

AFFIRMATIVE ACTION PROGRAM
FOR
WOMEN & MINORITIES

UW Colleges 2015-2016

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FOR
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Contractor : UW Colleges

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UW Colleges wishes to make it clear that it does not consent to the release of any information whatsoever contained in this affirmative action program under the Freedom of Information Act or otherwise. If the U.S. Government, or any agency or subdivision thereof, is considering breaching the conditions under which this affirmative action program was loaned to such government, or is considering a request of this Program under the Freedom of Information Act, request is hereby made that the Government immediately notify UW Colleges and its counsel of any and all Freedom of Information Act requests by the government or any other contemplated release of this Program by the Government that relates to information obtained by the Government. UW Colleges further requests that everyone who has any contact with this affirmative action program and its supporting appendices, documents and other data treats such information as totally confidential and that such information not be released to any person whatsoever. Retention or disclosure of information relating to identifiable individuals may also violate the Privacy Act of 1974.

INTRODUCTION

UW Colleges develops an annual affirmative action program as one of several tools to implement the affirmative action policies effectively. The form, language and analysis of the program necessarily complies with the requirements of 41 CFR 60-2, et seq. (affirmative action programs) and other regulations established pursuant to the provisions of Executive Order 11246 and all other civil rights related laws and regulations that have or may be enacted, as amended. Accordingly, terminology such as "problem areas" and "utilization analysis" appearing in this affirmative action program is that which the organization is required to use by these regulations. The criteria used in relation to these terms are those specified by the Government. These terms have no independent legal or factual significance whatsoever. Although UW Colleges 2015-2016 uses this terminology and methodology in connection with this affirmative action program and the affirmative action policies, such usage does not necessarily signify that the organization agrees that these terms properly apply to any particular factual situation.

Information regarding identifiable individuals is private and confidentially maintained. Everyone who has official access to confidential data will exercise every precaution to protect this information.

DESIGNATION OF RESPONSIBILITY

41 CFR Section 60-2.17(a), 60-2.10(b)(2)(i)

The Chancellor has overall responsibility for implementation of the Equal Employment Opportunity Policy. The Director of the Office of Equality, Diversity, and Inclusion (OEDI), assumes the responsibility for the development, implementation and monitoring of the affirmative action program, which includes all those positions located in subordinate and/or lower-level establishments for which the selection decisions are made at the corporate level.

Responsibility for the implementation and monitoring of the affirmative action program rests with the OEDI Director, whose responsibilities include but are not limited to the following:

1. Developing policy statements and affirmative action programs.
2. Developing internal and external communication procedures when appropriate.
3. Developing an internal audit and reporting system that:
 - a. Identifies areas that require remedial action, and develops programs to correct those problem areas.
 - b. Determines the degree to which the goals and objectives are reached.
4. Monitoring the following internal practices:
 - a. Proper display of EEO posters and policies.
 - b. Full participation of minority, female, and disabled employees in all UW Colleges sponsored educational, training, recreational, and social activities.
5. Assisting management in solving any identified problems. It is the responsibility of department heads, managers, and supervisors to provide the EEO Coordinator with such information and/or statistical data as is necessary to measure progress toward the attainment of goals and to assure good faith efforts to implement the affirmative action program. Such information and/or statistical data are used to set reasonable placement goals.
6. Keeping management informed of the latest developments in the equal employment opportunity area.
7. Assisting employees in solving problems and resolving EEO complaints.
8. Serving as a liaison between UW Colleges and appropriate women and minority groups.
9. Serving as a liaison between UW Colleges and appropriate EEO enforcement agencies.

IDENTIFICATION OF PROBLEM AREAS

41 CFR Section 60-2.17(b)

As part of the monitoring practice, an analysis of personnel matters is conducted. The following items are considered:

1. Composition of the workforce by minority group and sex. Good faith placement goals are established where necessary.
2. Composition of applicant flow by minority group and sex. Corrective action is taken when appropriate whenever the referral ratio of women and minorities indicates a significantly higher percentage is being rejected as compared to non-minority and male applicants.
3. Compensation system. UW Colleges evaluates its compensation system to determine whether there are gender, race or ethnicity-based disparities. The purpose of the analysis is to identify potential areas where impediments to equal employment opportunity may exist. Disparities alone do not necessarily indicate a problem area; there may be many non-discriminatory reasons for a disparity.
4. Selection process. The selection process includes: position descriptions, titles, application forms, pre-employment forms, interview procedures, test validity and administration, referral procedures, final selection process and similar factors. The application and related pre-employment forms are in compliance with federal guidelines, and position descriptions accurately reflect actual duties and responsibilities.

The following areas are reviewed annually to ensure the success of this affirmative action program:

- Transfer and promotion practices,
- Facility and UW Colleges sponsored recreational, social and educational events,
- EEO posters,
- Policy statements,
- Training Programs, and
- Suitable housing and transportation does not inhibit recruitment efforts and employment of minorities.

CURRENT PROGRAM YEAR ANALYSIS

UW Colleges has a total of 1158 employees with 598 females and 94 minorities included in this plan.

001 : CLASSIFIED SUPERVISORS - This group consists of 15 employees, 2 females and 1 minority. There are no placement goals for females or minorities at this time. As shown on the Availability Analysis, 90.0% of the vacancies are hired from Wisconsin, and 10.0% are filled through internal promotion from the following job group(s): 016, 019, A05.

016 : Fiscal and Related - This group consists of 23 employees, 19 females and 1 minority. There are no placement goals for females or minorities at this time. As shown on the Availability Analysis, 100.0% of the vacancies are hired from Wisconsin.

019 : Program Support - This group consists of 3 employees, 1 female and 0 minorities. There are no placement goals for females or minorities at this time. As shown on the Availability Analysis, 100.0% of the vacancies are hired from Wisconsin.

043 : Mgmt Info Professionals - This group consists of 16 employees, 5 females and 1 minority. There are no placement goals for females or minorities at this time. As shown on the Availability Analysis, 100.0% of the vacancies are hired from Wisconsin.

127 : Technicians - This group consists of 6 employees, 0 females and 1 minority. There are no placement goals for minorities, but females have a placement goal of 48.8%. As shown on the Availability Analysis, 100.0% of the vacancies are hired from Wisconsin.

187 : Administrative Support - This group consists of 70 employees, 60 females and 5 minorities. There are no placement goals for females or minorities at this time. As shown on the Availability Analysis, 100.0% of the vacancies are hired from Wisconsin.

200 : Gen Clerical Occupations - This group consists of 53 employees, 44 females and 1 minority. There are no placement goals for minorities, but females have a placement goal of 94.8%. As shown on the Availability Analysis, 100.0% of the vacancies are hired from Wisconsin.

253 : Food Production and Food Serv - This group consists of 4 employees, 3 females and 0 minorities. There are no placement goals for females or minorities at this time. As shown on the Availability Analysis, 100.0% of the vacancies are hired from Wisconsin.

265 : General Laborer - This group consists of 53 employees, 20 females and 1 minority. There are no placement goals for females but minorities have a placement goal of 18.6%. As shown on the Availability Analysis, 100.0% of the vacancies are hired from Wisconsin.

301 : Mech Equip Constr Repair - This group consists of 23 employees, 1 female and 2 minorities. There

are no placement goals for females or minorities at this time. As shown on the Availability Analysis, 100.0% of the vacancies are hired from Wisconsin.

A01 : Academic Administrators - This group consists of 47 employees, 19 females and 1 minority. There are placement goals of 59.9% for females and 24.3% for minorities. As shown on the Availability Analysis, 80.0% of the vacancies are hired from United States, 10.0% are filled through training institutions, and 10.0% are filled through internal promotion from the following job group(s): A03, F01, F02, F03, F04, F05, F06.

A03 : Admin Directors and Officers - This group consists of 27 employees, 15 females and 1 minority. There are no placement goals for females or minorities at this time. As shown on the Availability Analysis, 80.0% of the vacancies are hired from Upper Midwest*, 10.0% are filled through training institutions, and 10.0% are filled through internal promotion from the following job group(s): A04, A05, A06, A07.

A04 : Program Managers - This group consists of 46 employees, 34 females and 4 minorities. There are no placement goals for females or minorities at this time. As shown on the Availability Analysis, 80.0% of the vacancies are hired from Upper Midwest*, 10.0% are filled through training institutions, and 10.0% are filled through internal promotion from the following job group(s): A05, A06, A07, A08.

A05 : Administrative Professionals - This group consists of 14 employees, 10 females and 1 minority. There are no placement goals for females or minorities at this time. As shown on the Availability Analysis, 90.0% of the vacancies are hired from Upper Midwest*, and 10.0% are filled through training institutions.

A06 : Student Services Professionals - This group consists of 157 employees, 96 females and 14 minorities. There are no placement goals for females but minorities have a placement goal of 18.2%. As shown on the Availability Analysis, 90.0% of the vacancies are hired from Upper Midwest*, and 10.0% are filled through training institutions.

A07 : Library Services Professionals - This group consists of 15 employees, 14 females and 1 minority. There are no placement goals for females or minorities at this time. As shown on the Availability Analysis, 90.0% of the vacancies are hired from Upper Midwest*, and 10.0% are filled through training institutions.

A08 : IT Professionals - This group consists of 13 employees, 3 females and 1 minority. There are no placement goals for females or minorities at this time. As shown on the Availability Analysis, 100.0% of the vacancies are hired from Upper Midwest*.

F01 : TEN FAC Anthropology Sociology - This group consists of 15 employees, 7 females and 3 minorities. There are no placement goals for females or minorities at this time. As shown on the Availability Analysis, 30.0% of the vacancies are hired from United States, 10.0% are filled through training institutions, and 60.0% are filled through internal promotion from the following job group(s): I01.

F02 : TEN FAC Art - This group consists of 12 employees, 5 females and 0 minorities. There are no placement goals for females or minorities at this time. As shown on the Availability Analysis, 30.0% of the vacancies are hired from United States, 10.0% are filled through training institutions, and 60.0% are filled through internal promotion from the following job group(s): I02.

F03 : TEN FAC Biological Sciences - This group consists of 21 employees, 11 females and 2 minorities. There are no placement goals for females or minorities at this time. As shown on the Availability Analysis, 30.0% of the vacancies are hired from United States, 10.0% are filled through training institutions, and 60.0% are filled through internal promotion from the following job group(s): I03.

F04 : TEN FAC Business and Economics - This group consists of 15 employees, 6 females and 7 minorities. There are no placement goals for females or minorities at this time. As shown on the Availability Analysis, 30.0% of the vacancies are hired from United States, 10.0% are filled through training institutions, and 60.0% are filled through internal promotion from the following job group(s): I04.

F05 : TEN FAC Chemistry - This group consists of 16 employees, 8 females and 1 minority. There are no placement goals for females or minorities at this time. As shown on the Availability Analysis, 30.0% of the vacancies are hired from United States, 10.0% are filled through training institutions, and 60.0% are filled through internal promotion from the following job group(s): I05.

F06 : TEN FAC Comm and Theatre Art - This group consists of 15 employees, 8 females and 0 minorities. There are no placement goals for females or minorities at this time. As shown on the Availability Analysis, 30.0% of the vacancies are hired from United States, 10.0% are filled through training institutions, and 60.0% are filled through internal promotion from the following job group(s): I06.

F07 : TEN FAC CSEPA - This group consists of 13 employees, 2 females and 2 minorities. There are no placement goals for females or minorities at this time. As shown on the Availability Analysis, 30.0% of the vacancies are hired from United States, 10.0% are filled through training institutions, and 60.0% are filled through internal promotion from the following job group(s): I07.

F08 : TEN FAC English - This group consists of 31 employees, 19 females and 0 minorities. There are no placement goals for females but minorities have a placement goal of 12.9%. As shown on the Availability Analysis, 30.0% of the vacancies are hired from United States, 10.0% are filled through training institutions, and 60.0% are filled through internal promotion from the following job group(s): I08.

F09 : TEN FAC Geography Geology - This group consists of 9 employees, 3 females and 1 minority. There are no placement goals for females or minorities at this time. As shown on the Availability Analysis, 30.0% of the vacancies are hired from United States, 10.0% are filled through training institutions, and 60.0% are filled through internal promotion from the following job group(s): I09.

F10 : TEN FAC Health Exer Sci Athl - This group consists of 8 employees, 4 females and 0 minorities. There are no placement goals for females or minorities at this time. As shown on the Availability Analysis, 30.0% of the vacancies are hired from United States, 10.0% are filled through training institutions, and 60.0% are filled through internal promotion from the following job group(s): I10.

F11 : TEN FAC History - This group consists of 15 employees, 5 females and 0 minorities. There are no placement goals for females or minorities at this time. As shown on the Availability Analysis, 30.0% of the vacancies are hired from United States, 10.0% are filled through training institutions, and 60.0% are filled through internal promotion from the following job group(s): I11.

F12 : TEN FAC Math - This group consists of 32 employees, 9 females and 12 minorities. There are no placement goals for females or minorities at this time. As shown on the Availability Analysis, 30.0% of the vacancies are hired from United States, 10.0% are filled through training institutions, and 60.0% are filled through internal promotion from the following job group(s): I12.

F13 : TEN FAC Music - This group consists of 12 employees, 3 females and 2 minorities. There are no placement goals for females or minorities at this time. As shown on the Availability Analysis, 30.0% of the vacancies are hired from United States, 10.0% are filled through training institutions, and 60.0% are filled through internal promotion from the following job group(s): I13.

F14 : TEN FAC Philosophy - This group consists of 12 employees, 0 females and 0 minorities. There are no placement goals for minorities, but females have a placement goal of 27.7%. As shown on the Availability Analysis, 30.0% of the vacancies are hired from United States, 10.0% are filled through training institutions, and 60.0% are filled through internal promotion from the following job group(s): I14.

F15 : TEN FAC Political Science - This group consists of 4 employees, 3 females and 1 minority. There are no placement goals for females but minorities have a placement goal of 70.9%. As shown on the Availability Analysis, 30.0% of the vacancies are hired from United States, 10.0% are filled through training institutions, and 60.0% are filled through internal promotion from the following job group(s): I15.

F16 : TEN FAC Psych and Education - This group consists of 18 employees, 11 females and 1 minority. There are no placement goals for females or minorities at this time. As shown on the Availability Analysis, 30.0% of the vacancies are hired from United States, 10.0% are filled through training institutions, and 60.0% are filled through internal promotion from the following job group(s): I16.

F18 : TEN FAC World Languages - This group consists of 4 employees, 4 females and 0 minorities. There are no placement goals for females or minorities at this time. As shown on the Availability Analysis, 30.0% of the vacancies are hired from United States, 10.0% are filled through training institutions, and 60.0% are filled through internal promotion from the following job group(s): I18.

F19 : FAC Emeritus - This group consists of 8 employees, 2 females and 1 minority. There are no placement goals for females or minorities at this time. As shown on the Availability Analysis,.

I01 : IAS Anthropology Sociology - This group consists of 6 employees, 2 females and 0 minorities. There are no placement goals for females or minorities at this time. As shown on the Availability Analysis, 75.0% of the vacancies are hired from Upper Midwest*, and 25.0% are filled through training institutions.

I02 : IAS Art - This group consists of 4 employees, 2 females and 0 minorities. There are no placement goals for females or minorities at this time. As shown on the Availability Analysis, 75.0% of the vacancies are hired from Upper Midwest*, and 25.0% are filled through training institutions.

I03 : IAS Biological Sciences - This group consists of 14 employees, 8 females and 0 minorities. There are no placement goals for females but minorities have a placement goal of 25.8%. As shown on the Availability Analysis, 75.0% of the vacancies are hired from Upper Midwest*, and 25.0% are filled through training institutions.

I04 : IAS Business and Economics - This group consists of 14 employees, 6 females and 0 minorities. There are no placement goals for females but minorities have a placement goal of 25.3%. As shown on the Availability Analysis, 75.0% of the vacancies are hired from Upper Midwest*, and 25.0% are filled through training institutions.

I05 : IAS Chemistry - This group consists of 16 employees, 3 females and 1 minority. There are no placement goals for minorities, but females have a placement goal of 47.4%. As shown on the Availability Analysis, 75.0% of the vacancies are hired from Upper Midwest*, and 25.0% are filled through training institutions.

I06 : IAS Comm and Theatre Arts - This group consists of 16 employees, 9 females and 2 minorities. There are no placement goals for females or minorities at this time. As shown on the Availability Analysis, 75.0% of the vacancies are hired from Upper Midwest*, and 25.0% are filled through training institutions.

I07 : IAS CSEPA - This group consists of 15 employees, 6 females and 1 minority. There are no placement goals for females or minorities at this time. As shown on the Availability Analysis, 75.0% of the vacancies are hired from Upper Midwest*, and 25.0% are filled through training institutions.

I08 : IAS English - This group consists of 67 employees, 42 females and 3 minorities. There are no placement goals for females but minorities have a placement goal of 22.4%. As shown on the Availability Analysis, 75.0% of the vacancies are hired from Upper Midwest*, and 25.0% are filled through training institutions.

I09 : IAS Geography Geology - This group consists of 15 employees, 3 females and 1 minority. There are no placement goals for females or minorities at this time. As shown on the Availability Analysis, 75.0% of the vacancies are hired from Upper Midwest*, and 25.0% are filled through training institutions.

I10 : IAS HES - This group consists of 4 employees, 3 females and 1 minority. There are no placement goals for females or minorities at this time. As shown on the Availability Analysis, 75.0% of the vacancies are hired from Upper Midwest*, and 25.0% are filled through training institutions.

I11 : IAS History - This group consists of 6 employees, 1 female and 0 minorities. There are no placement goals for females or minorities at this time. As shown on the Availability Analysis, 75.0% of the vacancies are hired from Upper Midwest*, and 25.0% are filled through training institutions.

I12 : IAS Math - This group consists of 57 employees, 25 females and 5 minorities. There are no placement goals for females but minorities have a placement goal of 22.8%. As shown on the Availability Analysis, 75.0% of the vacancies are hired from Upper Midwest*, and 25.0% are filled through training institutions.

I13 : IAS Music - This group consists of 57 employees, 23 females and 7 minorities. There are no placement goals for females or minorities at this time. As shown on the Availability Analysis, 75.0% of the vacancies are hired from Upper Midwest*, and 25.0% are filled through training institutions.

I14 : IAS Philosophy - This group consists of 6 employees, 1 female and 1 minority. There are no placement goals for females or minorities at this time. As shown on the Availability Analysis, 75.0% of the vacancies are hired from Upper Midwest*, and 25.0% are filled through training institutions.

I15 : IAS Political Science - This group consists of 1 employee, 0 females and 1 minority. There are no placement goals for females or minorities at this time. As shown on the Availability Analysis, 75.0% of the vacancies are hired from Upper Midwest*, and 25.0% are filled through training institutions.

I16 : IAS Psych and Education - This group consists of 9 employees, 4 females and 0 minorities. There are no placement goals for females or minorities at this time. As shown on the Availability Analysis, 75.0% of the vacancies are hired from Upper Midwest*, and 25.0% are filled through training institutions.

I18 : IAS World Languages - This group consists of 6 employees, 4 females and 2 minorities. There are no placement goals for females or minorities at this time. As shown on the Availability Analysis, 75.0% of the vacancies are hired from Upper Midwest*, and 25.0% are filled through training institutions.

UW Colleges encourages employees to pursue promotion opportunities and training to prepare for new jobs and maintain and improve performance, and uses alternate recruitment sources when necessary to attract more qualified external applicants.

* Custom Census Area Information

Upper Midwest: (Areas were combined by weighted percentages), Illinois - 0400000US17 : 14.29%,
Indiana - 0400000US18 : 14.29%, Iowa - 0400000US19 : 14.29%, Michigan - 0400000US26 : 14.29%,
Minnesota - 0400000US27 : 14.29%, Ohio - 0400000US39 : 14.29%, Wisconsin - 0400000US55 : 14.29%

RELIGION AND NATIONAL ORIGIN DISCRIMINATION GUIDELINES

41 CFR Section 60-50

UW Colleges reaffirms its policy to afford equal employment opportunity to all individuals.

Neither national origin nor religion is a factor in recruitment, selection, promotion, transfer, termination, or participation in training. The following activities are undertaken to ensure that religion and national origin are not used as a basis for employment decisions:

1. Employment practices are reviewed to ensure that members of particular religious and/or ethnic groups are given equal employment opportunities.
2. All employees, including supervisors, managers, and executives are informed of our commitment to provide equal employment opportunity without regard to religion or national origin.
3. Recruitment sources are informed of our commitment to provide equal employment opportunity without regard to religion or national origin.
4. Internal procedures exist to implement equal employment opportunity without regard to national origin or religion.

ACCOMMODATION FOR RELIGIOUS OBSERVANCE AND PRACTICE

41 CFR Section 60-50.3

The religious observances and practices of employees are accommodated by UW Colleges, except where such accommodation would cause undue hardship on the conduct of business. The accommodation offered is determined by considering business necessity, financial expense and any personnel coverage problems that may result.

NONDISCRIMINATION

41 CFR Section 60-50.5

UW Colleges does not discriminate against any qualified employee or applicant because of race, color, sex, sexual orientation, gender identity, age, disabled, or veteran status in implementing the policy concerning nondiscrimination based on religion or national origin.