

**Office for Equal Opportunity Assessment Plan**

The focus of the plan is the expected outcomes.

Item Number	Responsible Staff Member(s)	Area of Responsibility	Deadline	Goal	Implementation Strategy	Measure	Expected Outcome	Actual Outcome	Implications
1	1. VPEOE & AVP 2. AVP & EA	Affirmative Action	SPA Plan Updates to OSP by March 1	1, 3	1. Update NCSU EEO Plan per DOL's OFCCP requirements and submit plan annually to OSP. 2. In conjunction with EEO plan revision, conduct adverse impact analysis with applicant data from HR.	1. Timely completion of plan updates. Plan approved & letter of compliance received from Office of State Personnel (or OFCCP, if audited). 2. Completion of analysis reports on annual basis.	Compliance with state requirements and federal AA requirements.	NCSU's EEO Plan was submitted to the Office of State Personnel on March 1, 2007 and approved on May 8, 2007.	NCSU remains in compliance with all federal and state AA requirements
2	1. VPEOE & AVP 2. AVP & EA 3. VPEOE & AVP	Affirmative Action	1. May 31 2. April/May 3. Review web site June	3, 5, 6	1. Provide and discuss college/division EEO plan with deans/vice chancellors annually. 2. Provide SPA EEO data to HR annually. 3. Post university EEO Plan on OEO web site.	1. Verbal feedback from deans & vice chancellors during annual review. 2. Online employment system accurately indicates targeted and non-targeted positions. 3. Review plan on web site in June to ensure the plan is current.	1. College/division deans/vice chancellors will identify trends, problem areas, and successes in recruitment and retention of faculty and staff. They will be able to explain current EEO data related to their unit so that they can assist hiring officials in the recruitment and hiring of women and minorities. 2. HR will be able to identify for hiring officials which SPA positions are targeted for recruitment of women and minorities. 3. University administrators and employees will have access to current university goals and information related to EEO and AA.	2007 EEO Plan is posted on OEO web site and staff assigned to OEO are currently meeting with College Deans to discuss preparation of Unit Action Plans. 2. Scheduled to meet with HR on July 11, 2007 to discuss SPA targeted recruitment.	1. College Deans and other major administrative units will submit Unit Actions Plans designed to address minority and female under representation in their respective units no later than August 10, 2007. 2. HR will identify targeted SPA by EEO 6 job groups no later than August 10, 2007.
3	AVP	Affirmative Action	Report of evaluations end of each semester.	3, 4, 6	Educate faculty, staff and students on EEO/AA through supervisory series & open enrollment	Evaluation immediately after training on evaluation form.	Faculty, staff and students will identify EEO/AA laws, policies and procedures and know where to seek assistance.	Training sessions were conducted in September 2006 and February 2007. Approximately 80 participants attended.	Participants have an understanding of equal opportunity laws and university policies that ensure nondiscrimination in the workplace.
4	VPEOE	Affirmative Action	Ongoing	1, 3	Certify NCSU as having non-segregated facilities, AA and EEO compliance as required by OFCCP regulations and as requested by vendors.	Completed certification forms returned to vendors & others upon request.	Compliance with federal AA requirements.	Forms were completed as received by OEO.	NCSU remains in compliance with all OFCCP and other requirements. University was able to continue to do business with companies and universities who are also federal contractors.
5	VPEOE	Affirmative Action	30-Sep	1, 3	Complete NCSU's VETS-100 Report annually for submission to federal Department of Veterans Affairs	Completed report submitted by stated deadline.	Compliance with federal requirements.	Completed VETS-100 Report was submitted to UNC-GA for transmittal to the Bureau of Veterans Affairs on Sept. 15, 2006.	NCSU remains in compliance with federal requirements.

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6	VPEOE, DEHPP, AVP, AVPDC	Civil Rights Complaint Resolution	On-going & June	1, 2	Address and resolve civil rights complaints	Follow up with complainant. Review in June number of complaints and resolutions.	Compliance with federal, state, UNC system requirements	Addressed 51 complaints of discrimination and harassment brought to OEO's attention; 43 resolved informally and 8 resolved formally. The largest percentage of complaints were based on sex (47%).	Complaints appropriately addressed within NCSU
7	AVPDC	Disability & Accommodation Services	Report of evaluations end of each semester.	4	Educate supervisors on disability accommodations	End of training evaluations. Feedback from participants in the accommodations process.	Supervisors will be able to respond appropriately to a request for a reasonable accommodation and to identify DSO as a resource.	Evaluation instrument created June 2007 to be used beginning July 1, 2007.	Beginning July 2007, supervisors will be able to provide post-training feedback.
8	AVPDC	Disability & Accommodation Services	Review and summarize annually (May)	3, 4	Enhanced and increased outreach opportunities for internal and external communities regarding disability awareness and accommodations	Track outreach opportunities	Internal and external communities will be exposed to laws /university policies and ADA resources.	Training sessions were conducted throughout the academic year. Twenty-five presentations were completed with over 8,000 people attending.	Internal and external participants have an understanding of the ADA, university policies, and available resources.
9	AVPDC	Disability & Accommodation Services	Feedback received continually; results compiled in June by DSO	1	Facilitate the disability eligibility process and the provision of reasonable accommodations to persons with disabilities through DSO	Feedback regarding eligibility process and feedback regarding reasonable accommodations.	Compliance with federal and state requirements	Evaluation instrument created June 2007 to be used beginning July 1, 2007.	Beginning July 2007, participants in the disability eligibility process will be able to provide feedback.

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10	DEHPP	Discrimination & Harassment Prevention	Review and summarize two times per year (end of fall and summer)	3, 4, 6	Educate faculty, staff and students on university's unlawful discrimination and harassment policies via workshop and on-line training (1. Presentations at new and transfer student orientations, and 2. Unlawful harassment prevention trainings offered to new and current employees. 3. Implement mandatory training for employees.)	1. Responses to questions on student orientation assessment survey. 2. Responses and feedback from evaluations distributed to employees who participate in unlawful harassment prevention trainings.	New and current faculty, staff and students will be able to identify their EO rights, laws, university's unlawful discrimination and harassment policies and procedures and know where to seek assistance.	Of the 4529 students participating in New Student Orientation, 97.6% either strongly agreed (66.4%) or agreed (31.2%) that they were aware of the policies and procedures regarding discrimination and harassment, and 93.9% either strongly agreed (57.6%) or agreed (36.3%) that they knew where to seek assistance for discrimination or harassment. For employees, nearly 100% of employees reported feeling satisfied or very satisfied about NCSU's preventative measures against unlawful workplace harassment.	Incoming students and employees understand NCSU's policies on discrimination and harassment and are knowledgeable about where to seek assistance.
11	DEHPP	Discrimination & Harassment Prevention	Report of evaluations end of each semester.	1, 3, 4, 6	Educate supervisors and administrators on university's unlawful discrimination and harassment policies. Implement supervisor-specific mandatory training.	Feedback from program evaluations	Supervisors and administrators will be able to identify the level of responsibility they have addressing complaints of unlawful harassment and that OEO is a resource for them when dealing with complaints.	Obtaining evaluation results from HR	
12	DEHPP	Discrimination & Harassment Prevention	June	2	Provide accessible methods for complaint intake (in person, telephonic, on-line, through a supervisor or HR), and maintain database of harassment complaints.	Track complaints and review database yearly to identify patterns.	Identify repeat offenders, trends related to protected classes and troubled departments.	Complaints accepted through various methods (telephone, online, in person, referral). Database tracks departments and types of allegations.	Data is available to answer questions about complaint statistics as well as for internal reference to prior complaints.
13	AVP	Employment	Interviews On-going. Report in October	5	Conduct faculty exit interviews of at least 50% of separating faculty. Provide annual written and oral report to Board of Trustees. Disseminate exit interview information to deans and provost.	Track reasons for separation & retention of faculty during interviews. Compare data from Board of Trustees report annually.	Administrators will have information that will help them in the recruitment and retention of faculty.	As of June 30, 2007, exit interviews were conducted with twenty (20) separating EPA employees.	Need to explore other avenues for increasing the number of employees who participate in exit interviews.

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14	VPEOE & EA	Employment	Track information on from PeopleAdmin system as well as anecdotal information. Yearly review of tracked information in July.	5	Facilitate Faculty Spousal Market Hiring Program. Offer packages that successfully address work/life balance issues for prospective employees.	Track spousal hiring forms and departmental hiring forms for acceptance and loss of first choice candidate	Successful recruitment and hiring of dual career couples	Facilitated departmental requests regarding hiring trailing academic spouses. VPEOE serving on faculty diversity task force that is considering issues such as dual career couples. HR-Employment is enhancing its efforts to provide spousal hiring assistance to non-academic trailing spouses.	NCSU will be perceived as work-family friendly. More dual career couples will consider NCSU as a "great place to work."
15	OEO Staff	Employment	Monthly review	6	Participate in Personnel Connections activities (including meetings and listserv). Serve on Joint Personnel Issues Group with HR, HR Advisory Committee, and attend Personnel Roundtable meetings.	Informally, monitor response to information distributed via Personnel Connections, Personnel Issues Group, HR Advisory and Personnel Roundtable.	A) Personnel representatives will disseminate information regarding key OEO issues to faculty and staff B) Communicate EO issues to Internal partners	At least one OEO staff member attended Personnel Connections monthly meetings. VPEOE introduced new staff members at January Personnel Connections meeting. OEO staff utilized Personnel Connections listserv to disseminate information on OEO programs and faculty exit interviews.	OEO should continue to use this venue to share information with the campus community.
16	VPEOE	Employment	Ongoing	1	Review requests to classify new faculty positions submitted by deans to OEO for approval	Request reviewed within 48 hrs to ensure positions meet the criteria to be classified as faculty (research, teaching, extension).	Compliance with federal and state laws, UNC system and NCSU requirements	Requests to classify new faculty positions completed upon request and within time frame stated after requests are received by OEO.	Departments are able to expeditiously begin the recruitment process. OEO needs to investigate (with HR-Classification) putting this process online.
17	VPEOE & AVP	Employment	Report of evaluations end of each semester.	4, 5	Conduct search committee orientations and provide on-line search committee orientation for all search committees.	Feedback from orientation evaluations.	Search committee members will become familiar with procedures and strategies to increase diversity of applicant pools and hire the best-qualified candidates	From December 2006 through June 2007, a total of seventeen (17) SCO were held. Twenty (20) participants completed the online search committee module during the 2006-07 academic year.	Need to explore other avenues for increasing the number of search committees requesting orientation.

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18	VPEOE & EA	Employment	Ongoing	1	Review recruitment and selection process and hiring decisions for compliance (interim and final recruitment forms and requests for "waivers of recruitment procedures")	All submittals will be reviewed for compliance.	All hiring decisions are compliant with federal and state laws, UNC system and NCSU requirements	During the year, to date, OEO staff have reviewed more than 800 individual employment actions	All submittals have been reviewed and deemed in compliance.
19	VPEOE, DEHPP, AVP, DOE	Employment	Review Annual Report in June	7	Serve as mediators in University Mediation Program coordinated by HR and as outlined in Administrative Regulation Mediation Procedure for Faculty & Staff	Participation of all trained OEO employees in mediations and attendance at mediation meetings.	Support faculty and staff alternative dispute resolution system	OEO staff has not been contacted to serve as mediators 2006-07.	Need to follow up with Human Resources regarding mediation program.
20	DEHPP	Equity	July	4	Serve as ex-officio member to provide information to the Council on the Status of Women	Gather feedback from the Council	Educate the Council on the Status of Women on gender equity issues	Participation on the Council and kept Council up-to-date on OEO-related issues relevant to women	Opportunity to share information about OEO as well as gather information for OEO's use within the campus from other departments throughout the University.
21	VPEOE	Equity	June	6, 7	Facilitate Provost's Office support for BRIDGES (Academic Leadership for Women) Program. Conduct at least one Bridges information session annually. Serve as campus liaison for WANCHE.	Survey of past BRIDGES participants. Annual participation of NCSU women in Bridges Program. Review campus climate surveys as available. Track NCSU workforce data for number of women in administration.	Increased numbers of NCSU faculty & staff women entering administrative ranks	BRIDGES information session held on April 4, 2007. Information disseminated to DVCs and campus community via email and University Bulletin. VPEOE asked to serve on BRIDGES advisory board. Five NC State women accepted to BRIDGES XV class to begin in Sept. 2007.	Need to work with AVP for faculty and staff diversity to determine effectiveness of BRIDGES in preparing women to assume leadership positions in the academy at NCSU or other institutions.
22	VPEOE	Equity	Every 3 years (Equity Study)/As Needed (Resolution)	1, 5	Assist UPA with Faculty Salary Equity Study. Facilitate resolution of salary equity concerns raised by faculty.	Results of Equity Study. Track changes in salaries.	Identifying areas of inequity to target strategies for the elimination of race and gender inequities in faculty salaries	Faculty Salary Equity Study completed by UPA and shared with Provost and at Deans Council meeting on May 24, 2007.	Need to conduct separate equity study on faculty in each of the smaller colleges. Provost and university administration needs to identify funding to address inequities identified in the study. Conduct study again in spring 2010 using fall 2009 data.

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23	VPEOE or DEHPP	Equity	Ongoing	1, 3	Serve as University's Title IX Coordinator and serve on the Athletic Gender Equity Committee. Title IX concerns will be resolved in partnership with applicable campus units and departments.	Investigate and recommend resolution of Title IX concerns	Compliance with Title IX	Served on Athletics Gender Equity Committee.	Continue to work with Athletics and AVP faculty and staff diversity on issues of equity.
24	DOE	Outreach & Education of Equal Opportunity Issues	30-Jun	1, 4, 6, 7	Provide EOI workshops that share action strategies.	End of the year program evaluation. End of year final reflection journals. Evaluation immediately following all EO workshops.	Participants will modify actions to create fair, equitable and welcoming education and services for students and employees	<b>Final Reflection Journal:</b> 90 comments <b>Workshop Evaluations 2006-07:</b> 3.2 for Future Application <b>End of Program Evaluation 2006-07:</b> 3.62 average for "challenged me to apply this to my work environment" (4.0 = Strongly Agree)	Continue to offer workshops and continue to emphasize action strategies and application.
25	DOE	Outreach & Education of Equal Opportunity Issues	Review May and June	1, 4, 6, 7	Provide Equal Opportunity Institute workshops that share EO laws, policies, procedures and resources.	Pre-test/Post-test. Evaluation immediately following all EO workshops. Final reflection journals. End of program evaluation	Participants will identify EO laws, policies and procedures and be able to find resources to learn more about equal opportunity.	<b>Pre-post:</b> No statistically significant results obtained. <b>Final Reflection Journal:</b> 88 comments <b>Workshop Evaluations 2006-07:</b> 3.4 Average for "Increased knowledge" <b>End of Program Evaluation 2006-07:</b> 3.85 average for "able to identify law, policies and procedures", for 3.62 "able to find resources" (4.0 = Strongly Agree)	Evaluations indicate participants are learning laws, policies and procedures. Continue to work on pre-post test to ensure that learning is more than perception. Continue to offer EOI.
26	DOE	Outreach & Education of Equal Opportunity Issues	May	7	Coordinate campus affiliate chapter of NCBI monthly team meetings that provide opportunities for practice and further development	Survey facilitators annually	Facilitators will articulate increased knowledge related to diversity and improve skills to present diversity training	Survey currently being conducted.	
27	DOE	Outreach & Education of Equal Opportunity Issues	May	7	Participation in Carolina Coalition and Caucus Meetings. Share information and development learned with NCSU team members.	Survey facilitators annually. Track team enhancements based on information gained from Coalition and Caucus meeting participation.	Facilitators will gain information for enhancing NCBI campus team	Survey currently being conducted.	

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28	DOE	Outreach & Education of Equal Opportunity Issues	June	7	Provide workshops on prejudice reduction ("Building Bridges"; Controversial Issues Workshops)	Evaluation after each workshop. EOI Final Reflection Journals	Faculty, staff and students will identify discrimination and gain awareness of how to handle interpersonal and inter group conflicts	<b>Final Reflection Journal:</b> 11 comments <b>Workshop Evaluations 2006-07:</b> 3.4 Average for Increased knowledge, 3.2 Average for future application(4.0 = Strongly Agree)	Feedback indicates that participants are gaining expected outcome. Continue to offer NCBI.
29	DOE	Outreach & Education of Equal Opportunity Issues	June	1, 4, 6, 7	Publicize equal opportunity programs (i.e., office newsletter ( <i>Equal_Op</i> ), University Bulletin, Technician, Staff Voice, and NCSU web sites)	Program evaluations: "How did you hear about this workshop?" Track number of participants each year.	Increase participation of faculty, staff and students in OEO programs	<b>Workshop Evaluations 2007:</b> Participants learned about the workshop via the following - 3.5 average from EOI, .1 from flyer, .4 from University Media, .5 from website, 1 from other	Recommend to continue to assess this for another year and then determine what type of publicity is most effective.
30	DOE	Outreach & Education of Equal Opportunity Issues	April	7	Conduct All Circles Meetings. Administer Listserv. Provide facilitator training. Conduct Study Circles II.	Survey Study Circles graduates subscribed to listserv. Study Circles II program evaluation.	Study Circles graduates who continue to participate in the Study Circles program will develop further insights on race and race relations and continue planning to improve campus community.	<b>Study Circles II Evaluations:</b> 1.3 increased knowledge (1.0 = Strongly Agree) List serv survey currently being conducted.	
31	DOE	Outreach & Education of Equal Opportunity Issues	Compile after each circle/ Review with Steering team May	7	Coordinate NCSU Study Circles.	Participant pre & post test. Program evaluation. EOI Reflections Journals	Faculty, staff, and students will develop insights regarding race and race relations and create action plans toward improving race relations on campus and/or the community	<b>Pre-post test:</b> No statistically significant results obtained. <b>End of Circle Evaluations:</b> 2006-07 1.8 average for applied insights and perspectives discussed, 1.6 for intend to participate in other forms of dialogue (1.0 = Strongly Agree)	Evaluations indicate participants are gaining insights and are intending to continue learning. Recommend continue Study Circles.
32	All Staff	Outreach & Education of Equal Opportunity Issues	June	7	Collaborate with other on campus and off campus partners to provide diversity programming	Track number and variety of opportunities from year to year and units participating. Review OEO program calendars and annual reports.	Increase opportunities other than OEO programs to develop participants' knowledge and appreciation of equal opportunity and diversity	<b>Offerings included:</b> Opening Doors, Conference presentation at RWHRMA, Conference presentation at NACADA	
33	EA	Outreach & Education of Equal Opportunity Issues	June	7	Coordinate BASIC Race Awareness Seminars	Program evaluations.	Faculty, staff and students will break down stereotypes and prejudices and create action plans for improving interracial understanding.	This workshop was not conducted this year.	Explore funding opportunities to ensure workshop is held at least annually.