
INTERNAL AUDIT AND REPORTING SYSTEMS

[41 CFR 60-2.13(G) and 2.25]
Effective: January 1, 2009



Supervisory Accountability for Affirmative Action Efforts

Every supervisor of the University undertakes by virtue of the employment relationship with the University to adhere to the policy of equal employment opportunity and affirmative action in personnel decisions. Adherence to the policies contained in this program is reviewed annually by the appropriate supervisor.

Monitoring and Assessment of Good Faith Efforts to Obtain Goals

The University's Affirmative Action Program is evaluated in two ways: (1) monitoring of the University's commitment and good faith efforts, and (2) ongoing comparisons of goals and progress toward accomplishing those goals. Both of these functions are the responsibility of the Affirmative Action Officer in conjunction with the Chancellor and the Affirmative Action Committee.

In order to evaluate adherence to the Affirmative Action Program, the Affirmative Action Officer requires reports from those involved in the search and selection process and, when necessary, consults with them prior to important steps in the employment process. Reports and consultations also occur whenever there appears to be an insufficient number of minorities or women in the pool of candidates or whenever a substantial portion of such applicants has been eliminated.

The Affirmative Action Officer has published reporting requirements and makes available affirmative action compliance forms for the use of faculty members and administrative officers participating in the appointment process. The chief elements in this reporting process for EHRA employees are as follows:

1. When the search for appointment to a vacant full-time EHRA faculty or non-teaching position is initiated, the Affirmative Action Officer is notified through form AA-1. By this means the Officer is informed of the nature of the position, the expected availability of Black minorities and women candidates, and of specific plans for advertising the position.
2. Each applicant for the position is sent an applicant data card for voluntarily completing information about sex and race. Cards are returned to the Department of Human Resources where they are tallied. The results on each search are made available to the Affirmative Action Officer. In some cases the Affirmative Action Officer may recommend that the search be extended to reach wider applicant populations.
3. The Affirmative Action Officer talks regularly and informally with administrative officers and search committee leaders as they proceed with their searches. When the University Affirmative Action Officer perceives the possibility of deficiencies in the application of the affirmative action process, the Officer may request a review by the Dean of the academic unit concerned or by the appropriate Vice Chancellor. In extreme cases the Affirmative Action Officer may suspend the search and report the matter to the Chancellor. The Provost may also suspend a search when deficiencies in the process appear.
4. Before offers of employment are extended, the Affirmative Action Officer receives a report (AA-2), which describes the nature of the recruiting and advertising efforts, defines the initial group of applicants by race, minority group, and sex, and states the reason or reasons for preferring the person who has been chosen for the position. If the applicant is not a female or minority person, the report gives the strengths this applicant demonstrates to justify giving preference over minority or women candidates who have not been selected. The AA-2 report also includes a final summary report on the affirmative action process as it was applied in the appointment under consideration.

For SHRA appointments the Affirmative Action Officer insures that procedures published by the North Carolina Office of State Personnel are followed. In addition, the Affirmative Action Officer requires that a report be filed in the Department of Human Resources describing recruitment efforts and signifying the reasons for selection of one applicant over any minorities and females who are not selected.

In overseeing the University's Affirmative Action Program, the Affirmative Action Officer makes regular reviews of the work force complement. Those job groups which demonstrate underutilization are scrutinized carefully. Hiring decisions made in the various units are assessed on an ongoing basis as they relate to the progress toward accomplishing the percentage goal within job groups. The Provost and Vice Chancellors who oversee positions affected by the placement goal are regularly informed of the progress toward attaining those goals.