

## **INSTRUCTIONS FOR COMPLETING AFFIRMATIVE ACTION COMPLIANCE REPORTS FOR EPA NON-FACULTY APPOINTMENTS**

Searches and Affirmative Action reports are required for all full-time permanent positions and for all full-time term appointments longer than six months. (An appointment for exactly six months does not require a search and Affirmative Action reporting.) Special exceptions to this policy may be granted by the University Affirmative Action Officer in the following cases:

- (1) for appointments of no more than one year when unplanned conditions arise and immediate job coverage is necessary; and
- (2) for appointments of current University employees to positions as Principal Investigator and Co-Principal Investigator on contracts and grants, whenever the naming of individuals to work on the sponsored project is a condition of the award. (These Affirmative Action procedures do not apply to “released time” from a current position; therefore, this exception process only pertains to an expected appointment to a wholly different position.)

To request a special exception, the head of the recruiting unit should provide a letter to the University Affirmative Action Officer, citing the circumstances. This letter should be signed or in some way supported by the Provost.

***NOTE: Approved exceptions do not preclude an appropriate recruitment process taking place prior to the end of a term and are not to exceed one year. A term appointment may not be extended unless a bona fide search has been conducted. Approved exceptions do not satisfy this requirement.***

Searches may cover a variety of areas. For example, some searches may be limited to the internal pool. Others may be national. The Associate Provost and/or the Affirmative Action Officer may provide advice on the appropriate scope of search for different kinds of searches.

### **I. Initiation of Recruitment**

**Before beginning a search for candidates to fill an EPA non-faculty position, either the search leader or the unit Affirmative Action Representative should access copies of Affirmative Action compliance forms AA-1 and AA-2 from the Department of Human Resource Services website at <http://www.uncg.edu/hrs/aaprogram.htm> .** AA-1, “Notice of Search and Recruitment Plan – EPA Non-Faculty,” should be completed and signed by the University Affirmative Action Officer before the search is begun.

In completing some questions, it will be necessary to refer to the University’s Affirmative Action Plan and supplemental information about availability of applicants. Copies of these materials are located in the Reserve Department of the Library (under “University Report #41A” – Affirmative Action packet), the division heads’ offices, the Office of the Provost, and the Department of Human Resource Services.

In response to parts of question 2 on the AA-1, availability figures from the Plan may be supplemented with statistics from other resources, such as the Doctorate Recipients from United States Universities, published by the National Research Council, the “Higher Education General Information Survey” (HEGIS), and “Integrated Postsecondary Educational Data System” (IPEDS). HEGIS and IPEDS are published by the Department of Education. (The HEGIS and IPEDS data are sometimes not current. In recent years the IPEDS report especially has not been very useful.) Any of these reports which are available are included in the Reserve library materials for Affirmative Action (see above).

A copy of the language that will be used for advertising and publicity statements must be attached to the AA-1. **Job announcements of any kind, by law, contain a reference to the University’s compliance with Affirmative Action requirements.** The University uses the abbreviation, EEO/AA, or the following wording to accomplish this:

*The University of North Carolina at Greensboro is committed to equality of employment opportunity and does not discriminate against applicants or employees based on race, color, creed, national origin, religion, gender, age, disability, veteran status, political affiliation, or sexual orientation. Moreover, the University of North Carolina at Greensboro is committed to recruiting and advancing women and minorities at all faculty/staff levels.*

**Announcements and other publicity about positions should not contain sex-referent language.**

Question 4 on AA-1 refers to physical and mental job requirements of the position. These should already have been described in a written job description required to be submitted to the Personnel Director in the Office of the Provost prior to determination of the position as EPA. In responding to Question 4, you may simply attach a copy of the job description or you may describe specifically the physical and mental job requirements. This information is required for reports to the federal agency which oversees the University's Affirmative Action Program.

After signature by the Affirmative Action Representative, the original AA-1 should be given to the department head, who will follow normal reporting channels for further signatures. Additional signatures may be inserted as required by unit/division procedures. Before leaving the division, the signature of the Chancellor/Provost/Vice Chancellor is required. Final signature is that of the Associate Vice Chancellor for Human Resource Services, who serves as the University Affirmative Action Officer. After complete processing, the Department of Human Resource Services returns a copy of the signed form to the search leader and to the division head. The original is retained in the Department of Human Resource Services.

**Advertisements and position announcements should not be released until the AA-1 has been signed by the University Affirmative Action Officer or oral clearance has been received from the Department of Human Resource Services.**

## **II. Applicant Data Cards**

A supply of applicant data cards should be obtained from the Office of the Provost or the Department of Human Resource Services. **The search leader is responsible for writing on each card the position number represented by the vacancy.** A card should be sent to each applicant as soon after receipt of the application as possible. The card may be enclosed with the first communication acknowledging the application. Applicants return the cards (self-addressed, postage paid) to the Department of Human Resource Services, which collates the responses. **Important: Applicant data cards must be sent early in the search process. It is offensive to a candidate to receive one along with or close in time to a letter of rejection.**

Return of the applicant data cards is voluntary, but it should be strongly urged to assist the University in its Affirmative Action efforts. Responses on the cards will be tabulated by the Department of Human Resource Services and maintained for entry into a report on the search which must be sent to the federal agency which oversees the University's Affirmative Action Program. Search leaders and Affirmative Action Network Representatives may have access to the results of these tabulations at any time during the search process, but this information is no longer needed for completion of Affirmative Action report forms.

## **III. Conclusion of Search**

When a candidate is selected for the position, an AA-2, "Final Review of Search Results – EPA Non-Faculty," should be completed. **Neither oral nor written offers may be extended before full administrative review and signature of the AA-2 by the Associate Vice Chancellor for Human Resource Services.** After review and signatures, appropriate copies of the Affirmative Action Compliance Report AA-2 will be returned to the Office of the Provost for distribution to the Search Leader and Division Head.

## **IV. Withdrawn Search**

If a search is withdrawn, Affirmative Action Compliance Report AA-3, "Notice of Withdrawn Search – EPA Non-Faculty," should be completed within two weeks. A new AA-1 is required to reactivate the search. However, search leaders will be allowed a 45-day grace period if circumstances occur that could change the status of a search, i.e., an unforeseen budget allocation, etc. If this occurs within the 45-day window following termination of a search, a new AA-1 would **not** be necessary. Contact with the applicant pool would be required informing applicants of the status of the search. Search leaders should then proceed with the AA-2 apprising of their proposed candidate. Please note that any changes producing a new applicant pool would require initiation of a new AA-1.

**The following persons are available to assist you in any aspect of procedures relating to Affirmative Action: your unit Affirmative Action Representative, the Associate Provost (45494), the Compliance Officer in the Department of Human Resource Services (45009), and the Associate Vice Chancellor for Human Resource Services (45009).**