

Office for Equal Opportunity (OEO)

June 2009

The Office for Equal Opportunity (OEO) is housed in the Provost's unit and is directed by Joanne G. Woodard, vice provost for equal opportunity and equity. The Disability Services Office (DSO) reports to the vice provost. See the Office for Equal Opportunity website at http://www.ncsu.edu/equal_op.

Location: 1 Holladay Hall

Office Hours: 8:00 a.m.-5:00 p.m.

Areas of Responsibility

Affirmative Action

- Serve as University's Affirmative Action Officer to facilitate compliance with federal Executive Order 11246, applicable State of North Carolina and UNC system requirements

Affirmative Action Plans (AAPs)

- Update NC State University Equal Opportunity Plan per Department of Labor's Office of Federal Contract Compliance Program requirements and submit annually (March 1) to Office of State Personnel (OSP)
- Conduct adverse impact analysis with applicant data requested from Human Resources

Compliance Certification

- Certify NC State University as having non-segregated facilities, affirmative action and equal opportunity compliance as required by OFCCP regulations and as requested by vendors

VETS-100 Report

- Complete NCSU's VETS-100 Report annually (September) for submission to federal Department of Veterans Affairs

Civil Rights Complaint Resolution

Provide resolution to civil rights complaints

Disability & Accommodation Services

- Serve as university's ADA Coordinator and 504 Officer to facilitate compliance with Americans with Disabilities Act and Rehabilitation Act
 1. Facilitate process for providing reasonable accommodations to faculty, staff, students and visitors
 2. Collaborate and coordinate with campus departments and units to ensure compliance with ADA and 504
 3. Serve on Raleigh Mayor's Committee for Persons with Disabilities
 4. Serve as ex-officio member of Physical Environments Committee (university standing committee)
 5. Develop Administrative Regulations (as needed)
 6. Coordinate activities of the Disabilities Compliance Advisory Team (DCAT)
 7. Serve as member of Association of Higher Education and Disability (AHEAD) and North Carolina Association of Higher Education and Disability (NCAHEAD)

Discrimination & Harassment Prevention

- Investigate complaints of harassment and discrimination
- Maintain database of discrimination and harassment complaints
- Provide training to departments and units on university's unlawful workplace harassment policy
- Coordinate activities of Harassment Prevention Outreach/Education Advisory Group
- Develop and update policies, administrative regulations and/or standard operating procedures as needed regarding harassment and discrimination

Employment

Recruitment

- Work with Human Resources to review hiring procedures and recruitment activity for compliance with equal opportunity/affirmative action requirements
- Conduct search committee orientations
- Review selection process and hiring decisions for compliance (interim and final recruitment forms and requests for “waivers of recruitment procedures”)
- Facilitate Faculty Spousal Market Hiring Assistance Program

Position Classification

- Review requests to classify new faculty positions and requests to change the title and/or duties of existing faculty positions

Other

- Conduct faculty exit interviews and provide annual report to Board of Trustees
- Serve as mediators in University Mediation Program coordinated by Human Resources and as outlined in Administrative Regulation (**Mediation Procedure for Faculty & Staff**)
- Participate in New Employee Orientation activities

- Serve on Personnel Roundtable with Human Resources
- Participate in Personnel Connections activities (including meetings and Listserv)

Equal Opportunity

- Serve as university's Equal Opportunity Officer
 1. Review recruitment activities for compliance with equal opportunity guidelines
 2. Develop, review and update policies for university community related to equal opportunity
- 3. Provide training to departments and units on equal opportunity
- 4. Coordinate activities of the Equal Employment Opportunity Advisory Committee (EEOAC)

Equity

- Serve as University's Title IX Coordinator
- Assist University Planning & Analysis (UPA) with Faculty Salary Equity Study
- Facilitate resolution of salary equity concerns raised by faculty
- Coordinate Provost's Office support for BRIDGES (Academic Leadership for Women) Program
- Serve as campus liaison for Women Administrators in North Carolina Higher Education (WANCHE)
- Serve as ex-officio member of the Council on the Status of Women

Outreach & Education of Equal Opportunity Issues

- Provide workshops to university community on harassment prevention, disability accommodation, and equal employment opportunity
- Coordinate Equal Opportunity Institute (EOI)
- Publicize equal opportunity concerns through office newsletter (*Equal_Op*), University Bulletin, Technician, Staff Voice, NCSU web sites, and direct mailings
- Coordinate campus affiliate chapter of NCBI (National Coalition Building Institute), provide workshops on prejudice reduction ("Building Bridges"), and serve as member of the Carolina Coalition
- Coordinate Study Circles on Race & Race Relations programs for NCSU faculty, staff, and students
- Collaborate with Diversity & Inclusion and other campus units to provide campus diversity programming