

## DISSEMINATION OF THE AFFIRMATIVE ACTION POLICY

[CFR 60-1.42 and 2.13 (b)]  
 Effective: January 1, 2009



The University makes known its commitment to affirmative action by disseminating broadly its equal employment opportunity policy and information about its Affirmative Action Program. Ultimate responsibility for adequate communication of the institution's commitment rests with the Chancellor and the Affirmative Action Officer, who must emphasize the importance of continued discussion of the policy and provisions of the Affirmative Action Program at all levels of the University. The following specific actions have been instituted and will continue:

### *Internal Notice and Distribution of the University's Commitment to Equal Employment Opportunity*

Item	Responsibility
The Affirmative Action Program is included in the <a href="#">University Policy Manual</a>	Vice Chancellor for Information Technology and Planning
The "Statement of Commitment to Equal Employment Opportunity" is included in the <a href="#">Handbook for Faculty</a> , <a href="#">Policy Manual for SHRA and EHRA-Non-faculty Employees</a> and the Web.	Provost Affirmative Action Officer Associate Vice Chancellor for Human Resources (AA Officer/AVC-HRS)
The Affirmative Action Program is explained and discussed during orientation sessions for new employees conducted by the Department of Human Resources.	AA Officer/AVC-HRS Provost
The Affirmative Action Program is discussed during supervisory and non-supervisory training programs conducted by the Department of Human Resources.	AA Officer/AVC-HRS
The University's commitment to equal employment opportunity is posted outside the Department of Human Resources.	AA Officer/AVC-HRS
The University's commitment to affirmative action and equal employment opportunity is included in all University publications with broad distribution.	Deans, Directors, Department Heads, Vice Chancellors, Provost, Director of Publications
A consistent and conscientious effort is made to publish in internal media articles covering activities related to the Affirmative Action Program, including progress reports, promotions and achievements of women and minorities.	Director, University News Service

**External Notice and Distribution of the University's Commitment to Equal Employment Opportunity and Affirmative Action**

Item	Responsibility
<p>The University's commitment to affirmative action and equal employment opportunity is included in all vacancy announcements and advertisements. The University uses the abbreviation, EEO/AA, or the following wording to accomplish this:</p> <p><i>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, political affiliation, sexual orientation or veteran status. Moreover, the University of North Carolina at Greensboro is committed to recruiting and advancing women and minorities at all faculty/staff levels.</i></p>	<p>Provost AA Officer/AVC-HRS</p>
<p>Recruiting sources within reasonable proximity to the University are informed of the University's commitment to equal employment opportunity and affirmative action. These sources are asked to recruit actively for the University and to refer minorities and women.</p>	<p>Provost AA Officer/AVC-HRS</p>
<p>The UNCG "EEO/AA" statement is printed or appended to purchase orders and contracts for services and goods in order to communicate to vendors, suppliers, contractors, and subcontractors.</p>	<p>Associate Vice Chancellor for Finance Associate Vice Chancellor for Business and Student Services</p>
<p>A consistent and conscientious effort is made to publish in external media articles covering activities related to the Affirmative Action Program, including progress reports, promotions and achievements of women and minorities.</p>	<p>Director, University News Service</p>

***Distribution, Availability and Internal Discussion of the Affirmative Action Plan***

Item	Responsibility
The Affirmative Action Committee meets with the Chancellor each Plan year to review progress toward goals.	<i>Affirmative Action Committee:</i> Provost, Vice Chancellor for Business Affairs Associate Vice Chancellor for Human Resources Chair of the Faculty Senate Chair of Staff Senate University Counsel
Members of the AA Network receive copies of the Program and discuss progress toward goals from previous year.	AA Officer Provost
Members of the Chancellor's Administrative Cabinet receive copies of the Program and reports which show progress toward goals from the previous year.	Chancellor AA Officer
Copies of the Program are available to heads of recruitment committees.	Provost AA Officer/AVC-HRS
A Copy of the Program is available in the Reserve Department of Jackson Library.	AA Officer Director of Library
Members of the Provost's Council receive an annual summary of the Program which show progress toward goals from the previous year.	Provost AA Officer Designated Senior Administrator in Academic Affairs: Vice Provost
AA Network Representatives report on progress towards Plan goals to faculty and staff within their units.	Affirmative Action Network Representatives Designated Senior Administrator in Academic Affairs: Vice Provost