

## **ROLE OF THE UNIT AFFIRMATIVE ACTION OFFICER**

- Be knowledgeable about requirements for employment, laws and regulations, and NCSU procedures.
- Review and approve unit paperwork with particular attention paid to timeliness of forms submitted and adequacy of explanations and justifications in recruitment reports.
- Advise search committees.
- Provide information on availability for the unit's disciplines and on conferences and publications for recruitment and advertisement.
- Serve as a resource for the college or unit's Affirmative Action Contacts.
- Advocate for the unit with sensitivity to the unit's needs in regard to new personnel, upcoming searches, and best means for the unit to achieve its hiring goals.
- Advocate for new procedures that fit the reality of the unit's financial resources and operation.
- Assist the Affirmative Action Officer in periodic evaluations to determine the effectiveness of the EEO/AA program.



## Checklist for Unit Affirmative Action Officers

The Unit Affirmative Action Officers in each College and Division of the University serve in a very important role. They assist in all aspects of the hiring process for EPA employees by reviewing and signing all recruitment paperwork. To this end, it is important that they have some guidelines to assist in their reviews. The intent of this checklist is to provide this resource for Unit AA Officers for when they are reviewing recruitment activity via the online employment system (PeopleAdmin). Unit AA Officers should also check with their individual Deans or Unit Heads to incorporate the expectations of these key administrators in all aspects of the hiring process in which they are involved. This may include assisting with search committees, recruitment activities, and affirmative action plan goals and activities. Additionally, Unit AA Officers should be in contact with the Office for Equal Opportunity whenever they have any questions or concerns. The Office for Equal Opportunity will be responsible for imparting any updates to information or procedures to the Unit AA Officers to keep them up-to-date on important equal opportunity information.

### EPA Vacancy Notice

- Review the application deadline suggested by the hiring department. It should reflect an adequate amount of time to allow applicants to find out about the job and be able to reply. OEO expects a minimum of four (4) weeks between the posting of a position and the application deadline.
- Some departments will put “Open until filled” for the application deadline date. This line should not stand alone, but should also say “review of applications to begin {mm-dd-yyyy}.” This gives applicants an idea of the expectations and timeline of the committee.
- Check to make sure the job description and required qualifications do not reflect unlawful or discriminatory phrases (e.g., “seeking **young** computer consultant,” etc.).
- Review the job description to ensure that it lists the essential and marginal functions.
- Review the qualifications to ensure that it lists the preferred and required qualifications.
- Review the proposed recruitment activities. Encourage departments to select strategies that will solicit a diverse pool of applicants and encourage women and minorities to apply.
- Ensure that all advertisements have included in them (1) the equal opportunity/affirmative action employer clause, (2) the reasonable accommodations clause, and (3) the sexual orientation statement.
- Offer assistance to search committees to sit in on their meetings as an unbiased and neutral observer, as well as an advocate for equal opportunity and diversity.
- Ensure that search committees schedule a “search committee orientation” with an Equal Opportunity Officer from the Office for Equal Opportunity, (515-3148).

### Interim Recruitment Report

- Generally, the interim recruitment report is not submitted prior to the advertised application deadline. An exception to this is when an advertised deadline states “open until filled.” If an application deadline is stated “Open until filled, with review of applications to begin {mm-dd-yyyy},” an interim recruitment report can be submitted while the search committee continues to review applications received.

- Pay particular attention to the interim recruitment report, ensuring that there are sufficient and explicit explanations for the exclusion of each candidate and/or for their non-selection as a finalist. Every applicant must be accounted for either on either the interim or final recruitment report. All applicants must be given a status in the online employment system.
- Ensure that the reasons for exclusions do not reflect unlawful or discriminatory information. The term “overqualified” is unacceptable.
- Review the EEO reports available in PeopleAdmin to ensure there is diversity in the applicant pools for your unit’s recruitments. Share this information with the dean or vice chancellor of your unit.

### **Final Recruitment Report**

- Pay particular attention to the final recruitment report, ensuring that there is a status for every candidate. Every candidate must be accounted for by this stage, either on the interim report or the final report.
- Review the vacancy information to ensure the candidate to whom the position will be offered meets or exceeds the advertised qualifications. If candidates do not meet the advertised qualifications, the hiring department should be contacted for additional information and explanation.

### **Time-Limited Appointments**

- If this position is not a post-doc, then the maximum appointment length is 1 year at a time, with two years of eligibility. A second recruitment action must be submitted via the online employment system to request an additional or second year of a time-limited appointment.
- No retroactive appointments or backdating is allowed.
- Time-limited appointments for post-docs may be submitted once for a maximum five-year appointment. No subsequent actions would need to be submitted on the online employment system.
- Be sure to include the needed attachments (resume/c.v., justification for time-limited request, organizational chart, etc.)
- If any advertisements, interviews or other recruiting activities occurred prior to the request, documentation of these activities must be attached when the time-limited request is submitted to HR.
- Please check with the hiring department when a time-limited request is submitted to be sure that they are aware that the appointment is for ONE YEAR ONLY (non-post-docs.) If they anticipate that they will need to fill the position PERMANENTLY at a later point in time, they should seriously consider conducting a search at this point. Otherwise, they will be required to conduct a search to fill the position at the end of the time-limited appointment.

### **Waivers**

- Hiring officials should contact the vice provost for equal opportunity & equity a request to waive recruitment procedures **prior** to submitting a waiver request via the online employment system, fax, or campus mail.
- If any advertisements, interviews or other recruiting activities occurred prior to the request, documentation of these activities must be indicated on the online employment system or included as an attachment.

- Waivers must have a memorandum of justification, addressed to Joanne Woodard, Vice Provost for Equal Opportunity, attached to them. Waivers will be considered on a case-by-case basis, so the justification memorandum must provide adequate and full explanation for the Vice Provost to review the request.
- It is required that the candidate's resume or curriculum vita be attached to the memorandum to assist in the review.

### **Other Considerations**

- Always be willing to stand as an advocate for equal opportunity and diversity in your college.
- Bring up issues of equal opportunity and diversity in all areas of discussion, particularly if you recognize that they might be overlooked in some circumstances.
- Contact the Office for Equal Opportunity for any questions you may have about issues. The laws and University regulations are sometimes complex in these areas; so do not be afraid to ask us. We are more than happy to assist!
- Please feel free to bring any issues to our attention at any point in time. We are open to your suggestions and input, and welcome them as valuable feedback loops for our work.
- Also note that there is an Equal Opportunity Advisory Committee. Any issues that arise may be brought to any representative of that committee or to the committee itself via the Office for Equal Opportunity.
- If you recognize the need for any training on equal opportunity issues, please contact our office. We can provide sessions on harassment and discrimination based on the protected categories, equal opportunity in employment and pre-employment, recruitment strategies, Americans with Disabilities (ADA) issues, and various other topics.