

IUPUI OFFICE OF EQUAL OPPORTUNITY

ANNUAL REPORT

JANUARY 31, 2012

**Kim D. Kirkland, Ed.D.
Director, Office of Equal Opportunity**

Office of Equal Opportunity Staff

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Campus Impact

The Office of Equal Opportunity, also referred to in this report as the “Office” or OEO, is responsible for monitoring compliance with the University’s Equal Opportunity, anti-discrimination, and anti-harassment policies as well as federal and state laws and regulations; investigating and resolving complaints of discrimination and harassment on the basis of sex, sexual orientation, race, color, religion, national origin, ancestry, disability, age, or veteran status; monitoring institutional employment practices and procedures; and conducting training programs and presentations on Equal Opportunity/Affirmative Action – racial and sexual harassment and a wide range of diversity programs and workshops in order to ensure the most wholesome and productive learning and working environment for students, faculty and staff. Individuals who believe they have been unlawfully harassed or discriminated against are encouraged to contact the Office.

Staff members from the Office serve as members on various university committees as well as community groups that include the Equal Opportunity Council, Committee for People with Disabilities, Behavioral Consultation Team, Faculty Behavior Concerns Task Force, Sexual Assault Prevention Task Force, IUPUI Diversity Cabinet, Diversity Dialogue Group, Diversity Management Committee, IUPUC Diversity Cabinet, Indiana Diversity Roundtable, Intergroup Dialogue, School of Nursing’s Diversity & Enrichment Committee, IUPUI Athletics Diversity Advocacy Committee, Staff Council, Human Resources Advisory Committee, Women’s Advisory Council, and the Ohio Diversity Committee.

The primary responsibilities of the IUPUI Office of Equal Opportunity include:

- Affirmative Action Plan
- Employment Monitoring
- Investigating complaints of harassment and/or discrimination
- Reasonable Accommodations
- Program Development and Training
- Liaison to federal and state agencies on matters involving EEO/AA practices, policies, and charges of discrimination

I. **AFFIRMATIVE ACTION PLAN**

Development of the IUPUI Affirmative Action Plan (AAP) is one of the primary responsibilities of the Office of Equal Opportunity. In essence, the AAP is a snap-shot of the University’s workforce that includes the following components:

- Workforce Analysis – representation of women and minorities across organizational units.
- Job Group Analysis – summarizes the workforce by a set of broad occupational categories – grouping job titles with similar job content, similar pay, and similar promotional and/or developmental opportunities.
- Availability – looks at the current workforce by job group as compared to individuals available in the workforce based on U.S. census data, graduation statistics, the internal labor pool, and other relevant sources.
- Comparison of Incumbency to Availability – compares the current representation of women and minorities in our workforce to availability estimates to determine where we need to make greater efforts to reach parity and diversify the workforce.

- **Goal Setting** – goals are set for job groups where the incumbency and availability statistics are significantly different. The Office of Equal Opportunity meets with each dean/vice chancellor/major unit leader to review their current workforce profile, identify opportunities for recruitment in the immediate future, discuss efforts and strategies to address workforce goals for women and minorities, and review progress toward prior year’s goals. As you will note in the table below, while there may NOT be a minority goal in the overall job groups, there may be a goal within the minority sub-group(s).

IUPUI’s Annual Placement Goals

IUPUI’s Annual Placement Goals (%)								
Job Group	Female	Minority	Black	Hisp	Asian	Nat Am	NHOPI	Two+
Tenure/Ten-Track Faculty & Libr.	43.00	0	5.00	4.00	0	0	0	0
Clinical & FT Non-Tenured Fac.	0	0	0	4.00	0	0	0	0
Other Academic: Visitors & PT	0	0	0	4.00	0	1.00	0	0
Executive Management	0	0	0	4.06	10.61	0	0	0
Professional Staff	0	0	0	1.71	0	0.44	0	0
Clerical Staff	0	0	0	0	0	0	0	0
Technical Staff	0	0	0	0	0	0	0	0
Skilled Craft	7.22	0	0	5.66	0	0	0	0
Service Maintenance	0	0	0	4.67	0	1.05	0	0

- **Unit Action Plan** – each dean, vice-chancellor and/or senior leader of a major unit submits a Unit Action Plan (UAP) to the Office that describes major efforts and strategies for reaching identified goals. The UAP should address specific outreach efforts to recruit female and minority faculty and staff, professional development opportunities for them, opportunities for recruitment which are anticipated over the next several years, and link components of the plan to IUPUI’s Diversity Performance Indicators.
- **Underutilization** – is defined as having fewer minorities or women in a particular job group than what would be reasonably expected by their availability in the relevant job market. Three tests determine underutilization:
 1. **Any Difference Rule** is any difference between the availability of women or minorities compared to their percentages in the employer's actual workforce;
 2. **Two-Standard Deviation Rule** – the current workforce percentage of a protected group cannot vary from the availability analysis percentage by more than two standard deviations; and

3. **80% Rule** – underutilization exists if the percentage of women and/or minorities in a particular job group is less than 80% of the final availability percentage. The 80% Rule is the test currently used by IUPUI. For example, the Ratio = (W/A) x 100. If for example, the workforce = 20% female and availability = 23% female, then the Ratio = (20/23) x 100 = 86.96%. In this example, underutilization does not exist because the ratio exceeds 80%. Anything less than 80% would be considered underutilization if the percentage equated to 100% FTE or whole person.

Incumbency vs. Availability (Utilization) Analysis

Job Group	Category	Incumbency #	Incumbency %	Availability	Less than 80%
Tenure/Tenure-Track Faculty & Librarian	Female	480	34.14	43.00	Yes
	Minority	344	24.47	20.00	
	Black	55	3.91	5.00	Yes
	Hispanic	31	2.20	4.00	Yes
	Asian	237	16.86	11.00	
	AmIndian	2	0.14	0.00	
	NHOPI	0	0	0.00	
	Two+	19	1.35	0.00	
<i>Total - 1406</i>					
Clinical & Full-time Non-Tenured Faculty	Female	522	44.01	42.00	
	Minority	258	21.75	23.00	
	Black	44	3.71	4.00	
	Hispanic	24	2.02	4.00	Yes
	Asian	179	15.09	15.00	
	AmIndian	1	0.08	0.00	
	NHOPI	0	0	0.00	
	Two+	10	0.84	0.00	
<i>Total - 1186</i>					
Other Academic: Visitors & Part-time	Female	903	51.63	44.00	
	Minority	445	25.46	20.00	
	Black	76	4.35	5.00	
	Hispanic	37	2.12	4.00	Yes
	Asian	313	17.91	10.00	
	AmIndian	5	0.29	1.00	Yes
	NHOPI	0	0	0.00	
	Two+	14	0.80	0.00	
<i>Total - 1748</i>					
Executive Management	Female	43	37.39	42.16	
	Minority	20	17.39	19.73	
	Black	10	8.70	4.98	
	Hispanic	1	0.87	4.06	Yes
	Asian	6	5.22	10.61	Yes
	AmIndian	0	0	0.03	
	NHOPI	0	0	0.01	
	Two+	3	2.61	0.03	
<i>Total - 115</i>					

Job Group	Category	Incumbency #	Incumbency %	Availability	Less than 80%
Professional Staff	Female	1462	67.25	57.58	
	Minority	338	15.55	12.37	
	Black	187	8.6	5.88	
	Hispanic	18	0.83	1.71	Yes
	Asian	103	4.74	4.01	
	AmIndian	2	0.09	0.44	Yes
	NHOPI	0	0	0.01	
	Two+	28	1.29	0.23	
<i>Total - 2174</i>					
Clerical Staff	Female	1037	93.09	88.07	
	Minority	263	23.61	14.7	
	Black	216	19.39	11.97	
	Hispanic	14	1.26	1.22	
	Asian	20	1.8	0.79	
	AmIndian	5	0.45	0.49	
	NHOPI	0	0	0.02	
	Two+	8	0.72	0.22	
<i>Total - 1114</i>					
Technical Staff	Female	448	65.59	55.71	
	Minority	190	27.82	15.81	
	Black	90	13.18	11.57	
	Hispanic	15	2.2	0.52	
	Asian	73	10.69	2.85	
	AmIndian	2	0.29	0.02	
	NHOPI	0	0	0.01	
	Two+	10	1.46	0.65	
<i>Total - 683</i>					
Skilled Craft	Female	7	5.07	7.22	Yes
	Minority	23	16.67	15.12	
	Black	16	11.59	8.35	
	Hispanic	1	0.72	5.66	Yes
	Asian	1	0.72	0.37	
	AmIndian	0	0	0.68	
	NHOPI	0	0	0.00	
	Two+	5	3.62	0.06	
<i>Total - 138</i>					
Service Maintenance	Female	117	43.01	29.53	
	Minority	177	65.07	29.18	
	Black	158	58.09	22.68	
	Hispanic	10	3.68	4.67	Yes
	Asian	5	1.84	0.17	
	AmIndian	1	0.37	1.05	Yes
	NHOPI	0	0	0.00	
	Two+	3	1.1	0.62	
<i>Total - 272</i>					

The IUPUI Affirmative Action Plan is available on-line at:

<http://www.iupui.edu/~oeo/reports/2011AAP.pdf>

II. EMPLOYMENT MONITORING

Analysis of employment activity as it relates to hires, promotions, transfers, and separations is required by Department of Labor regulations. The Office of Equal Opportunity captures and monitors recruitment, referral, screening and appointment activity for each faculty and professional staff vacancy to ensure the continuity and integrity of the hiring process for all academic and professional staff positions. Employment data is maintained in the University's On-line Application system (U-OLA) for professional staff and the Faculty Applicant Monitoring system (FAM) for faculty. These systems facilitate the search process and ensure compliance with capturing federally required data relative to selection and placement decisions.

While OEO staff members are available to assist search committees with strategies for diversifying the applicant pool, Search and Screen Protocols (SSP) training modules are also available on-line to assist faculty, staff and students in their work as a member of an IUPUI search committee. The link to this web site can be found at <http://www.iupui.edu/~o eo/sstraining/index.html>. In addition, a resource listing is available at <http://www.iupui.edu/~o eo/documents/recruitresources.pdf> which can help facilitate diversifying the applicant pools.

Applicant count in the following summary is based on recruitment for positions appointed during the time period 01/01/11 – 12/31/11. Applicants who applied to positions that were withdrawn are excluded from these numbers since Adverse Impact Analysis can only be conducted against searches that end successfully.

Summary of Faculty & Professional Staff Recruitment, Appointments and Separations

Faculty				Professional Staff			
	2011	2010	2009		2011	2010	2009
Total Applicants	4,713	4,907	4,170	Total Applicants	22,785	15,619	9,077
Total Appointments	249	267	169	Total Appointments	359	293	219
Total Exceptions Approved	8	4	12	Total Exceptions Approved	7	4	1
Total Exceptions Denied	0	1	9	Total Exceptions Denied	1	5	0
Total Separations	209	165	173	Total Separations	339	222	191
Pending Appointments	34	16	33	Reclassifications	99	71	101
<u>Search Exception Justifications:</u>				<u>Search Exception Justifications:</u>			
Programmatic Need	6	2	3	Programmatic Need	4	4	1
Target of Opportunity	0	0	4	Target of Opportunity	3	0	0
Transfer	0	1	5	Transfer	0	0	0
Spousal Accommodation	2	1	0	Spousal Accommodation	0	0	0

Note: Faculty data excludes Adjuncts, Part-time, Postdoctoral, Visitors and Volunteers

2011 Employment Monitoring Activity By Constituent Group

Faculty

	Male	Female	Unks	Total	Wht	Blk	Asn	Hsp	NA	NHOPI	Multi	Unk	Grand Total
Applicants	1,214	677	2,822	4,713	1,054	115	589	82	7	1	29	2,836	4,713
Appointments	128	121	0	249	171	6	65	3	0	0	4	0	249
Pending Appointments	10	6	18	34	11	2	3	0	0	0	0	18	34
Exceptions Granted	4	4	0	8	7	1	0	0	0	0	0	0	8
Separations	121	88	0	209	145	11	44	7	1	0	1	0	209

Note: Faculty data excludes Adjuncts, Part-time, Postdoctoral, Visitors and Volunteers

Professional Staff

	Male	Female	Unks	Total	Wht	Blk	Asn	Hsp	NA	NHOPI	Multi	Unk	Grand Total
Applicants	7,466	13,393	1,926	22,785	14,282	4,458	1,081	571	62	24	337	1,970	22,785
Appointments	103	256	0	359	293	31	15	12	1	0	4	3	359
Exceptions Granted	3	4	0	7	4	2	1	0	0	0	0	0	7
Separations	111	228	0	339	291	24	16	4	0	0	4	0	339
Reclassifications	28	71	0	99	81	12	4	0	0	0	2	0	99

Legend:

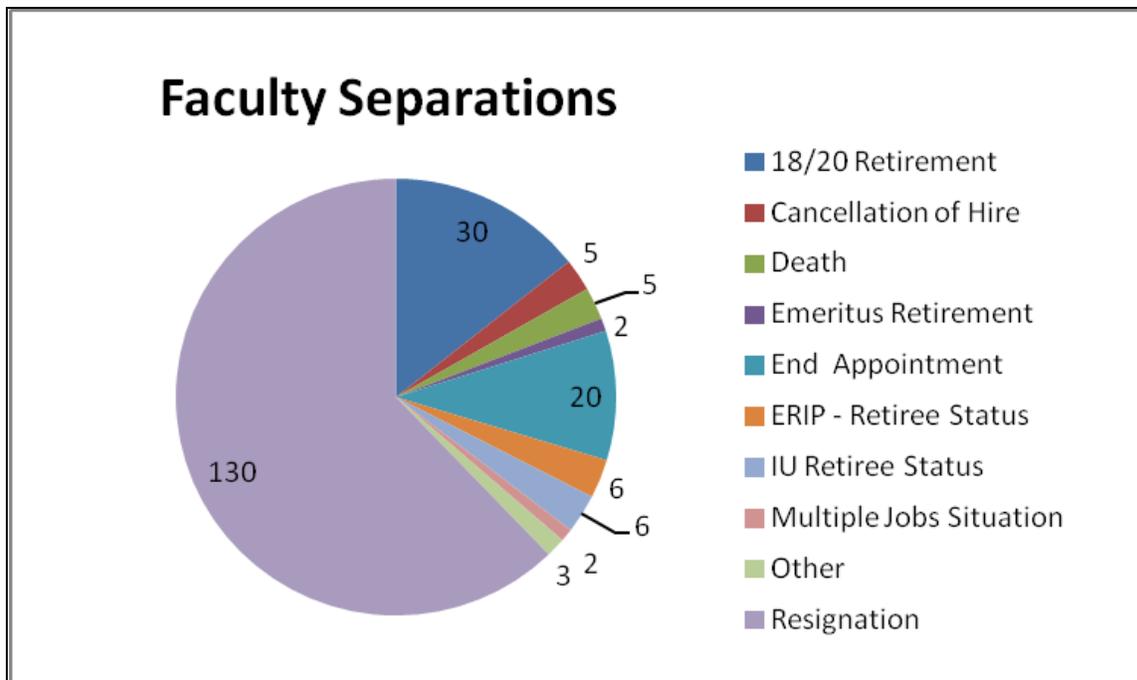
Wht White	Asn Asian	NHOPI Native Hawaiian/Other Pacific Islander
Blk Black	Hsp Hispanic	Multi Two or more races
Unks Unknown Gender	NA Native American	Unk Unknown Ethnicity

Sources: IUPUI OLA/FAM, IUIE, s:/rlmorgan/2011/fac_council

2011 Separations By Constituent Group

Faculty Separations

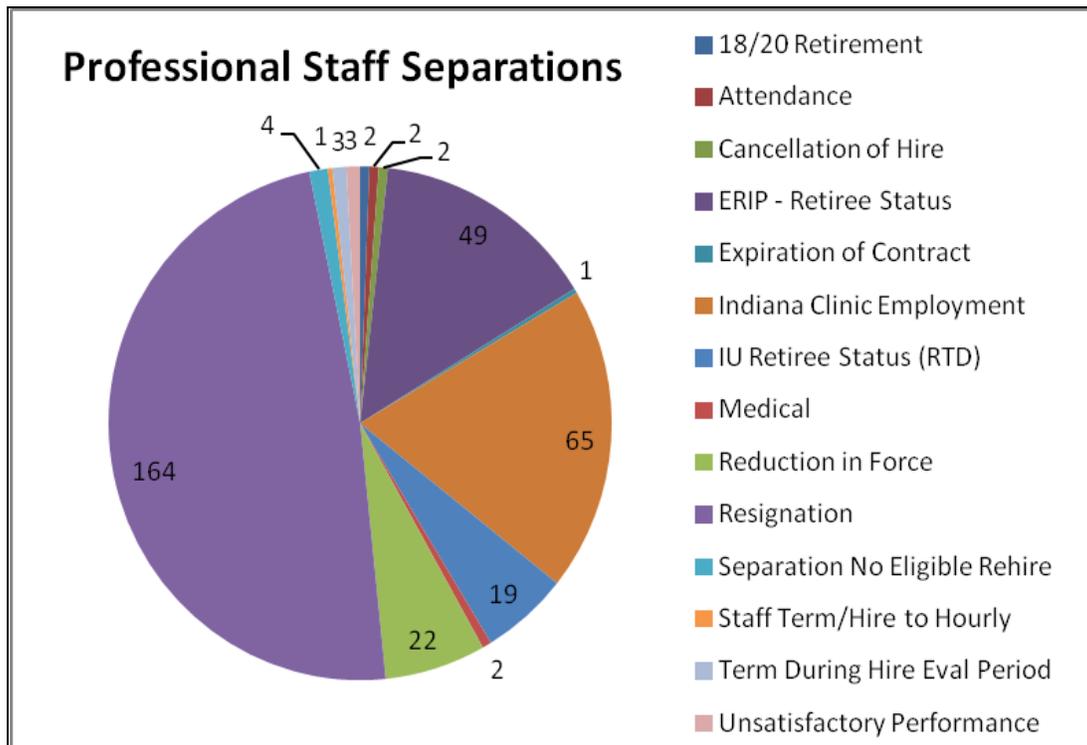
Type	Classification								
	Academic Specialist	AVC	Clinical Faculty	Faculty	Lecturer	Librarian	Research Associate	Scientist Scholar	Grand Total
18/20 Retirement	0	1	3	25	0	1	0	0	30
Cancellation of Hire	0	0	3	2	0	0	0	0	5
Death	0	0	2	3	0	0	0	0	5
Emeritus Retirement	1	0	0	0	0	1	0	0	2
End Appointment	2	0	3	3	2	0	3	7	20
ERIP - Retiree Status	0	0	0	3	2	0	1	0	6
IU Retiree Status	0	0	2	2	0	2	0	0	6
Multiple Jobs Situation	0	0	0	1	0	0	0	1	2
Other	0	0	2	0	0	0	0	1	3
Resignation	1	0	47	45	10	4	13	10	130
Grand Total	4	1	62	84	14	8	17	19	209



2011 Separations By Constituent Group

Professional Staff Separations

Type	Classification								
	Admin Service	Aux Service	Health Prof	Info Tech	Media Relations	Research Develop	Student Service	Safety Security	Grand Total
18/20 Retirement	0	0	1	0	0	1	0	0	2
Attendance	0	0	0	0	0	2	0	0	2
Cancellation of Hire	1	0	0	1	0	0	0	0	2
ERIP - Retiree Status	18	2	6	5	5	2	10	1	49
Expiration of Contract	0	0	0	0	0	0	1	0	1
Indiana Clinic Employment	0	0	63	1	0	1	0	0	65
IU Retiree Status (RTD)	3	1	11	0	0	2	2	0	19
Medical	1	0	1	0	0	0	0	0	2
Reduction in Force	3	0	4	2	3	9	1	0	22
Resignation	30	7	18	34	13	32	29	1	164
Separation No Eligible Rehire	2	0	1	0	0	0	1	0	4
Staff Term/Hire to Hourly	0	0	1	0	0	0	0	0	1
Term During Hire Eval Period	2	0	1	0	0	0	0	0	3
Unsatisfactory Performance	0	0	0	2	0	1	0	0	3
Grand Total	60	10	107	45	21	50	44	2	339



**Three-Year Snap-Shot
Faculty & Professional Staff
Separations**

Faculty

Faculty	2011	2010	2009
18/20 Retirement	30	29	29
Cancellation of Hire	5	2	6
Death	5	7	5
Emeritus Retirement	2	2	2
End Appointment	20	18	23
ERIP - Retiree Status	6	0	0
IU Retiree Status	6	5	7
Medical	0	0	1
Multiple Jobs Situation	2	1	2
Other	3	0	2
Resignation	130	100	96
Total Disability	0	1	0
Total	209	165	173

Professional Staff

Professional Staff	2011	2010	2009
18/20 Retirement	2	1	1
Attendance	2	0	0
Death	0	1	1
Failure to Return from Leave	0	0	1
Cancellation of Hire	2	0	1
ERIP - Retiree Status	49	0	0
Expiration of Contract (Athl Only)	1	1	0
Indiana Clinic Employment	65	14	1
IU Retiree Status (RTD)	19	20	6
Job Abandonment	0	2	0
Medical	2	2	0
Reduction in Force	22	28	13
Resignation	164	140	105
Separation – performance	10	5	3
Staff Term / Hire to Hourly	1	8	5
Total	339	222	137

III. COMPLAINTS

Responsibility for addressing complaints of discrimination or harassment (sex, race, religion, national origin, disability, sexual orientation, etc.) is a major responsibility vested with the Office of Equal Opportunity by the Chancellor. The Office uses a three-pronged approach to categorizing complaints:

- 1) **Consultative** which could include facilitated discussions between the complainant and the respondent, as appropriate. These are issues raised by complaining parties and generally involve exploratory meetings with individuals to understand their concerns, rights and responsibilities within the university environment, to offer advice on alternative solutions, and to identify appropriate resources for resolution. While these issues are addressed by the Office, they do not rise to a level of illegal harassment or discrimination. As a result, no official notice of complaint or investigatory report will be issued.
- 2) **Mediation** which is an intervention to work with both the complainant and the respondent to help them reach a mutually agreed upon resolution. OEO will assess the situation to determine whether mediation is appropriate. Either the Complainant or the Respondent may refuse mediation or, once commenced, end mediation at any time. No adverse inference is to be drawn from any such decision.
- 3) **Formal Investigation** includes a comprehensive investigative approach. OEO will make a determination on the classification of the complaint, make a preliminary assessment that the issue(s) raised warrant a formal investigation, and provide notification to the relevant parties and Decisional Authority, as appropriate. If OEO determines a need for immediate interim action, e.g. removal, reassignment, administrative leave, or suspension, such actions will be administered by the Decisional Authority.

IUPUI's formal Operating Procedures for Processing Complaints of Discrimination can be accessed at the following link:

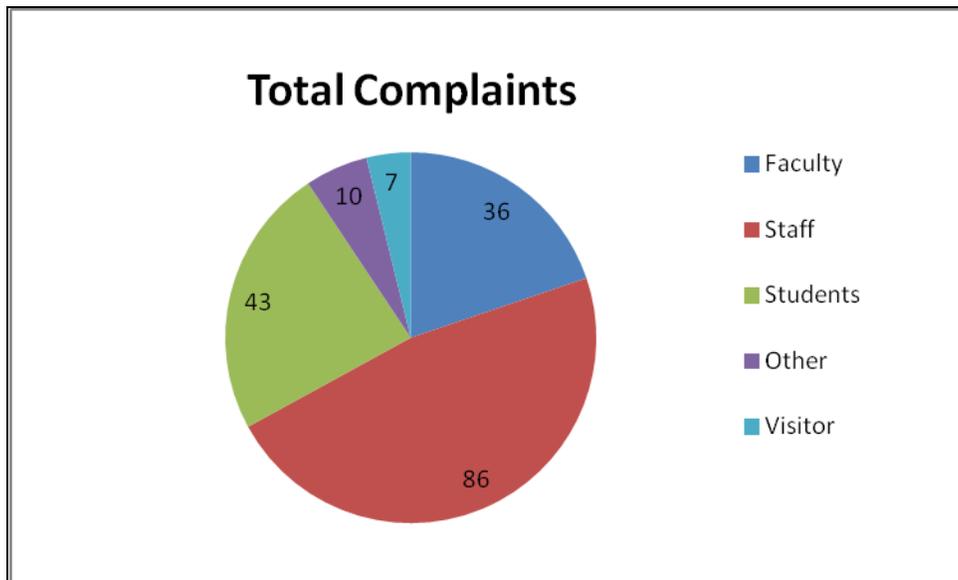
<http://www.iupui.edu/~o eo/policy/IUPUIinvestigativeOperatingProcedures.pdf>

Agency complaints are charges of discrimination filed with governmental compliance agencies such as the U.S. Equal Employment Opportunity Commission, Indiana Civil Rights Commission, U.S. Department of Justice, and U.S. Department of Education – Office for Civil Rights. These complaints are handled by the Office of Equal Opportunity on behalf of the Indiana University-Purdue University Indianapolis campus.

**2011
Complaint Data by Approach**

Total

	Consult	Mediate	Investigate	Agency	Complaints Filed	% of Total
Faculty	17	0	16	3	36	20%
Staff	74	1	7	4	86	47%
Students	34	0	4	5	43	24%
Other	8	0	0	2	10	5%
Visitor	5	0	2	0	7	4%
Total	138	1	29*	14	182	100%



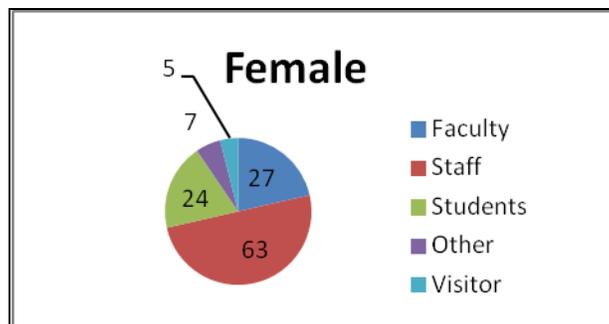
Other: Visitors and/or other non-employee related complainants

*** Of the 29 internal investigations, 19 were Salary Equity Reviews of which 17 were female**

2011 Complaint Data by Approach

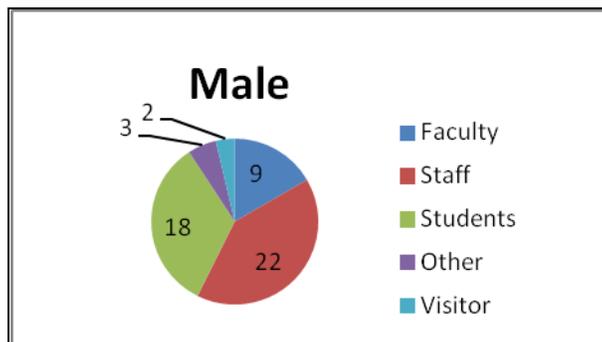
Female

	Consult	Mediate	Investigate	Agency	Complaints Filed	% of Total
Faculty	11	0	14	2	27	21%
Staff	53	1	7	2	63	50%
Students	20	0	2	2	24	19%
Other	7	0	0	0	7	6%
Visitor	4	0	1	0	5	4%
Total	95	1	24	6	126	100%



Male

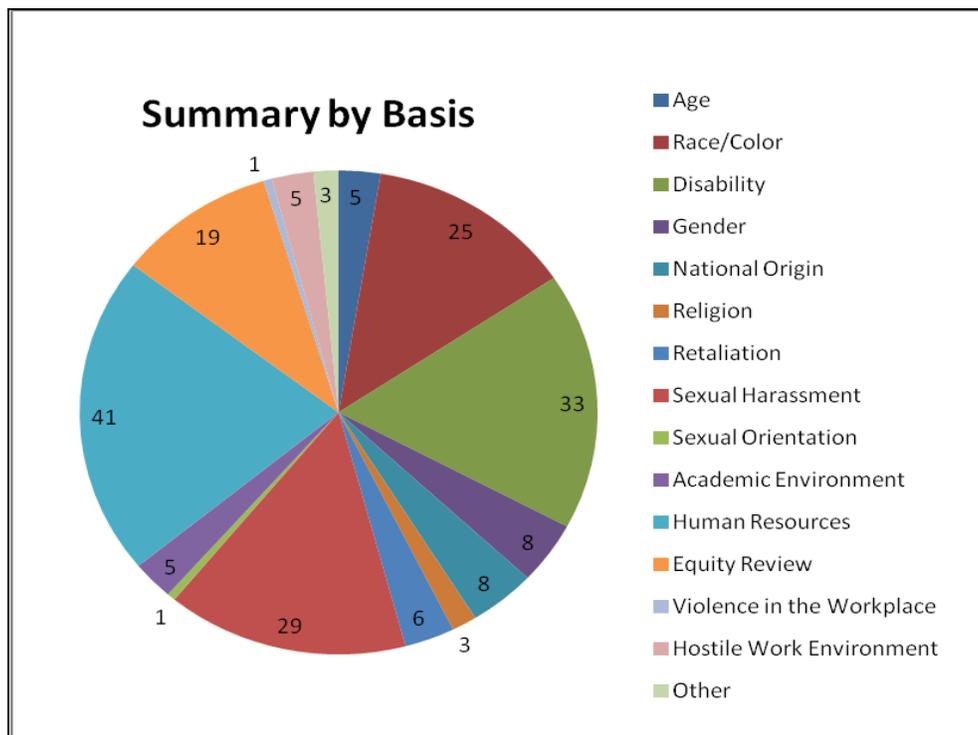
	Consult	Mediate	Investigate	Agency	Complaints Filed	% of Total
Faculty	6	0	2	1	9	17%
Staff	20	0	0	2	22	40%
Students	14	0	1	3	18	33%
Other	1	0	0	2	3	6%
Visitor	1	0	1	0	2	4%
Total	42	0	4	8	54	100%



Note: Two anonymous complaints were filed; therefore, race and gender are unknown.

**2011
Complaint Data
Summary by Basis**

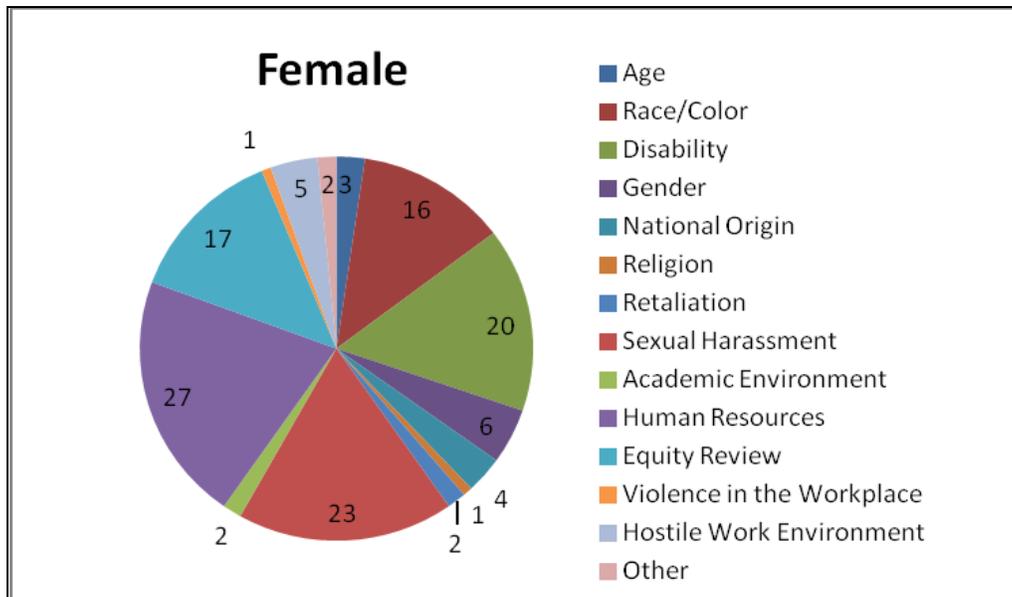
	Consult	Mediate	Investigate	Agency	Total
Age	3	0	0	2	5
Race/Color	20	0	2	3	25
Disability	26	1	0	6	33
Gender	5	0	0	3	8
National Origin	7	0	0	1	8
Religion	3	0	0	0	3
Retaliation	3	0	0	3	6
Sexual Harassment	24	0	5	0	29
Sexual Orientation	1	0	0	0	1
Academic Environment	5	0	0	0	5
Human Resources	39	0	1	1	41
Equity Review	0	0	19	0	19
Violence in the Workplace	0	0	1	0	1
Hostile Work Environment	3	0	1	1	5
Other	2	0	1	0	3
Total	141	1	30	20	192



**2011
Complaint Data
Summary by Basis**

Female

	Consult	Mediate	Investigate	Agency	Total
Age	3	0	0	0	3
Race/Color	13	0	1	2	16
Disability	18	1	0	1	20
Gender	3	0	0	3	6
National Origin	4	0	0	0	4
Religion	1	0	0	0	1
Retaliation	1	0	0	1	2
Sexual Harassment	20	0	3	0	23
Academic Environment	2	0	0	0	2
Human Resources	25	0	1	1	27
Equity Review	0	0	17	0	17
Violence in the Workplace	0	0	1	0	1
Hostile Work Environment	3	0	1	1	5
Other	2	0	0	0	2
Total	95	1	24	9	129

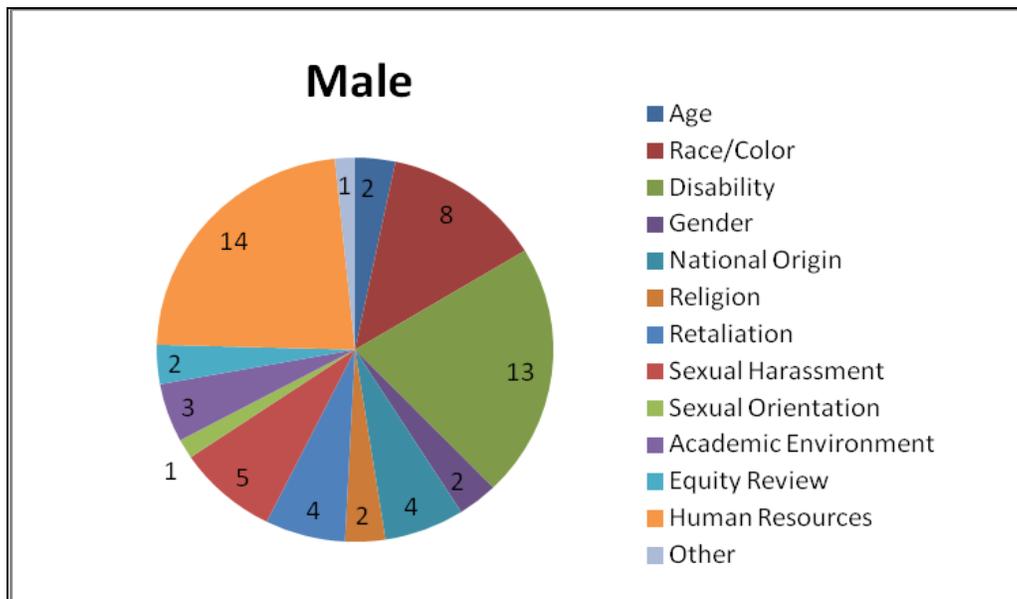


Note: Two anonymous complaints were filed; therefore, race and gender are unknown.

**2011
Complaint Data
Summary by Basis**

Male

	Consult	Mediate	Investigate	Agency	Total
Age	0	0	0	2	2
Race/Color	6	0	1	1	8
Disability	8	0	0	5	13
Gender	2	0	0	0	2
National Origin	3	0	0	1	4
Religion	2	0	0	0	2
Retaliation	2	0	0	2	4
Sexual Harassment	4	0	1	0	5
Sexual Orientation	1	0	0	0	1
Academic Environment	3	0	0	0	3
Equity Review	0	0	2	0	2
Human Resources	14	0	0	0	14
Other	0	0	1	0	1
Total	45	0	5	11	61

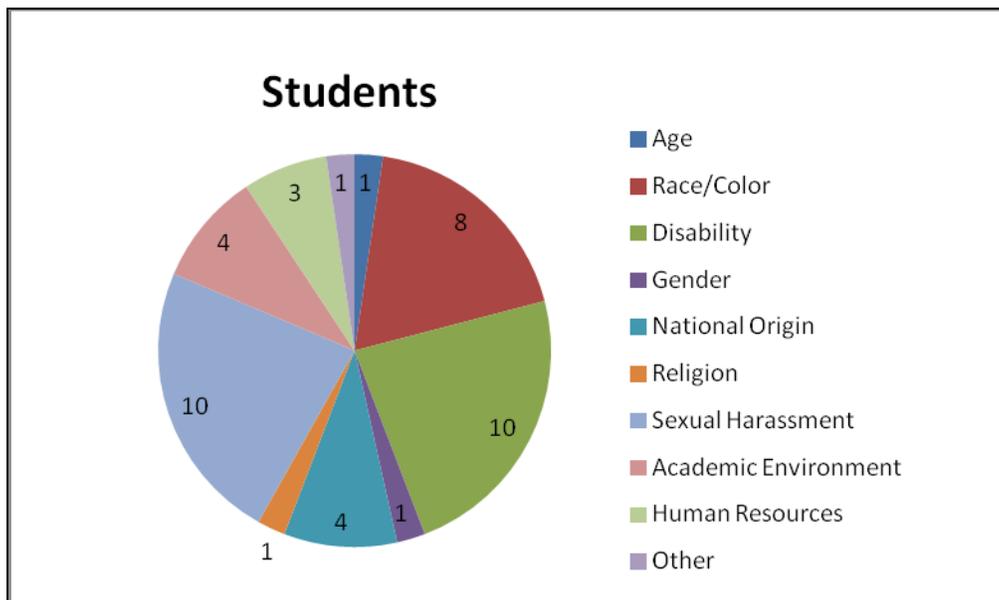


Note: Two anonymous complaints were filed; therefore, race and gender are unknown.

**2011
Complaint Data
Summary by Basis**

Students

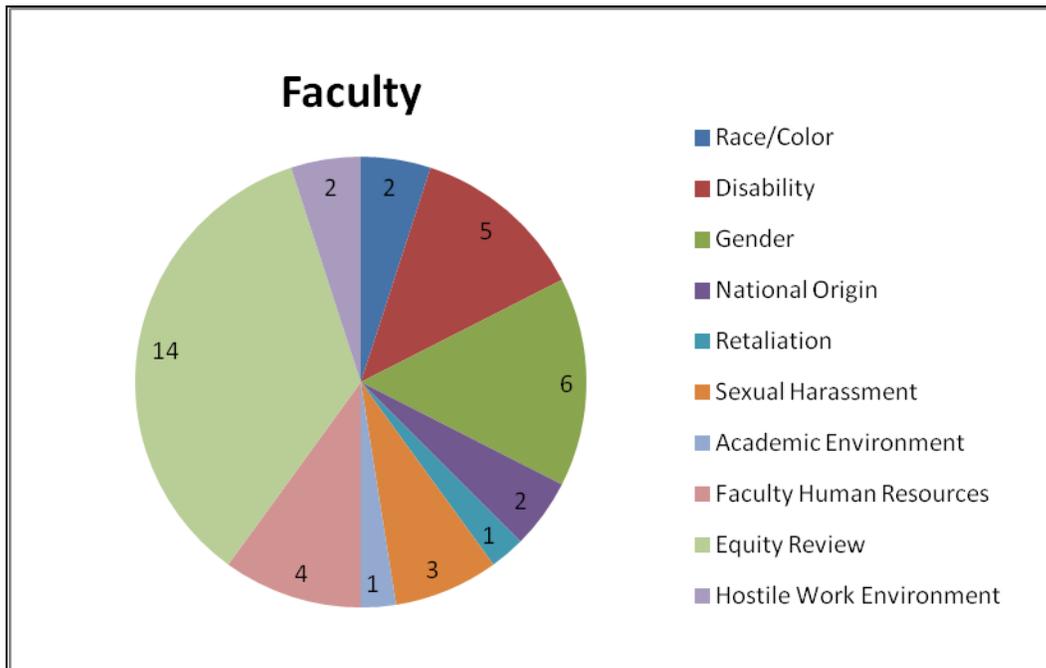
	Consult	Mediate	Investigate	Agency	Total
Age	1	0	0	0	1
Race/Color	7	0	0	1	8
Disability	7	0	0	3	10
Gender	0	0	0	1	1
National Origin	4	0	0	0	4
Religion	1	0	0	0	1
Sexual Harassment	6	0	4	0	10
Academic Environment	4	0	0	0	4
Human Resources	3	0	0	0	3
Other	1	0	0	0	1
Total	34	0	4	5	43



**2011
Complaints Data
Summary by Basis**

Faculty

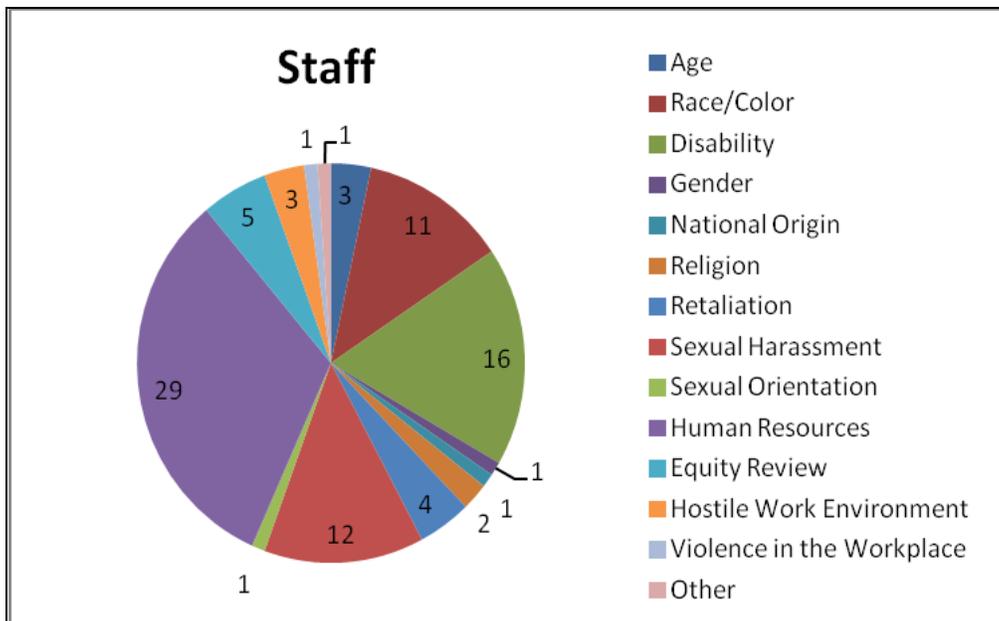
	Consult	Mediate	Investigate	Agency	Total
Race/Color	1	0	1	0	2
Disability	5	0	0	0	5
Gender	4	0	0	2	6
National Origin	1	0	0	1	2
Retaliation	0	0	0	1	1
Sexual Harassment	3	0	0	0	3
Academic Environment	1	0	0	0	1
Faculty Human Resources	2	0	1	1	4
Equity Review	0	0	14	0	14
Hostile Work Environment	1	0	0	1	2
Total	18	0	16	6	40



**2011
Complaints Data
Summary by Basis**

Staff

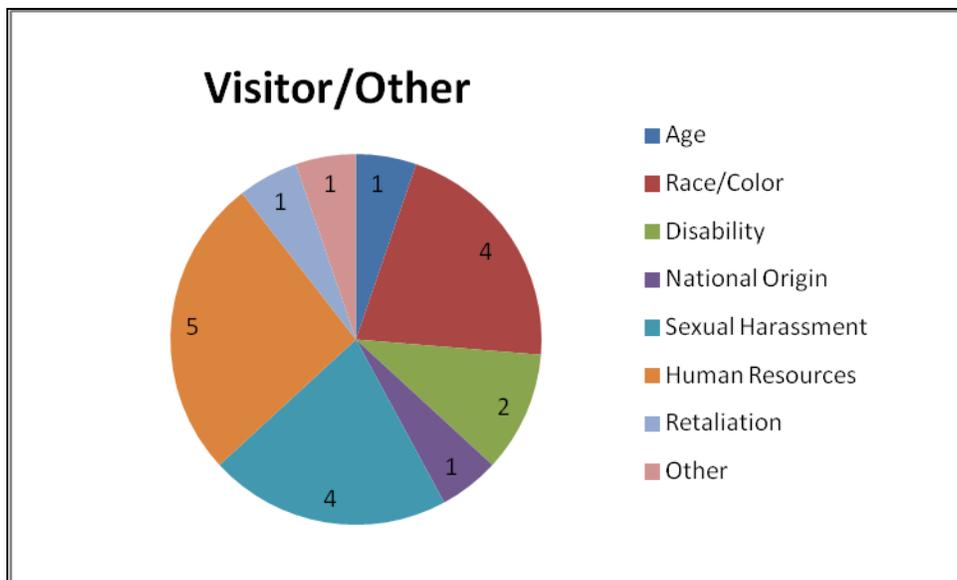
	Consult	Mediate	Investigate	Agency	Total
Age	2	0	0	1	3
Race/Color	9	0	0	2	11
Disability	13	1	0	2	16
Gender	1	0	0	0	1
National Origin	1	0	0	0	1
Religion	2	0	0	0	2
Retaliation	3	0	0	1	4
Sexual Harassment	12	0	0	0	12
Sexual Orientation	1	0	0	0	1
Human Resources	29	0	0	0	29
Equity Review	0	0	5	0	5
Hostile Work Environment	2	0	1	0	3
Violence in the Workplace	0	0	1	0	1
Other	1	0	0	0	1
Total	76	1	7	6	90



**2011
Complaints Data
Summary by Basis**

Visitor/ Other

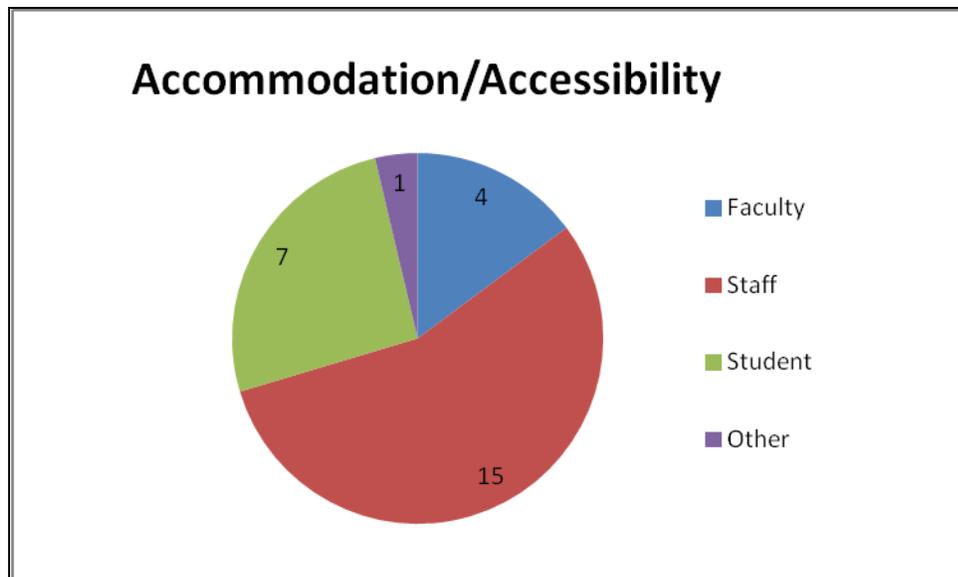
	Consult	Mediate	Investigate	Agency	Total
Age	0	0	0	1	1
Race/Color	3	0	1	0	4
Disability	1	0	0	1	2
National Origin	1	0	0	0	1
Sexual Harassment	3	0	1	0	4
Human Resources	5	0	0	0	5
Retaliation	0	0	0	1	1
Other	0	0	1	0	1
Total	13	0	3	3	19



IV. REASONABLE ACCOMMODATIONS

The Office of Equal Opportunity is involved in the reasonable accommodation process for faculty, staff and students. Pursuant to the Americans with Disabilities Act Amendments Act of 2008 (ADAAA), the Office works closely with supervisors, faculty, staff, students, Adaptive Educational Services, and the Department of Occupational Health Services to determine whether individuals with a disability are qualified under the law, and to ensure that they are afforded a reasonable accommodation to perform the essential functions of their jobs and/or perform in the classroom.

The Office also investigates allegations of discrimination under the ADAAA and work with schools and departments to remedy those allegations. During 2011 the Office processed **reasonable accommodation requests for 4 faculty and 13 staff members (of which one was a religious accommodation)**; and facilitated the **resolution of 10 accessibility complaints for staff members, students and/or visitor**.



V. PROGRAM DEVELOPMENT AND TRAINING

The Office implemented an on-line **Preventing Sexual Harassment (PSH)** training program designed to educate users about sexual harassment, applicable university policies and procedures, and the law. The program has several modules that incorporate scenarios relevant to faculty, staff, administrators, supervisors, students, as well as the medical community and concludes with an exam and certificate upon successful completion.

IUPUI's Equal Opportunity Council along with the Women's Advisory Council and the Faculty and Staff Councils endorsed the practice that all IUPUI employees (full and part-time faculty and staff) be required to successfully complete an online PSH training module. Therefore, beginning January 1, 2011 all current employees were required to successfully complete an online PSH training module by June 30, 2011 unless they could document that they had successfully completed it or attended a comparable classroom training program within the past three years. For current employees that had completed the online PSH training module more than three years ago, the "Refresher" course was an alternative to the "First-Time User" course. In addition, all employees new to the IUPUI campus are required to complete the "First-Time User" course within 90 days of assuming their position. As of December 31, 2011 approximately **8,028 faculty, staff and student employees** on the IUPUI and IUPUC campuses completed the training requirement.

The following web site <http://training.newmedialearning.com/psh/iupui/index.htm> links to the automated online PSH training program for faculty and staff that require completion of this training requirement. Although this training program is not a substitute for discussions and other shared activities, it is a way for each of us privately to come to understand our personal responsibilities for creating an atmosphere of dignity and mutual respect for everyone.

The Office also implemented on-line **Search and Screen Protocols (SSP)** training modules to assist faculty, staff and students in their work as a member of an IUPUI search committee. As an employer, IUPUI has an obligation to ensure fairness and equity in every search process; and open and broad-based searches help to achieve the most diverse applicant pools. Open searches are important to our demonstration that diversity is an educational value. This is something that we ascribe to as a University and full, fair and open searches help us to achieve that goal.

This web site <http://www.iupui.edu/~oeo/sstraining/index.html> links to the automated, online SSP training modules. These search and screen protocols are divided into **five distinct modules**:

1. The **"Search Process"** module is intended as a general guide to the recruitment, selection and appointment process as monitored by IUPUI's Office of Equal Opportunity.
2. The **"Quick Tips – Guidelines for Pre-employment Inquiries"** module provides information about the do's and don'ts as they relate to the formal interview as well as informal discussions with candidates.
3. **"Hiring with the Americans with Disabilities Act Amendments Act in Mind"** speaks to affirmative and negative phrases regarding disabilities, provides general tips about the

appropriate manner in which to interact with people living with a disability, and provides guidelines for communicating with individuals with various disabling conditions.

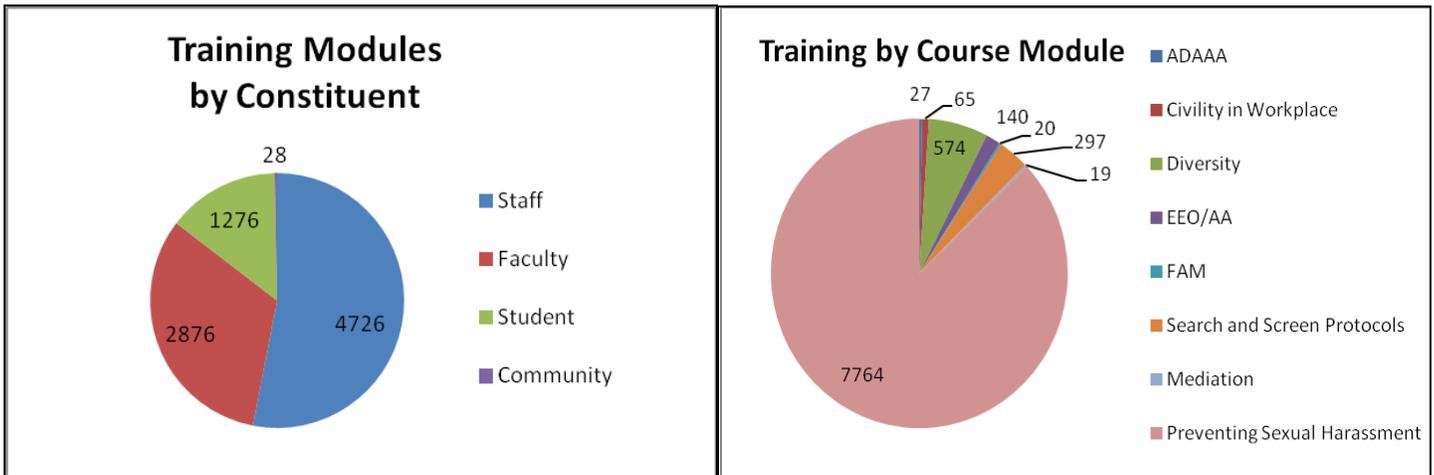
4. The **“Cultural Norms”** module explores 10 aspects of culture that candidates bring into the interview process and how some of what tends to get in our way is grounded in culture.
5. And lastly, **“Rater Errors”** focus on the biases that we bring and attribute to individuals as we engage in the search and screen process.

The Office partners with Human Resources Administration (HRA) in presenting three modules in the **Fundamentals of Supervision** (legal compliance) training series. These modules include equal employment opportunity/affirmative action, sexual harassment, and Americans with Disabilities. In addition to the compliance training, this partnership includes **Mediation training** to interested staff and faculty whose role may require assisting others in the resolution of disputes.

The OEO staff dedicates a significant amount of time to the development and implementation of workshops and presentations that increase and enhance the awareness of the campus community in the areas of equal opportunity, diversity, equity and inclusion. Through these efforts, various training programs were presented to approximately **8,906 campus constituents**.

**2011
Participant Data by
Training and/or Presentations**

Type	Staff	Faculty	Student	Community	Total
ADAAA	27	0	0	0	27
Civility in Workplace	65	0	0	0	65
Diversity	155	15	384	20	574
EEO/AA	132	0	0	8	140
FAM	20	0	0	0	20
Search and Screen Protocols	237	57	3	0	297
Mediation	19	0	0	0	19
Preventing Sexual Harassment	4071	2804	889	0	7764
Total	4726	2876	1276	28	8906



VI. LIAISON TO FEDERAL AND STATE AGENCIES

The Office is involved in federal and state as well as local and national organizations related to its regulatory responsibilities that include the Indiana Industry Liaison Group (an alliance between the OFCCP, Department of Labor, and major federal contractors), the Equal Employment Opportunity Commission, the Indiana Civil Rights Commission, the Diversity Cabinet of Central Indiana, the American Association of Blacks in Higher Education, Society for Human Resource Management, and the American Association for Affirmative Action. Additionally, the Office works with and responds to all federal and state compliance agencies when charges of discrimination or harassment are filed against the University.

VII. GOALS AND OBJECTIVES

The Office was successful in completing its goals for 2011 with the exception of a presence at Staff Orientation and the development of a web-based faculty application process.

-  Participation at Staff Orientation to increase an awareness of the Office across campus
-  Exploration of a web-based faculty applicant tracking process – next generation
-  Monitor and track compliance for completion of the on-line Preventing Sexual Harassment module
-  Publish a bi-monthly Newsletter from the Office
-  Redevelop the Campus Civility Statement
-  Relocate the Office of Equal Opportunity to the Lockefield Village
-  Continue to serve as a member of various campus committees and community organizations

While the Office was not successful in reaching two of its primary goals during 2011, these initiatives continue to be work in progress for the Office. However, the Office does participate in the Staff Orientation process for Campus Facility Services new employees as well as New Orientation for 1st, 2nd and 3rd year students in the IU School of Dentistry.

In addition to the on-going functions and responsibilities, the Office has identified goals and objectives for 2012 that include:

1. Submit proposal for the Common Theme – the topic of “Civility/Enhancing Professionalism”
2. Conduct Exit Interview surveys with separations beginning in 2011
3. Service with Distinction Process – Search and Screen (U-OLA)
4. Revamp the Cultural Competency SSP Module
5. EEO Programming that includes (sexual orientation, stereotyping, etc.)
6. Reaffirmation of EEO Policy and campus-wide update with current EEO posters
7. Monitor on-going compliance for completion of Preventing Sexual Harassment module

IUPUI
Office of
Equal Opportunity

Operating
Policies and Procedures

IUPUI EQUAL OPPORTUNITY REAFFIRMATION

Memorandum to IUPUI Faculty, Staff, and Students from Chancellor Charles R. Bantz on May 1, 2004

At IUPUI, diversity means three things:

- 1) diversity is an educational and social asset to be reflected in our learning and work objectives;
- 2) the persons who comprise our academic community reflect both the current diversity of our service region as well as the evolving demographics of a state and city that aspire to participate fully in a global society; and
- 3) IUPUI's social and physical environment will enable all of its members to succeed to the fullest extent of their potential.

(Vision for Diversity at IUPUI, Adopted 2001)

Having diversity in classrooms, research labs, clinical practice settings, and places of work are essential to the fundamental work of the university. If students are to learn, they must be encouraged to ask questions, seek knowledge from those with whom they disagree, and take part in open and honest debate. The ability to learn from and use diverse perspectives is instrumental to constructive problem solving and good citizenship, so it is essential that the campus have an environment that encourages interaction among individuals of diverse backgrounds. Our employees, too, expect and deserve to work in a healthy, supportive atmosphere that respects differences.

To help accomplish this, the Trustees of Indiana University adopted an equal opportunity and affirmative action policy that is based on resolutions dating from 1969 and reaffirmed unanimously in 1995. The trustees stated, "In reaffirming this policy, which has served us well, we must advocate and perpetuate performance which reflects this commitment. We must and will hold ourselves accountable for our decision and action."

Each year, IUPUI reaffirms its commitment to this policy and to observing requirements embodied in federal and state laws, executive orders, guidelines, and regulations designed to promote affirmative action and assure equal opportunity. As part of that reaffirmation, we expect deans, directors, and others who have administrative responsibility and authority to carry out the policies of the trustees and to pursue our shared diversity goals effectively. In addition, individual employees are to display an attitude of collaboration and cooperation by performing their duties in a manner that clearly reflects the principle of equal opportunity in every aspect of university life.

Our policy at IUPUI prohibits discrimination against anyone for reasons of race, color, religion, national origin, sex, sexual orientation, gender identity, marital status, age, disability, and covered veterans. We work diligently to uphold the spirit of the letter of this policy. We will continue to

promote and provide equal opportunity in education and training programs, employment, admissions, and all other activities for faculty, staff, and students. All personnel actions, such as compensation and fringe benefits, transfer, promotion, training for employees, as well as all university-sponsored social and recreational programs, will be administered in accordance with this policy.

Indiana University has established policies in compliance with the laws that prohibit actions in the IU community such as:

Laws enforce by the Equal Employment Opportunity Commission (EEOC)

- 1) [Title VII of the Civil Rights Act of 1964](#) prohibits employment discrimination based on race, color, religion, sex and national origin.

[a. The Pregnancy Discrimination Act](#)

[b. Sexual Harassment](#)

- 2) [The Equal Pay Act of 1963 \(EPA\)](#)
- 3) [The Age Discrimination in Employment Act of 1967 \(ADEA\)](#)
- 4) [Title I of the Americans with Disabilities Act of 1990 \(ADA\)](#)
- 5) [Sections 102 and 103 of the Civil Rights Act of 1991](#)
- 6) [The Genetic Information Nondiscrimination Act of 2008 \(GINA\)](#)
- 7) [Sections 501 and 505 of the Rehabilitation Act of 1973](#)

Laws enforce by the Office of Federal Contract Compliance Programs (OFCCP)

- 1) Executive Order 11246 – requires that IUPUI take affirmative action to ensure that equal opportunity is provided in all aspects of their employment.
<http://www.dol.gov/ofccp/regs/statutes/eo11246.htm>
- 2) Section 503 of the Rehabilitation Act of 1973, as amended requires that IUPUI take affirmative action to employ and advance in employment qualified individuals with disabilities.
http://www.dol.gov/ofccp/regs/compliance/ca_503.htm
- 3) Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended requires that IUPUI take affirmative action to employ and advance in employment qualified special disabled veterans, veterans of the Vietnam era and any other veterans who served on

active duty during a war or in a campaign or expedition for which a campaign badge has been authorized.

http://www.dol.gov/ofccp/regs/compliance/ca_vevraa.htm

Laws enforce by the United States Department of Labor (DOL)

- 1) Title IX, Education Amendments of 1972 states that no person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.

<http://www.dol.gov/oasam/regs/statutes/titleIX.htm>

Individuals who have concerns or questions regarding the University's compliance under any of the above regulations should contact the Office of Equal Opportunity. Complaints will be handled confidentially and promptly with the purpose of an equitable resolution.

Responsibility for coordinating, communicating, interpreting, and monitoring equal opportunity policies resides with Dr. Kim D. Kirkland, Director of the Office of Equal Opportunity at IUPUI. This Office maintains a comprehensive program for handling complaints and is located in the Lockefield Village, 980 Indiana Avenue, Suite 1164. For copies of the official university policies or the complaint procedures, contact the Office at (317) 274-2306.