	
	Weight	0.5	0.5	
	Population	4.5%	6.4%	
<b>Level II</b>				<b>9.7%</b>
	Data	9.0%	10.0%	
	Weight	0.3	0.7	
	Population	2.7%	7.0%	
<b>Technical &amp; Scientific</b>				<b>11.8%</b>
	Data	10.8%	14.1%	
	Weight	0.7	0.3	
	Population	7.6%	4.2%	
<b>Skilled Crafts</b>				<b>10.3%</b>
	Data	8.3%	12.2%	
	Weight	0.5	0.5	
	Population	4.2%	6.1%	
<b>Service &amp; Maintenance</b>				<b>25.2%</b>
	Data	20.8%	35.3%	
	Weight	0.7	0.3	
	Population	14.6%	10.6%	

## UK African-American Staff

		<b>Availability Factor Analysis</b>		
<b>Job Group</b>		<b>I</b>	<b>II</b>	<b>Availability</b>
<b>E/A/M</b>				
<b>Executive</b>				<b>3.0%</b>
	Data	3.0%		
	Weight	1	0	
	Population	3.0%	0.0%	
<b>Administrative</b>				<b>4.0%</b>
	Data	4.0%		
	Weight	1	0	
	Population	4.0%	0.0%	
<b>Managerial</b>				<b>5.0%</b>
	Data	5.0%		
	Weight	1	0	
	Population	5.0%	0.0%	
<b>Professional</b>				
<b>Health</b>				<b>3.7%</b>
	Data	5.0%	2.4%	
	Weight	0.5	0.5	
	Population	2.5%	1.2%	
<b>Administrative</b>				<b>4.1%</b>
	Data	6.0%	2.2%	
	Weight	0.5	0.5	
	Population	3.0%	1.1%	
<b>Student</b>				<b>7.9%</b>
	Data	5.0%	9.2%	
	Weight	0.3	0.7	
	Population	1.5%	6.4%	
<b>Technical</b>				<b>3.4%</b>
	Data	4.0%	2.1%	
	Weight	0.7	0.3	
	Population	2.8%	0.6%	
<b>Office &amp; Clerical</b>				
<b>Level I</b>				<b>10.0%</b>
	Data	8.2%	11.8%	
	Weight	0.5	0.5	
	Population	4.1%	5.9%	
<b>Level II</b>				<b>9.1%</b>
	Data	8.2%	9.5%	
	Weight	0.3	0.7	
	Population	2.5%	6.7%	
<b>Technical &amp; Scientific</b>				<b>8.8%</b>
	Data	8.2%	10.1%	
	Weight	0.7	0.3	
	Population	5.7%	3.0%	
<b>Skilled Crafts</b>				<b>9.6%</b>
	Data	7.6%	11.5%	
	Weight	0.5	0.5	
	Population	3.8%	5.8%	
<b>Service &amp; Maintenance</b>				<b>23.5%</b>
	Data	18.8%	34.3%	
	Weight	0.7	0.3	
	Population	13.2%	10.3%	



## University of Kentucky

Utilization Analysis - University of Kentucky													
2005-2006													
.D1005.													
		Females				All Minorities				African-American			
Job Category	Total		%	Goal %	Under		%	Goal %	Under		%	Goal %	Under
<b>E/A/M</b>	<b>433</b>	<b>196</b>	<b>45.3%</b>	<b>41.0%</b>	<b>N</b>	<b>23</b>	<b>5.3%</b>	<b>6.0%</b>	<b>Y</b>	<b>16</b>	<b>3.7%</b>	<b>5.0%</b>	<b>Y</b>
<b>Executive</b>	62	17	27.4%	28.0%	N	5	8.1%	4.0%	N	4	6.5%	3.0%	N
<b>Administrative</b>	214	98	45.8%	40.0%	N	13	6.1%	5.0%	N	11	5.1%	4.0%	N
<b>Managerial</b>	157	81	51.6%	42.0%	N	5	3.2%	7.0%	Y	1	0.6%	5.0%	Y
<b>Faculty</b>	<b>1,942</b>	<b>645</b>	<b>33.2%</b>	<b>34.0%</b>	<b>Y</b>	<b>285</b>	<b>14.7%</b>	<b>14.0%</b>	<b>N</b>	<b>66</b>	<b>3.4%</b>	<b>4.0%</b>	<b>Y</b>
<b>Professional</b>	<b>4,192</b>	<b>2,853</b>	<b>68.1%</b>	<b>50.0%</b>	<b>N</b>	<b>360</b>	<b>8.6%</b>	<b>7.5%</b>	<b>N</b>	<b>156</b>	<b>3.7%</b>	<b>5.0%</b>	<b>Y</b>
<b>Health</b>	1,871	1,624	86.8%	50.0%	N	101	5.4%	5.7%	Y	62	3.3%	3.7%	Y
<b>Administrative Support</b>	1,289	812	63.0%	48.8%	N	62	4.8%	6.1%	Y	41	3.2%	4.1%	Y
<b>Student Support</b>	297	186	62.6%	50.0%	N	47	15.8%	12.3%	N	41	13.8%	7.9%	N
<b>Technical Support</b>	735	231	31.4%	29.2%	N	150	20.4%	11.5%	N	12	1.6%	3.4%	Y
<b>Office &amp; Clerical</b>	<b>2,256</b>	<b>2,008</b>	<b>89.0%</b>	<b>50.0%</b>	<b>N</b>	<b>327</b>	<b>14.5%</b>	<b>10.7%</b>	<b>N</b>	<b>297</b>	<b>13.2%</b>	<b>10.0%</b>	<b>N</b>
<b>Level I</b>	1,589	1,417	89.2%	50.0%	N	266	16.7%	10.9%	N	246	15.5%	10.0%	N
<b>Level II</b>	667	591	88.6%	50.0%	N	61	9.1%	9.7%	Y	51	7.6%	9.1%	Y
<b>Technical/Paraprofessional</b>	<b>1,268</b>	<b>747</b>	<b>58.9%</b>	<b>50.0%</b>	<b>N</b>	<b>168</b>	<b>13.2%</b>	<b>11.8%</b>	<b>N</b>	<b>109</b>	<b>8.6%</b>	<b>8.8%</b>	<b>Y</b>
<b>Skilled Crafts</b>	<b>205</b>	<b>4</b>	<b>2.0%</b>	<b>5.5%</b>	<b>Y</b>	<b>32</b>	<b>15.6%</b>	<b>10.3%</b>	<b>N</b>	<b>29</b>	<b>14.1%</b>	<b>9.6%</b>	<b>N</b>
<b>Service and Maintenance</b>	<b>1,230</b>	<b>541</b>	<b>44.0%</b>	<b>50.0%</b>	<b>Y</b>	<b>437</b>	<b>35.5%</b>	<b>25.2%</b>	<b>N</b>	<b>415</b>	<b>33.7%</b>	<b>23.5%</b>	<b>N</b>
<b>Total</b>	<b>11,526</b>	<b>6,994</b>	<b>60.7%</b>			<b>1,632</b>	<b>14.2%</b>			<b>1,088</b>	<b>9.4%</b>		

University Faculty Utilization Analysis 2005-2006 .D1005													
College	Total	Females				All Minorities				African-Americans			
			%	Goal %	Under		%	Goal %	Under		%	Goal %	Under
Agriculture	257	55	21.4%	22.3%	Y	24	9.3%	10.8%	Y	8	3.1%	3.0%	N
Allied Health	44	24	54.5%	50.0%	N	3	6.8%	9.0%	Y	1	2.3%	3.0%	N
Architecture	24	8	33.3%	32.0%	N	0	0.0%	12.6%	Y	0	0.0%	3.0%	N
Arts & Sciences	348	103	29.6%	36.0%	Y	53	15.2%	9.2%	N	18	5.2%	3.5%	N
Business & Economics	81	17	21.0%	24.0%	Y	15	18.5%	10.4%	N	1	1.2%	3.0%	Y
Communication	42	16	38.1%	50.0%	Y	8	19.0%	13.4%	N	3	7.1%	3.0%	N
Dentistry	58	14	24.1%	31.6%	Y	11	19.0%	20.0%	N	2	3.4%	3.1%	N
Education	88	48	54.5%	50.0%	N	12	13.6%	13.7%	N	11	12.5%	6.9%	N
Engineering	136	15	11.0%	11.5%	N	38	27.9%	18.6%	N	2	1.5%	3.0%	Y
Fine Art	76	22	28.9%	43.0%	Y	9	11.8%	12.0%	N	7	9.2%	5.8%	N
Law	29	11	37.9%	30.6%	N	1	3.4%	12.1%	Y	1	3.4%	5.7%	N
Libraries	62	47	75.8%	50.0%	N	4	6.5%	9	Y	3	4.8%	4.7%	N
Medicine	517	169	32.7%	34.1%	Y	87	16.8%	18.6%	Y	6	1.2%	3.4%	Y
Nursing	46	44	95.7%	50.0%	N	1	2.2%	11.0%	Y	0	0.0%	3.5%	Y
Pharmacy	62	20	32.3%	40.4%	Y	7	11.3%	19.2%	Y	1	1.6%	3.0%	N
Social Work	24	18	75.0%	50.0%	N	2	8.3%	15.5%	Y	2	8.3%	4.5%	N
Public Health	24	6	25.0%	50.0%	Y	3	12.5%	9.0%	N	0	0.0%	3.0%	N
Graduate School	24	8	33.3%	31.0%	N	7	29.2%	14.0%	N	0	0.0%	4.0%	Y
<b>Total</b>	<b>1,942</b>	<b>645</b>	<b>33.2%</b>	<b>34.0%</b>	<b>Y</b>	<b>285</b>	<b>14.7%</b>	<b>14.0%</b>	<b>N</b>	<b>66</b>	<b>3.4%</b>	<b>4.0%</b>	<b>Y</b>

## **UNIVERSITY OF KENTUCKY WORKFORCE COMPOSITION BY SEX AND MINORITY STATUS**

The University of Kentucky offers this analysis of the composition of the workforce expanding on the numerical utilization analysis by job groups for women and minorities. Details in areas of numerical underutilization are included. As indicated this analysis includes all minority groups as required by Executive Order 11246 and an additional comparison for African-Americans.

Administrators and Employment Services personnel are made aware where there are areas of underutilization. Suggestions are made to both groups for affirmative recruiting in particular job groups. In areas where expected progress toward a goal is not being made and where there are no clear indicators for further affirmative action, closer inspection of the hiring decisions may be undertaken.

### **Women at the University of Kentucky:**

- ◆ Currently represent 61% of the total workforce.
- ◆ Hold 45% of the positions in the executive/administrative/managerial (EAM) employment category. As a whole 44% of the applicants were women and 63% of the appointments. The EAM job groups will be considered separately at the suggestion of the OFCCP.
- ◆ Hold 27% of executive positions.
- ◆ Hold 46% of administrative positions.
- ◆ Hold 52% of managerial positions.
- ◆ Hold 33% of all faculty positions. The availability was reestablished at 34%. In the previous plan year 50% of faculty hires were women, with a 134% hire ratio.
- ◆ Hold 68% of all professional positions, 89% of all office and clerical positions, and 59% of all technical/paraprofessional positions.
- ◆ Continue to be underutilized in the very small (205 positions) skilled crafts category.
- ◆ Hold 44% of positions but continue to be statistically underutilized in the service and maintenance positions.

### **Some additional facts of interest:**

- ◆ 53% of all women at the University of Kentucky hold exempt or faculty positions.
- ◆ Women at the University of Kentucky hold 56% of all exempt and faculty positions.

### **All minorities at the University of Kentucky:**

- ◆ Hold 14% of all positions.

- ◆ Hold 5.3% of the positions in the executive/administrative/managerial (EAM) employment category as a whole. The goal is 6%. The subdivided job groups will be considered separately at the suggestion of the OFCCP.
- ◆ Hold 8.1% of executive positions, exceeding the established goal.
- ◆ Hold 6.1% of administrative positions, exceeding the established goal.
- ◆ Hold 3.2% of managerial positions.
- ◆ Hold 14.7% of faculty positions, exceeding the 14.0% goal. The availability was determined to be 14%. In the previous plan year 30% of faculty hires were minorities, with a 110% hire ratio, indicating good faith effort.
- ◆ Hold 8.6% of professional positions, exceeding the 7.5% goal. There was underutilization in the administrative support job group where 4.8% were minority, short of the 6.1% goal and in health support where at 5.4% we are short of the 5.7% goal. This job group is a large number of positions requiring more than the normal attrition rate to significantly impact this goal in a plan year, even where good faith effort is evident.
- ◆ Hold positions at rates exceeding estimated availability in all non-exempt job groups and exceeding reported representation in the metropolitan service area population and workforce.

**African-Americans at the University of Kentucky:**

- ◆ Hold 9.4% of all positions.
- ◆ Hold 3.7% of the positions in the executive/administrative/managerial (EAM) employment category as a whole, short of the 5% goal. Significant emphasis has been put on EAM job groups and is monitored to ensure continued good faith efforts toward full utilization.
- ◆ Hold 6.5% of executive positions.
- ◆ Hold 5.1% of administrative positions, exceeding the 4.0% goal.
- ◆ Hold only 0.6% of managerial positions, well short of the 5% estimated availability.
- ◆ Hold 3.4% of faculty positions.
- ◆ Hold 3.7% of all professional positions, short of the 5% goal. There is underutilization in the health, administrative support, and technical support job groups. Special attention is given to the recruitment of African-Americans to ensure continued good faith efforts in professional employment positions.
- ◆ Hold positions at rates exceeding estimated availability in non-exempt job groups except Technical/Paraprofessional with 8.6% of positions short of the 8.8% goal.
- ◆ Hold 7.6% of positions in the office and clerical level II job group, where the estimated availability is 9.1%.

### Applicant Flow and Adverse Impact Analysis

	Applications Received					Applicants Appointed				
	Total	Females	F%	Minorities	M%	Total	Females	F%	Minorities	M%
<b>Totals</b>										
E/A/M	1,106	491	44%	190	17%	49	31	63%	5	10%
Executive	100	16	16%	17	17%	4	1	25%	1	25%
Administrative	458	213	47%	84	18%	17	9	53%	2	12%
Managerial	548	262	48%	89	16%	28	21	75%	2	7%
Faculty	3,150	651	21%	930	30%	127	65	51%	40	31%
Professional	13,382	7,536	56%	2884	22%	1,207	869	72%	173	14%
Health Support	2,705	2,082	77%	374	14%	678	596	88%	49	7%
Administrative Support	5,881	3,633	62%	1111	19%	252	161	64%	31	12%
Student Support	2,048	1,110	54%	526	26%	67	35	52%	9	13%
Technical Support	2,748	711	26%	873	32%	210	77	37%	84	40%
Office & Clerical	28,844	23,463	81%	7185	25%	703	594	84%	151	21%
Level I	21,982	17,914	81%	5683	26%	547	460	84%	128	23%
Level II	6,862	5,549	81%	1502	22%	156	134	86%	23	15%
Technical	8,741	5,011	57%	2412	28%	475	319	67%	110	23%
Skilled Crafts	278	12	4%	48	17%	31	0	0%	6	19%
M&Service	7,586	3,972	52%	2502	33%	391	165	42%	137	35%
<b>Totals</b>	63,087	41,136	65%	16,151	26%	2,983	2,043	68%	622	21%

### Applicant Flow and Adverse Impact Analysis

Totals	Adverse Impact - Women				Adverse Impact - Minorities				M Applicants	M Appoints	%	Ratio	W Applicants	W Appoints	%	Ratio
	F Applicants	F Appoints	%	M Applicants	M Appoints	%	Ratio	M Applicants								
E/A/M	491	31	6%	615	18	3%	216%	190	5	3%	916	44	5%	55%		
Executive	16	1	6%	84	3	4%	175%	17	1	6%	83	3	4%	163%		
Administrative	213	9	4%	245	8	3%	129%	84	2	2%	374	15	4%	59%		
Managerial	262	21	8%	286	7	2%	327%	89	2	2%	459	26	6%	40%		
Faculty	651	65	10%	2,499	62	2%	402%	930	40	4%	2,220	87	4%	110%		
Professional	7,536	869	12%	5,846	338	6%	199%	2,884	173	6%	10,498	1,034	10%	61%		
Health Support	2,082	596	29%	623	82	13%	217%	374	49	13%	2,331	629	27%	49%		
Administrative Support	3,633	161	4%	2,248	91	4%	109%	1,111	31	3%	4,770	221	5%	60%		
Student Support	1,110	35	3%	938	32	3%	92%	526	9	2%	1,522	58	4%	45%		
Technical Support	711	77	11%	2,037	133	7%	166%	873	84	10%	1,875	126	7%	143%		
Office & Clerical	23,463	594	3%	5,381	109	2%	125%	7,185	151	2%	21,659	552	3%	82%		
Level I	17,914	460	3%	4,068	87	2%	120%	5,683	128	2%	16,299	419	3%	88%		
Level II	5,549	134	2%	1,313	22	2%	144%	1,502	23	2%	5,360	133	2%	62%		
Technical	5,011	319	6%	3,730	156	4%	152%	2,412	110	5%	6,329	365	6%	79%		
Skilled Crafts	12	0	0%	266	31	12%	0%	48	6	13%	230	25	11%	115%		
M&Service	3,972	165	4%	3,614	226	6%	66%	2,502	137	5%	5,084	254	5%	110%		
	41,136	2,043	5%	21,951	940	4%	116%	16,151	622	4%	46,936	2,361	5%	77%		

### Applicant Flow and Adverse Impact Analysis

<b>AAP 2006</b>	<b>10/01/2004-09/30/05</b>									
<b>Job Category</b>	<b>Applications Received</b>					<b>Applicants Appointed</b>				
<b>New Hires</b>	Total	Females	F%	Minorities	M%	Total	Females	F%	Minorities	M%
E/A/M	713	309	43%	133	19%	22	11	50%	2	9%
Executive	63	9	14%	12	19%	3	0	0%	0	0%
Administrative	329	148	45%	64	19%	10	5	50%	1	10%
Managerial	321	152	47%	57	18%	9	6	67%	1	11%
Faculty	2,906	609	21%	766	26%	117	59	50%	38	32%
Professional	8,073	4,523	56%	1747	22%	757	542	72%	109	14%
Health Support	1,383	1,063	77%	177	13%	427	375	88%	31	7%
Administrative Support	3,736	2,253	60%	697	19%	160	98	61%	23	14%
Student Support	1,457	768	53%	379	26%	44	21	48%	5	11%
Technical Support	1,497	439	29%	494	33%	126	48	38%	50	40%
Office & Clerical	18,413	14,816	80%	4683	25%	437	362	83%	96	22%
Level I	14,993	12,120	81%	3941	26%	365	306	84%	87	24%
Level II	3,420	2,696	79%	742	22%	72	56	78%	9	13%
Technical	6,579	3,880	59%	1836	28%	351	238	68%	85	24%
Skilled Crafts	150	7	5%	24	16%	13	0	0%	2	15%
M&Service	6,413	3,433	54%	2179	34%	316	141	45%	115	36%
<b>Totals</b>	<b>43,247</b>	<b>27,577</b>	<b>64%</b>	<b>11,368</b>	<b>26%</b>	<b>2,013</b>	<b>1,353</b>	<b>67%</b>	<b>447</b>	<b>22%</b>
<b>Promotions</b>	Total	Females	F%	Minorities	M%	Total	Females	F%	Minorities	M%
E/A/M	345	154	45%	49	14%	21	18	86%	1	5%
Executive	37	7	19%	5	14%	1	1	100%	1	100%
Administrative	89	41	46%	13	15%	6	4	67%	0	0%
Managerial	219	106	48%	31	14%	14	13	93%	0	0%
Faculty	68	21	31%	39	57%	5	3	60%	2	40%
Professional	3,494	1,730	50%	803	23%	223	141	63%	40	18%
Health Support	609	428	70%	115	19%	67	58	87%	7	10%
Administrative Support	1,473	907	62%	301	20%	67	46	69%	5	7%
Student Support	301	148	49%	65	22%	18	9	50%	3	17%
Technical Support	1,111	247	22%	322	29%	71	28	39%	25	35%
Office & Clerical	6,075	5,088	84%	1449	24%	154	139	90%	34	22%
Level I	3,778	3,173	84%	916	24%	96	85	89%	24	25%
Level II	2,297	1,915	83%	533	23%	58	54	93%	10	17%
Technical	1,340	583	44%	334	25%	73	44	60%	17	23%
Skilled Crafts	128	5	4%	24	19%	18	0	0%	4	22%
M&Service	695	180	26%	197	28%	57	13	23%	18	32%
<b>Totals</b>	<b>12,145</b>	<b>7,761</b>	<b>64%</b>	<b>2,895</b>	<b>24%</b>	<b>551</b>	<b>358</b>	<b>65%</b>	<b>116</b>	<b>21%</b>

### Applicant Flow and Adverse Impact Analysis

AAP 2006														
Job Category	Adverse Impact - Women							Adverse Impact - Minorities						
	F Applicants	F Appoints	%	M Applicants	M Appoints	%	Ratio	M Applicants	M Appoints	%	W Applicants	W Appoints	%	Ratio
E/A/M	309	11	4%	404	11	3%	131%	133	2	2%	580	20	3%	44%
Executive	9	0	0%	54	3	6%	0%	12	0	0%	51	3	6%	0%
Administrative	148	5	3%	181	5	3%	122%	64	1	2%	265	9	3%	46%
Managerial	152	6	4%	169	3	2%	222%	57	1	2%	264	8	3%	58%
Faculty	609	59	10%	2,297	58	3%	384%	766	38	5%	2,140	79	4%	134%
Professional	4,523	542	12%	3,550	215	6%	198%	1,747	109	6%	6,326	648	10%	61%
Health Support	1,063	375	35%	320	52	16%	217%	177	31	18%	1,206	396	33%	53%
Administrative Support	2,253	98	4%	1,483	62	4%	104%	697	23	3%	3,039	137	5%	73%
Student Support	768	21	3%	689	23	3%	82%	379	5	1%	1,078	39	4%	36%
Technical Support	439	48	11%	1,058	78	7%	148%	494	50	10%	1,003	76	8%	134%
Office & Clerical	14,816	362	2%	3,597	75	2%	117%	4,683	96	2%	13,730	341	2%	83%
Level I	12,120	306	3%	2,873	59	2%	123%	3,941	87	2%	11,052	278	3%	88%
Level II	2,696	56	2%	724	16	2%	94%	742	9	1%	2,678	63	2%	52%
Technical	3,880	238	6%	2,699	113	4%	147%	1,836	85	5%	4,743	266	6%	83%
Skilled Crafts	7	0	0%	143	13	9%	0%	24	2	8%	126	11	9%	95%
M&Service	3,433	141	4%	2,980	175	6%	70%	2,179	115	5%	4,234	201	5%	111%
<b>Totals</b>	<b>27,577</b>	<b>1,353</b>	<b>5%</b>	<b>15,670</b>	<b>660</b>	<b>4%</b>	<b>116%</b>	<b>11,368</b>	<b>447</b>	<b>4%</b>	<b>31,879</b>	<b>1,566</b>	<b>5%</b>	<b>80%</b>

### Applicant Flow and Adverse Impact Analysis

AAP 2006 Promotions	Adverse Impact - Women				Adverse Impact - Minorities				Adverse Impact - Minorities					
	F Applicants	F Appoints	%	M Applicants	M Appoints	%	Ratio	M Applicants	M Appoints	%	W Applicants	W Appoints	%	Ratio
E/A/M	154	18	12%	191	3	2%	744%	49	1	2%	296	20	7%	30%
Executive	7	1	14%	30	0	0%	#DIV/0!	5	1	20%	32	0	0%	#DIV/0!
Administrative	41	4	10%	48	2	4%	234%	13	0	0%	76	6	8%	0%
Managerial	106	13	12%	113	1	1%	1386%	31	0	0%	188	14	7%	0%
Faculty	21	3	14%	47	2	4%	336%	39	2	5%	29	3	10%	50%
Professional	1730	141	8%	1764	82	5%	175%	803	40	5%	2691	183	7%	73%
Health Support	428	58	14%	181	9	5%	273%	115	7	6%	494	60	12%	50%
Administrative Support	907	46	5%	566	21	4%	137%	301	5	2%	1172	62	5%	31%
Student Support	148	9	6%	153	9	6%	103%	65	3	5%	236	15	6%	73%
Technical Support	247	28	11%	864	43	5%	228%	322	25	8%	789	46	6%	133%
Office & Clerical	5088	139	3%	987	15	2%	180%	1449	34	2%	4626	120	3%	90%
Level I	3173	85	3%	605	11	2%	147%	916	24	3%	2862	72	3%	104%
Level II	1915	54	3%	382	4	1%	269%	533	10	2%	1764	48	3%	69%
Technical	583	44	8%	757	29	4%	197%	334	17	5%	1006	56	6%	91%
Skilled Crafts	5	0	0%	123	18	15%	0%	24	4	17%	104	14	13%	124%
M&Service	180	13	7%	515	44	9%	85%	197	18	9%	498	39	8%	117%
<b>Totals</b>	<b>7,761</b>	<b>358</b>	<b>5%</b>	<b>4,384</b>	<b>193</b>	<b>4%</b>	<b>105%</b>	<b>2,895</b>	<b>116</b>	<b>4%</b>	<b>9,250</b>	<b>435</b>	<b>5%</b>	<b>85%</b>

### Applicant Flow and Adverse Impact Analysis

<b>AAP 2006</b>	<b>Applications Received</b>					<b>Applicants Appointed</b>				
<b>Lateral Transfers</b>	Total	Females	F%	Minorities	M%	Total	Females	F%	Minorities	M%
E/A/M	48	28	58%	8	17%	6	2	33%	2	33%
Executive	0	0	#DIV/0!	0	#DIV/0!	0	0	#DIV/0!	0	#DIV/0!
Administrative	40	24	60%	7	18%	1	0	0%	1	100%
Managerial	8	4	50%	1	13%	5	2	40%	1	20%
Faculty	176	21	12%	125	71%	5	3	60%	0	0%
Professional	1531	1090	71%	276	18%	214	177	83%	20	9%
Health Support	702	580	83%	80	11%	180	159	88%	10	6%
Administrative Support	411	292	71%	64	16%	18	12	67%	1	6%
Student Support	290	194	67%	82	28%	5	5	100%	1	20%
Technical Support	128	24	19%	50	39%	11	1	9%	8	73%
Office & Clerical	3237	2668	82%	815	25%	85	69	81%	16	19%
Level I	2561	2119	83%	679	27%	68	53	78%	13	19%
Level II	676	549	81%	136	20%	17	16	94%	3	18%
Technical	641	395	62%	192	30%	43	29	67%	6	14%
Skilled Crafts	0	0	#DIV/0!	0	#DIV/0!	0	0	#DIV/0!	0	#DIV/0!
M&Service	363	284	78%	88	24%	14	9	64%	4	29%
<b>Totals</b>	5,996	4,486	75%	1,504	25%	367	289	79%	48	13%
	<b>Applications Received</b>					<b>Applicants Appointed</b>				
<b>Demotions</b>	Total	Females	F%	Minorities	M%	Total	Females	F%	Minorities	M%
E/A/M	0	0	#DIV/0!	0	#DIV/0!	0	0	#DIV/0!	0	#DIV/0!
Executive	0	0	#DIV/0!	0	#DIV/0!	0	0	#DIV/0!	0	#DIV/0!
Administrative	0	0	#DIV/0!	0	#DIV/0!	0	0	#DIV/0!	0	#DIV/0!
Managerial	0	0	#DIV/0!	0	#DIV/0!	0	0	#DIV/0!	0	#DIV/0!
Faculty	0	0	#DIV/0!	0	#DIV/0!	0	0	#DIV/0!	0	#DIV/0!
Professional	284	193	68%	58	20%	13	9	69%	4	31%
Health Support	11	11	100%	2	18%	4	4	100%	1	25%
Administrative Support	261	181	69%	49	19%	7	5	71%	2	29%
Student Support	0	0	#DIV/0!	0	#DIV/0!	0	0	#DIV/0!	0	#DIV/0!
Technical Support	12	1	8%	7	58%	2	0	0%	1	50%
Office & Clerical	1119	891	80%	238	21%	27	24	89%	5	19%
Level I	650	502	77%	147	23%	18	16	89%	4	22%
Level II	469	389	83%	91	19%	9	8	89%	1	11%
Technical	181	153	85%	50	28%	8	8	100%	2	25%
Skilled Crafts	0	0	#DIV/0!	0	#DIV/0!	0	0	#DIV/0!	0	#DIV/0!
M&Service	115	75	65%	38	33%	4	2	50%	0	0%
<b>Totals</b>	1,699	1,312	77%	384	23%	52	43	83%	11	21%

### Applicant Flow and Adverse Impact Analysis

AAP 2006	Adverse Impact - Women							Adverse Impact - Minorities						
	F Applicants	F Appoints	%	M Applicants	M Appoints	%	Ratio	M Applicants	M Appoints	%	W Applicants	W Appoints	%	Ratio
<b>Lateral Transfers</b>														
E/A/M	28	2	7%	20	4	20%	36%	8	2	25%	40	4	10%	250%
Executive	0	0	#DIV/0!	0	0	#DIV/0!	#DIV/0!	0	0	#DIV/0!	0	0	#DIV/0!	#DIV/0!
Administrative	24	0	0%	16	1	6%	0%	7	1	14%	33	0	0%	#DIV/0!
Managerial	4	2	50%	4	3	75%	67%	1	1	100%	7	4	57%	175%
Faculty	21	3	14%	155	2	1%	1107%	125	0	0%	51	5	10%	0%
Professional	1090	177	16%	441	37	8%	194%	276	20	7%	1255	194	15%	47%
Health Support	580	159	27%	122	21	17%	159%	80	10	13%	622	170	27%	46%
Administrative Support	292	12	4%	119	6	5%	82%	64	1	2%	347	17	5%	32%
Student Support	194	5	3%	96	0	0%	#DIV/0!	82	1	1%	208	4	2%	63%
Technical Support	24	1	4%	104	10	10%	43%	50	8	16%	78	3	4%	416%
Office & Clerical	2668	69	3%	569	16	3%	92%	815	16	2%	2422	69	3%	69%
Level I	2119	53	3%	442	15	3%	74%	679	13	2%	1882	55	3%	66%
Level II	549	16	3%	127	1	1%	370%	136	3	2%	540	14	3%	85%
Technical	395	29	7%	246	14	6%	129%	192	6	3%	449	37	8%	38%
Skilled Crafts	0	0	#DIV/0!	0	0	#DIV/0!	#DIV/0!	0	0	#DIV/0!	0	0	#DIV/0!	#DIV/0!
M&Service	284	9	3%	79	5	6%	50%	88	4	5%	275	10	4%	125%
<b>Totals</b>	<b>4,486</b>	<b>289</b>	<b>6%</b>	<b>1,510</b>	<b>78</b>	<b>5%</b>	<b>125%</b>	<b>1,504</b>	<b>48</b>	<b>3%</b>	<b>4,492</b>	<b>319</b>	<b>7%</b>	<b>45%</b>

### Applicant Flow and Adverse Impact Analysis

AAP 2006	Adverse Impact - Women							Adverse Impact - Minorities						
	F Applicants	F Appoints	%	M Applicants	M Appoints	%	Ratio	M Applicants	M Appoints	%	W Applicants	W Appoints	%	Ratio
E/A/M	0	0	#DIV/0!	0	0	#DIV/0!	#DIV/0!	0	0	#DIV/0!	0	0	#DIV/0!	#DIV/0!
Executive	0	0	#DIV/0!	0	0	#DIV/0!	#DIV/0!	0	0	#DIV/0!	0	0	#DIV/0!	#DIV/0!
Administrative	0	0	#DIV/0!	0	0	#DIV/0!	#DIV/0!	0	0	#DIV/0!	0	0	#DIV/0!	#DIV/0!
Managerial	0	0	#DIV/0!	0	0	#DIV/0!	#DIV/0!	0	0	#DIV/0!	0	0	#DIV/0!	#DIV/0!
Faculty	0	0	#DIV/0!	0	0	#DIV/0!	#DIV/0!	0	0	#DIV/0!	0	0	#DIV/0!	#DIV/0!
Professional	193	9	5%	91	4	4%	106%	58	4	7%	226	9	4%	173%
Health Support	11	4	36%	0	0	#DIV/0!	#DIV/0!	2	1	50%	9	3	33%	150%
Administrative Support	181	5	3%	80	2	3%	110%	49	2	4%	212	5	2%	173%
Student Support	0	0	#DIV/0!	0	0	#DIV/0!	#DIV/0!	0	0	#DIV/0!	0	0	#DIV/0!	#DIV/0!
Technical Support	1	0	0%	11	2	18%	0%	7	1	14%	5	1	20%	71%
Office & Clerical	891	24	3%	228	3	1%	205%	238	5	2%	881	22	2%	84%
Level I	502	16	3%	148	2	1%	236%	147	4	3%	503	14	3%	98%
Level II	389	8	2%	80	1	1%	165%	91	1	1%	378	8	2%	52%
Technical	153	8	5%	28	0	0%	#DIV/0!	50	2	4%	131	6	5%	87%
Skilled Crafts	0	0	#DIV/0!	0	0	#DIV/0!	#DIV/0!	0	0	#DIV/0!	0	0	#DIV/0!	#DIV/0!
M&Service	75	2	3%	40	2	5%	53%	38	0	0%	77	4	5%	0%
<b>Totals</b>	1,312	43	3%	387	9	2%	141%	384	11	3%	1,315	41	3%	92%

**UNIVERSITY OF KENTUCKY  
EMPLOYMENT DECISION ANALYSIS BY SEX AND MINORITY STATUS**

The University of Kentucky offers this analysis of employment decisions expanding on the numerical applicant flow and ratio analysis by job group for women and minorities. Details in areas of numerical adverse ratio analysis are included. This analysis includes women and all minority groups as required by Executive Order 11246.

The University of Kentucky considered over 60,703 applications for 2,232 appointments. The University of Kentucky has a stable workforce with many long-term employees and low attrition rates. Positions at the University of Kentucky are in demand with only 3.5% of the applications considered being appointed. 4% of female applicants were eventually appointed and 3% of all minority applicants were appointed.

An analysis of staff terminations at the University of Kentucky was also completed as part of the employment decision analysis. Incidences of both voluntary and involuntary terminations were evaluated for termination ratios adversely impacting women or minorities. While women voluntarily terminated their employment at slightly higher rates than did men, men had a higher rate of involuntary terminations. Minorities and white employees both voluntarily and involuntarily terminated their employment at the same rate in this plan year. HR Employee Relations and/or the Office for Institutional Equity and Equal Opportunity review all terminations for adherence to University of Kentucky policy.

The staff termination process at the University of Kentucky is guided by the Separation from Employment policy without regard to protected group status and reviewed by Human Resource Services Division Employee Relations Counselors. An appeal process as outlined in the Grievance policy is available for employees who feel employment actions, including terminations, are unjustified. Employees may also seek an informal review of the employment decision, by the Office of Institutional Equity and Equal Opportunity, if they allege that discrimination is the cause of the disputed decision.

Details of the analysis by job group and employment actions during this plan year are as follows:

**Women at the University of Kentucky:**

- ◆ Were 41,136 or 65% of the applications considered for appointment.
- ◆ Received 2,043 or 68% of all appointments.
- ◆ Were appointed at a higher rate than were male applicants in highly competitive exempt staff and faculty positions.
- ◆ Were 67% of new hires and 65% of staff promotions.

**All minorities at the University of Kentucky:**

- ◆ Were 16,151 or 26% of the applications considered for appointment.
- ◆ Received 622 or 21% of all appointments.
- ◆ Were appointed at higher or equal rates than non-minority applicants in highly competitive faculty positions.
- ◆ Were 22% of new hires and 21% of staff promotions.