
DESIGNATION OF RESPONSIBILITY

[41 CFR 60-2.13 and 2.22]

Effective: January 1, 2009



The University of North Carolina at Greensboro has been, and continues to be, committed to effective implementation of its equal employment opportunity policy and to aggressive affirmative action efforts in all areas and at all levels of employment.

Overall responsibility for the development and implementation of the University's Affirmative Action Program resides with the Chancellor. The Chancellor approves all statements of policy that affect the affirmative action effort and makes all functional appointments of persons who have formal responsibilities in the Affirmative Action Program.

Advising the Chancellor in affirmative action policy and planning is the Affirmative Action Committee. Its members are the Provost, the Vice Chancellor for Business Affairs, the Associate Vice Chancellor for Human Resources, Chair of the Faculty Senate, Chair of Staff Senate, and University Counsel. The Affirmative Action Committee receives annual reports from the Affirmative Action Officer. On this basis it assists the Chancellor in evaluating the Affirmative Action Program and makes recommendations to the Chancellor concerning the Affirmative Action Program and its implementation.

The senior administrative officer holding the title Associate Vice Chancellor for Human Resources serves, ex-officio, as the University's Affirmative Action Officer. The Affirmative Action Officer is responsible for the following activities:

1. Monitoring of employment procedures for conformity with the University's formal obligations for affirmative action;
2. Collecting statistical data, preparing annual reports to the Affirmative Action Committee, and preparing the Affirmative Action Plan;
3. Facilitating search efforts; and
4. Assisting the University Counsel in coordinating internal responses to employee complaints of discrimination.

The Affirmative Action Officer has responsibility for the Affirmative Action Program for positions that are subject to the State Personnel Act (henceforth designated as SHRA positions) and for positions that are exempt from the State Personnel Act (henceforth designated as EHRA positions). For EHRA positions these responsibilities are further delegated to a senior administrator in the division of Academic Affairs who is designated by the Provost. The designated senior administrator in Academic Affairs carries out the four functions listed above as they relate to EHRA personnel. The designated administrator periodically reviews with the Affirmative Action Officer policy and planning guidelines approved by the Affirmative Action Committee and receives and shares performance data later to be incorporated into the Affirmative Action Officer's annual reports to the Affirmative Action Committee.

The Chancellor has appointed a group of persons designated as the Affirmative Action Network. Each of the six academic Schools, the College, and the Library has a representative, as does the office of the Vice Chancellor for Student Affairs, the Vice Chancellor for Business Affairs, the Vice Chancellor for University Advancement, and the Vice Chancellor for Information Technology and Planning. The Affirmative Action Network Representatives serve as advisors, resource persons, and facilitators of the Affirmative Action Program. Though they report to the Dean or Vice Chancellor of their respective units, their work is coordinated by the Affirmative Action Officer. For those representatives appointed from the Schools and the College, that coordination is delegated by the Affirmative Action Officer to the designated senior administrator for Academic Affairs. Suggestions for appointments and reappointments of Network Representatives are solicited by the Affirmative Action Officer and forwarded to the Chancellor for

appointment. The Affirmative Action Network Representatives are brought together at least once a year by the designated senior administrator in Academic Affairs and the Affirmative Action Officer. Appendix I contains a complete listing of the duties and responsibilities of the Affirmative Action Network Representatives.

Through mandatory training, meetings with affirmative action representatives, and meetings with staff in Human Resources, managers and supervisors are also responsible for becoming aware of the University's affirmative action objectives to assure that people who work for them or with them or who apply for employment are not judged, discriminated against, or isolated in any way. These specific responsibilities include:

1. assisting in the identification of problem areas and establishing program objectives;
2. making every effort to achieve program objectives and maintaining a diverse workforce for the department, division, work unit or section;
3. providing career counseling for employees and ensuring that all employees are given the full opportunity to attend workshops and seminars and/or to take credit courses under the provisions of the University's educational assistance program;
4. assist the Affirmative Action Officer in periodic evaluations to determine the effectiveness of the Affirmative Action Program;
5. sensitizing employees to all affirmative action policies;
6. preventing and correcting sexual harassment of employees; and
7. providing a work environment and management practices which support equal opportunity in all terms and conditions of employment.

The mechanisms described above for administering the University's Affirmative Action Program are supplemental to the responsibility for equal employment activities placed with each department chair and director, each dean, and each vice chancellor. These persons are charged specifically to attend to all aspects of affirmative action in making personnel-related decisions.