

# AFFIRMATIVE ACTION PLAN

*Veterans & Individuals with Disabilities*



*For the period  
October 2011 to September 2012*

*North Central Campus*

## TABLE OF CONTENTS

<b>I. STATEMENT OF PURPOSE</b> .....	1
A. Purpose and Applicability of the Affirmative Action Plan for Protected Veterans and Individuals with Disabilities .....	1
1. Purpose.....	1
2. Access to the Plan .....	1
3. Applicability .....	1
B. Definitions .....	1
C. Equal Employment Opportunity Objectives.....	2
D. Legal Basis .....	2
<b>II. REAFFIRMATION OF POLICY</b> .....	3
<b>III. INTERNAL AND EXTERNAL DISSEMINATION</b> .....	3
A. Internal Dissemination .....	3
1. Published Documents and Postings .....	3
2. Programs and Presentations .....	4
B. External Dissemination .....	4
1. Advertisements and Notices .....	4
2. Other Methods .....	4
<b>IV. IMPLEMENTATION AND RESPONSIBILITY</b> .....	5
A. Board of Trustees .....	5
B. Executive Staff, Line Management, and Supervisors.....	5
C. Director of Affirmative Action .....	5
D. Cross Reference to Regulations.....	6
<b>V. IDENTIFICATION OF PROBLEM AREAS AND CORRECTIVE ACTIONS</b> .....	6
A. Review of Selection Process .....	6
1. Job Requirements and Descriptions.....	6
2. Referral Procedures.....	6
3. Pre-employment Inquiries .....	6
B. Recruitment.....	7
1. Appropriateness of Outreach .....	7
2. Review of Sources .....	7
C. Education.....	8
D. Complaints and Grievances .....	8
E. Contract Compliance .....	8

F. Veterans' Employment Report.....	8
<b>VI. DEVELOPMENT AND EXECUTION OF PROGRAMS .....</b>	<b>10</b>
A. Monitoring of Position Specifications.....	10
1. Staff.....	10
2. Faculty.....	10
B. Distribution of Position Announcements.....	10
1. Staff.....	10
2. Faculty.....	10
C. Selection Process .....	10
1. Staff Test Validation.....	10
2. Selection Procedures.....	10
3. Education of Selection Personnel.....	10
4. Adherence to Uniform Guidelines on Employee Selection.....	11
D. Advertising .....	11
E. Publications.....	11
F. Social and Recreational Opportunities .....	11
G. Career Counseling .....	11
H. Requests for Reasonable Accommodations .....	11
I. Special Initiatives.....	12

## I. STATEMENT OF PURPOSE

### A. Purpose and Applicability of the Affirmative Action Plan for Protected Veterans and Individuals with Disabilities

#### 1. Purpose

Because Purdue University North Central is the recipient of federal contracts, it is required by federal law to develop a written affirmative action program for veterans and individuals with disabilities. This program complies with Section 503 of the Rehabilitation Act of 1973 and the Vietnam Era Veterans' readjustment Act of 1974 (38 USC 4212), as amended. A complete affirmative action program also includes mechanisms that enable the University to continually monitor and evaluate its employment practices to ensure that they are free of bias and discrimination based on race, color, sex, disability, age, veteran status, religion, national origin, or ancestry.

The purpose of the Affirmative Action Plan for Veterans and Individuals with Disabilities is to reaffirm the University's continuing commitment to the principles of affirmative action and equal employment opportunity. In addition, the Affirmative Action Plan for Veterans and Individuals with Disabilities serves as a working document for reporting academic and staff personnel actions, and apprising the University of information relevant to the development, analysis, enforcement, evaluations, dissemination, and monitoring of the plan and its policies.

#### 2. Access to the Plan

The Affirmative Action Plan is distributed to all Purdue University North Central Employees annually via email and is available online (<http://www.pnc.edu/cd/Policy/AAPVets&Disability.pdf>). Individuals external to the University are able to access the plan via the web as well. Hard copies of the plan are distributed to all senior leaders and managers of the departments, which include the Chancellor, Vice Chancellors, College Deans, and Department Chairs. Additionally, the library has a copy of the plan, which is accessible for faculty, staff, students and the community. Individuals may also access the plan in Schwarz Hall room 25C at the Purdue University North Central campus (1401 South U.S. Highway 421, Westville, Indiana) or at the Office of Institutional Equity located on the 10<sup>th</sup> floor of the Ernest C. Young Hall on the West Lafayette campus (155 South Grant Street, West Lafayette, Indiana).

#### 3. Applicability

The Affirmative Action Plan for Protected Veterans and Individuals with Disabilities applies to all departments at the North Central campus. The Office of Institutional Equity on the West Lafayette campus supports the Purdue University North Central Plan.

### B. Definitions

**Discrimination**, within the context used in this Affirmative Action Plan for Protected Veterans and Individuals with Disabilities, refers to the process of illegally differentiating between people on the basis of group membership rather than individual merit. **Systemic discrimination** may occur when unequal treatment results from "neutral" institutional practices that continue the effect of past discrimination.

**Individual discrimination** may result when a person is subjected to unequal treatment on the basis of race, color, sex, disability, age, veteran status, religion, national origin, or ancestry.

The concept of **equal employment opportunity** proclaims the right of each person to apply and be evaluated for employment opportunities without regard to race, color, religion, age, national origin, ancestry, disability, or veteran status. It guarantees everyone the right to be considered solely on the basis of his/her ability to perform the duties of the job in question, with or without reasonable accommodation(s).

An individual with a **disability** is one who 1) has a physical or mental impairment that substantially limits one or more major life activities; 2) has a record of such an impairment; or 3) is regarded as having such an impairment.

A **qualified individual with a disability** is one who satisfies the requisite skill, experience, education, and other job-related requirements of the employment position such individual holds or desires and who, with or without reasonable accommodation(s), can perform the essential functions of such position.

A **reasonable accommodation** is a modification or adjustment to a job, the work environment, or the way a job is usually done that enables a qualified individual with a disability to enjoy an equal employment opportunity.

An **undue hardship** is an action that requires significant difficulty or expense in relation to the size of the employer, the resources available, and the nature of the operation.

A **disabled veteran** is 1) a veteran of the U.S. military, ground, naval or air service who is entitled to compensation (or who but for the receipt of military retired pay would be entitled to compensation) under laws administered by the Secretary of Veterans Affairs, 2) a person who was discharged or released from active duty because of a service-connected disability.

An **other protected veteran** is a veteran who served on active duty in the U.S. military, ground, naval or air service during a war or in a campaign or expedition for which a campaign badge has been authorized, under the laws administered by the Department of Defense.

A **recently separated veteran** is a veteran who served on active duty in the U.S. military, ground, naval or air service, during the three-year period beginning on the date of such veteran's discharge or release from active duty.

An **armed forces service medal veteran** is any veteran who while serving on active duty in the U.S. military, ground, naval or air service, participated in a U.S. military operation to which an Armed Forces service medal was awarded pursuant to Executive Order 12985 (61 FR 1209).

### **C. Equal Employment Opportunity Objectives**

In support of these policies and considerations, specific equal employment opportunity objectives at the University include the following:

1. To recruit, hire, train, and promote persons in all job classifications without regard to veteran status or disability.
2. To make decisions within all stages of the employment process that will further the principles of equal employment opportunity.
3. To ensure that criteria for all personnel actions, including recruitment, hiring, promotion, granting of tenure, compensation, employee benefits, university sponsored education, selection for education, tuition assistance, recreation programs, transfer, demotion, layoff, return from layoff, discipline, termination, and all other terms, conditions and privileges of employment are job related and realistic.
4. To apply the principles of affirmative action to correct problems and ensure equal opportunity for veterans and individuals with disabilities.

### **D. Legal Basis**

A summary of federal and state laws and executive orders on the topics of nondiscrimination and affirmative action is available at [http://www.purdue.edu/humanrel/contribute\\_pdf\\_docs/federal\\_state.pdf](http://www.purdue.edu/humanrel/contribute_pdf_docs/federal_state.pdf).

## II. REAFFIRMATION OF POLICY

At its meeting on January 21, 1970, the Board of Trustees reaffirmed and reinforced the University's general policy of equal opportunity by approving the following statement of policy and responsibility:

*"The University is committed to maintaining an inclusive community which recognizes and values the inherent worth and dignity of every person; fosters tolerance, sensitivity, understanding, and mutual respect among its members; and encourages each individual to strive to reach his or her own potential. In pursuit of its goal of academic excellence, the University seeks to develop and nurture diversity. The University believes that variety among its many members strengthens the institution, stimulates creativity, promotes the exchange of ideas, and enriches campus life.*

*Acts of discrimination against any individual or group are wrong because they foster intolerance, incivility, and intimidation. The University does not condone and will not tolerate discrimination, harassment, or intimidation of any individual in the University community for any reason. The University, through its actions, seeks to assure all its members of their rights to protections from the harmful effects of discrimination.*

*To meet its commitment under federal and state laws, the University also promulgates policies and programs to ensure that all persons have equal access to its educational programs, employment opportunities, facilities, and all other University activities without regard to race, religion, sex, color, national origin, ancestry, disability, status as a Vietnam era veteran, or age. Additionally, the University promotes the full realization of equal employment opportunity through its affirmative action program.*

*The President of the University is charged with overall responsibility for nondiscrimination and equal opportunity."*

In furtherance of the University's equal employment opportunity and affirmative action obligations, the President of the University has implemented the preceding policy through a number of actions, including issuance of Purdue University's Nondiscrimination Policy Statement and Executive Memorandum D-1 (Revised), *Reaffirmation of University Policy on Equal Employment Opportunity and Affirmative Action*, dated December 31, 2002. (See [http://www.purdue.edu/policies/pages/human\\_resources/d\\_1.html](http://www.purdue.edu/policies/pages/human_resources/d_1.html)).

## III. INTERNAL AND EXTERNAL DISSEMINATION

The University disseminates its equal employment opportunity policy both internally and externally utilizing the following procedures:

### A. Internal Dissemination

#### 1. Published Documents and Postings

Purdue University North Central communicates to all employees through a variety of communication methods the university policy statement on equal employment opportunity/affirmation action. The Chancellor's Office annually notifies all employees via email of the policy. The statement is also included in the Faculty and Staff Handbook, which is distributed yearly to all employees and to new hires on their first day of employment. In addition, the statement is incorporated in Purdue system-wide publications which include, but are not limited to the following: the equal access and equal opportunity booklet titled *Fostering Respect, Creating Community*, the disability resource guide for faculty and staff called *Access Purdue, Inside Purdue* and employee newspapers, *Business and Academic Procedures Manuals*, and Purdue University North Central's Web site <http://www.pnc.edu/cd/Policy/index.html>.

## 2. Programs and Presentations

The Chancellor and other senior executive staff continue to periodically emphasize the EEO/AA policy and procedures in meetings with administrators, Deans, Department Chairs, and Directors.

New faculty and staff orientation includes an overview of equal employment opportunity/equal access/affirmative action policies and procedures. In addition, faculty and staff are provided with the University's Equal Access and Equal Opportunity booklet titled *Fostering Respect, Creating Community*, which includes this policy.

The Equal Opportunity/Affirmative Action (EO/AA) Officer provides training to the hiring supervisors and faculty search advisory committee members of the EEO laws and University policy and procedures regarding equal employment opportunity/equal access/affirmative action. All faculty advertisements and postings are reviewed by the EO/AA Officer to ensure the equal employment opportunity statement is included in all postings and advertisements. Faculty Hiring Guides are available for hiring supervisors to access, which include the equal employment opportunity policy.

For staff searches, the Director of Employment and Compensation informs the search committee members and hiring supervisors of their EEO/EA/AA responsibilities. A hiring manual is available for search committee members to reference as well.

Equal Employment posters and other required notices are displayed on general bulletin boards in campus buildings.

## **B. External Dissemination**

### 1. Advertisements and Notices

The EO/AA Officer and Human Resources staff review all faculty and staff position announcements prior to advertising to ensure the statement is included in the advertisements as: "Purdue University North Central is an equal opportunity/equal access/affirmative action employer fully committed to achieving a diverse workforce."

The Purchasing Office sends written notification of the policy, including the Equal Opportunity clause, to all sub-contractors, vendors and suppliers doing business with the University.

The Facilities Planning section of the Physical Plant includes the policy and equal opportunity clause in the general conditions of all contracts that are bid on for construction, rehabilitation, alteration, conversion, renovation, extension or repair of buildings, roadways, or other real property. When a contract is signed those conditions are referred to in the contract text.

### 2. Other Methods

Affirmative Action policies and procedures are available on the University web site: <http://www.pnc.edu/cd/Policy/index.html>.

The Office of Marketing and Community Relations periodically prepare publicity releases, newspaper articles and campus generated media videos to highlight campus diversity and supportive programs, activities and services related to equal opportunity/affirmative action.

## **IV. IMPLEMENTATION AND RESPONSIBILITY**

Ultimate responsibility for compliance with the applicable nondiscrimination and affirmative action laws and policies rests with the Board of Trustees and with the University's executive officers.

### **A. Board of Trustees**

The University is governed by a ten-member Board of Trustees appointed by the Governor of the State of Indiana. Their charge includes selecting the President of the University, deciding major policy lines, approving the financial program and budget, approving the President's nominations for major appointments, and approving all construction and major contracts. The members of the Board of Trustees are as follows: Michael R. Berghoff, Michael J. Birck, JoAnn Brouillette, John D. Hardin Jr., Keith J. Krach (Chairman), Gary J. Lehman, Miranda McCormack, Thomas E. Spurgeon (Vice Chairman), Don Thompson, and Bruce W. White.

### **B. Executive Staff, Line Management, and Supervisors**

Dr. France A. Córdova, President of the University, assumes full responsibility for the successful implementation of the University's Equal Employment Opportunity Policy and the Affirmative Action Plan.

Alysa C. Rollock, Vice President for Ethics and Compliance is the University's Equal Employment Opportunity Officer and provides general oversight and leadership for the University's overall compliance efforts for faculty, staff, and students, including compliance with the Title VI of the Civil Rights Act of 1964, Title VII of the Civil Rights Act of 1964 (as amended by the Civil Rights Act of 1991), Title IX of the Education Amendments of 1972, Sections 503 and 504 of the Rehabilitation Act of 1973, the Age Discrimination in Employment Act of 1967, executive Order 11246 (as amended by Executive Order 11375), the Americans with Disabilities Act of 1990, the Americans with Disabilities Act Amendments Act of 2008, and the state civil rights statutes.

Dr. James B. Dworkin, Chancellor of Purdue University North Central, is responsible for implementing the University Equal Opportunity/Affirmative Action policies and procedures at the North Central campus. He is responsible for overseeing the establishment of goals and action-oriented programs on the campus and in integrating equal opportunity and affirmative action principles and objectives into all employment related decisions. The Chancellor or designee is also responsible for reviewing recommendations for hiring, compensation, promotion, transfer or reassignment, and termination to ensure compliance with the University's affirmative action program in both procedure and outcome, and for reviewing the qualifications of applicants and reasons for selection to ensure that protected veterans and persons with disabilities are given full opportunities for hire and promotion.

Vice Chancellors, Associate/Assistant Vice Chancellors, College Deans, Department Chairs, Directors, and supervisors are responsible for promoting equal employment opportunity and applying affirmative action principles.

Evaluations of administrators and supervisors will include their equal employment opportunity and affirmative action efforts and results.

### **C. Director of Affirmative Action**

Monica S. Bloom, Interim Director of Institutional Equity, reports directly to the Vice President for Ethics and Compliance and is responsible for developing, coordinating, and maintaining an annual Affirmative Action Plan for the West Lafayette campus and for providing assistance to the regional campus EO/AA Officers, including, but not limited to, the preparation of required state and federal reports, workforce analysis and professional development. The staff of the Office of Institutional Equity located on the West Lafayette campus assist the Interim Director with implementing and monitoring the Affirmative Action Plan.

Laura S. Odom, Assistant Director of EEO and Training, reports directly to the Chancellor for the equal opportunity and affirmative action role, and is responsible for developing, implementing, and monitoring the Affirmative Action Plan for Purdue University North Central.

#### **D. Cross Reference to Regulations**

The contents of this plan are in compliance with the regulations contained in 41 CFR 60-250.44 (required contents of affirmative action programs for Protected Veterans) and 41 CFR 60-741.44 (required contents of affirmative action programs for Individuals with Disabilities).

### **V. IDENTIFICATION OF PROBLEM AREAS AND CORRECTIVE ACTIONS**

In order to comply with the regulations, stated in Section 503 of the Rehabilitation Act of 1973 and the Vietnam Era Veterans' Readjustment Act, required actions are audited. This section lists the analytical steps used to identify potential problem areas and briefly notes some of the findings and corrective actions to be taken.

#### **A. Review of Selection Process**

The University must observe requirements of the Uniform Guidelines on Employee Selection Procedures. When problems are found, the selection process will be reviewed to ensure that only job-related, non-discriminatory factors are considered in making employment decisions and that veterans and qualified individuals with disabilities have been considered. Selecting officials will be informed of the need to take corrective action when adverse impact is found in the recruitment or selection process.

The University shall review all physical and/or mental job qualification requirements when positions are submitted for review to insure that, to the extent qualification requirements tend to screen out qualified individuals with disabilities, they are job-related and are consistent with business necessity and the safe performance of the job.

##### 1. Job Requirements and Descriptions

The Director of Employment and Compensation reviews the position descriptions to ensure the knowledge, skills, and abilities required are the minimum qualifications needed to perform the essential functions of the position. In situations where the requirements may narrow the pool on the drafted position description, Human Resources staff consult with the supervisor and makes recommendations for broadening the requirements to avoid adverse impact. For faculty positions, the EO/AA Officer reviews the job requirements and descriptions prior to posting and advertising.

##### 2. Referral Procedures

For faculty positions, the Search Advisory Chair compares the applicants' qualifications to the job requirements to determine the bona fide applicants. The Faculty Search Advisory Committee members review all bona fide applications.

For staff positions, Human Resources reviews the job seekers/applicants' qualifications and refers the applicants who meet the minimum qualifications to the hiring supervisor.

##### 3. Pre-employment Inquiries

Both Sections 503 and 504 of the Rehabilitation Act of 1973 and the ADA limit the use of pre-employment inquiries and medical examinations. Specifically, any identification of a disability by inquiry or examination during the pre-offer stage, including all job pre-tests, reference checks, interview form/questions, and other information gathering procedures, is prohibited.

## **B. Recruitment**

### **1. Appropriateness of Outreach**

The EO/AA Office and Human Resources are responsible for coordinating advertising activities designed to recruit veterans and individuals with disabilities. Employment opportunities are publicized in a variety of media. In addition, Human Resources personnel attend job fairs to reach a wider circle of potential applicants.

Purdue University North Central encourages individuals with disabilities to apply for employment opportunities. Information regarding accommodations and physical access is ensured for everyone. University guidelines for effective recruitment include but are not limited to, the following:

- Each employing unit must consider an applicant in terms of the essential elements of the position necessary to perform the job competently with or without reasonable accommodation(s).
- Individuals with disabilities who cannot perform the essential functions of the job, with or without a reasonable accommodation, are not considered to be qualified.
- Veterans and individuals with disabilities who apply for positions are given the opportunity to request reasonable accommodation/alternative format statements.
- Any determination of disability shall be accorded the confidentiality of other medical data and shall not be used to exclude a qualified individual with a disability.
- The EO/AA Officer and Human Resources will assist employing units in developing accommodations when such accommodations involve analyzing and restructuring jobs for qualified applicants with disabilities.

#### **Findings:**

- PNC participated in the Veterans Career Transition Event on August 5, 2011, in which the campus was able to connect with veterans, service members and their families and discuss potential job opportunities and to explain the application process at PNC. This demonstrates an improvement in the campus' outreach efforts targeting veterans.

### **2. Review of Sources**

The EO/AA Officer and Human Resources are available to assist departments in identifying appropriate recruitment sources. It is expected that departments will be familiar with principal sources specific to their area of expertise.

#### **Findings:**

- The EO/AA Office and Human Resources partnered together and researched organizations that target veterans and individuals with disabilities. As a result of this initiative, Human Resources has been distributing posting summaries to these agencies. This demonstrates an enhancement to the University's diversity outreach efforts.
- Human Resources provides a hiring manual for hiring supervisors and search committee members to reference during the search and screen process. This manual includes a list of advertising sources.
- A faculty hiring guide is made available for faculty searches, which includes advertising sources.

#### **Corrective Action:**

- Human Resources will continue to enhance the recruitment strategies to put forth best faith efforts in attracting a diverse applicant pool to include veterans and persons with disabilities.

### **C. Education**

All educational programs offered through the University are open to participation by veterans and individuals with disabilities.

#### **Findings:**

- The Assistant Director of EEO & Training maintains a record of participants who attend training sessions sponsored by Human Resources.

#### **Corrective Action:**

- Human Resources will continue to work with other units within the University to develop a methodology for collecting educational opportunity records.

### **D. Complaints and Grievances**

Faculty have access to the University grievance procedures to resolve claims related to University action or decision related to his or her employment as outlined by the Faculty Grievances Policy VIII.7.1 located online [http://www.purdue.edu/policies/pages/teach\\_res\\_outreach/viii\\_7\\_1.shtml](http://www.purdue.edu/policies/pages/teach_res_outreach/viii_7_1.shtml).

Administrative, professional, clerical, and service staff members have access to the University Grievance Procedures in Policy IV.8.1. (See [http://www.purdue.edu/policies/pages/human\\_resources/iv\\_8\\_1.html](http://www.purdue.edu/policies/pages/human_resources/iv_8_1.html)).

All employees bringing complaints alleging discrimination are directed and encouraged to use the procedures established for filing such complaints, as modified by the Equal Opportunity, Equal Access and Affirmative Action Policy X.2.2. (See [http://www.purdue.edu/policies/pages/ethics/x\\_2\\_2.shtml](http://www.purdue.edu/policies/pages/ethics/x_2_2.shtml)). In these cases, the EO/AA Officer will participate in investigating and resolving the issue.

Complaints alleging harassment are processed in accordance with the Anti-Harassment Policy X.2.1 and The Procedures for Handling Complaints of Discrimination and Harassment. The Vice President for Ethics and Compliance is responsible for overseeing and coordinating the enforcement of policies and procedures that deal with harassment for all campuses and operations in the University system. (See [http://www.purdue.edu/policies/pages/ethics/x\\_2\\_1.shtml](http://www.purdue.edu/policies/pages/ethics/x_2_1.shtml)).

The EO/AA Officer monitors complaints or requests for assistance on a regular basis. In addition, the EO/AA Officer pursues any patterns or trends that suggest areas requiring remedial actions. For example, a disproportionately high number of complaints from a particular academic department would trigger an inquiry or investigation by the EO/AA Officer.

### **E. Contract Compliance**

The University informs all contractors, vendors, and suppliers of the affirmative action policy, requesting appropriate action on their part.

### **F. Veterans' Employment Report**

The Federal Contractor Veterans' Employment Report VETS-100A is completed annually by the Office of Institutional Equity at the West Lafayette campus.

**FEDERAL CONTRACTOR VETERANS' EMPLOYMENT REPORT VETS-100A**

OMB NO: 1293-0005  
Expires: April 30, 2014

**RETURN COMPLETED REPORT TO:**

Veterans Employment and Training Service (VETS) Service Center  
In care of Department of Labor National Contact Center (DOL-NCC)  
14120 Newbrook Dr, Suite 200  
Chantilly, VA 20151

Persons are not required to respond to this collection of information unless it displays a valid OMB number.

**ATTN: Human Resource/EEO Department**

<b>TYPE OF REPORTING ORGANIZATION</b> (Check one or both, as applicable) <input checked="" type="checkbox"/> Prime Contractor <input type="checkbox"/> Subcontractor	<b>TYPE OF FORM (Check only one)</b>  <input type="checkbox"/> Single Establishment <input type="checkbox"/> Multiple Establishment-Headquarters <input checked="" type="checkbox"/> Multiple Establishment - Hiring Location <input type="checkbox"/> Multiple Establishment - State Consolidated (specify number of locations) 0 (MSC)	
---	---	--

COMPANY IDENTIFICATION INFORMATION (Omit items preprinted above-ADD Company Contact Information Below)

COMPANY No: T131942	TWELVE MONTH PERIOD ENDING 7/31/2011		
NAME OF PARENT COMPANY: Purdue University	ADDRESS (NUMBER AND STREET): 155 S. Grant Street		
CITY: West Lafayette	COUNTY: Tippecanoe	STATE: IN	ZIP CODE: 479072114
NAME OF COMPANY CONTACT: Crystal Dombkowski	TELEPHONE AND EMAIL FOR CONTACT: (765)494-7253 crystalb@purdue.edu		
NAME OF HIRING LOCATION: Purdue University - North Central Campus	ADDRESS (NUMBER AND STREET) US 41 North		
CITY: Westville	COUNTY: LaPorte	STATE: IN	ZIP CODE: 46391
NAICS: 006113	DUNS: 07-205-1394	EMPLOYER ID 35-6002041 (IRST AX No.)	

**EMPLOYEE DATA AND VETERAN REPORTING REQUIREMENTS**

REPORT ALL PERMANENT FULL-TIME OR PART-TIME EMPLOYEES AND NEW HIRES WHO ARE VETERANS, AS DEFINED ON REVERSE. DATA ON NUMBER OF EMPLOYEES IS TO BE ENTERED IN COLUMNS L, M, N, O, AND P, LINES 1-10. DATA ON NEW HIRES IS TO BE ENTERED IN COLUMNS Q, R, S, T, AND U. ENTER THE MAXIMUM AND MINIMUM NUMBER OF EMPLOYEES. INSTRUCTIONS ARE FOUND ON THE REVERSE OF THIS FORM.

JOB CATEGORIES		NUMBER OF EMPLOYEES					NEW HIRES (PREVIOUS 12 MONTHS)				
		DISABLED VETERANS (L)	OTHER PROTECTED VETERANS (M)	ARMED FORCES SERVICE MEDAL VETERANS (N)	RECENTLY SEPARATED VETERANS (O)	TOTAL EMPLOYEES BOTH VETERANS & NON-VETERANS (P)	DISABLED VETERANS (Q)	OTHER PROTECTED VETERANS (R)	ARMED FORCES SERVICE MEDAL VETERANS (S)	RECENTLY SEPARATED VETERANS (T)	TOTAL NEW HIRES BOTH VETERANS AND NON-VETERANS (U)
EXECUTIVE/SENIOR	1	0	0	0	0	8	0	0	0	0	1
FIRST/MID LEVEL	2	0	0	0	0	7	0	0	0	0	0
PROFESSIONALS	3	0	2	2	0	315	0	0	1	0	44
TECHNICIANS	4	1	3	0	0	34	0	0	0	0	5
SALES WORKERS	5	0	0	0	0	0	0	0	0	0	0
ADMINISTRATIVE	6	0	0	0	0	57	0	0	0	0	9
CRAFT WORKERS	7	0	0	0	0	3	0	0	0	0	0
OPERATIVES	8	0	0	0	0	0	0	0	0	0	0
LABORERS/HELPERS	9	0	0	0	0	0	0	0	0	0	0
SERVICE WORKERS	10	1	2	1	0	70	1	1	1	0	14
TOTAL	11	2	7	3	0	494	1	1	2	0	73

Report the total maximum and minimum number of permanent employees during the period covered by this report.

Maximum Number	Minimum Number
507	494

## VI. DEVELOPMENT AND EXECUTION OF PROGRAMS

### A. Monitoring of Position Specifications

#### 1. Staff

The Human Resources Office reviews all non-faculty position specifications for job-relatedness and non-discrimination on the basis of race, color, religion, national origin, ancestry, veteran status, disability, age, or sex, except where age or sex is a bona fide occupational qualification.

#### 1. Faculty

Each academic department, with the assistance of the EO/AA Officer, is responsible for monitoring its respective faculty job specifications for job-relatedness and non-discrimination.

### B. Distribution of Position Announcements

#### 1. Staff

Staff position vacancies are posted on the Purdue University North Central web site: [www.pnc.edu/hr](http://www.pnc.edu/hr). Hard copy listings are available on bulletin boards in the Schwarz and Technology buildings. Advertisements are placed as appropriate in local, regional and national publications. Position announcements are distributed to several organizations targeting veterans and individuals with disabilities.

#### 2. Faculty

The EO/AA Officer monitors each faculty position announcement for an adequate search or recruitment plan. Material is further checked for compliance with equal employment opportunity and affirmative action guidelines and disclaimers. Faculty postings are also posted on the campus web site: [www.pnc.edu/hr](http://www.pnc.edu/hr).

Each advertisement and search plan is reviewed to determine if it is likely to reach protected class members. When efforts appear inadequate, the EO/AA Officer will work with the search advisory chair to find alternative strategies, including, but not limited to contacts with colleges and universities with minority predominance, West Lafayette Office of Institutional Equity and/or individual networking contacts.

### C. Selection Process

#### 1. Staff Test Validation

Purdue University North Central does not utilize testing during the applicant selection process.

#### 2. Selection Procedures

Education, skills, and experience summaries have been established for the review and referral of applicants with administrative, technical, or service job interest. The summaries rely on job specification, and a comparison of each eligible applicant's work experience, skills, and knowledge. The referral of veterans and individuals with disabilities is supported through this system.

#### 3. Education of Selection Personnel

Individuals responsible for making hiring decisions are provided information and guidance related to equal employment opportunity/affirmative action compliance, effective interviewing techniques

and all other related topics by Human Resources in coordination with EO/AA. The *PNC Hiring Manual* and Behavioral Interviewing are examples of materials used in addition to personal discussions and assistance. The Director of Employment & Compensation is a member of all the search advisory committees for staff. The EO/AA Officer provides training and resources on equal employment opportunity requirements, interviewing techniques and hiring procedures for hiring supervisors and search advisory committee members for faculty searches.

#### 4. Adherence to Uniform Guidelines on Employee Selection

Human Resources adheres to a standard format in the screening and referral process. Personal contact with the hiring supervisor throughout the process further ensures that hiring practices conform to the University policies and procedures.

### **D. Advertising**

Advertisements for staff vacancies are prepared by Human Resources in cooperation with the hiring supervisor. Advertisements for faculty vacancies are prepared by the hiring department, in compliance with standardized University guidelines and reviewed by the EO/AA Officer. All advertisements carry the statement: "Purdue University North Central is an equal opportunity/equal access/affirmative action employer." or "Purdue University North Central is an equal opportunity/equal access/affirmative action employer fully committed to achieving a diverse workforce."

The phrase "An Equal Access/Equal Opportunity University" is also used for advertising in publications pertaining to special events, programs, and activities.

The EO/AA Officer and Human Resources staff advise and assist departments regarding wording and tone of advertisements to ensure broad base appeal.

### **E. Publications**

The Office of Marketing and Campus Relations ensures that all University publications contain the phrase "An equal access/equal opportunity University" and other appropriate nondiscrimination/affirmative action language. Identification information on compliance offices is included in designated pieces, such as the University catalog.

### **F. Social and Recreational Opportunities**

All University sponsored social and recreational functions offer equal opportunity to all employees without regard to veteran status or disability. Disability accommodations contact information is included on publicity.

### **G. Career Counseling**

Employees have access to the Human Resources staff, Career Development Office, supervisors and the EO/AA Officer to discuss informal lines of progress, upward mobility, and transfer opportunities which may enhance development for protected class members.

### **H. Requests for Reasonable Accommodations**

The EO/AA Officer uses the interactive process pursuant to the Americans with Disabilities Act Amendments Act of 2008 when employees request reasonable accommodations. Applicants, faculty and staff may contact the EO/AA Officer or Human Resources for assistance with requesting reasonable accommodations.

## I. Special Initiatives

Purdue University North Central provides additional support for its affirmative action program through campus activities designed to raise awareness of equal employment opportunity and affirmative action. Faculty and staff are also encouraged to participate in similar activities provided through the West Lafayette campus. The following list is not exhaustive, but can be considered representative.

1. The Disability Services Coordinator and the EO/AA Officer provide workshops and seminars for faculty, staff and students.
2. The Human Resources Office has an active outreach program to recruit individuals who have been traditionally underrepresented in our workforce.
3. Academic departments have placed position announcements in the local schools.
4. Active support is provided by various campus departments in the celebration of various holidays or special months to bring attention to disability issues.
5. Human Resources works with department heads and with Buildings and Grounds Service personnel to ensure accessibility of work places and campus.
6. The Americans with Disabilities Act (ADA) Steering Committee is charged with enhancing the accessibility of campus.
7. Assistance in developing appropriate workplace accommodations is provided by the Disability Services Coordinator, Human Resources, and EO/AA Officer.
8. The College of Liberal Arts sponsors a Brown Bag Series: Diversity Makes a Difference. Speakers present to faculty, staff, students, and the community during these sessions on various topics relating to diversity.
9. The College of Liberal Arts offers a Books and Coffee series, which provides an opportunity for faculty, staff, students and the public to discuss specific books, many of which focus on diversity-related topics.
10. The Chancellor supports a Diversity Fund which provides diversity grants for campus programming, activities and services.
11. Purdue University North Central was awarded a grant through the funding of a Lilly endowment to serve military veterans who are students at the University. This initiative established a Veterans Club in September 2009, which is comprised of faculty, staff and students who also partner with community agencies. On November 11, 2011, PNC honored PNC student, faculty and staff veterans at a Veterans Day Program held on campus. Dr. John Schupp, Chemistry Professor at Cleveland State University and Director of the Supportive Education for Returning Veterans (SERV) Program presented on "Veteran Education." On November 11, 2012, PNC will hold its 3<sup>rd</sup> Annual Veterans Day Program to honor PNC students, faculty, and staff who are veterans. PNC partnered with Purdue Calumet and Ivy Tech in providing a Veterans Career Transition Event on August 5-6, 2011 held at the Jean Sheppard Community Center in Hammond, Indiana. The goal was to connect Veterans, Service Members and their families with educational, career, employment opportunities, and needed services and benefits.
12. Karen Donah coordinates the American Sign Language Club on campus. This club offers "silent lunches" for faculty, staff, students and the community to communicate and practice ASL skills. In addition, the ASL Club hosts other events to include the following: ASL Silent Tea, ASL Game Night, and featured performances and presentations from ASL students.
13. The EO/AA Officer reviewed the Affirmative Action Plans with the Vice Chancellors and Deans.

14. The EO/AA Officer has facilitated harassment and discrimination prevention training sessions with PNC employees. This training covered the following: definition of discrimination and harassment, an overview of the antiharassment and nondiscrimination policies, behaviors that could be perceived as illegal, and Purdue procedures for resolving complaints of harassment and discrimination. The protected groups of veterans and individuals with disabilities were incorporated into this training.
15. PNC offered two Web Accessibility Workshops in June 2011, which provided participants with the knowledge, skills, and tools to comply with the University Web Accessibility Policy. As a result of the workshops, departments have made changes to web pages such as captioning videos and labeling images with alternative text, which has enhanced the accessibility of the Web-based information. This provides individuals with disabilities greater access to the PNC Web-based information.
16. On December 15, 2010, PNC installed four videophones in the following locations: Purdue Porter County (PPC) Undergraduate Building Room 131, Technology Building Room 177, Technology Building Room 359, and the Library-Student Faculty Building Room 14. The videophones allow individuals who are deaf or hard of hearing to place or receive calls and allow hearing individuals to place or receive calls with those who are deaf or hard of hearing.
17. In recognition of Disability Awareness Month, the EO/AA Officer and Disability Services Coordinator hosted on March 28, 2011 a question and answer panel focusing on cultivating inclusion. A student shared his accomplishments and how he overcame various barriers.
18. PNC hosted a History, Services and Current Actions in Early Intervention and Deaf Education event on April 21, 2011.
19. PNC implemented a form titled Voluntary Registry for Persons Requiring Special Notifications of Fire Alarms and Tornado Warnings at PNC. The form provides a mechanism for individuals who are unable to hear the fire alarms and tornado warnings to receive a text message via their mobile device, which will notify them of these emergency situations. The form is available online at <http://www.pnc.edu/cd/Policy/Voluntary%20Registry%20for%20Persons%20Requesting%20Special%20Assistance.pdf>.