
University of Kentucky Affirmative Action Plan



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This Affirmative Action Plan, effective October 1, 2009, is issued as a revision of the University of Kentucky Affirmative Action Plan first issued in 1968. It supercedes all earlier plans.

An Equal Opportunity University

University of Kentucky

Affirmative Action Plan

Effective October 1, 2009 through September 30, 2010

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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.

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 8, 2009, outlines specific objectives to be met by 2014. Goal 4 of the five major strategic plan goals states the University will *Promote Diversity and Inclusion including*:

- ❖ Promote inclusive excellence across the University;
- ❖ Promote curriculum and co-curricular transformation that recognizes the educational advantages of diversity;
- ❖ Enhance campus/community collaborations in areas where opportunities exist to build diversity and increase inclusion.

The 2009-2014 Strategic Plan also includes metrics that the University will use to demonstrate achievement of the goals and to show the commitments to equal opportunity. The Strategic Plan Metrics for Goal 4: *Promote Diversity and Inclusion* include:

- ❖ Ensure that all educational and administrative units implement strategies to achieve inclusive excellence.
- ❖ Increase the proportion of students from diverse ethnic groups and other underserved populations.
- ❖ Achieve the employment goals of UK's annual Affirmative Action Plan.
- ❖ Improve student, faculty and staff ratings on the extent to which UK is an inclusive community, according to results of a university-wide survey.
- ❖ Improve student ratings of curricular and co-curricular effectiveness in promoting diversity and inclusion, according to results of a university-wide survey.
- ❖ Increase the number of partnerships with community organizations whose purpose is to promote diversity and inclusion.

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.

DEVELOPMENT OF THE KENTUCKY PUBLIC POSTSECONDARY EDUCATION DIVERSITY PLAN

Adjunct to the AAP is The 1997-2002 Kentucky Plan for Equal Opportunities in Postsecondary Education (Kentucky Plan). The University of Kentucky commitment to provision of equal opportunity must include language related to enrollment, retention, graduation and employment objectives contained in this state plan. In 1981 the U.S. Department of Education Office for Civil Rights (OCR) determined that the Kentucky public higher education system had vestiges of a previous system of legal segregation. The focus of this third iteration of a state equal opportunity plan that began in 1982 in response to identified deficiencies has been narrowly-tailored to include Kentucky resident African American students, and African American faculty and staff employees.

In 1992 Kentucky Senate Bill 398 was passed, codified as KRS 164.020(9), that affords state institutions of higher education limited wavier options for approval of new academic programs when failing to meet established equal opportunity objectives or make continuous progress. The University of Kentucky has made significant commitments to the attainment of specific Kentucky Plan goals.

In 1999 the Commonwealth of Kentucky entered into a Partnership Agreement with the U.S. Department of Education Office for Civil Rights to bring the Commonwealth into compliance with Title VI of the Civil Rights Act of 1964. The partnership was a joint, cooperative effort between the Commonwealth, public higher education institutions, and OCR. The Kentucky Plan, established to accomplish the same objectives as the partnership, was folded into this agreement with OCR.

The U.S. Department of Education Office for Civil Rights forwarded a review of Kentucky's performance under the Partnership Agreement to Governor Steve Beasher on January 2, 2009. OCR notified the Commonwealth that it is in compliance with Title VI of the Civil Rights Act of 1964 and its implementing regulations with respect to the issues addressed in the Partnership Agreement.

The Kentucky Council on Postsecondary Education adopted an action plan for development of a statewide diversity plan on January 16, 2009. The action plan asked the Committee on Equal Opportunities, CPE staff and institutional representatives to work collaboratively with constituents across the Commonwealth to draft a diversity plan that will replace the Kentucky Plan. Special consideration is given institutional presidents, institutional legal counsels and others to provide active input and guidance for plan development. The Committee on Equal Opportunities will recommend to the Council on Postsecondary Education policies to ensure Kentucky complies with the legal standards articulated by the U.S. Supreme Court in the University of Michigan cases Grutter and Gratz, Kentucky law and federal law.

To facilitate diversity plan development, the Committee on Equal Opportunities established three formal work groups to report to the CEO at regular meetings and provide status reports to the Council. The Legal Workgroup focuses on constitutional principals of developing the diversity plan to ensure that the basic plan framework is within legal parameters. The Plan and Policy Workgroup focuses on policy issues of a diversity plan. The CPE Staff and Institutional Representative Workgroup focuses its responsibility as primary drafters of the diversity plan and presenting information to constituent groups.

To date the CPE Staff and Institutional Representative Workgroup has completed several sections of the statewide diversity plan including Title (Kentucky Public Postsecondary Education Diversity Plan), Mission, Vision, Core Values and Definition of Diversity. The Workgroup extended development of the remaining portion of the plan until insight and guidance are provided with regard to the major policy area of developmental education. At that point work resumes with identification of major goals, objectives and accountability measures.

The proposed timeline for diversity plan development is 1. report first draft of objectives and implementation of strategies to CEO/CPE fall 2009; 2. report first draft of diversity plan to CEO/CPE winter 2009; 3. report final draft February 2010, and 4. submit diversity plan recommendations to the Council on Postsecondary Education for approval March 2010.

The 1997-2002 Kentucky Plan has been extended annually by the Kentucky Council on Postsecondary Education to present. Kentucky public postsecondary education institutions continue to be evaluated by the Committee on Equal Opportunities under the Kentucky Plan until the new statewide diversity plan becomes effective.

While similar in intent and overlapping in specific employment categories, the scope of Executive Order 11246 and the Kentucky Plan differ. Focused solely on equal employment opportunities 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 employment of African American faculty and staff.

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.

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. 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 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.

The Strategic Plan of the University states:

“Embracing and nurturing diversity is the responsibility of every member of the University community. It must be clear and convincingly evident that diversity is an essential value that informs every area and aspect of the University community. A genuine commitment to diversity as a core value establishes and sustains an inclusive and celebratory view of diversity as a systematic influence on the conduct of students, faculty and staff and as members of society.”

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.

DISSEMINATION OF THE EQUAL OPPORTUNITY POLICY

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

Internal Dissemination

- The Equal Opportunity Policy statement is posted in University employment offices, placement offices and other appropriate areas.
- The policy statement is included in all appropriate University publications including all employee handbooks and policy books, which are available to all employees on the web. New employees receive copies of the statement and other information about the University's policy of equal opportunity at orientation programs.
- Training sessions are conducted by the University's Office of Institutional Equity and Equal Opportunity with departments and colleges to highlight the University's commitment to diversity, equal opportunity and affirmative action. All new supervisors are required to attend discrimination and harassment training through SuperVision.
- The Office of Institutional Equity and Equal Opportunity conducts annual meetings with University officials to review their responsibility for effective implementation of the University's Equal Opportunity Policy.
- University brochures, newsletters, annual reports and other publications reiterate the university's commitment to equal opportunity.
- The equal opportunity policy is included in all purchase orders, requisitions, and contracts covered by Executive Order 11246 (as amended) and implementing regulations.

External Dissemination

- The university communicates to prospective employees in advertisement that it is an Equal Opportunity Employer.
- All contractors, subcontractors, vendors, and suppliers have been notified of the University's Equal Opportunity Policy and are required to comply with Executive Order 11246 (as amended) and its implementing regulations. The University has agreed to transact business only with firms adhering to these practices.
- The Equal Opportunity clause is included in all employment advertisements.
- All recruiting sources and other referral sources have been advised of the University's Equal Opportunity Policy.

DISSEMINATION OF THE AFFIRMATIVE ACTION PLAN

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 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. A hardcopy of the plan is also kept at the reference desk for checkout at the William T. Young Library.

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 number 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 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. The profile 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.

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 Research, 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 by a taskforce comprised from the offices, then titled, the Affirmative Action / Equal Opportunity office, the Human Resource Services Division, and the Office of Planning and Budget and agreed upon with the Department of Labor OFCCP in 1996.

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, 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 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 University necessitates a broad employment spectrum for the executive/administrative/managerial and professional position categories, using national, regional and local searches. 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

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

The University of Kentucky weighs this factor in all staff position categories. The promotion of employees in the executive job group is weighed less than those in administrative, managerial and professional exempt positions. Development of the University's human resources through affirmative actions is strategic to institutional success.

Weight: - 0 to 75-All staff positions

While the regulation assumption is somewhat more correct in staff than in faculty employment, the internal workforce is not generally the main pool for new employees for executive positions. It is accurate to say, as the individual weighing indicates, that there is more of 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. The outside availability of minorities and women is also tempered by the small number of positions filled in the executive/administrative/managerial categories in any annual plan year. In the main 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 of African-American faculty and staff to determine the availability 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 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 job groups 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 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 strategic objectives, to be realized by 2014, Goal 4 of the five major strategic plan goals states the University will *Promote Diversity and Inclusion* including:

- ❖ Promote inclusive excellence across the University;
- ❖ Promote curriculum and co-curricular transformation that recognizes the educational advantages of diversity;
- ❖ Enhance campus/community collaborations in areas where opportunities exist to build diversity and increase inclusion.

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 federal and state 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 Opportunities on affirmative action and equal opportunity matters.

- ❖ Serve as University of Kentucky representatives to the Committee on Equal Opportunities for the development of the Kentucky Public Postsecondary Education Diversity Plan
- ❖ Serve as the University of Kentucky Americans with Disabilities Act Compliance Coordinator
- ❖ Convene ad hoc accommodation appeal committees as required
- ❖ Help administrators identify qualified employees with disabilities and appropriate accommodations
- ❖ Serve as chair of the Equal Opportunity Panel
- ❖ Serve on University, college and departmental equal opportunity and diversity committees
- ❖ Serve as liaison and respondent between the University and federal and state enforcement agencies
- ❖ 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
- ❖ Assists administrators to identify potential problem areas, solutions and preventative techniques
- ❖ Respond to concerns from faculty, staff and students regarding alleged violations of university non-discrimination policy, and 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
- ❖ All other institutional appointments and assignments as requested.

The University has provided support for the implementation of University of Kentucky equal opportunity commitments. A professional position, established in March 1996, provides education, coordination and oversight of technical compliance for the affirmative action / equal opportunity programs at the University of Kentucky. This position responds to inquiries and trains University personnel in regulatory compliance issues.

The Equal Opportunity Panel

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 chair 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. Monitor plans and programs that ensure equal opportunity throughout the University;
2. Facilitate the development and implementation of diversity perspective in all University affairs; and
3. Design processes that can assist University officials in exercising their responsibility to assure equal opportunity and a supportive campus environment.

The panel shall meet at regular intervals during the academic year or at the call of the chair. The Panel shall maintain written minutes of meetings and, on request, shall prepare 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.

Office of the Vice President for Institutional Diversity

The Office of the Vice President for Institutional Diversity was founded in July 2008 as part of the University's endeavor to promote diversity and inclusion. The VPID is responsible for promoting collaboration among faculty, staff, administration and students in earnest pursuit of UK's diversity goals. The VPID also advises the President and Provost on all academics, fiscal and administrative policy decisions regarding the University's diversity goals; with developing, implementing and evaluating the university's diversity plan, and with active community involvement around diversity issues.

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. Also, due to the mandated state general fund budget reductions the University has experienced and have still upheld primary focus on employment of women and minorities. 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. 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 technical compliance 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 policy and procedures at the University of Kentucky are continually evaluated. Examined are employment, performance evaluation, job classification, and

- ❖ 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 of representative pool action plans designed to impact applicant flow 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 technical compliance 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 requesting additional 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 and special reports 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 the Kentucky Public Postsecondary Education Diversity Plan.

- ❖ The Office of Institutional Equity and Equal Opportunity participates in new faculty and staff orientations at the beginning of each academic year to acquaint new faculty to the benefits of our office and outreach.
- ❖ The Office of Institutional Equity and Equal Opportunity provides sexual harassment training to all new supervisors through SuperVision.
- ❖ 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 . This office is responsible for 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, serves as an important informational resource for Kentucky employers who are interested in hiring qualified employees with disabilities or retaining employees who recently may have acquired a disability. KYBLN's expertise also includes providing resources about accommodating and retaining older workers. KYBLN is a statewide, business-led network and includes employers, state agencies, nonprofit professionals and Kentuckians with disabilities.
- ❖ 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.
 - Education & Training

The *Hiring Enhancement Program*, developed by the HR Employment Office in January 2009, provides training, resources and tools for hiring officials throughout the University. The program is intended to educate hiring officials on effective, legally credible hiring practices. To accommodate the needs of the numerous hiring officials in the organization three dedicated Employment Consultant positions, filled in August 2008, offer customizable resources including: behavior based phone, in-person, and reference check guides; consultations; and trainings. Additional tools created since the start of this program include a hiring fundamentals checklist, an application review checklist, a spreadsheet of inappropriate and appropriate interview questions, and a personnel file review guide. The Hiring Enhancement Program also offers several featured trainings across campus: Legal Considerations: The Dos & Don'ts of Interview Questions, How to

Develop an Effective Job Posting, Behavior Based Interviewing series, and UK's Hiring Fundamentals and Interviewing Techniques. HR Employment also conducts an interviewing and selecting portion of campus and HealthCare SuperVision to get managers started off on the right foot.

- 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. Bayard provides cost-effective options that target the specific needs of each candidate search, reaching a diverse candidate pool as well as ensuring the University maintains a consistent look and message with external media regarding recruitment for faculty, healthcare staff, and general positions. Unlimited posting partnerships with *InsideHigherEd.com* and *HigherEdJobs.com* have been established to ensure UK's employment opportunities are directed to qualified candidates within Higher Education while encouraging applications from all backgrounds. To meet the ever-expanding needs of the UK HealthCare system a posting partnership with *HealthCareers.com-MedHunters.com* has also been created. Additionally, the Career Employment staff routinely encourages hiring officials to participate in broader employment advertising for position in a job category which is underrepresented in minorities and/or females.

- Supportive Work Environment

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. The Work-Life program provides resources on: flexible work schedules, disability care resources, pet care information, leadership development for staff and faculty, and much more. A few highlighted offerings include:

- Elder Care: This on-site resource center provides support and tools for employees faced with the need to provide care for parents or older family members. Please visit <http://www.uky.edu/HR/ElderCare> for more information.
- Work+Life Connections: Free, voluntary counseling services and referral service for employees, their spouses, children and sponsored dependents who are seeking help with personal, couple, family, substance abuse and financial concerns. Please visit <http://www.uky.edu/HR/WLC/> for more information.

- Child Care: The University of Kentucky has partnered with Woodland Early Learning Center to bring quality early education to the UK campus with discounts for employees.
- UK Employee Discount Program: University of Kentucky employees receive discounts and/or other incentives with a wide array of businesses throughout the Commonwealth. Businesses include: amusement/entertainment, apartments, home loans, retail & sales, travel and much, much more! Please visit <http://www.uky.edu/HR/edp> for a full listing of available discounts.

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 instructional 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 instructional and research faculty are:

- ❖ Postdoctoral diversity fellowship funds are available through the Office of the Vice President for Research that give consideration to minorities and women in under-represented professions.
- ❖ 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 professions.
- ❖ Making available when possible professional development and travel funds for junior faculty.
- ❖ Financially supporting when possible a professional meeting each year.
- ❖ The utilization of personal contacts, professional web sites, and national meetings for recruitment.
- ❖ The International Affairs office develops programs giving faculty an opportunity to travel and develop research opportunities internationally.
- ❖ The Teaching and Academic Support Center (TASC) fosters excellence in education throughout the University of Kentucky by providing academic support services for faculty that enhance student learning, promote scholarship, and facilitate teaching innovations. 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.
- ❖ Office of Multicultural Student Affairs administers the Governor's Minority Student College Preparation Program that is comprised of several early intervention program components focused on preparing African American and other students for success in post-secondary education institutions.
- ❖ Sponsor the Freshman Summer Program that is an academically intensive diversity program designed to improve the retention of first generation, low income and other students admitted to the University of Kentucky.
- ❖ Colleges participate in the Medical Center Women's Health Initiative that, open to all applicants, 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, and the American Association of Dental Schools annual program on recruitment and retention of 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 students, including 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 implemented by the hiring official and the Employment Specialists 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 developed based on the type of position being filled and the expected qualified internal applicants. Employment Specialists 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. 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 initially intended 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:

- ❖ The Humanity Academy is a week long program aimed at University of Kentucky members who are willing to become change agents within the campus community. These individuals

- ❖ 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 five day workshop 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 Essential Leadership program consists of 88 hours over a two year period that is offered by HRD and created specifically for employees who want to become better leaders and learn key leadership skills.
- ❖ eTraining & Development is UK's online technology training system available to staff, faculty, and students at no charge at www.uky.edu. The courses provide technology training to enhance individual technical skill development.
- ❖ General Equivalency Development (GED) is offered through Employee Learning Services to employees with individualized classroom instruction. The program offers an incentive of an one-time bonus of \$1500 if the employee passes the GED.
- ❖ 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 a program provided through HRD 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 basic computer literacy training.
- ❖ Resume/Application assistance is offered through HRD for employees seeking to update or prepare resumes for UK's Employment Services.

- ❖ Assistance is offered 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 HRD, 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 eighteen credit hours of tuition assistance per year. This allows employees to complete desired degrees ranging from associate degrees at Bluegrass Community and Technical College to terminal doctoral degrees at the University of Kentucky. Employees may take up to eighteen 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 hundreds of 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 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.
- ❖ Job families, where applicable, have been developed with a specific process and criteria for promotion.
- ❖ Diversity awards providing tuition and supplementary support for Kentucky residents, including consideration for minorities and women in underrepresented professions, 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 interests in various professional development courses.
- ❖ The Office of Multicultural Student 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 healthcare 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 Resource Center 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 Kentucky's 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:

- ❖ A Diversity Advisory 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 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.
- ❖ An Agent-at-Large program that retains minorities and others that finish academic programs until an extension position becomes available for them to apply.
- ❖ 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 at 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 for Human Resources. Accurate records of all employment actions must be maintained. This information includes sex and minority status when voluntarily self-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 initiatives 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 familial 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 150,000 brochures, entitled Sexual Harassment Is Prohibited and Illegal, for University employees and students.
- ❖ As of July 1, 2008 a new brochure was developed and distributed entitled Discrimination and Harassment A Guide for Members of the University Community.
- ❖ The sexual harassment brochure has been updated and reprinted nine 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/eoo/
- ❖ 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/eoo/
- ❖ 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/

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/EEO.

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. 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 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.

The Strategic Plan of the University states:

“Embracing and nurturing diversity is the responsibility of every member of the University community. It must be clear and convincingly evident that diversity is an essential value that informs every area and aspect of the University community. A genuine commitment to diversity as a core value establishes and sustains an inclusive and celebratory view of diversity as a systematic influence on the conduct of students, faculty and staff and as members of society.”

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.

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 and related 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 may be requested through the Office of Institutional Equity and Equal Opportunity or located online at www.uky.edu/eForms. 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 University of Kentucky Disability Resource Center 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 AND POSITIVE RECRUITMENT

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. 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, especially people with disabilities, the distance to final destinations along accessible routes is a priority. Applications for parking from persons with disabilities are given full consideration by administrative and medical personnel to assure compliance with all applicable equal opportunity regulations.

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.

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, VETERANS OF THE VIETNAM-ERA, ARMED
FORCES SERVICE MEDAL VETERAN, RECENTLY SEPERATED VETERAN AND OTHER
PROTECTED VETERAN**

41 CFR §60-250 & 41 CFR §60-300

The Vietnam-Era Veterans Readjustment Act of 1974 and the Jobs for Veterans Act requires certain federal contractors to take affirmative action for the employment of disabled, Vietnam-era veterans, Armed Forces Service Medal Veteran, recently separated veterans and other protected veterans. The procedures described in this Plan are designed to achieve the objectives of these Acts. 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 §60-250.5 & 41 CFR §60-300.5

The University of Kentucky agrees not to discriminate against Vietnam-era veterans, disabled veterans, Armed Forces Service Medal Veterans, Recently Separated Veterans and other protected veterans and shall take affirmative action to employ and advance in employment qualified disabled veterans, recently separated veterans, other protected veterans, and Armed Forces service medal veterans at all levels of employment, including the executive level.

Self Identification 41 CFR §60-250.42 & 41 CFR §60-300.42

The Human Resources office invites voluntary self-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 §60-250.6

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 §60-250.6

The Human Resources Employment office participates in community activities to inform people and support employment opportunities at the University. Human Resource Employment Office staff 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 include a prohibition of discrimination against Vietnam-era veteran, disabled veterans, Armed Forces Service Medal Veterans, Recently Separated Veterans and other protected 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 and the Jobs for Veterans Act. 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, disabled veteran, Armed Forces Service Medal Veteran, recently separated veteran and other protected veteran or any veteran of 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, The Vietnam Era Veterans' Readjustment Assistance Act of 1974 (VEVRAA) and the Jobs for Veterans Act, may be viewed in the Office of Institutional Equity and 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/eeo. A hard copy of the plan is also kept at the reference desk for checkout at the William T. Young Library.

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.

University of Kentucky Affirmative Action Plan Appendices

Effective October 1, 2009 through September 30, 2010



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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, lecturer, 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
E/A/M				
Executive				31.1%
	Data	23.0%	55.5%	
	Weight	0.75	0.25	
	Population	17.3%	13.9%	
Administrative				48.4%
	Data	50.0%	46.8%	
	Weight	0.5	0.5	
	Population	25.0%	23.4%	
Managerial				56.5%
	Data	50.0%	62.9%	
	Weight	0.5	0.5	
	Population	25.0%	31.5%	
Professional				
Health				77.7%
	Data	74.2%	81.2%	
	Weight	0.5	0.5	
	Population	37.1%	40.6%	
Administrative				63.0%
	Data	62.6%	63.3%	
	Weight	0.5	0.5	
	Population	31.3%	31.7%	
Student				64.8%
	Data	62.6%	65.8%	
	Weight	0.3	0.7	
	Population	18.8%	46.1%	
Technical				30.6%
	Data	30.0%	31.9%	
	Weight	0.7	0.3	
	Population	21.0%	9.6%	
Office & Clerical				
Level I				78.1%
	Data	68.0%	88.2%	
	Weight	0.5	0.5	
	Population	34.0%	44.1%	
Level II				83.3%
	Data	68.0%	89.9%	
	Weight	0.3	0.7	
	Population	20.4%	62.9%	
Technical & Scientific				58.7%
	Data	58.2%	59.8%	
	Weight	0.7	0.3	
	Population	40.7%	17.9%	
Skilled Crafts				5.2%
	Data	8.4%	1.9%	
	Weight	0.5	0.5	
	Population	4.2%	1.0%	
Service & Maintenance				42.2%
	Data	42.5%	41.4%	
	Weight	0.7	0.3	
	Population	29.8%	12.4%	

Job Group	UK Minority Staff Availability Factor Analysis		Availability
	I	II	
E/A/M			
Executive			12.0%
Data	13.6%	7.3%	
Weight	0.75	0.25	
Population	10.2%	1.8%	
Administrative			10.9%
Data	17.1%	4.7%	
Weight	0.5	0.5	
Population	8.6%	2.4%	
Managerial			13.6%
Data	17.1%	10.0%	
Weight	0.5	0.5	
Population	8.6%	5.0%	
Professional			
Health			6.7%
Data	7.2%	6.1%	
Weight	0.5	0.5	
Population	3.6%	3.1%	
Administrative			8.1%
Data	8.3%	7.8%	
Weight	0.5	0.5	
Population	4.2%	3.9%	
Student			12.1%
Data	8.3%	13.7%	
Weight	0.3	0.7	
Population	2.5%	9.6%	
Technical			12.9%
Data	10.5%	18.4%	
Weight	0.7	0.3	
Population	7.4%	5.5%	
Office & Clerical			
Level I			14.5%
Data	11.5%	17.4%	
Weight	0.5	0.5	
Population	5.8%	8.7%	
Level II			10.7%
Data	11.5%	10.4%	
Weight	0.3	0.7	
Population	3.5%	7.3%	
Technical & Scientific			11.4%
Data	10.0%	14.7%	
Weight	0.7	0.3	
Population	7.0%	4.4%	
Skilled Crafts			12.2%
Data	10.5%	13.9%	
Weight	0.5	0.5	
Population	5.3%	7.0%	
Service & Maintenance			24.5%
Data	19.9%	35.2%	
Weight	0.7	0.3	
Population	13.9%	10.6%	

Job Group	UK	African American Availability		Availability
		I	II	
E/A/M				
Executive				6.1%
	Data	5.9%	6.5%	
	Weight	0.75	0.25	
	Population	4.4%	1.6%	
Administrative				5.3%
	Data	9.4%	1.2%	
	Weight	0.5	0.5	
	Population	4.7%	0.6%	
Managerial				6.8%
	Data	9.4%	4.1%	
	Weight	0.5	0.5	
	Population	4.7%	2.1%	
Professional Health				3.3%
	Data	3.2%	3.3%	
	Weight	0.5	0.5	
	Population	1.6%	1.7%	
Administrative				4.6%
	Data	5.5%	3.7%	
	Weight	0.5	0.5	
	Population	2.8%	1.9%	
Student				10.2%
	Data	5.5%	12.2%	
	Weight	0.3	0.7	
	Population	1.7%	8.5%	
Technical				2.9%
	Data	3.3%	1.8%	
	Weight	0.7	0.3	
	Population	2.3%	0.5%	
Office & Clerical				
Level I				12.1%
	Data	8.2%	16.0%	
	Weight	0.5	0.5	
	Population	4.1%	8.0%	
Level II				8.6%
	Data	8.2%	8.8%	
	Weight	0.3	0.7	
	Population	2.5%	6.2%	
Technical & Scientific				7.2%
	Data	6.3%	9.3%	
	Weight	0.7	0.3	
	Population	4.4%	2.8%	
Skilled Crafts				9.4%
	Data	6.4%	12.4%	
	Weight	0.5	0.5	
	Population	3.2%	6.2%	
Service & Maintenance				18.4%
	Data	12.1%	33.0%	
	Weight	0.7	0.3	
	Population	8.5%	9.9%	

University of Kentucky

**Utilization Analysis -
University of Kentucky
2008-2009**

.D1008.

Job Category	Total	Females				All Minorities				African-American			
			%	Goal %	Under		%	Goal %	Under		%	Goal %	Under
E/A/M	483	234	48.4%	47.2%	N	35	7.2%	12.1%	Y	23	4.8%	6.0%	Y
Executive	67	18	26.9%	29.6%	Y	9	13.4%	12.1%	N	5	7.5%	6.1%	N
Administrative	245	136	55.5%	50.0%	N	18	7.3%	11.0%	Y	16	6.5%	5.6%	N
Managerial	171	80	46.8%	50.0%	Y	8	4.7%	13.8%	Y	2	1.2%	6.8%	Y
Faculty	2,033	699	34.4%	34.0%	N	351	17.3%	15.8%	N	81	4.0%	4.0%	N
Professional	3,838	2,416	62.9%	50.0%	N	383	10.0%	9.1%	N	156	4.1%	4.4%	Y
Health	1,215	986	81.2%	50.0%	N	74	6.1%	6.7%	Y	40	3.3%	3.5%	Y
Administrative Support	1,462	926	63.3%	50.0%	N	114	7.8%	7.9%	Y	54	3.7%	4.5%	Y
Student Support	395	260	65.8%	50.0%	N	54	13.7%	12.2%	N	48	12.2%	10.2%	N
Technical Support	766	244	31.9%	30.6%	N	141	18.4%	13.3%	N	14	1.8%	2.8%	Y
Office & Clerical	2,481	2,207	89.0%	50.0%	N	350	14.1%	13.3%	N	314	12.7%	11.0%	N
Level I	1,317	1,161	88.2%	50.0%	N	229	17.4%	13.8%	N	211	16.0%	11.5%	N
Level II	1,164	1,046	89.9%	50.0%	N	121	10.4%	12.5%	Y	103	8.8%	10.2%	Y
Technical/Paraprofessional	1,479	885	59.8%	50.0%	N	217	14.7%	11.2%	N	137	9.3%	7.0%	N
Skilled Crafts	209	4	1.9%	5.4%	Y	29	13.9%	13.5%	N	26	12.4%	10.5%	N
Service and Maintenance	1,365	565	41.4%	50.0%	Y	480	35.2%	24.3%	N	450	33.0%	18.2%	N
Total	11,888	7,010	59.0%			1,845	15.5%			1,187	10.0%		

University of Kentucky

University Faculty Utilization Analysis 2008-2009 D1008	Total					All Minorities				African-Americans			
		Females											
		%	Goal %	Under		%	Goal %	Under		%	Goal %	Under	
College													
Agriculture	265	72	27.2%	24.0%	N	28	10.6%	10.8%	N	8	3.0%	3.0%	N
Arts & Sciences	371	118	31.8%	36.0%	Y	59	15.9%	14.7%	N	14	3.8%	4.4%	Y
Business & Economics	81	18	22.2%	24.0%	Y	15	18.5%	16.7%	N	3	3.7%	3.0%	N
Communication	50	19	38.0%	50.0%	Y	11	22.0%	15.0%	N	3	6.0%	4.8%	N
Dentistry	62	19	30.6%	31.6%	N	10	16.1%	20.0%	Y	3	4.8%	3.9%	N
Design	26	8	30.8%	37.0%	Y	0	0.0%	12.6%	Y	0	0.0%	3.0%	N
Education	90	50	55.6%	50.0%	N	15	16.7%	15.2%	N	13	14.4%	12.0%	N
Engineering	123	16	13.0%	11.5%	N	36	29.3%	18.6%	N	3	2.4%	3.0%	N
Fine Art	83	25	30.1%	43.0%	Y	14	16.9%	12.0%	N	9	10.8%	5.8%	N
Health Sciences	52	29	55.8%	50.0%	N	7	13.5%	9.0%	N	2	3.8%	3.0%	N
Law	24	7	29.2%	40.0%	Y	4	16.7%	12.1%	N	4	16.7%	7.3%	N
Medicine	615	216	35.1%	34.1%	N	124	20.2%	19.3%	N	10	1.6%	3.4%	Y
Nursing	45	44	97.8%	50.0%	N	3	6.7%	11.0%	Y	1	2.2%	3.5%	N
Pharmacy	60	24	40.0%	40.4%	N	10	16.7%	19.2%	Y	2	3.3%	3.0%	N
Public Health	35	11	31.4%	50.0%	Y	9	25.7%	15.5%	N	3	8.6%	4.5%	N
Social Work	25	19	76.0%	50.0%	N	2	8.0%	14.3%	Y	2	8.0%	3.0%	N
Graduate School	21	4	19.0%	31.0%	Y	4	19.0%	14.0%	N	1	4.8%	4.0%	N
Total	2,028	699	34.5%	34.0%	N	351	17.3%	15.8%	N	81	4.0%	4.0%	N

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 59.0% of the total workforce.
- ◆ Hold 48.4% of the positions in the executive/administrative/managerial (EAM) employment category. As a whole 39.0% of the applicants were women and 39.0% of the appointments. The EAM job groups will be considered separately at the suggestion of the OFCCP.
- ◆ Hold 26.91% of executive positions.
- ◆ Hold 55.5% of administrative positions.
- ◆ Hold 46.8% of managerial positions.
- ◆ Hold 34.4% of all faculty positions.
- ◆ Hold 62.9% of all professional positions, 89.0% of all office and clerical positions, and 59.8% of all technical/paraprofessional positions.
- ◆ Continue to be underutilized in the very small (209 positions) skilled crafts category.
- ◆ Hold 41.4% of positions but continue to be statistically underutilized in the service and maintenance positions.

Some additional facts of interest:

- ◆ 47.7% of all women at the University of Kentucky hold exempt including faculty positions.
- ◆ Women at the University of Kentucky hold 52.7% of all exempt and faculty positions.

All minorities at the University of Kentucky:

- ◆ Hold 15.5% of all positions.
- ◆ Hold 7.2% of the positions in the executive/administrative/managerial (EAM) employment category as a whole. The subdivided job groups will be considered separately at the suggestion of the OFCCP.
- ◆ Hold 13.4% of executive positions.

- ◆ Hold 7.3% of administrative positions.
- ◆ Hold 4.7% of managerial positions.
- ◆ Hold 17.3% of faculty positions, exceeding the 15.8% goal.
- ◆ Hold 10.0% of professional positions, exceeding the 9.1% goal. Hold 7.8% of administrative support positions just short of the 7.9% availability goal. Reached 6.1% in health support just short of the 6.7% 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 10.0% of all positions.
- ◆ Hold 4.8% of the positions in the executive/administrative/managerial (EAM) employment category as a whole. Significant emphasis has been put on EAM job groups and is monitored to ensure continued good faith efforts toward full utilization.
- ◆ Hold 7.5% of executive positions.
- ◆ Hold 6.5% of administrative positions.
- ◆ Hold only 1.2% of managerial positions, the same as the previous year, well short of the 6.8% estimated availability.
- ◆ Hold 4.0% of faculty positions reaching the 4.0% availability goal.
- ◆ Hold 4.1% of all professional positions, short of the 4.4% goal. There is underutilization in health support, 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 12.7% of positions in the office and clerical job group, where the estimated availability is 11.0%.

Applicant Flow and Adverse Impact Analysis

Totals	Applications Received					Applicants Appointed				
	Total	Females	F%	Minorities	M%	Total	Females	F%	Minorities	M%
E/A/M	692	267	39%	136	20%	41	16	39%	4	10%
Executive	41	18	44%	14	34%	2	1	50%	0	0%
Administrative	506	188	37%	90	18%	28	10	36%	3	11%
Managerial	145	61	42%	32	22%	11	5	45%	1	9%
Faculty	2,679	860	32%	713	27%	195	84	43%	35	18%
Professional	13,467	8,570	64%	2514	19%	948	686	72%	131	14%
Health Support	5,226	4,252	81%	747	14%	557	464	83%	55	10%
Administrative Support	5,102	3,084	60%	902	18%	205	133	65%	26	13%
Student Support	1,014	608	60%	276	27%	45	27	60%	12	27%
Technical Support	2,125	626	29%	589	28%	141	62	44%	38	27%
Office & Clerical	32,951	26,258	80%	7122	22%	632	553	88%	92	15%
Level I	24,606	19,746	80%	5470	22%	450	391	87%	69	15%
Level II	8,345	6,512	78%	1652	20%	182	162	89%	23	13%
Technical	8,875	4,964	56%	2235	25%	404	259	64%	84	21%
Skilled Crafts	19	1	5%	3	16%	5	0	0%	0	0%
M&Service	10,509	6,187	59%	3340	32%	399	205	51%	123	31%
Totals	69,192	47,107	68%	16,063	23%	2,624	1,803	69%	469	18%

Totals	Minorities	M%	F Applicants	F Appoints	%	M Applicants	M Appoints	%	Ratio	M Applicants	M Appoints	%	W Applicants	W Appoints	%	Ratio
E/A/M	4	10%	267	16	6%	425	25	6%	102%	136	4	3%	556	37	7%	44%
Executive	0	0%	18	1	6%	23	1	4%	128%	14	0	0%	27	2	7%	0%
Administrative	3	11%	188	10	5%	318	18	6%	94%	90	3	3%	416	25	6%	55%
Managerial	1	9%	61	5	8%	84	6	7%	115%	32	1	3%	113	10	9%	35%
Faculty	35	18%	860	84	10%	1,819	111	6%	160%	713	35	5%	1,966	160	8%	60%
Professional	131	14%	8,570	686	8%	4,897	262	5%	150%	2,514	131	5%	10,953	817	7%	70%
Health Support	55	10%	4,252	464	11%	974	93	10%	114%	747	55	7%	4,479	502	11%	66%
Administrative Support	26	13%	3,084	133	4%	2,018	72	4%	121%	902	26	3%	4,200	179	4%	68%
Student Support	12	27%	608	27	4%	406	18	4%	100%	276	12	4%	738	33	4%	97%
Technical Support	38	27%	626	62	10%	1,499	79	5%	188%	589	38	6%	1,536	103	7%	96%
Office & Clerical	92	15%	26,258	553	2%	6,693	79	1%	178%	7,122	92	1%	25,829	540	2%	62%
Level I	69	15%	19,746	391	2%	4,860	59	1%	163%	5,470	69	1%	19,136	381	2%	63%
Level II	23	13%	6,512	162	2%	1,833	20	1%	228%	1,652	23	1%	6,693	159	2%	59%
Technical	84	21%	4,964	259	5%	3,911	145	4%	141%	2,235	84	4%	6,640	320	5%	78%
Skilled Crafts	0	0%	1	0	0%	18	5	28%	0%	3	0	0%	16	5	31%	0%
M&Service	123	31%	6,187	205	3%	4,322	194	4%	74%	3,340	123	4%	7,169	276	4%	96%
Totals	469	18%	47,107	1,803	4%	22,085	821	4%	103%	16,063	469	3%	53,129	2,155	4%	72%

New Hires	Total	Females	F%	Minorities	M%	Total	Females	F%	Minorities	M%
E/A/M	432	173	40%	90	21%	16	7	44%	0	0%
Executive	37	16	43%	14	38%	0	0	#DIV/0!	0	#DIV/0!
Administrative	326	124	38%	59	18%	13	5	38%	0	0%
Managerial	69	33	48%	17	25%	3	2	67%	0	0%
Faculty	2,672	857	32%	712	27%	194	83	43%	35	18%
Professional	8,268	5,405	65%	1577	19%	578	413	71%	94	16%
Health Support	3,344	2,724	81%	494	15%	362	294	81%	42	12%
Administrative Support	3,002	1,825	61%	518	17%	100	63	63%	17	17%
Student Support	748	448	60%	202	27%	29	16	55%	8	28%
Technical Support	1,174	408	35%	363	31%	87	40	46%	27	31%
Office & Clerical	20,864	16,666	80%	4537	22%	395	342	87%	59	15%
Level I	17,596	14,186	81%	3885	22%	327	286	87%	48	15%
Level II	3,268	2,480	76%	652	20%	68	56	82%	11	16%
Technical	6,964	3,880	56%	1794	26%	315	202	64%	70	22%
Skilled Crafts	10	1	10%	2	20%	3	0	0%	0	0%
M&Service	8,707	5,094	59%	2799	32%	325	168	52%	104	32%
Totals	47,917	32,076	67%	11,511	24%	1,826	1,215	67%	362	20%
Promotions	Total	Females	F%	Minorities	M%	Total	Females	F%	Minorities	M%
E/A/M	230	81	35%	41	18%	23	8	35%	4	17%
Executive	4	2	50%	0	0%	2	1	50%	0	0%
Administrative	150	51	34%	26	17%	13	4	31%	3	23%
Managerial	76	28	37%	15	20%	8	3	38%	1	13%
Faculty	0	0	#DIV/0!	0	#DIV/0!	0	0	#DIV/0!	0	#DIV/0!
Professional	3,242	1,746	54%	616	19%	199	126	63%	28	14%
Health Support	766	562	73%	101	13%	66	53	80%	7	11%
Administrative Support	1,578	912	58%	294	19%	78	51	65%	9	12%
Student Support	206	121	59%	58	28%	12	8	67%	3	25%
Technical Support	692	151	22%	163	24%	43	14	33%	9	21%
Office & Clerical	7,238	5,686	79%	1510	21%	146	128	88%	23	16%
Level I	3,046	2,375	78%	680	22%	52	41	79%	11	21%
Level II	4,192	3,311	79%	830	20%	94	87	93%	12	13%
Technical	1,189	626	53%	278	23%	56	29	52%	5	9%
Skilled Crafts	9	0	0%	1	11%	2	0	0%	0	0%
M&Service	1,006	510	51%	278	28%	45	18	40%	11	24%
Totals	12,914	8,649	67%	2,724	21%	471	309	66%	71	15%

New Hires	F			M			Ratio	M			W			Ratio
	Applicants	Appoints	%	Applicants	Appoints	%		Applicants	Appoints	%	Applicants	Appoints	%	
E/A/M	173	7	4%	259	9	3%	116%	90	0	0%	342	16	5%	0%
Executive	16	0	0%	21	0	0%	#DIV/0!	14	0	0%	23	0	0%	#DIV/0!
Administrative	124	5	4%	202	8	4%	102%	59	0	0%	267	13	5%	0%
Managerial	33	2	6%	36	1	3%	218%	17	0	0%	52	3	6%	0%
Faculty	857	83	10%	1,815	111	6%	158%	712	35	5%	1,960	159	8%	61%
Professional	5,405	413	8%	2,863	165	6%	133%	1,577	94	6%	6,691	484	7%	82%
Health Support	2,724	294	11%	620	68	11%	98%	494	42	9%	2,850	320	11%	76%
Administrative Support	1,825	63	3%	1,177	37	3%	110%	518	17	3%	2,484	83	3%	98%
Student Support	448	16	4%	300	13	4%	82%	202	8	4%	546	21	4%	103%
Technical Support	408	40	10%	766	47	6%	160%	363	27	7%	811	60	7%	101%
Office & Clerical	16,666	342	2%	4,198	53	1%	163%	4,537	59	1%	16,327	336	2%	63%
Level I	14,186	286	2%	3,410	41	1%	168%	3,885	48	1%	13,711	279	2%	61%
Level II	2,480	56	2%	788	12	2%	148%	652	11	2%	2,616	57	2%	77%
Technical	3,880	202	5%	3,084	113	4%	142%	1,794	70	4%	5,170	245	5%	82%
Skilled Crafts	1	0	0%	9	3	33%	0%	2	0	0%	8	3	38%	0%
M&Service	5,094	168	3%	3,613	157	4%	76%	2,799	104	4%	5,908	221	4%	99%
Totals	32,076	1,215	4%	15,841	611	4%	98%	11,511	362	3%	36,406	1,464	4%	78%
Promotions	F			M			Ratio	M			W			Ratio
	Applicants	Appoints	%	Applicants	Appoints	%		Applicants	Appoints	%	Applicants	Appoints	%	
E/A/M	81	8	10%	149	15	10%	98%	41	4	10%	189	19	10%	97%
Executive	2	1	50%	2	1	50%	100%	0	0	#DIV/0!	4	2	50%	#DIV/0!
Administrative	51	4	8%	99	9	9%	86%	26	3	12%	124	10	8%	143%
Managerial	28	3	11%	48	5	10%	103%	15	1	7%	61	7	11%	58%
Faculty	0	0	#DIV/0!	0	0	#DIV/0!	#DIV/0!	0	0	#DIV/0!	0	0	#DIV/0!	#DIV/0!
Professional	1746	126	7%	1496	73	5%	148%	616	28	5%	2626	171	7%	70%
Health Support	562	53	9%	204	13	6%	148%	101	7	7%	665	59	9%	78%
Administrative Support	912	51	6%	666	27	4%	138%	294	9	3%	1284	69	5%	57%
Student Support	121	8	7%	85	4	5%	140%	58	3	5%	148	9	6%	85%
Technical Support	151	14	9%	541	29	5%	173%	163	9	6%	529	34	6%	86%
Office & Clerical	5686	128	2%	1552	18	1%	194%	1510	23	2%	5728	123	2%	71%
Level I	2375	41	2%	671	11	2%	105%	680	11	2%	2366	41	2%	93%
Level II	3311	87	3%	881	7	1%	331%	830	12	1%	3362	82	2%	59%
Technical	626	29	5%	563	27	5%	97%	278	5	2%	911	51	6%	32%
Skilled Crafts	0	0	#DIV/0!	9	2	22%	#DIV/0!	1	0	0%	8	2	25%	0%
M&Service	510	18	4%	496	27	5%	65%	278	11	4%	728	34	5%	85%
Totals	8,649	309	4%	4,265	162	4%	94%	2,724	71	3%	10,190	400	4%	66%

Applications Received						Applicants Appointed				
Lateral Transfers	Total	Females	F%	Minorities	M%	Total	Females	F%	Minorities	M%
E/A/M	30	13	43%	5	17%	2	1	50%	0	0%
Executive	0	0	#DIV/0!	0	#DIV/0!	0	0	#DIV/0!	0	#DIV/0!
Administrative	30	13	43%	5	17%	2	1	50%	0	0%
Managerial	0	0	#DIV/0!	0	#DIV/0!	0	0	#DIV/0!	0	#DIV/0!
Faculty	7	3	43%	1	14%	1	1	100%	0	0%
Professional	1613	1253	78%	258	16%	148	131	89%	9	6%
Health Support	1027	899	88%	137	13%	119	109	92%	6	5%
Administrative Support	424	286	67%	72	17%	20	14	70%	0	0%
Student Support	42	24	57%	13	31%	3	2	67%	1	33%
Technical Support	120	44	37%	36	30%	6	6	100%	2	33%
Office & Clerical	4144	3359	81%	925	22%	75	70	93%	10	13%
Level I	3437	2785	81%	784	23%	60	56	93%	10	17%
Level II	707	574	81%	141	20%	15	14	93%	0	0%
Technical	541	346	64%	127	23%	26	22	85%	8	31%
Skilled Crafts	0	0	#DIV/0!	0	#DIV/0!	0	0	#DIV/0!	0	#DIV/0!
M&Service	633	471	74%	210	33%	25	16	64%	6	24%
Totals	6,968	5,445	78%	1,526	22%	277	241	87%	33	12%
Applications Received						Applicants Appointed				
Demotions	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	344	166	48%	63	18%	23	16	70%	0	0%
Health Support	89	67	75%	15	17%	10	8	80%	0	0%
Administrative Support	98	61	62%	18	18%	7	5	71%	0	0%
Student Support	18	15	83%	3	17%	1	1	100%	0	0%
Technical Support	139	23	17%	27	19%	5	2	40%	0	0%
Office & Clerical	705	547	78%	150	21%	16	13	81%	0	0%
Level I	527	400	76%	121	23%	11	8	73%	0	0%
Level II	178	147	83%	29	16%	5	5	100%	0	0%
Technical	181	112	62%	36	20%	7	6	86%	1	14%
Skilled Crafts	0	0	#DIV/0!	0	#DIV/0!	0	0	#DIV/0!	0	#DIV/0!
M&Service	163	112	69%	53	33%	4	3	75%	2	50%
Totals	1,393	937	67%	302	22%	50	38	76%	3	6%

Lateral Transfers	Adverse Impact - Women									Adverse Impact - Minorities						
	Minorities	M%	F Applicants	F Appoints	%	M Applicants	M Appoints	%	Ratio	M Applicants	M Appoints	%	W Applicants	W Appoints	%	Ratio
E/A/M	0	0%	13	1	8%	17	1	6%	131%	5	0	0%	25	2	8%	0%
Executive	0	#DIV/0!	0	0	#DIV/0!	0	0	#DIV/0!	#DIV/0!	0	0	#DIV/0!	0	0	#DIV/0!	#DIV/0!
Administrative	0	0%	13	1	8%	17	1	6%	131%	5	0	0%	25	2	8%	0%
Managerial	0	#DIV/0!	0	0	#DIV/0!	0	0	#DIV/0!	#DIV/0!	0	0	#DIV/0!	0	0	#DIV/0!	#DIV/0!
Faculty	0	0%	3	1	33%	4	0	0%	#DIV/0!	1	0	0%	6	1	17%	0%
Professional	9	6%	1253	131	10%	360	17	5%	221%	258	9	3%	1355	139	10%	34%
Health Support	6	5%	899	109	12%	128	10	8%	155%	137	6	4%	890	113	13%	34%
Administrative Support	0	0%	286	14	5%	138	6	4%	113%	72	0	0%	352	20	6%	0%
Student Support	1	33%	24	2	8%	18	1	6%	150%	13	1	8%	29	2	7%	112%
Technical Support	2	33%	44	6	14%	76	0	0%	#DIV/0!	36	2	6%	84	4	5%	117%
Office & Clerical	10	13%	3359	70	2%	785	5	1%	327%	925	10	1%	3219	65	2%	54%
Level I	10	17%	2785	56	2%	652	4	1%	328%	784	10	1%	2653	50	2%	68%
Level II	0	0%	574	14	2%	133	1	1%	324%	141	0	0%	566	15	3%	0%
Technical	8	31%	346	22	6%	195	4	2%	310%	127	8	6%	414	18	4%	145%
Skilled Crafts	0	#DIV/0!	0	0	#DIV/0!	0	0	#DIV/0!	#DIV/0!	0	0	#DIV/0!	0	0	#DIV/0!	#DIV/0!
M&Service	6	24%	471	16	3%	162	9	6%	61%	210	6	3%	423	19	4%	64%
Totals	33	12%	5,445	241	4%	1,523	36	2%	187%	1,526	33	2%	5,442	244	4%	48%

Demotions	Adverse Impact - Women									Adverse Impact - Minorities						
	Minorities	M%	F Applicants	F Appoints	%	M Applicants	M Appoints	%	Ratio	M Applicants	M Appoints	%	W Applicants	W Appoints	%	Ratio
E/A/M	0	#DIV/0!	0	0	#DIV/0!	0	0	#DIV/0!	#DIV/0!	0	0	#DIV/0!	0	0	#DIV/0!	#DIV/0!
Executive	0	#DIV/0!	0	0	#DIV/0!	0	0	#DIV/0!	#DIV/0!	0	0	#DIV/0!	0	0	#DIV/0!	#DIV/0!
Administrative	0	#DIV/0!	0	0	#DIV/0!	0	0	#DIV/0!	#DIV/0!	0	0	#DIV/0!	0	0	#DIV/0!	#DIV/0!
Managerial	0	#DIV/0!	0	0	#DIV/0!	0	0	#DIV/0!	#DIV/0!	0	0	#DIV/0!	0	0	#DIV/0!	#DIV/0!
Faculty	0	#DIV/0!	0	0	#DIV/0!	0	0	#DIV/0!	#DIV/0!	0	0	#DIV/0!	0	0	#DIV/0!	#DIV/0!
Professional	0	0%	166	16	10%	178	7	4%	245%	63	0	0%	281	23	8%	0%
Health Support	0	0%	67	8	12%	22	2	9%	131%	15	0	0%	74	10	14%	0%
Administrative Support	0	0%	61	5	8%	37	2	5%	152%	18	0	0%	80	7	9%	0%
Student Support	0	0%	15	1	7%	3	0	0%	#DIV/0!	3	0	0%	15	1	7%	0%
Technical Support	0	0%	23	2	9%	116	3	3%	336%	27	0	0%	112	5	4%	0%
Office & Clerical	0	0%	547	13	2%	158	3	2%	125%	150	0	0%	555	16	3%	0%
Level I	0	0%	400	8	2%	127	3	2%	85%	121	0	0%	406	11	3%	0%
Level II	0	0%	147	5	3%	31	0	0%	#DIV/0!	29	0	0%	149	5	3%	0%
Technical	1	14%	112	6	5%	69	1	1%	370%	36	1	3%	145	6	4%	67%
Skilled Crafts	0	#DIV/0!	0	0	#DIV/0!	0	0	#DIV/0!	#DIV/0!	0	0	#DIV/0!	0	0	#DIV/0!	#DIV/0!
M&Service	2	50%	112	3	3%	51	1	2%	137%	53	2	4%	110	2	2%	208%
Totals	3	6%	937	38	4%	456	12	3%	154%	302	3	1%	1,091	47	4%	23%

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 69,192 applications for 2,624 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 3.8% of the applications considered being appointed. 3.8% of female applicants were appointed and 2.9% 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. Women voluntarily terminated their employment at a rate of 50.1%. They were involuntarily terminated from their employment at a rate of 17.6%. Men voluntarily terminated their employment at a rate of 23.4% and terminated employment involuntarily at a rate of 9.0%. Of the total 1,145 voluntary and involuntary terminations, only 171 were minorities. 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 Specialist. 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 internal 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 47,107 or 68% of the applications considered for appointment.
- ◆ Received 1,803 or 69% of all appointments.
- ◆ Were appointed at a rate of 39% in highly competitive executive positions. Were appointed at a higher rate than male applicants in exempt staff positions with the exception of technical support.
- ◆ Were 67% of new hires and 66% of staff promotions.

All minorities at the University of Kentucky:

- ◆ Were 16,063 or 23% of the applications considered for appointment.
- ◆ Received 469 or 18% of all appointments.
- ◆ Were 20% of new hires and 15% of staff promotions.