University of Kentucky
Affirmative Action Plan

Office of Institutional Equity and Equal Opportunity
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http://www.uky.edu/EVPFA/eeo/

This Affirmative Action Plan, effective October 1, 2015, 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

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Effective October 1, 2015 through September 30, 2016

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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, gender identity, gender expression, pregnancy, marital status, genetic information 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.

Eli Capilouto
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. 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 curricular 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 commitment 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 commitment. The University of Kentucky annually commits itself to making good faith efforts to attain its affirmative action and equal opportunity goals.

Currently the 2015 University of Kentucky Strategic Plan "Transforming Tomorrow" is completing the implementation phase and to be sent for review and adoption by the Board of Trustees. This new strategic plan will contain five strategic objectives that mark the University's priorities. Goal three "Diversity and Inclusivity" which specifically outlines workforce action steps and metrics.

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, sexual orientation, gender identity 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, identification of problem areas, and establishment of goals and timetables are required components as set out in the aforementioned regulations. Terms used in the context of 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.

KENTUCKY PUBLIC POSTSECONDARY EDUCATION DIVERSITY POLICY AND FRAMEWORK FOR INSTITUTIONAL DIVERSITY PLAN DEVLOPMENT

Adjunct to the AAP is the Kentucky Public Postsecondary Education Diversity Policy and Framework for Institution Diversity Plan Development (Diversity Policy). The University of Kentucky commitment to provision of equal opportunity must include objectives related to student body diversity and student success, workforce diversity, and campus climate as contained in this Kentucky Council on Postsecondary Education Diversity Policy.

In 1981 the U.S. Department of Education Office for Civil Rights (OCR) determined that the Kentucky public higher education system had failed to eliminate vestiges of its former de jure racially dual system of public higher education. In 1982 the Kentucky Council on Higher Education developed the 1982-1987 Commonwealth of Kentucky Higher Education Desegregation Plan. The Kentucky Plan for Equal Opportunities in Higher Education was then created for 1990-1995.

In 1992 Kentucky Senate Bill 398 was passed, codified as KRS 164.020(9), that afforded public postsecondary education institutions limited waiver options for approval to submit requests for new academic programs when failing to meet established equal opportunity objectives or make continuous progress.

The third iteration of a state equal opportunity plan, 1997-2002 Kentucky Plan for Equal Opportunities in Postsecondary Education, continued the narrowly-tailored focus of previous plans to include Kentucky resident African American students, and African American faculty and staff employees in response to identified deficiencies.

The U.S. Department of Education Office for Civil Rights notified Kentucky Governor Steve Beshear on January 2, 2009 that the Commonwealth was ruled in compliance with Title VI of the Civil Rights Act of 1964 and its implementing regulations.

The Kentucky Council on Postsecondary Education (CPE) adopted an action plan for development of a new statewide diversity policy on January 16, 2009 through a collaborative process involving CPE staff, CPE Committee on Equal Opportunities, and postsecondary education institutions. At each phase of development the diversity policy was shared with institution presidents and others for comment. To facilitate development of the diversity policy, the CPE Committee on Equal Opportunities also formed three work groups: Legal Workgroup; Plan and Policy Workgroup; and, CPE Staff and Institutional Representative Workgroup.

On September 12, 2010 the Kentucky Council on Postsecondary Education adopted the Kentucky Public Postsecondary Education Diversity Policy and Framework for Institution Diversity Plan Development. This Diversity Policy, revised by CPE April 29, 2014, set forth a Diversity Definition, and Vision and Guiding Principles as follows:

Diversity Definition

Diversity, as a concept, describes an inclusive community of people with varied human characteristics, ideas, and world views related, but not limited, to race, ethnicity, sexual orientation, gender, gender identity, gender presentation, religion, color, creed, national origin, age, disabilities, socio-economic status, life experiences, geographical region, or ancestry. Diversity in concept expects the creation by institutions of a safe, supportive, and nurturing environment that honors and respects those differences. The policy "focusing on a diverse student body and workforce" advocates the inclusion of students and employees from historically underserved populations, both historical and ongoing.

Vision and Guiding Principles

The vision of the CPE is for all public postsecondary institutions to implement strategies, programs, and services that fulfill the educational objectives set forth in HB 1, and address the needs of and support the success of diverse populations, particularly those most affected by institutional and systemic inequity and exclusion. The following principles shape the priorities and will guide decisions for the Commonwealth's vision of diversity.

- Recognize diversity as a vital component in the state's educational and economic development.
- Affirm the long-standing commitment that Kentucky's African American students are represented at the public colleges and universities.
- Challenge stereotypes and promote awareness and inclusion.
- Support community engagement, civic responsibility, and service that advance diverse and underserved populations/groups.
- Nurture, train, and produce students with the ability to interact effectively with people of different cultures, i.e., cross-cultural competence.
- Prepare for Kentucky's businesses a workforce that is diverse, culturally competent, and highly educated to compete in a global economy.

To implement this Diversity Policy, CPE required each public institution to submit a campus diversity plan draft by March 31, 2011. The campus-based diversity plan draft must be five years in duration and address four areas:

I. Student Body Diversity

a. Undergraduate student enrollment
b. Graduate student enrollment

II. Student Success

a. Student retention
b. Graduation rates
c. Degrees conferred

III. Workforce Diversity

a. Faculty
b. Staff
c. Executive/Administrative/Managerial

IV. Campus Climate

a. Campus Environment Team
b. Comprehensive assessment of strategies and best practices implemented in support of the institutional diversity plan
c. Employment retention and promotion

The employment section of the Diversity Policy is intended to accomplish the compelling governmental interest in the educational benefits that accrue from having diverse faculty, staff and administrative officials.

On June 9, 2011 the University of Kentucky 2011-2015 Diversity Plan (Diversity Plan) draft was reviewed and approved by the CPE Committee on Equal Opportunities. On June 14, 2011 the UK Board of Trustees unanimously adopted the new UK Diversity Plan. Institutional diversity plans then received final approval by the Council on Postsecondary Education on September 22, 2011.

The University of Kentucky 2011-2015 Diversity Plan establishes student objectives consistent with the UK 2009-2014 Strategic Plan, and employment objectives based on the annual UK Affirmative Action Plan. The Diversity Plan contains narrative describing many programs, services and initiatives that support attainment of institutional objectives. The UK Diversity Plan is available in its entirety at http://www.uky.edu/DiversityPlan/ .

While similar in intent and overlapping in specific employment categories, the scope of Executive Order 11246 and the CPE Diversity Policy differ. Focused solely on equal employment opportunities Executive Order 11246 requires affirmative action for women and all minority groups by federal contractors. Goals related to the CPE Diversity Policy are based on an institution's mission, values, and compelling interest in the educational benefits of diversity. Embracing and nurturing diversity as an essential value is the responsibility of every member of the University community. The UK Diversity Plan's primary student focus includes Black or African American and Hispanic or Latino. For employment, the UK Diversity Plan groups

are consistent with UK Affirmative Action Plan groups – women, all minority groups, and Black or African American.

In March 2015 University of Kentucky President Eli Capilouto was notified by CPE staff that "the status for University of Kentucky to submit new program proposals during calendar year 2015 is AUTOMATIC ELIGIBILITY." UK achieved this status for submission of new academic program requests based on CPE's annual evaluation of institutional diversity plans. Annual assessment under the CPE Diversity Policy indicates UK made continuous progress in all Student Body Diversity, Student Success, and Workforce Diversity objectives. CPE staff, in collaboration with institutional representatives, is revising the current diversity policy. An updated policy is planned to go before the CPE board in Fall 2015.

The University of Kentucky's unique role as the Commonwealth's land grant educational institution and its mission related to equal educational opportunity cannot be overlooked in this document. Success in providing equal opportunity in student enrollment, retention, and graduation is an essential corollary to equal employment opportunity at the University of Kentucky, the greater community, and state and national labor markets.

The University of Kentucky Affirmative Action Plan as outlined in this document is put forth as evidence of the institution's good faith effort 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 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 2009-2014 Strategic Plan.

Strategy 3.4.3 of Strategic Plan Goal 3: **Develop the Human and Physical Resources of the University to Achieve the Institutions Top 20 Goals**, Objective 3.4 Continually enhance recruitment, selection, orientation, and retention of top talent states, "Sustain continuous progress in employment of women and all minorities at all levels of the University." Metric 4-3 of the Strategic Plan ***Goal 4: Promote Diversity and Inclusion*** states, "Achieve the employment goals of UK's annual Affirmative Action 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 XIV, governing both instructional and non-instructional personnel, states the University of Kentucky nondiscrimination policy:

> The University of Kentucky complies with the federal and state constitutions, and all applicable federal and state laws, regarding discrimination. The University provides equal opportunities for qualified persons in all aspects of University operations, and does not discriminate on the basis of race, color, ethnic origin, religion, creed, age, physical or mental disability, veteran status, uniformed service, political belief, sex sexual orientation, gender identity, gender expression, pregnancy, marital status, genetic information, social or economic status, or whether the person is a smoker or nonsmoker, as long as the person complies with University policy concerning smoking. 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: A-1 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 race, color, national origin, ethnic origin, religion, creed, age, physical or mental disability, veteran status, uniformed service, political belief, sex, sexual orientation, gender identity, gender expression, pregnancy, marital status, genetic information, social or economic status, or whether the person is a smoker or nonsmoker, as long as the person complies with University policy concerning smoking..

Further delineation of this fundamental governing regulation is made in Human Resource Policy Number 2.0 entitled "Equal Opportunity, Discrimination and Harassment" which states:

> 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 race, color, national origin, ethnic origin, religion, creed, age, physical or mental disability, veteran status, uniformed service, political belief, sex, sexual orientation, gender identity, gender expression, pregnancy, marital status, genetic information, social or economic status, or whether the person 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 Student Code of Conduct, which states:

Right of Admission and Access

Admission Policy

An applicant for admission to the University shall not be discriminated against because of race, color, ethnic origin, religion, creed, age, physical or mental disability, veteran status, uniformed service, political belief, sex sexual orientation, gender identity, gender expression, pregnancy, marital status, genetic information, or social or economic status.

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, ethnic origin, religion, creed, age, physical or mental disability, veteran status, uniformed service, political belief, sex sexual orientation, gender identity, gender expression, pregnancy, marital status, genetic information, or social or economic status.

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.

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 Office of Institutional Equity and Equal Opportunity is the University office 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 all employment advertisements 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.
- 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 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 § 60-2.12(c).

The University of Kentucky reports seven major job groups from the University of Kentucky Information Technology Enterprise Application Group 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 is the only relevant factor 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 employees 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 and experience 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.

As previously detailed the analyses undertaken have been conducted for women, all minorities, and 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 are established to respond to the University of Kentucky's federal affirmative action commitments while being mindful of the commitments to the CPE Diversity Policy.

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, no anticipated addition of positions or a reduction in force 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* as follows:

- Promote inclusive excellence across the University;
- Promote curricular 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 Assistant Vice President for Equal Opportunity are the University officers responsible for development of the University of Kentucky Affirmative Action Plan and recommending policies and procedures for implementation. This designation of responsibility includes all 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
- 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 Public Postsecondary Education Diversity Policy.
- 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 representative to the Council on Postsecondary Education (CPE) and the CPE Committee on Equal Opportunities on affirmative action, equal opportunity and diversity matters.
- Serve as University of Kentucky representatives to the Committee on Equal Opportunities for implementation of the Kentucky Public Postsecondary Education Diversity Policy
- Serve as the University of Kentucky Americans with Disabilities Act and Title IX of the Education Amendments of 1972 Compliance Coordinator

- Help administrators identify qualified employees with disabilities and appropriate accommodations
- Convene ad hoc accommodation appeal committees as required
- Serve as chair of the Equal Opportunity Committee and Campus Environment Team
- Serve on University, college and departmental equal opportunity and diversity committees
- Work in conjunction with the Vice President for Institutional Diversity on University diversity objectives
- Serve as liaison and respondent between the University and federal and state enforcement agencies
- 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, investigation and resolution
- 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. Sine 1996, a professional position provides education, coordination and oversight of technical compliance for the affirmative action / equal opportunity programs at the University of Kentucky as well as develops the affirmative action plan annually. This position responds to inquiries and trains University personnel in regulatory compliance issues.

The Equal Opportunity Committee

The Equal Opportunity Committee 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, found at Administrative Regulation 3:12, states:

> The Equal Opportunity Committee provides advice on all University-wide matters of equal opportunity. In accordance with 13 KAR 2:060, the Equal Opportunity Committee also serves as the University's Campus Environment Team (CET), monitoring implementation of programs, services and activities that make the University an inclusive living, learning, and working environment. The Committee is appointed by the President of the University of Kentucky and reports to the Executive Vice President for Finance and Administration. Committee membership

shall be comprised of representatives from faculty, staff, and students. The chair and ex officio members shall be designated by the President. The committee members, other than those with student or ex officio status, normally shall have staggered three-year appointments. Students normally have one-year appointments. Members may be reappointed to the committee.

The specific responsibilities of the Equal Opportunity Committee include:

1. Monitoring plans and programs that ensure equal opportunity throughout the University;
2. Facilitating the development and implementation of diversity perspectives in all student, workforce, and University affairs;
3. Recommending processes to assist University officials in exercising their responsibility to ensure equal opportunity and a supportive campus environment; and
4. Assessing provision of equal opportunities throughout the University and fostering an environment of inclusiveness.

Office of the Vice President for Institutional Diversity

The Office of the Vice President for Institutional Diversity (VPID) 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 academic, 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. Several units reporting directly to the Office of the Vice President for Institutional Diversity focus on student retention and development:

- The Center for Academic Resources and Enrichment Services (CARES) provides a comprehensive academic support system and enrichment services to aid in increasing the retention and graduation rates of underrepresented students. Programs and activities assist students in achieving academic excellence and adjusting to student life at the University of Kentucky.
- Health Colleges Student Diversity Services (HCSDS) at the University of Kentucky is committed to the recruitment, support, and professional development of underrepresented students in the professional healthcare programs of Dentistry, Health Sciences, Medicine, Nursing, Pharmacy, and Public Health. By connecting students to essential tools and resources, the HCSCS office assists in removing barriers toward academic success.

- Martin Luther King Center (MLKC) supports the university diversity goals by developing and offering programs and experiences designed to prepare all students for the social, cultural and political challenges of an increasingly complex multicultural, global community. MLKC guiding philosophy is grounded in the conviction that the development of self-knowledge and cultural competence based on an enlightened worldview is a vital dimension to becoming a genuinely educated person. Likewise, educated people should be knowledgeable and sensitive to the cultural essence of other peoples.
- Student Support Services (SSS) is a federally funded TRiO program designed to provide support services to improve academic performance and increase retention and graduation rates of college students who are first generation (neither parent had a bachelor's degree), low income or have a documented disability. SSS serves to motivate and support students as they transition from one level of education to the next while working toward the successful completion of their postsecondary education.
- Office of LGBTQ* Resources is the central hub for accessing information, groups, and services related to diverse sexualities and gender identities, serves all students, faculty and staff at the university. The Office of LGBTQ* Resources also seeks to connect and collaborate with LGBTQ* community groups and friends across Lexington and the Commonwealth of Kentucky. The office's work generally focuses on three core pillars: community building, education, and advocacy. The Office works with other units across the University to assist in development of effective approaches to increasing diversity and strengthening inclusion to enhance the campus as a welcoming environment.

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. In recent years the University has experienced mandated state general fund budget reductions and 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 adversely affected 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. This analysis may be found for the University of Kentucky at AAP Appendix F.
- 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 are delegated responsibility for faculty employment. The deans are delegated authority to approve faculty appointments below the rank of associate professor. The approval authority set out in the procedures for the appointment, promotion, granting of tenure, and termination is contained in Administrative Regulation 2: Academic Appointment (Faculty)
- The requirements for the retention of records, pertaining to the employment of faculty, are communicated to college administrators.
- The Office of Institutional Equity and Equal Opportunity 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 compensation systems

for regular staff positions. Included in this ongoing effort was the development of a job analysis questionnaire to describe positions and the development of a university wide philosophy of performance management. All positions are reviewed for appropriate placement in the compensation structure. It is the intent of the University of Kentucky to attract and retain qualified employees by maintaining a compensation system that is both externally competitive and internally consistent.

- 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, 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, protected veterans, 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

Regulations pertinent to this portion of the AAP are 41 CFR§ 60-2.17(c)

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 employment and compensation processes and new policy developments to ensure equal opportunity compliance.
- The Office of Institutional Equity and Equal Opportunity is 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 Office of Institutional Equity and Equal Opportunity participates in new faculty and staff orientations at the beginning and throughout each academic year to acquaint new employees to the benefits of our office and outreach.
- The Office of Institutional Equity and Equal Opportunity provides Discrimination and Harassment training to all new supervisor's 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.

- The Office of Institutional Diversity provide University representation and special reports to the CPE Committee on Equal Opportunities (CEO) that monitors the University's compliance with CPE Diversity Policy student enrollment, student success, workforce and campus climate objectives.
- 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.
- The Vice President for Human Resources and specifically the HR Employment Office proactively collaborates with hiring departments across the university to educate, guide, and ensure applicant pools have a diverse candidate representation including minorities, females, veterans, and individuals with disabilities.

Education & Training

- The Hiring Enhancement Program, established in January 2009, continues to provide training, resources and tools for hiring officials. The program is intended to educate hiring officials on effective and legally credible hiring practices. A variety of trainings are offered annually which include: 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. The HR Employment Office also conducts the interviewing and selecting portion of the University's SuperVision course offered on a regular basis to all new supervisors. This program has three dedicated Employment Consultants that offer multiple customized resources including: behavior based interview guides (phone, in-person and/or reference checks); department consultations; and trainings. A website has been developed to provide tools to hiring officials wherever they are in the hiring process.

Employment Advertising Improvements

- In 2015, Graystone Group Advertising services were acquired through the University procurement process (RFP) to enhance UK's employment branding and effective advertising capabilities through heightened exposure and visibility. The contract terms are February 1, 2015 through January 31, 2016 with renewal options thru 2020. Graystone provides options that target specific advertising needs for requested employment searches with the goal of increasing the diversity and qualifications of each candidate pool. To assist in meeting the Office of Federal Contract Compliance reporting and outreach requirements, the HR Employment Office purchased a variety of targeted job boards to advertise staff and faculty positions. These job boards include:

InsideHigherEdJobs.com, HigherEdJobs.com, Diverse Issues in Higher Education, Academic Keys and American's Job Exchange. Each job board will automatically upload positions from the UK Jobs website daily allowing UK to reach a broader candidate audience. University of Kentucky has a dedicated profile on InsideHigher.com and HigherEdJobs.com job boards to provide additional information on the University's mission and vision as well as detail on living in Lexington and the Bluegrass Region. In addition to the unlimited postings on HigherEdJobs.com, the HR Employment Office purchased 50 Affirmative Action (AA) e-mails that can be utilized with designated job postings. When an AA e-mail is used, an e-mail will be sent to approximately 250,000 job seekers featuring the job posting along with other postings from universities that are actively recruiting candidates in accordance with affirmative action or diversity plans. Finally HR Employment Office has purchased a limited number of pre-paid on-line advertisements with CareerBuilder.com and the Chronicle of Higher Education to provide advertising options for professional level positions and faculty specific positions. This pre-paid advertising has been purchased to provide more cost effective options for UK departments. Additionally, the HR Employment staff routinely encourages hiring officials to participate in broader employment advertising for positions in a job category which is underrepresented in minorities and/or females. In fact, targeted advertising research overviews are customized for interested departments to provide a cost analysis as well as suggested niche site advertising options.

Summer Youth Program

- The HR Employment Office coordinates a six week program which is designed to expose minority high school students to the academic and work environment at the University of Kentucky. Financial support is provided by the Office of the President for the annual program, which allows 10-15 students to work in UK departments over the summer to gain valuable work readiness skills. The program began in 2001 and continues to be a valuable opportunity for UK staff to support the Lexington community by coaching and developing assigned Summer Youth employees. During the six weeks there are several training classes for the students to improve their customer service skills, application and interview techniques. Due to the popularity of the Summer Youth Program, in 2014 the application process became more intensive with an evaluation panel choosing which students to participate. The program continues to be a successful employer and student recruitment tool. During the past fourteen years, over 100 youth have participated with many continuing to work or attending classes at UK after the program ends.

Supportive Work Environment

- The Human Resources *Office of Work-life* leads efforts to recognize the diverse professional and personal needs of employees, and enables the University to better adapt to a changing workforce and address operational needs. The Office of Work-Life advocates for and/or provides resources

on the following: flextime, telework, childcare, lactation support, mental health counseling at no-cost to employees, caring for an aging parent or relative, and much more. A few highlighted offerings include:

- Elder Care: This resource center provides support for employees caring for an aging parent or relative. Through individual consultations, referrals, resource guides, caregiver support groups, and seminars on everything from 'understanding Medicaid" to "types of housing for seniors," the Elder Care specialists provides employees with the help they need. Visit http://www.uky.edu/HR/ElderCare for more information.
- Work+Life Connections: This voluntary counseling and referral service is at no-cost to employees, their spouses, children and sponsored dependents. A licensed clinical social worker is available to help individuals dealing with issues such as depression, anxiety, grief, divorce, parenting, substance abuse and stress at work or home. Work+Life Connections also provides training for supervisors, support groups, seminars, and community referrals for basic needs. Visit http://www.uky.edu/HR/WLC/welcome.html for more information.
- Reduced Seasonal Hours Program offers an alternative flexible schedule to regular, full-time employees who would like to reduce the number of hours they work each week during the winter or summer months. This program provides employees more flexibility and serves as a potential cost-saving solution for the University. http://www.uky.edu/HR/WorkLife/ReducedSeasonalHours.html
- Child Care: The University of Kentucky has three high-quality childcare centers on or adjacent to campus: Child Development Center of the Bluegrass, Woodland Early Learning Center, and Early Childhood Laboratory. The Office of Work Life also provides individual consultations, workshops, and support groups to parents. Learn more about these centers and back-up childcare options by visiting http://www.uky.edu/hr/work-life/resources-for-parents
- Lactation Resources: The Office of Work Life provides lactation resources and mother's rooms across campus to encourage and support mothers who choose to breastfeed after returning to work. For more information, visit http://www.uky.edu/HR/WorkLife/Lactation_Breastfeeding.html

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.
- 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 Center for the Enhancement of Learning and Teaching 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.
- Office for Faculty Advancement manages the Dual Career Partners Services Program that connects incoming UK faculty with employment and relocation professionals to assists in the transition, tips on how to search for UK jobs, information about potential employers in the area, and related guidance and support.
- Providing support to minority faculty through individual consultations and workshops.

- The Women's Leadership Task Force helps identify career and development opportunities for women faculty and executive staff, promotes visibility and acknowledgement of women's contributions, and creates an understanding of the status of women on campus.
- A university-wide committee coordinates programs in the university's efforts toward inclusive learning; promotes positive inter-campus relations across diverse groups; and offers mediation services during incidents of intolerance.
- 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.
- Community-based faculty serve as mentors, role models and teachers for all health-professional students
- 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.

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 UK Cooperative Extension Services county 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 will champion the University's diversity goals and will be responsible to establish a culture of respect, inclusion, and appreciation for all staff, faculty, and students.
- 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 on-line and 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 Leader program consists of 80 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.
- Basic Computer Instruction is offered for employees seeking basic computer literacy training.
- Resume/Application assistance, career assessments and interview coaching is offered through HRD Career Development 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.
- 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.
- 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.
- 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 Center 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 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 Affirmative Action Plan.
- A Diversity Network was established to serve and support extension professionals with diverse backgrounds as the work to meet the needs of Extension clientele. The Network's efforts are focused on:
    - Increasing the recruitment and retention of extension professionals from diverse backgrounds
    - Providing programs and activities that enhance professional development
    - Supporting social interactions among members
    - Increasing awareness of Cooperative Extension employment opportunities among individuals from diverse backgrounds.
- An intern program provides on average 35 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 an Affirmative Action 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. How well staff meet affirmative action goals is a factor considered in performance appraisals.

- UK Extension professionals host and Co-Chari the annual Tri-state Diversity Conference and Pre-Conference with Extension Professionals from Kentucky State University, Purdue University and Ohio State University. Nearly 100 UK Extension agents attend annually along with professionals from other states and increase their knowledge of how to reach diverse audiences.
- Kentucky Extension Service arranged a team of extension leaders to conduct a review of county programs every four years to ensure they are following a plan of work and reaching all constituents of each 120 counties. Kentucky Extension compiled a team of extension professionals to conduct a Civil Rights/Diversity Training for all 120 counties.
- UK Extension placed two representatives as an advisor on the College of Agriculture, Food and Environment student organization Minorities in Agriculture, Natural Resources, and Related Sciences (MANRRS) to mentor and work with students and encourage them to apply for extension internships and opportunities.
- UK Extension has an agent representative that serves on Minorities in Agriculture, Natural Resources, and Related Sciences (MANRRS) National Officer Team as National Graduate Student Officer.
- CES has arranged a team of agents and administrators to conduct diversity/civil rights trainings in each of the seven CES districts every three years. As of 2014, all counties have been trained directly with mandatory online modules released in the Fall of 2014.
- CES has included a diversity representative (Assistant Dean and Director for Diversity) in the hiring of administrator and agent positions.
- CES has contributed staff and resources in the implementation and planning of a statewide Pre-college diversity outreach program through 4-H and Jr. MANRRS. Jr. MANNRS is a program that targets middle school and high school youth and introduces traditionally underserved and under-represented youth to extension and the College of Agriculture, Food and Environment. In 2014, 150 participants attended the conference that is in its 4th year.
- CES Assistant Director for Human Resources holds the position of National Jr. MANRRS conference chair.
- CES has an annual Cultural Understanding workshop for its new employees at Core Training.
- CES has a diversity update/presentation as a component of its new employee agent orientation.
- CES 4-H and Youth Development has created a Diversity/Inclusive Committee to look at curriculum and address needs of diverse youth.

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 Vice President for Human Resources. Accurate records of all employment actions must be maintained. This information includes gender, minority, disability, and VETS status when voluntarily self-disclosed by the applicant for employment. Reports detailing employment activity by gender, minority, disability, and VETS 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 through SAP administrative system 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)
- As of July 1, 2015 all full-time faculty position are posted through the University of Kentucky's Integrated Employment System. With this change more accurate reporting data for gender, race, protected veterans and individuals with disabilities will be collected for faculty positions.
- The University of Kentucky Information Technology Enterprise Application Group is responsible for providing formal reports on a regular schedule. These reports include, but are not limited to, the IPEDS, and Vets-100 (currently re-named Vets 4212) reports and detail the utilization of both staff and faculty personnel by sex, minority, protected veteran and individual with disability 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 CPE Diversity Policy are made for the executive officers and administrators at the University of Kentucky, the Equal Opportunity Committee, 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 of the Office of Institutional Diversity. 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 years 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 § 60-20.2.

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 and Administrative 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 evaluates positions according to specific criteria and not 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 temporary disability 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, sex-based seniority systems do not 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, including compliance with Title IX of the Education Amendments of 1972 that prohibits discrimination on the basis of sex in education programs or activities operated by recipients of federal financial assistance.
- Educational programming is offered by the Office of Institutional Equity and Equal Opportunity to provide faculty, students and staff more information regarding discrimination and 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.
- The Violence Intervention and Prevention Center (VIP) provides comprehensive support and services to anyone who has been impacted by power-based personal violence (PBPV) including sexual assault, partner violence, and stalking.
- From 1992 until present the Office of Institutional Equity and Equal Opportunity has distributed over 220,000 brochures regarding discrimination and harassment.
- The sexual harassment brochure has been updated and reprinted ten times since its original printing. Currently the policy has been updated into a cohesive discrimination and harassment policy. The current brochure is entitled, *Office of Institutional Equity and Equal Opportunity*.
- The Discrimination and Harassment brochure is disseminated internally and externally on the internet at www.uky.edu/evpfa/eeo/
- The University of Kentucky's policy prohibiting discrimination and harassment, including sexual harassment, is disseminated internally and externally on the internet at www.uky.edu/evpfa/eeo/
- The Office of Institutional Equity and Equal Opportunity has developed a comprehensive web-based training entitled *Preventing Discrimination and Harassment* that delivers a basic understanding of university policy regarding what constitutes discrimination and harassment. It is an interactive course, available online to faculty, staff, and students. 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

- Enunciated a policy prohibiting employment discrimination on the basis of religion or national origin.
- Disseminated to each employee the policy prohibiting employment discrimination on the basis of religion or national origin.
- Developed and circulated a brochure regarding harassment on the basis of race, religion, or national origin.
- Evaluates salary administration to assure that discrimination on the basis of national origin is not practiced.
- Developed procedures to investigate and resolve complaints of violation of these policies.
- Advertised, and will continue to advertise, vacant positions in public media to which persons of any religious group or national origin should have access.
- 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.

AFFIRMATIVE ACTION AND NONDISCRIMINATION CONTRACTORS AND SUBCONTRACTORS REGARDING 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) and the ADA Amendments Act of 2008 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.

INVITATION TO SELF-IDENTIFY

41 CFR§ 60-741.42

On March 24, 2014 the University of Kentucky began inviting all applicants to voluntarily self-disclose whether they are individuals with disabilities (IWD) before an offer of employment is made. The Human Resource Office provides the required self-id form through the University's Integrated Employment System (IES). Once an applicant is hired during the post-offer stage the employee is invited again to voluntarily self-disclose their status as an IWD. The new hire fills out the required self-id form and turns it into the Human Resources Employment Office, limiting the number of individuals seeing the form. The department in which the employee is hired does not have access this form.

The University invited the workforce in October 2014 to voluntarily self-identify whether they are individuals with disabilities via a university-wide email. The email contained instructions on how to access the electronic form through the University's operations system, SAP. The Office of Institutional Equity and Equal Opportunity will extend the invitation to the University's workforce at five-year intervals even though employees can fill the form out at any time. The self-id form along with other demographic data is stored electronically and separate from the employment applications, personnel records and employee medical files. This information is kept confidential and is not used for any hiring or employment decisions. The data will be collected annually and used to identify the effectiveness and recruitment of outreach efforts.

AFFIRMATIVE ACTION POLICY

41 CFR§ 60-741.44 (a)

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 XIV, governing both instructional and non-instructional personnel, states the University of Kentucky nondiscrimination policy:

> The University of Kentucky complies with the federal and state constitutions, and all applicable federal and state laws, regarding discrimination. The University provides equal opportunities for qualified persons in all aspects of University operations, and does not discriminate on the basis of race, color, ethnic origin, religion, creed, age, physical or mental disability, veteran status, uniformed service, political belief, sex sexual orientation, gender identity, gender expression, pregnancy, marital status, genetic information, social or economic status, or whether the person is a smoker or nonsmoker, as long as the person complies with University policy concerning smoking. 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: A-1 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 race, color, national origin, ethnic origin, religion, creed, age, physical or mental disability, veteran status, uniformed service, political belief, sex, sexual

orientation, gender identity, gender expression, pregnancy, marital status, genetic information, social or economic status, or whether the person is a smoker or nonsmoker, as long as the person complies with University policy concerning smoking..

Further delineation of this fundamental governing regulation is made in Human Resource Policy Number 2.0 entitled "Equal Opportunity, Discrimination and Harassment" which states:

> 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 race, color, national origin, ethnic origin, religion, creed, age, physical or mental disability, veteran status, uniformed service, political belief, sex, sexual orientation, gender identity, gender expression, pregnancy, marital status, genetic information, social or economic status, or whether the person 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 Student Code of Conduct, which states:

Right of Admission and Access

Admission Policy

> An applicant for admission to the University shall not be discriminated against because of race, color, ethnic origin, religion, creed, age, physical or mental disability, veteran status, uniformed service, political belief, sex sexual orientation, gender identity, gender expression, pregnancy, marital status, genetic information, or social or economic status.

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, ethnic origin, religion, creed, age, physical or mental disability, veteran status, uniformed service, political belief, sex sexual orientation, gender identity, gender expression, pregnancy, marital status, genetic information, or social or economic status.

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.

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 Office of Institutional Equity and Equal Opportunity is the University office 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

REVIEW OF PERSONNEL PROCESS

41 CFR§ 60-741.44 (b)

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. 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. Faculty promotion decisions are made on established academic performance criteria.

Qualified persons with disabilities may request reasonable accommodations at any time 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 under ADA Accommodation Request Form. 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

41 CFR§ 60-741.44 (c)

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.

REASONABLE ACCOMMODATION TO PHYSICAL AND MENTAL LIMITATIONS

41 CFR§ 60-741.44 (d)

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. The accommodated disabilities are diverse including students with: chronic health conditions, temporary disabilities and permanent disabilities encompassing those with physical, learning and psychological disabilities. In addition to direct services such as interpreter services or accessible textbook services, the Center is a campus resource for the entire University community who has questions about assisting students with disabilities. In recent semesters, the Center has seen an increase in students requesting services, especially students with psychological conditions. Likewise, the number of students requesting exam accommodations has significantly increased. With the University offering of distance learning classes, the Center has adapted to a relatively new role of accommodating students from remote locations who have disabilities.

HARASSMENT

41 CFR§ 60-741.44 (e)

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. Any employee or applicant for employment who believes that the University of Kentucky has discriminated against her or him because she or he has a disability 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.

OUTREACH AND POSITIVE RECRUITMENT

41 CFR§ 60-741.44 (f)

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 began posting positions with outside agencies who specialize in assisting individuals with disabilities beginning July 2015.

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 accommodate individuals with disabilities but avoid 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 website 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 supports 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.

ASSESSMENT OF EXTERNAL OUTREACH AND RECRUITMENT EFFORTS

41 CFR§ 60-741.44 (f)(3)

The University began listing job postings with America's Job Exchange July 2015. Because the University has only been posting the positions for a short period there is limited data on the effectiveness of outreach and recruitment efforts at this time. The University began asking applicants to self-identify as an individual with a disability on March 24, 2014. The workforce was polled in October 2014 electronically. At this time the University can only perform a limited assessment of the effectiveness of our outreach effort. Starting in the Affirmative Action Plan year 2016, the University of Kentucky will have more complete data from which to perform a comprehensive assessment of whether efforts are effective in recruiting individuals with disabilities into the workforce.

The University needs to expand its outreach and recruitment efforts in 2016. Human Resource participation in job fairs directed at assisting individuals with disabilities should be attended on a frequent basis along with meeting with state agencies that assists in providing employment resources for individuals with disabilities.

DISSIMENATION OF POLICY

41 CFR§ 60-741.44 (g)

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 all employment advertisements 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.
- All recruiting sources and other referral sources have been advised of the University's Equal Opportunity Policy.

AUDITING AND REPORTING SYSTEM

41 CFR§ 60-741.44 (h)

The Office of Institutional Equity and Equal Opportunity is the office responsible for developing and managing the Affirmative Action Plan on an annual basis. Information and data for the affirmative action plan is collected from numerous departments throughout the University. The Human Resources Employment office is responsible for all outreach and recruitment initiatives brought on by the new federal regulations for individuals with disabilities. Although the regulations have been put in place there is still work to be done. For future auditing, the Office of Institutional Equity and Equal Opportunity will take a more active role in reviewing personnel activities to ensure such activities are free from discrimination and assist with outreach and recruitment efforts towards individuals with disabilities. Through data and documentation, the Office of Institutional Equity and Equal Opportunity, will track the efforts that have been set-forth. The University will take all necessary action to bring the program into compliance if found to be deficient. Although the Office of Institutional Equity and Equal Opportunity is responsible for the implementation of the AAP; the responsibility is likewise vested with each administrator, department manager and supervisor.

RESPONSIBILITY FOR IMPLEMENTATION

41 CFR§ 60-741.44 (i)

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 Office of Institutional Equity and Equal Opportunity is the University of Kentucky office 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 AND NONDISCRIMINATION OBLIGATIONS OF FEDERAL CONTRACTORS AND SUBCONTRACTORS REGARDING DISABLED VETERANS, RECENTLY SEPERATED VETERANS, ACTIVE DUTY WARTIME OR CAMPAIGN BADGE VETERANS, AND ARMED FORCES SERVICE MEDALVETERANS

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 veterans, recently separated veterans, active duty wartime or campaign badge veterans, and Armed Forces Service Medal 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 disabled veterans, recently separated veterans, active duty wartime or campaign badge veterans, Armed Forces Service Medal Veterans otherwise qualified for the positions they seek at the University of Kentucky.

INVITATION TO SELF-IDENTIFY

41 CFR §60-300.42

The Human Resources office invites voluntary self-disclosure of an applicant's status as a protected veteran in the pre-offer stage of employment. Disabled veterans may disclose a disability at any time during the employment process and request reasonable accommodation. The Human Resource office also invites voluntary self-disclosure of the specific categories of disabled veterans, recently separated veterans, active duty wartime or campaign badge veterans, Armed Forces Service Medal Veterans after an offer of employment to the applicant. This information is kept confidential and is not used for any hiring or employment decisions. The data will be collected annually and used to identify the effectiveness and recruitment of outreach efforts.

AFFIRMATIVE ACTION POLICY

41 CFR §60-300.43

The University of Kentucky agrees not to discriminate against disabled veterans, recently separated veterans, active duty wartime or campaign badge veterans, Armed Forces Service Medal Veterans and shall take affirmative action to employ and advance in employment qualified disabled veterans, recently separated veterans, active duty wartime or campaign badge veterans, Armed Forces Service Medal Veterans at all levels of employment, including the executive level.

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 XIV, governing both instructional and non-instructional personnel, states the University of Kentucky nondiscrimination policy:

> The University of Kentucky complies with the federal and state constitutions, and all applicable federal and state laws, regarding discrimination. The University provides equal opportunities for qualified persons in all aspects of University operations, and does not discriminate on the basis of race, color, ethnic origin, religion, creed, age, physical or mental disability, veteran status, uniformed service, political belief, sex sexual orientation, gender identity, gender expression, pregnancy, marital status, genetic information, social or economic status, or whether the person is a smoker or nonsmoker, as long as the person complies with University policy concerning smoking. 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: A-1 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 race, color, national origin, ethnic origin, religion, creed, age, physical or mental disability, veteran status, uniformed service, political belief, sex, sexual orientation, gender identity, gender expression, pregnancy, marital status, genetic information, social or economic status, or whether the person is a smoker or nonsmoker, as long as the person complies with University policy concerning smoking..

Further delineation of this fundamental governing regulation is made in Human Resource Policy Number 2.0 entitled "Equal Opportunity, Discrimination and Harassment" which states:

> 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 race, color, national origin, ethnic origin, religion, creed, age, physical or mental disability, veteran status, uniformed service, political belief, sex, sexual orientation, gender identity, gender expression, pregnancy, marital status, genetic information, social or economic status, or whether the person is a smoker or nonsmoker, as long as the person complies with University policy concerning smoking.

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 Student Code of Conduct, which states:

Right of Admission and Access

Admission Policy

An applicant for admission to the University shall not be discriminated against because of race, color, ethnic origin, religion, creed, age, physical or mental disability, veteran status, uniformed service, political belief, sex sexual orientation, gender identity, gender expression, pregnancy, marital status, genetic information, or social or economic status.

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, ethnic origin, religion, creed, age, physical or mental disability, veteran status, uniformed service, political belief, sex sexual orientation, gender identity, gender expression, pregnancy, marital status, genetic information, or social or economic status.

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.

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 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 Code of Conduct, which states in part:

University of Kentucky 2011-2015 Diversity Plan

The University of Kentucky 2011-2015 Diversity Plan is written in compliance with the Kentucky Council on Postsecondary Education statewide diversity policy—KENTUCKY PUBLIC POSTSECONDARY EDUCATION DIVERSITY POLICY and FRAMEWORK FOR

INSTITUTION DIVERSITY PLAN DEVELOPMENT. The UK Diversity Plan sets forth objectives in student enrollment and retention consistent with the 2009-2014 UK Strategic Plan, and employment objectives as specified in the annual UK Affirmative Action Plan.

The Office of Institutional Equity and Equal Opportunity is the University office 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

REVIEW OF PERSONNEL PROCESSES

41 CFR §60-300.44 (b)

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.

PHYSICAL AND MENTAL QUALIFICATIONS

41 CFR§ 60-300.44 (c)

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.

REASONABLE ACCOMMODATION TO PHYSICAL AND MENTAL LIMITATIONS

41 CFR§ 60-300.44 (d)

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. The accommodated disabilities are diverse including students with: chronic health conditions, temporary disabilities and permanent disabilities encompassing those with physical, learning and psychological disabilities. In addition to direct services such as interpreter services or accessible textbook services, the Center is a campus resource for the entire University community who has questions about assisting students with disabilities. In recent semesters, the Center has seen an increase in students requesting services, especially students with psychological conditions. Likewise, the number of students requesting exam accommodations has significantly increased. With the University offering of distance learning classes, the Center has adapted to a relatively new role of accommodating students from remote locations who have disabilities.

HARASSMENT

41 CFR §60-300.44 (e)

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.

OUTREACH AND POSITIVE RECRUITMENT

41 CFR §60-300.44 (f)

The Human Resources Employment office participates in community activities to inform people and support employment opportunities at the University. 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.

The University began posting positions with outside agencies who specialize in assisting individuals with disabilities beginning July 2015.

ASSESSMENT OF EXTERNAL OUTREACH AND RECRUITMENT EFFORTS

41 CFR§ 60-300.44 (f)(3)

The University began listing job postings with America's Job Exchange July 2015. Because the University has only been posting the positions for a short period there is limited data on the effectiveness of outreach and recruitment efforts at this time. The University has always asked applicants and employees to self-identify to their veteran status based on the VETS-100 report categories. On March 24, 2014 the protected veteran categories were updated to the new regulations in the University's on-line employment system, however, in the University's operating system, SAP, the VETS-100 categories remained. Beginning September 2015, SAP has been updated to reflect the new VETS 4212-form which collects data based on the new regulations protected veteran categories. Because of this, at this time the University can only perform a limited assessment of the effectiveness of outreach efforts. Beginning in the Affirmative Action Plan year 2016, the University of Kentucky will have more complete data from which to perform a comprehensive assessment of whether efforts are effective in recruiting protected veterans into the workforce.

DISSEMINATION OF POLICY

41 CFR §60-300.44 (g)

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 all employment advertisements 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.
- All recruiting sources and other referral sources have been advised of the University's Equal Opportunity Policy.

AUDIT AND REPORTING SYSTEM

41 CFR §60-300.44 (h)

The Office of Institutional Equity and Equal Opportunity is the office responsible for developing and managing the Affirmative Action Plan on an annual basis. Information and data for the affirmative action plan is collected from numerous departments throughout the University. The Human Resources Employment office is responsible for all outreach and recruitment initiatives brought on by the new federal regulations for protected veterans. Although the regulations have been put in place there is still work to be done. For future auditing, the Office of Institutional Equity and Equal Opportunity will take a more active role in reviewing personnel activities to ensure such activities are free from discrimination and rather assists with outreach and recruitment efforts towards protected veterans. Through data and documentation, the Office of Institutional Equity and Equal Opportunity, will track the efforts that have been set-forth. The University will take all necessary action to bring the program into compliance if found to be deficient. Although the Office of Institutional Equity and Equal Opportunity is responsible for the implementation of the AAP; the responsibility is likewise vested with each administrator, department manager and supervisor.

RESPONSIBILITY FOR IMPLEMENTATION

41 CFR §60-300.44 (I)

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.

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. 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 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, 2015 through September 30, 2016

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http://www.uky.edu/EVPFA/eeo/

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				**49.3%**
	Data	48.4%	52.1%	
	Weight	0.75	0.25	
	Population	36.3%	13.0%	
Administrative				**50.3%**
	Data	52.1%	48.4%	
	Weight	0.5	0.5	
	Population	26.1%	24.2%	
Managerial				**56.5%**
	Data	48.4%	64.5%	
	Weight	0.5	0.5	
	Population	24.2%	32.3%	
Professional				
Health				**65.5%**
	Data	50.0%	80.9%	
	Weight	0.5	0.5	
	Population	25.0%	40.5%	
Administrative				**58.4%**
	Data	50.0%	66.7%	
	Weight	0.5	0.5	
	Population	25.0%	33.4%	
Student				**59.7%**
	Data	50.0%	63.9%	
	Weight	0.3	0.7	
	Population	15.0%	44.7%	
Technical				**43.2%**
	Data	46.5%	35.5%	
	Weight	0.7	0.3	
	Population	32.6%	10.7%	
Office & Clerical				
Level I				**69.0%**
	Data	50.0%	88.0%	
	Weight	0.5	0.5	
	Population	25.0%	44.0%	
Level II				**75.9%**
	Data	50.0%	87.0%	
	Weight	0.3	0.7	
	Population	15.0%	60.9%	
Technical & Scientific				**53.8%**
	Data	50.0%	62.5%	
	Weight	0.7	0.3	
	Population	35.0%	18.8%	
Skilled Crafts				**2.6%**
	Data	4.0%	1.2%	
	Weight	0.5	0.5	
	Population	2.0%	0.6%	
Service & Maintenance				**45.7%**
	Data	50.0%	35.5%	
	Weight	0.7	0.3	
	Population	35.0%	10.7%	

UK MINORITY STAFF

Availability Factor Analysis				
Job Group		**I**	**II**	**Availability**
E/A/M				
Executive				**15.3%**
	Data	18.7%	5.1%	
	Weight	0.75	0.25	
	Population	14.0%	1.3%	
Administrative				**10.4%**
	Data	15.9%	4.8%	
	Weight	0.5	0.5	
	Population	8.0%	2.4%	
Managerial				**13.2%**
	Data	15.8%	10.6%	
	Weight	0.5	0.5	
	Population	7.9%	5.3%	
Professional				
Health				**9.3%**
	Data	11.4%	7.1%	
	Weight	0.5	0.5	
	Population	5.7%	3.6%	
Administrative				**9.7%**
	Data	12.4%	7.0%	
	Weight	0.5	0.5	
	Population	6.2%	3.5%	
Student				**14.4%**
	Data	14.3%	14.4%	
	Weight	0.3	0.7	
	Population	4.3%	10.1%	
Technical				**16.8%**
	Data	15.6%	19.7%	
	Weight	0.7	0.3	
	Population	10.9%	5.9%	
Office & Clerical				
Level I				**15.9%**
	Data	15.4%	16.3%	
	Weight	0.5	0.5	
	Population	7.7%	8.2%	
Level II				**13.1%**
	Data	14.5%	12.5%	
	Weight	0.3	0.7	
	Population	4.4%	8.8%	
Technical & Scientific				**13.5%**
	Data	13.1%	14.4%	
	Weight	0.7	0.3	
	Population	9.2%	4.3%	
Skilled Crafts				**14.0%**
	Data	16.3%	11.6%	
	Weight	0.5	0.5	
	Population	8.2%	5.8%	
Service & Maintenance				**28.7%**
	Data	28.1%	30.0%	
	Weight	0.7	0.3	
	Population	19.7%	9.0%	

UK AFRICAN-AMERICAN STAFF

Availability Factor Analysis				
Job Group		**I**	**II**	**Availability**
E/A/M				
Executive				**8.6%**
	Data	10.2%	3.9%	
	Weight	0.75	0.25	
	Population	7.7%	1.0%	
Administrative				**4.0%**
	Data	8.0%	0.0%	
	Weight	0.5	0.5	
	Population	4.0%	0.0%	
Managerial				**5.7%**
	Data	7.1%	4.3%	
	Weight	0.5	0.5	
	Population	3.6%	2.2%	
Professional				
Health				**4.1%**
	Data	4.9%	3.2%	
	Weight	0.5	0.5	
	Population	2.5%	1.6%	
Administrative				**4.3%**
	Data	5.0%	3.5%	
	Weight	0.5	0.5	
	Population	2.5%	1.8%	
Student				**10.2%**
	Data	7.0%	11.5%	
	Weight	0.3	0.7	
	Population	2.1%	8.1%	
Technical				**4.5%**
	Data	5.0%	3.3%	
	Weight	0.7	0.3	
	Population	3.5%	1.0%	
Office & Clerical				
Level I				**12.9%**
	Data	12.2%	13.5%	
	Weight	0.5	0.5	
	Population	6.1%	6.8%	
Level II				**9.9%**
	Data	11.1%	9.4%	
	Weight	0.3	0.7	
	Population	3.3%	6.6%	
Technical & Scientific				**8.4%**
	Data	8.3%	8.7%	
	Weight	0.7	0.3	
	Population	5.8%	2.6%	
Skilled Crafts				**9.1%**
	Data	7.7%	10.5%	
	Weight	0.5	0.5	
	Population	3.9%	5.3%	
Service & Maintenance				**22.2%**
	Data	20.0%	27.3%	
	Weight	0.7	0.3	
	Population	14.0%	8.2%	

University of Kentucky

Utilization Analysis - University of Kentucky													
2014-2015													
.D1014.		Females				All Minorities				African-American			
Job Category	Total		%	Goal %	Under		%	Goal %	Under		%	Goal %	Under
E/A/M	**579**	**283**	**48.9%**	**50.0%**	**Y**	**35**	**6.0%**	**16.1%**	**Y**	**20**	**3.5%**	**7.9%**	**Y**
Executive	55	17	30.9%	48.4%	Y	9	16.4%	18.7%	Y	7	12.7%	10.2%	N
Administrative	336	175	52.1%	50.0%	N	17	5.1%	15.9%	Y	13	3.9%	8.0%	Y
Managerial	188	91	48.4%	50.0%	Y	9	4.8%	15.8%	Y	0	0.0%	7.1%	Y
Faculty	**2,362**	**876**	**37.1%**	**48.2%**	**Y**	**481**	**20.4%**	**18.7%**	**N**	**81**	**3.4%**	**6.9%**	**Y**
Professional	**4,634**	**2,988**	**64.5%**	**50.0%**	**N**	**489**	**10.6%**	**13.3%**	**Y**	**197**	**4.3%**	**5.1%**	**Y**
Health	1,511	1,223	80.9%	50.0%	N	108	7.1%	11.4%	Y	48	3.2%	4.9%	Y
Administrative Support	1,636	1,091	66.7%	50.0%	N	115	7.0%	12.4%	Y	58	3.5%	5.0%	Y
Student Support	513	328	63.9%	50.0%	N	74	14.4%	14.3%	N	59	11.5%	7.0%	N
Technical Support	974	346	35.5%	46.5%	Y	192	19.7%	15.6%	N	32	3.3%	5.0%	Y
Office & Clerical	**2,285**	**1,999**	**87.5%**	**50.0%**	**N**	**326**	**14.3%**	**14.9%**	**Y**	**258**	**11.3%**	**11.6%**	**Y**
Grades 0031 - 0040	1,070	942	88.0%	50.0%	N	174	16.3%	15.4%	N	144	13.5%	12.2%	N
Grades 0041 and above	1,215	1,057	87.0%	50.0%	N	152	12.5%	14.5%	Y	114	9.4%	11.1%	Y
Technical/Paraprofessional	**1,468**	**918**	**62.5%**	**50.0%**	**N**	**211**	**14.4%**	**13.1%**	**N**	**128**	**8.7%**	**8.3%**	**N**
Skilled Crafts	**172**	**2**	**1.2%**	**4.0%**	**Y**	**20**	**11.6%**	**16.3%**	**Y**	**18**	**10.5%**	**7.7%**	**N**
Service and Maintenance	**1,059**	**376**	**35.5%**	**50.0%**	**Y**	**318**	**30.0%**	**28.1%**	**N**	**289**	**27.3%**	**20.0%**	**N**
Total	**12,559**	**7,442**	**59.3%**			**1,880**	**15.0%**			**991**	**7.9%**		

University of Kentucky Faculty Utilization

University Faculty Utilization Analysis													
2014-2015													
.D1014		Females				All Minorities				African-Americans			
College	Total		%	Goal %	Under		%	Goal %	Under		%	Goal %	Under
Agriculture	242	71	29.3%	24.0%	N	32	13.2%	10.8%	N	6	2.5%	3.0%	Y
Arts & Sciences	405	154	38.0%	36.0%	N	89	22.0%	14.7%	N	21	5.2%	4.4%	N
Business & Economics	78	23	29.5%	24.0%	N	18	23.1%	16.7%	N	1	1.3%	3.0%	Y
Communication	80	37	46.3%	50.0%	Y	15	18.8%	15.0%	N	4	5.0%	4.8%	N
Dentistry	60	20	33.3%	31.6%	N	10	16.7%	20.0%	Y	0	0.0%	3.9%	Y
Design	21	8	38.1%	37.0%	N	0	0.0%	12.6%	Y	0	0.0%	3.0%	N
Education	115	68	59.1%	50.0%	N	21	18.3%	15.2%	N	13	11.3%	12.0%	N
Engineering	137	20	14.6%	11.5%	N	42	30.7%	18.6%	N	4	2.9%	3.0%	N
Fine Art	90	36	40.0%	43.0%	Y	14	15.6%	12.0%	N	8	8.9%	5.8%	N
Health Sciences	50	26	52.0%	50.0%	N	5	10.0%	9.0%	N	2	4.0%	3.0%	N
Law	22	12	54.5%	40.0%	N	2	9.1%	12.1%	N	2	9.1%	7.3%	N
Medicine	866	282	32.6%	34.1%	Y	204	23.6%	19.3%	N	13	1.5%	3.4%	Y
Nursing	53	51	96.2%	50.0%	N	5	9.4%	11.0%	N	2	3.8%	3.5%	N
Pharmacy	61	25	41.0%	40.4%	N	13	21.3%	19.2%	N	2	3.3%	3.0%	N
Public Health	42	20	47.6%	50.0%	Y	9	21.4%	15.5%	N	2	4.8%	4.5%	N
Social Work	23	17	73.9%	50.0%	N	2	8.7%	14.3%	Y	1	4.3%	3.0%	N
Graduate School	14	5	35.7%	31.0%	N	0	0.0%	14.0%	Y	0	0.0%	4.0%	N
Total	2,359	875	37.1%	34.0%	N	481	20.4%	15.8%	N	81	3.4%	4.0%	Y

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 59.3% of the total workforce.
- Hold 48.9% of the positions in the executive/administrative/managerial (EAM) employment category. As a whole 69.0% of the applicants were women and 67.0% of the appointments. The EAM job groups will be considered separately at the suggestion of the OFCCP.
- Hold 30.9.% of executive positions.
- Hold 52.1% of administrative positions.
- Hold 48.4% of managerial positions.
- Hold 37.1% of all faculty positions.
- Hold 64.5% of all professional positions, 87.5% of all office and clerical positions, and 62.5% of all technical/paraprofessional positions.
- Continue to be underutilized in the very small (172 positions) skilled crafts category.
- Hold 35.5% of positions but continue to be statistically underutilized in the service and maintenance positions.

Some additional facts of interest:

- 55.7% of all women at the University of Kentucky hold exempt including faculty positions.
- Women at the University of Kentucky hold 54.7% of all exempt and faculty positions.

All minorities at the University of Kentucky:

- Hold 15.0 % of all positions.

- Hold 6.0% 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 16.4% of executive positions.
- Hold 5.1% of administrative positions.
- Hold 4.8% of managerial positions.
- Hold 20.4% of faculty positions, exceeding the 18.7% goal.
- Hold 10.6% of professional positions, falling short of the 13.3% goal.
- Hold positions at rates exceeding estimated availability in all but two non-exempt job group. Office and Clerical Grades 0041 and above, fell short of the 14.5% goal with 12.5%.

African-Americans at the University of Kentucky:

- Hold 7.9% of all positions.
- Hold 3.5% 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 12.7% of executive positions.
- Hold 3.9% of administrative positions.
- Currently there are not any African-Americans in managerial positions.
- Hold 3.4% of faculty positions.
- Hold 4.3% of all professional positions, short of the 5.1% goal. There is underutilization in health support and administrative support job groups. Special attention is given to the recruitment of African-Americans to ensure continued good faith efforts in professional employment positions.
- Hold 11.3% of positions in the office and clerical job group, where the estimated availability is 11.6%

Applicant Flow and Adverse Impact Analysis

AAP 2015	10/1/2013 - 09/30/2014										
	Applications Received						Applicants Appointed				
Totals	Total	Females	F%	Minorities	M%		Total	Females	F%	Minorities	M%
E/A/M	2,073	1,151	56%	121	6%		62	33	53%	0	0%
Executive	220	39	18%	6	3%		6	3	50%	0	0%
Administrative	873	463	53%	57	7%		28	17	61%	0	0%
Managerial	980	649	66%	58	6%		28	13	46%	0	0%
Faculty	9,096	2,923	32%	1994	22%		290	133	46%	52	18%
Professional	50,058	34,213	68%	3524	7%		1,768	1,255	71%	151	9%
Health Support	28,244	22,446	79%	1751	6%		1,269	972	77%	106	8%
Administrative Support	12,623	7,850	62%	871	7%		261	178	68%	19	7%
Student Support	5,404	2,936	54%	528	10%		90	56	62%	7	8%
Technical Support	3,787	981	26%	374	10%		148	49	33%	19	13%
Office & Clerical	48,253	39,346	82%	4999	10%		538	451	84%	54	10%
Level I	25,818	21,150	82%	2856	11%		285	242	85%	29	10%
Level II	22,435	18,196	81%	2143	10%		253	209	83%	25	10%
Technical	13,405	9,129	68%	1394	10%		408	291	71%	35	9%
Skilled Crafts	161	0	0%	2	1%		10	0	0%	0	0%
M&Service	14,331	7,669	54%	1152	8%		374	161	43%	33	9%
Totals	137,377	94,431	69%	13,186	10%		3,450	2,324	67%	325	9%

Applicant Flow and Adverse Impact Analysis

AAP 2015														
	Adverse Impact - Women							**Adverse Impact - Minorities**						
Totals	F Applicants	F Appoints	%	M Applicants	M Appoints	%	Ratio	M Applicants	M Appoints	%	W Applicants	W Appoints	%	Ratio
E/A/M	1,151	33	3%	922	29	3%	91%	121	0	0%	1,952	62	3%	0%
Executive	39	3	8%	181	3	2%	464%	6	0	0%	214	6	3%	0%
Administrative	463	17	4%	410	11	3%	137%	57	0	0%	816	28	3%	0%
Managerial	649	13	2%	331	15	5%	44%	58	0	0%	922	28	3%	0%
Faculty	2,923	133	5%	6,173	157	3%	179%	1,994	52	3%	7,102	238	3%	78%
Professional	34,213	1,255	4%	15,845	513	3%	113%	3,524	151	4%	46,534	1,617	3%	123%
Health Support	22,446	972	4%	5,798	297	5%	85%	1,751	106	6%	26,493	1,163	4%	138%
Administrative Support	7,850	178	2%	4,773	83	2%	130%	871	19	2%	11,752	242	2%	106%
Student Support	2,936	56	2%	2,468	34	1%	138%	528	7	1%	4,876	83	2%	78%
Technical Support	981	49	5%	2,806	99	4%	142%	374	19	5%	3,413	129	4%	134%
Office & Clerical	39,346	451	1%	8,907	87	1%	117%	4,999	54	1%	43,254	484	1%	97%
Level I	21,150	242	1%	4,668	43	1%	124%	2,856	29	1%	22,962	256	1%	91%
Level II	18,196	209	1%	4,239	44	1%	111%	2,143	25	1%	20,292	228	1%	104%
Technical	9,129	291	3%	4,276	117	3%	116%	1,394	35	3%	12,011	373	3%	81%
Skilled Crafts	0	0	#DIV/0!	161	10	6%	#DIV/0!	2	0	0%	159	10	6%	0%
M&Service	7,669	161	2%	6,662	213	3%	66%	1,152	33	3%	13,179	341	3%	111%
Totals	94,431	2,324	2%	42,946	1,126	3%	94%	13,186	325	2%	124,191	3,125	3%	98%

Applicant Flow and Adverse Impact

AAP 2015		10/01/2013-09/30/2014								
Job Category	**Applications Received**					**Applicants Appointed**				
New Hires	Total	Females	F%	Minorities	M%	Total	Females	F%	Minorities	M%
E/A/M	808	527	65%	39	5%	17	10	59%	0	0%
Executive	165	18	11%	3	2%	2	1	50%	0	0%
Administrative	321	219	68%	20	6%	8	5	63%	0	0%
Managerial	322	290	90%	16	5%	7	4	57%	0	0%
Faculty	8,731	2,745	31%	1989	23%	254	115	45%	52	20%
Professional	29,872	19,956	67%	2093	7%	997	692	69%	79	8%
Health Support	16,608	13,156	79%	1047	6%	720	552	77%	57	8%
Administrative Support	6,360	3,835	60%	415	7%	120	75	63%	7	6%
Student Support	4,384	2,336	53%	391	9%	66	37	56%	3	5%
Technical Support	2,520	629	25%	240	10%	91	28	31%	12	13%
Office & Clerical	26,869	21,274	79%	2706	10%	282	230	82%	25	9%
Level I	16,932	13,703	81%	1846	11%	179	148	83%	17	9%
Level II	9,937	7,571	76%	860	9%	103	82	80%	8	8%
Technical	10,826	7,464	69%	1078	10%	313	225	72%	25	8%
Skilled Crafts	127	0	0%	1	1%	8	0	0%	0	0%
M&Service	10,617	5,894	56%	840	8%	270	129	48%	20	7%
Totals	87,850	57,860	66%	8,746	10%	2,141	1,401	65%	201	9%

Applicant Flow and Adverse Impact Analysis

AAP 2015														
Job Category	**Adverse Impact - Women**							**Adverse Impact - Minorities**						
New Hires	F Applicants	F Appoints	%	M Applicants	M Appoints	%	Ratio	M Applicants	M Appoints	%	W Applicants	W Appoints	%	Ratio
E/A/M	527	10	2%	281	7	2%	76%	39	0	0%	769	17	2%	0%
Executive	18	1	6%	147	1	1%	817%	3	0	0%	162	2	1%	0%
Administrative	219	5	2%	102	3	3%	78%	20	0	0%	301	8	3%	0%
Managerial	290	4	1%	32	3	9%	15%	16	0	0%	306	7	2%	0%
Faculty	2,745	115	4%	5,986	139	2%	180%	1,989	52	3%	6,742	202	3%	87%
Professional	19,956	692	3%	9,916	305	3%	113%	2,093	79	4%	27,779	918	3%	114%
Health Support	13,156	552	4%	3,452	168	5%	86%	1,047	57	5%	15,561	663	4%	128%
Administrative Support	3,835	75	2%	2,525	45	2%	110%	415	7	2%	5,945	113	2%	89%
Student Support	2,336	37	2%	2,048	29	1%	112%	391	3	1%	3,993	63	2%	49%
Technical Support	629	28	4%	1,891	63	3%	134%	240	12	5%	2,280	79	3%	144%
Office & Clerical	21,274	230	1%	5,595	52	1%	116%	2,706	25	1%	24,163	257	1%	87%
Level I	13,703	148	1%	3,229	31	1%	112%	1,846	17	1%	15,086	162	1%	86%
Level II	7,571	82	1%	2,366	21	1%	122%	860	8	1%	9,077	95	1%	89%
Technical	7,464	225	3%	3,362	88	3%	115%	1,078	25	2%	9,748	288	3%	78%
Skilled Crafts	0	0	#DIV/0!	127	8	6%	#DIV/0!	1	0	0%	126	8	6%	0%
M&Service	5,894	129	2%	4,723	141	3%	73%	840	20	2%	9,777	250	3%	93%
Totals	57,860	1,401	2%	29,990	740	2%	98%	8,746	201	2%	79,104	1,940	2%	94%

Applicant Flow and Adverse Impact Analysis

AAP 2015		10/01/2013-09/30/2014								
Job Category	**Applications Received**					**Applicants Appointed**				
Promotions	Total	Females	F%	Minorities	M%	Total	Females	F%	Minorities	M%
E/A/M	1,091	530	49%	72	7%	40	21	53%	0	0%
Executive	55	21	38%	3	5%	4	2	50%	0	0%
Administrative	505	219	43%	31	6%	18	11	61%	0	0%
Managerial	531	290	55%	38	7%	18	8	44%	0	0%
Faculty	220	108	49%	4	2%	23	13	57%	0	0%
Professional	8,762	5,682	65%	646	7%	319	237	74%	25	8%
Health Support	2,670	2,152	81%	136	5%	156	130	83%	9	6%
Administrative Support	4,404	2,821	64%	334	8%	101	79	78%	8	8%
Student Support	752	456	61%	81	11%	19	14	74%	2	11%
Technical Support	936	253	27%	95	10%	43	14	33%	6	14%
Office & Clerical	13,526	10,674	79%	1328	10%	141	119	84%	21	15%
Level I	3,258	2,636	81%	388	12%	37	31	84%	7	19%
Level II	10,268	8,038	78%	940	9%	104	88	85%	14	13%
Technical	1,623	979	60%	191	12%	57	36	63%	5	9%
Skilled Crafts	34	0	0%	1	3%	2	0	0%	0	0%
M&Service	1,625	328	20%	108	7%	50	4	8%	5	10%
Totals	26,881	18,301	68%	2,350	9%	632	430	68%	56	9%

Applicant Flow and Adverse Impact Analysis

AAP 2015														
Job Category	**Adverse Impact - Women**							**Adverse Impact - Minorities**						
Promotions	F Applicants	F Appoints	%	M Applicants	M Appoints	%	Ratio	M Applicants	M Appoints	%	W Applicants	W Appoints	%	Ratio
E/A/M	530	21	4%	561	19	3%	117%	72	0	0%	1019	40	4%	0%
Executive	21	2	10%	34	2	6%	162%	3	0	0%	52	4	8%	0%
Administrative	219	11	5%	286	7	2%	205%	31	0	0%	474	18	4%	0%
Managerial	290	8	3%	241	10	4%	66%	38	0	0%	493	18	4%	0%
Faculty	108	13	12%	112	10	9%	135%	4	0	0%	216	23	11%	0%
Professional	5682	237	4%	3080	82	3%	157%	646	25	4%	8116	294	4%	107%
Health Support	2152	130	6%	518	26	5%	120%	136	9	7%	2534	147	6%	114%
Administrative Support	2821	79	3%	1583	22	1%	202%	334	8	2%	4070	93	2%	105%
Student Support	456	14	3%	296	5	2%	182%	81	2	2%	671	17	3%	97%
Technical Support	253	14	6%	683	29	4%	130%	95	6	6%	841	37	4%	144%
Office & Clerical	10674	119	1%	2852	22	1%	145%	1328	21	2%	12198	120	1%	161%
Level I	2636	31	1%	622	6	1%	122%	388	7	2%	2870	30	1%	173%
Level II	8038	88	1%	2230	16	1%	153%	940	14	1%	9328	90	1%	154%
Technical	979	36	4%	644	21	3%	113%	191	5	3%	1432	52	4%	72%
Skilled Crafts	0	0	#DIV/0!	34	2	6%	#DIV/0!	1	0	0%	33	2	6%	0%
M&Service	328	4	1%	1297	46	4%	34%	108	5	5%	1517	45	3%	156%
Totals	18,301	430	2%	8,580	202	2%	100%	2,350	56	2%	24,531	576	2%	101%

Applicant Flow and Adverse Impact Analysis

AAP 2015		10/01/2013-09/30/2014									
Job Category	**Applications Received**						**Applicants Appointed**				
Lateral Transfers	Total	Females	F%	Minorities	M%		Total	Females	F%	Minorities	M%
E/A/M	49	25	51%	6	12%		3	1	33%	0	0%
Executive	0	0	#DIV/0!	0	#DIV/0!		0	0	#DIV/0!	0	#DIV/0!
Administrative	47	25	53%	6	13%		2	1	50%	0	0%
Managerial	2	0	0%	0	0%		1	0	0%	0	0%
Faculty	145	70	48%	1	1%		13	5	38%	0	0%
Professional	10681	8105	76%	714	7%		427	308	72%	41	10%
Health Support	8706	6933	80%	539	6%		380	280	74%	34	9%
Administrative Support	1483	954	64%	89	6%		33	18	55%	4	12%
Student Support	268	144	54%	56	21%		5	5	100%	2	40%
Technical Support	224	74	33%	30	13%		9	5	56%	1	11%
Office & Clerical	5398	5383	100%	677	13%		82	74	90%	5	6%
Level I	3731	3188	85%	401	11%		48	45	94%	4	8%
Level II	1667	2195	132%	276	17%		34	29	85%	1	3%
Technical	889	636	72%	115	13%		36	28	78%	4	11%
Skilled Crafts	0	0	#DIV/0!	0	#DIV/0!		0	0	#DIV/0!	0	#DIV/0!
M&Service	1977	1421	72%	194	10%		50	28	56%	8	16%
Totals	19,139	15,640	82%	1,707	9%		611	444	73%	58	9%

Applicant Flow and Adverse Impact Analysis

AAP 2015														
Job Category	**Adverse Impact - Women**							**Adverse Impact - Minorities**						
Lateral Transfers	F Applicants	F Appoints	%	M Applicants	M Appoints	%	Ratio	M Applicants	M Appoints	%	W Applicants	W Appoints	%	Ratio
E/A/M	25	1	4%	24	2	8%	48%	6	0	0%	43	3	7%	0%
Executive	0	0	#DIV/0!	0	0	#DIV/0!	#DIV/0!	0	0	#DIV/0!	0	0	#DIV/0!	#DIV/0!
Administrative	25	1	4%	22	1	5%	88%	6	0	0%	41	2	5%	0%
Managerial	0	0	#DIV/0!	2	1	50%	#DIV/0!	0	0	#DIV/0!	2	1	50%	#DIV/0!
Faculty	70	5	7%	75	8	11%	67%	1	0	0%	144	13	9%	0%
Professional	8105	308	4%	2576	119	5%	82%	714	41	6%	9967	386	4%	148%
Health Support	6933	280	4%	1773	100	6%	72%	539	34	6%	8167	346	4%	149%
Administrative Support	954	18	2%	529	15	3%	67%	89	4	4%	1394	29	2%	216%
Student Support	144	5	3%	124	0	0%	#DIV/0!	56	2	4%	212	3	1%	252%
Technical Support	74	5	7%	150	4	3%	253%	30	1	3%	194	8	4%	81%
Office & Clerical	5383	74	1%	15	8	53%	3%	677	5	1%	4721	77	2%	45%
Level I	3188	45	1%	543	3	1%	255%	401	4	1%	3330	44	1%	75%
Level II	2195	29	1%	-528	5	-1%	-140%	276	1	0%	1391	33	2%	15%
Technical	636	28	4%	253	8	3%	139%	115	4	3%	774	32	4%	84%
Skilled Crafts	0	0	#DIV/0!	0	0	#DIV/0!	#DIV/0!	0	0	#DIV/0!	0	0	#DIV/0!	#DIV/0!
M&Service	1421	28	2%	556	22	4%	50%	194	8	4%	1783	42	2%	175%
Totals	15,640	444	3%	3,499	167	5%	59%	1,707	58	3%	17,432	553	3%	107%

Applicant Flow and Adverse Impact Analysis

AAP 2015		10/01/2013-09/30/2014									
Job Category	**Applications Received**						**Applicants Appointed**				
Demotions	Total	Females	F%	Minorities	M%		Total	Females	F%	Minorities	M%
E/A/M	125	69	55%	4	3%		2	1	50%	0	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	125	69	55%	4	3%		2	1	50%	0	0%
Faculty	0	0	#DIV/0!	0	#DIV/0!		0	0	#DIV/0!	0	#DIV/0!
Professional	743	470	63%	71	10%		25	18	72%	6	24%
Health Support	260	205	79%	29	11%		13	10	77%	6	46%
Administrative Support	376	240	64%	33	9%		7	6	86%	0	0%
Student Support	0	0	#DIV/0!	0	#DIV/0!		0	0	#DIV/0!	0	#DIV/0!
Technical Support	107	25	23%	9	8%		5	2	40%	0	0%
Office & Clerical	2460	2015	82%	288	12%		33	28	85%	3	9%
Level I	1897	1623	86%	221	12%		21	18	86%	1	5%
Level II	563	392	70%	67	12%		12	10	83%	2	17%
Technical	67	50	75%	10	15%		2	2	100%	1	50%
Skilled Crafts	0	0	#DIV/0!	0	#DIV/0!		0	0	#DIV/0!	0	#DIV/0!
M&Service	112	26	23%	10	9%		4	0	0%	0	0%
Totals	3,507	2,630	75%	383	11%		66	49	74%	10	15%

Applicant Flow and Adverse Impact Analysis

AAP 2015														
Job Category	**Adverse Impact - Women**							**Adverse Impact - Minorities**						
Demotions	F Applicants	F Appoints	%	M Applicants	M Appoints	%	Ratio	M Applicants	M Appoints	%	W Applicants	W Appoints	%	Ratio
E/A/M	69	1	1%	56	1	2%	81%	4	0	0%	121	2	2%	0%
Executive	0	0	#DIV/0!	0	0	#DIV/0!	#DIV/0!	0	0	#DIV/0!	0	0	#DIV/0!	#DIV/0!
Administrative	0	0	#DIV/0!	0	0	#DIV/0!	#DIV/0!	0	0	#DIV/0!	0	0	#DIV/0!	#DIV/0!
Managerial	69	1	1%	56	1	2%	81%	4	0	0%	121	2	2%	0%
Faculty	0	0	#DIV/0!	0	0	#DIV/0!	#DIV/0!	0	0	#DIV/0!	0	0	#DIV/0!	#DIV/0!
Professional	470	18	4%	273	7	3%	149%	71	6	8%	672	19	3%	299%
Health Support	205	10	5%	55	3	5%	89%	29	6	21%	231	7	3%	683%
Administrative Support	240	6	3%	136	1	1%	340%	33	0	0%	343	7	2%	0%
Student Support	0	0	#DIV/0!	0	0	#DIV/0!	#DIV/0!	0	0	#DIV/0!	0	0	#DIV/0!	#DIV/0!
Technical Support	25	2	8%	82	3	4%	219%	9	0	0%	98	5	5%	0%
Office & Clerical	2015	28	1%	445	5	1%	124%	288	3	1%	2172	30	1%	75%
Level I	1623	18	1%	274	3	1%	101%	221	1	0%	1676	20	1%	38%
Level II	392	10	3%	171	2	1%	218%	67	2	3%	496	10	2%	148%
Technical	50	2	4%	17	0	0%	#DIV/0!	10	1	10%	57	1	2%	570%
Skilled Crafts	0	0	#DIV/0!	0	0	#DIV/0!	#DIV/0!	0	0	#DIV/0!	0	0	#DIV/0!	#DIV/0!
M&Service	26	0	0%	86	4	5%	0%	10	0	0%	102	4	4%	0%
Totals	2,630	49	2%	877	17	2%	96%	383	10	3%	3,124	56	2%	146%

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 137,377 applications for 3,450 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 2.5% of the applications considered being appointed.
Details of the analysis by job group and employment actions during this plan year are as follows:

Women at the University of Kentucky:

- Were 94,431 or 69% of the applications considered for appointment.
- Received 2,324 or 67% of all appointments.
- Were 66% of new hires and 68% of staff promotions.

All minorities at the University of Kentucky:

- Were 13,186 or 10% of the applications considered for appointment.
- Received 325 or 9% of all appointments.
- Were 9% of new hires and 9% of staff promotions.

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 and minorities. See the chart below for figures regarding terminations.

University of Kentucky Staff Terminations 2013-2014							
Termination Type	**Total**	**Women**	**%**	**Men**	**%**	**Minorities**	**%**
Voluntary (E)*	795	441	25.8%	354	20.7%	186	10.9%
Voluntary (NE)**	143	88	5.2%	55	3.2%	51	3.0%
Involuntary (E)	643	361	21.1%	282	16.5%	216	12.7%
Involuntary (NE)	126	75	4.4%	51	3.0%	53	3.1%
Total	1707	965	56.5%	742	43.5%	506	29.6%
* (E) = Eligible for re-hire							
** (NE) = Not Eligible for re-hire							

HR Employee Relations and/or the Office of 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.