UNIVERSITY OF CALIFORNIA, RIVERSIDE

ACADEMIC PERSONNEL

AFFIRMATIVE ACTION PLAN
WHICH INCLUDES COVERED VETERANS
AND INDIVIDUALS WITH DISABILITIES

EFFECTIVE MARCH 1, 2010 THROUGH FEBRUARY 28, 2011
Table of Contents

I. INTRODUCTION 1

II. UNIVERSITY OF CALIFORNIA, RIVERSIDE, AFFIRMATIVE ACTION POLICY 2

III. INTERNAL AND EXTERNAL DISSEMINATION OF EEO POLICY STATEMENT
   A. Internal 2
   B. External 3
   C. Existence/Availability of Affirmative Action Plan 3

IV. DESIGNATION OF RESPONSIBILITY [41 CFR 60-2.17(a)] 4

V. INTERNAL AUDIT AND REPORTING SYSTEM [41 CFR 60-2.17 (d)] 7

VI. WORKFORCE ANALYSIS [41 CFR 60-2.11 (c)] AND JOB GROUPS ANALYSIS [41 CFR 60-2.12]
   A. Workforce Analysis 8
   B. Job Groups 8

VII. AVAILABILITY [41 CFR 60-2.14] 9

VIII. UTILIZATION [41 CFR 60-2.15] – COMPARING INCUMBENCY TO AVAILABILITY 12

IX. PLACEMENT GOALS [41 CFR 60-2.16] 18

X. IDENTIFICATION OF PROBLEM AREAS [41 CFR 60-2.17(b)]
   ANALYSIS OF PERSONNEL ACTIVITIES [41 CFR 60-2.17(b)(2)] 19
   1. New Hires 19
   2. Merits and Promotions 20
   3. Academic Separations 20

XI. COMPENSATION [41 CFR 60-2.17(b)(3)] 21

XII. ACTION-ORIENTED PROGRAMS [41 CFR 60-2.17(c)] DEVELOPMENT AND EXECUTION OF PROGRAMS 21
   A. Execution of Programs 21
   B. Summary of Specific Efforts and Policies – Academic Employees 21
      1. Recruitment 21
      2. Selection 22
      3. Policy on Employment of Relatives 22
      4. Development 22
      5. Promotion 22
      6. Merit Increases 23
      7. Nonrenewal of Appointment 23
8. Salary 23
9. Leave Policy 23
10. Grievance Procedures 24
11. Training 24
12. Recruitment & Diversity 24
13. Diversity of Search Committees 24
14. Assessment of Deans 24
15. Campus Resources 25
16. Office of Faculty & Staff Affirmative Action 25
17. Title IX/Sexual Harassment Office 25
18. Office of the Ombudsperson 25
19. Diversity Related Committees 25
   A. UCR’s Academic Senate Committee on Affirmative Action 25
   B. The Chancellor’s Concerned Citizens Advisory Committees 25
20. Diversity Website 25
21. Diversity Education and Training Initiatives 26

XIII. COMPLIANCE WITH SEX DISCRIMINATION GUIDELINES [41 CFR 60-20] 26

XIV. COMPLIANCE WITH GUIDELINES ON DISCRIMINATION BECAUSE OF RELIGION OR NATIONAL ORIGIN [41 CFR 60-50] 27

XV. AFFIRMATIVE ACTION PLAN FOR INDIVIDUALS WITH DISABILITIES AND COVERED VETERANS [41 CFR 60-741] [41 CFR 60-250] [41 CFR 60-300] 28
   A. Policy 28
   B. Definitions 28
   C. Dissemination of Policy 29
   D. Affirmative Action Plan 30
   E. Self-Identification 30
   F. Responsibilities for Implementation 30
   G. Policies, Procedures, and Practices 31
   H. Employment Practices and Actions 31
   I. Accommodations To Physical and Mental Limitations 31
   J. Consideration of Qualifications 32
   K. Establishments of Job Qualifications 32
   L. Recruitment 33
   M. Selection 33
   N. Compensation 33
   O. Audit and Reporting System for Individuals with Disabilities and Covered Veterans 33
   P. Privacy of Information 33

APPENDIX

A. Title Codes in Academic Job Groups
I. INTRODUCTION

The University of California, Riverside’s Academic Personnel Affirmative Action Plan (AAP) provides the framework for the campus’ policy of affirmative action/equal employment opportunity. The Academic Personnel AAP is a coordinated program of policies, practices, procedures and initiatives to ensure equal employment opportunity principles are ingrained into UCR’s recruitment, retention, selection and advancement practices, as well as into all other aspects of the campus’ employment environment. These practices are applied without regard to race, color, national origin, religion, sex, gender identity, pregnancy, physical or mental disability, medical conditions (cancer-related or genetic characteristics), ancestry, marital status, age, sexual orientation, citizenship, or service in the uniformed services.

As a federal contractor, UCR is an affirmative action/equal opportunity employer. The Academic Personnel AAP is developed and produced in conformance with University policy and U.S. Department of Labor/Office of Federal Contract Compliance Programs regulations. The Plan confirms UCR’s equal employment opportunity and nondiscrimination policies, and designates the roles and responsibilities for complying with and fulfilling those obligations.

Listed below are the specific affirmative action programs in this plan and their respective governing regulations:

- **Women and Minorities**: 41 Code of Federal Regulations (CFR), Part 60-2, Subpart B which implements Executive Order 11246 as amended by Executive Orders 11375 and 12086.


- **Individuals with Disabilities**: 41 CFR, Part 60-741 which implements Section 503 of the Rehabilitation Act of 1973 as amended.

In addition to its federal contractor responsibilities, UCR also is obligated to uphold California State Constitution Article I, Section 31 non-discrimination practices as established by the California Civil Rights Initiative (Proposition 209). In compliance with this mandate, UCR neither discriminates against nor gives preferential treatment to employees/potential employees based on criteria including race, sex, color, ethnicity or national origin. Exceptions to this policy include only pre-determined circumstances, e.g., when sex may be a bona fide job qualification per 41 CFR Section 60-20.2.

For more information about the Office of Faculty & Staff Affirmative Action, please see our website located at: [http://affirmativeaction.ucr.edu/](http://affirmativeaction.ucr.edu/).

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1 Service in the uniformed services includes membership, performance of service, application for service, or obligation for service in the uniformed services.
2 As specified in Section 60-2.11, minorities include the following ethnic groups: Blacks, Hispanics, Asians/Pacific Islanders, and American Indians/Alaskan Natives.
3 Covered veterans includes veterans with disabilities, recently separated veterans, Vietnam era veterans, veterans 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, or Armed Forces service medal veterans.
II. UNIVERSITY OF CALIFORNIA, RIVERSIDE, AFFIRMATIVE ACTION POLICY

UNIVERSITY OF CALIFORNIA NONDISCRIMINATION AND AFFIRMATIVE ACTION POLICY REGARDING ACADEMIC AND STAFF EMPLOYMENT

It is the policy of the University not to engage in discrimination against or harassment of any person employed or seeking employment with the University of California on the basis of race, color, national origin, religion, sex, gender identity, pregnancy\(^4\), physical or mental disability, medical conditions (cancer-related or genetic characteristics), ancestry, marital status, age, sexual orientation, citizenship, or service in the uniformed services. This policy applies to all employment practices, including recruitment, selection, promotion, transfer, merit increase, salary, training and development, demotion, and separation.

University policy also prohibits retaliation against any employee or person seeking employment for bringing a complaint of discrimination or harassment pursuant to this policy. This policy also prohibits retaliation against a person who assists someone with a complaint of discrimination or harassment, or participates in any manner in an investigation or resolution of a complaint of discrimination or harassment. Retaliation includes threats, intimidation, reprisals, and/or adverse actions related to employment.

In addition, it is the policy of the University to undertake affirmative action, consistent with its obligations as a Federal contractor, for minorities and women, for individuals with disabilities, and for covered veterans. The University commits itself to apply every good faith effort to achieve prompt and full utilization of minorities and women in all segments of its workforce where deficiencies exist. These efforts conform to all current legal and regulatory requirements, and are consistent with University standards of quality and excellence.

In conformance with Federal regulations, written affirmative action plans shall be prepared and maintained by each campus of the University, by the Lawrence Berkeley National Laboratory, by the Office of the President, and by the Division of Agriculture and Natural Resources. Such plans shall be reviewed and approved by the Office of the President and the Office of General Counsel before they are officially promulgated.

This University policy is intended to be consistent with provisions of applicable State and Federal laws. The University of California, Riverside is an affirmative action/equal opportunity employer. Inquiries regarding the University’s equal opportunity policies should be directed to the Director of Faculty & Staff Affirmative Action (951) 827-5604.

III. INTERNAL AND EXTERNAL DISSEMINATION OF EEO POLICY STATEMENT

UCR’s policy is disseminated as follows:

A. INTERNAL

☼ By campus mail from the Chancellor to all members of the campus community each year.

☼ In orientation sessions held by the Dean of the College of Natural and Agricultural Sciences each fall with new faculty in the College.

\(^4\) Pregnancy includes pregnancy, childbirth, and medical conditions related to pregnancy or childbirth.
In faculty orientation sessions held by Academic Personnel.

- In new staff employee orientation.
- In training sessions offered by Human Resources each year.
- In brochures, catalogues and newsletters published on campus, scotmail and in personnel manuals.
- On bulletin boards accessible to employees.
- On the Office of Faculty & Staff Affirmative Action Website. http://affirmativeaction.ucr.edu/
- On the Diversity@UCR Website. http://www.diversity.ucr.edu/

**B. EXTERNAL**

- By mail each year from Human Resources to public and private employment referral sources, including, but not limited to, state employment agencies, schools, colleges and universities, vocational training facilities, churches, groups and associations known to UCR as having an interest and concern for the promotion of equal opportunity; also by newspaper advertisement.
- Through leaflets mailed by the Purchasing Department to vendors and suppliers and by inclusion in purchase orders and bid requests submitted by the Purchasing Department.
- With placards posted at construction sites to remind contractors and sub-contractors of their responsibilities to adhere to equal opportunity and affirmative action in their employment actions.
- By inclusion in bid requests submitted to Design and Construction.
- By inclusion of the equal opportunity clause for all non-exempt subcontracts.

**C. EXISTENCE/AVAILABILITY OF AFFIRMATIVE ACTION PLAN**

- Each catalogue or information pamphlet issued by UCR refers readers to the Director of Faculty & Staff Affirmative Action for information about affirmative action.
- Copies of the Plan are available for review in the offices of the Executive Vice Chancellor/Provost, members of the Chancellor’s Executive Council, Dean’s Office, Assistant Vice Chancellor of Human Resources, and the Office of Faculty & Staff Affirmative Action. Additional copies are available from Reserve Services for both the Rivera and Sciences Library and an additional copy in Special Collections at the Rivera Library.
IV. DESIGNATION OF RESPONSIBILITY [41 CFR 60-2.17(a)]

The Executive Vice Chancellor/Provost has primary campus responsibility for UCR's affirmative action programs. Clear delegation of that programmatic responsibility, in accordance with the line organization of the campus, is essential to the fulfillment of the campus objectives. Under the present campus structure, programmatic responsibility is delegated to the following principal administrative officers, who are members of the Chancellor's Executive Council and who in turn share the delegation with appropriate academic administrators and unit managers within their respective jurisdictions. Appropriate re-delegation will occur in the event of reorganization. Responsibility for (1) implementing the campus' affirmative action programs for academic and staff employees; and (2) meeting campus equal opportunity obligations, currently is delegated, as applicable, to the following principal administrative officers:

- Dean of the College of Natural and Agricultural Sciences
- Dean of the College of Humanities, Arts, & Social Sciences
- Dean of the Bourns College of Engineering
- Dean of School of Business Administration / A. Gary Anderson Graduate School of Management
- Dean of the Graduate School of Education
- Dean of the Graduate Division
- Dean of University Extension
- Vice Chancellor - Financial & Business Operations
- University Librarian
- Vice Chancellor - University Advancement
- Vice Chancellor - Student Affairs
- Vice Chancellor - Office of Research
- Associate Vice Chancellor – Computing and Communications
- Dean of Biomedical Sciences
- Vice Provost - Academic Personnel
- Vice Provost - Conflict Resolution
- Vice Provost - Undergraduate Education

Access to buildings for individuals with disabilities, as required by §504 and the Americans with Disabilities Act of 1990, is the responsibility of the Vice Chancellor – Financial and Business Operations.

In the area of faculty hiring, it is the intention in the Campus Academic Plan that each spring the Executive Vice Chancellor/Provost, in consultation with the deans and with the Academic Senate Committee on Planning and Budget, allocates to the deans the permanent and temporary academic positions they are to have for the following academic year (AY 2011-2012). These allocations may be supplemented during the following months in response to special situations. We currently are creating processes that ensure that discussions with the deans emphasize that they are responsible for ensuring that good faith efforts are made to achieve the organizational unit goals. The deans are to ensure that department chairs understand availability data, the departmental profile of utilization, and the importance of making every good faith effort to achieve the organizational unit goals. It is also decanal responsibility, at the end of each recruitment cycle, to evaluate recruitment results in relation to established goals and to identify both positive and negative factors affecting goal attainment.
Approval to recruit in other academic areas is given by the appropriate academic officer, in response to requests submitted by a unit to fill a vacancy, to hire a researcher on a new grant, or to meet any other specific need. The academic officer who approves the recruitment will be responsible for monitoring compliance with affirmative action policies and procedures, in consultation with the Director of Faculty & Staff Affirmative Action.

The following is a summary of the reporting relationships of each control unit head with primary responsibility for affirmative action.

(1) Dean of the College of Natural and Agricultural Sciences

- Responsible for affirmative action efforts in the 13 academic departments of the College, plus Air Pollution Research Center (APRC), Agricultural Operations, Center for Conservation Biology, Center for Plant Cell Biology, Botanic Gardens, Citrus Research Center & Agricultural Experiment Stations, Cooperative Extension, Agriculture and Natural Resources (ANR), Institute for Integrative Genome Biology, National Science Foundation – California Alliance for Minority Participation (NSF-CAMP), Statistical Consulting Collaboration, USDA-ARS National Clonal Germplasm Repository (Citrus/Dates), USDA-U.S. Salinity Lab, Analytical Chemistry Instrumentation Facility, Electron Microscope Facility, Macromolecular X-Ray Crystallography Core Facility, Biotechnology Impact Center, California Teach Science/Mathematics Initiative (CaTEACH-SMI), Center for Invasive Species Research, Center for Nanoscale Science and Engineering (CNAS&BCOE), Plant Transformation Research Center, Center for Disease Vector Research, Water Science and Policy Center, Stem Cell Center, Institute of Geophysics and Planetary Physics, Interdepartmental Cell, Molecular & Developmental Biology Graduate Program, Interdepartmental Graduate Program in Evolution, Ecology and Organismal Biology, Interdepartmental Graduate Program in Environmental Sciences, Interdepartmental Graduate Program in Environmental Toxicology, Interdepartmental Genetics Graduate Program, Interdepartmental Graduate Program in Neuroscience, and Natural Reserve System.

(2) Dean of the College of Humanities, Arts, & Social Sciences

- Responsible for affirmative action efforts in the 20 academic departments of the College, plus CHASS Dean’s Office, CHASS Student Affairs, CHASS Connect, the Archaeological Research Unit, the Archeometry Lab, the Historical Research Lab, the Gluck Program, the Palm Desert MFA Writing Program, the Institute for Research on World Systems, California Museum of Photography, Center for Social and Behavioral Sciences Research, the Center for Bibliographical Studies and Research, California Center for Native Nations, Center for Family Studies, Center for Social & Economic Policy, Office of Liberal Studies and Interdisciplinary Programs, Survey Research Center, Presley Center for Crime and Justice Studies, Sweeney Art Gallery, the Center for Ideas and Society, ARTSblock, CHASS Facilities Administration and Theatre Facilities Unit.

(3) Dean of the Bourns College of Engineering

- Responsible for affirmative action efforts in the Marlan and Rosemary Bourns College of Engineering, Department of Bioengineering, Department of Chemical/Environmental Engineering, Department of Computer Science and Engineering, Department of Electrical Engineering, Department of Mechanical Engineering, Material Science and Engineering Program, Center for Environmental Research and Technology (CE-CERT), Center for
Research in Intelligent System (CRIS), Center for Nanoscale Science and Engineering (CNSE), Center for Bioengineering Research (BIEN).

(4) Dean of School of Business Administration / A. Gary Anderson Graduate School of Management

Responsible for affirmative action efforts in the School of Business Administration, A. Gary Anderson Graduate School of Management, Department of Accounting & Information Systems, Department of Finance & Management Science, and Department of Management & Marketing.

(5) Dean of the Graduate School of Education

The Dean is responsible for affirmative action efforts in the Graduate School of Education.

(6) Dean of the Graduate Division

Responsible for affirmative action efforts within the Graduate Division.

(7) Dean of University Extension

Responsible for affirmative action efforts within University Extension; Centers/Programs of Education; Business, Engineering & Technology; Arts & Humanities and Lifelong Learning; International Education; Science, Law and Health; and UCR/Gangnam Education Center-Seoul, Korea.

(8) Vice Chancellor - Financial & Business Operations

Responsible for affirmative action efforts in all units reporting to the Vice Chancellor - Financial & Business Operations.

(9) University Librarian

Responsible for affirmative action efforts in the Libraries.

(10) Vice Chancellor - University Advancement

Responsible for affirmative action efforts in all units reporting to the Vice Chancellor for University Advancement.

(11) Vice Chancellor - Student Affairs

Responsible for affirmative action efforts in all units reporting to the Vice Chancellor for Student Affairs.

(12) Vice Chancellor - Office of Research

Responsible for affirmative action in all units reporting to the Vice Chancellor for Research, Blakely Center for Sustainable Suburban Development, Environmental Research Institute, UC MEXUS, Sponsored Programs Administration, Research Integrity,
Campus Veterinarian, Campus Vivaria, Technology Commercialization, and Research Development.

(13) **Associate Vice Chancellor - Computing and Communications**

Responsible for affirmative action in all units reporting to the Associate Vice Chancellor for Computing and Communications.

(14) **Dean of Biomedical Sciences**

Responsible for affirmative action efforts in the Division of Biomedical Sciences.

(15) **Vice Provost - Academic Personnel**

Responsible for affirmative action efforts in Academic Personnel.

(16) **Vice Provost - Conflict Resolution**

Responsible for affirmative action efforts in all units reporting to the Vice Provost for Conflict Resolution.

(17) **Vice Provost - Undergraduate Education**

Responsible for affirmative action efforts in all units reporting to the Vice Provost for Undergraduate Education and Summer Session.

The Director of Faculty & Staff Affirmative Action has full-time responsibility for monitoring affirmative action activities of the campus and bringing to the attention of the Associate Vice Chancellor, Diversity, Excellence & Equity all deficiencies, successes, and suggestions for improvement; preparing the Affirmative Action Plan; and liaison with agencies external to the campus. In the case of appointment decisions to be made directly by a dean or vice chancellor, the Director of Faculty & Staff Affirmative Action reviews the proposed appointment in consultation with the Vice Provost for Academic Personnel.

V. **INTERNAL AUDIT AND REPORTING SYSTEM [41 CFR 60-2.17(d)]**

The Office of Faculty & Staff Affirmative Action has implemented an internal audit and reporting system to periodically measure the effectiveness of the total affirmative action program. A computerized faculty application log is maintained in order to monitor women and minority applicant flow. This faculty applicant log is based on returned Equal Employment Opportunity Survey Forms from faculty applicants. This is a measuring device to determine whether the recruitment of women and minorities is successful and to determine if there are any selection disparities in faculty hires.

In addition, all records of personnel activities are monitored and analyzed periodically including searches, appointments, transfers, separations, terminations, layoffs, merit reviews, and promotions. The Director of Faculty & Staff Affirmative Action reviews summary statistics regarding these actions. When a review of academic statistics identifies underutilization and/or a possible problem in an organizational unit or job group, the Director of Faculty & Staff Affirmative Action reports the deficiency and a recommended correction to the Associate Vice Chancellor, Diversity, Excellence & Equity. In addition, the Director of Faculty & Staff
Affirmative Action meets with the Associate Vice Chancellor, Diversity, Excellence & Equity to discuss and review progress in accomplishing EEO and AAP goals and objectives.

The Executive Vice Chancellor/Provost monitors the salary progression of academic personnel to ensure that decisions are made equitably and without respect to sex, ethnicity or race.

VI. WORKFORCE ANALYSIS [41 CFR 60-2.11(c)] AND JOB GROUP ANALYSIS [41 CFR 60-2.12]

A. WORKFORCE ANALYSIS

An analysis of the academic workforce for the University of California, Riverside is performed. The analysis lists each job by payroll title, ranked from lowest to highest paid, in each campus unit and indicating, for each job title, the total number of incumbents, the total number of male and female incumbents, and the total number of male and female incumbents within the following ethnic groups: Blacks, Hispanics, Asian/Pacific Islanders, and American Indians/Alaskan Natives including those employees who work off-site.

Employees in all job groups except for a small number in the Anderson Graduate School of Management; College of Humanities, Arts and Social Sciences, College of Natural and Agricultural Sciences, Bourns College of Engineering and University Extension (Job Groups ZB, ZD, ZE, ZG, ZJ and ZK) are located on the UCR campus. About one-third of the off-campus employees are located 2.5 miles from campus at the Center for Environmental Research & Technology (CE-CERT); one-third are located on the Palm Desert campus; and one-third in various research centers around the United States, Korea, Italy and South America. Current assignments of off-campus employees are contained in the entire academic workforce analysis within the Office of Faculty & Staff Affirmative Action. The Chancellor of UCR is included in the affirmative action plan of the UC Office of the President. The entire academic workforce analysis can be reviewed in the Office of Faculty & Staff Affirmative Action.

B. JOB GROUPS

As required by 41 CFR 60-2.12 of the federal regulations, jobs with similar content, wage rates, and opportunities are combined to form job groups. These job groups form the basic units of analysis on which many affirmative action analyses are performed, such as utilization analyses and the establishment of placement goals.

The academic job groups are subdivisions of the major categories of academic employees on campus. They are summarized in Table 1 below.
Table 1: Summary of Academic Job Groups

<table>
<thead>
<tr>
<th>CATEGORY</th>
<th>JOB GROUP</th>
<th>JOB GROUP DESCRIPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACADEMIC ADMINISTRATION</td>
<td>ZA</td>
<td>Academic Deans</td>
</tr>
<tr>
<td></td>
<td>ZB</td>
<td>Academic Administrators</td>
</tr>
<tr>
<td></td>
<td>ZC</td>
<td>Academic Coordinators</td>
</tr>
<tr>
<td>RESEARCH TITLES</td>
<td>ZD</td>
<td>Researchers and Specialists</td>
</tr>
<tr>
<td></td>
<td>ZJ</td>
<td>PostDoc/PostGrad Researchers</td>
</tr>
<tr>
<td>LADDER RANK FACULTY</td>
<td>ZE</td>
<td>Tenured Faculty</td>
</tr>
<tr>
<td></td>
<td>ZF</td>
<td>Tenure-Track Faculty</td>
</tr>
<tr>
<td>OTHER TEACHING FACULTY</td>
<td>ZG</td>
<td>Adjunct/Visiting Faculty</td>
</tr>
<tr>
<td></td>
<td>ZH</td>
<td>Other Teaching Faculty</td>
</tr>
<tr>
<td>LIBRARIANS</td>
<td>ZI</td>
<td>Librarians</td>
</tr>
<tr>
<td>UNIVERSITY EXTENSION</td>
<td>ZK</td>
<td>UNEX</td>
</tr>
</tbody>
</table>

The academic administration, research titles, librarians and university extension job groups are established on a campus-wide basis. The ladder rank faculty and other teaching faculty job groups are established on a departmental or similar organizational unit basis, and are aggregated to the college, professional school, or campus-wide level for many analyses, such as utilization and goals analyses. Detailed listings of the title codes in each academic job group are found in Appendix A: Title Codes in Academic Job Groups.

VII. AVAILABILITY [41 CFR 60-2.14]

UCR regularly analyzes and revises availability statistics, as appropriate, for academic job groups in accordance with the requirements of federal regulation 41 CFR 60-2.14. UCR will continue to make significant progress in developing more accurate availability estimates for academic positions.

The availability proportions are established for women and for four minority groups: Blacks, Hispanics, Asian/Pacific Islanders, and American Indians/Alaskan Natives. Availability is an estimate of the number of qualified minorities and women available for employment in each job group, expressed as the percentage of all qualified persons available for employment in each job group.

Federal regulations require that two factors be considered in determining availability.

Factor 1: The percentage of women or minorities with requisite skills in the reasonable recruitment area.

The reasonable ‘recruitment area’ for all 11 academic job groups is the entire United States, which ensures the broadest possible recruitment area and the most diverse pool of candidates. Factor 1 is the only factor used in determining availability for 10 of the 11 job groups. The availability for the Academic Administrators job group is determined using both Factor 1 and Factor 2, as discussed under Factor 2 below. The ‘requisite skills’ for appointment to an academic position normally means the Ph.D., but there are some positions for which the Masters degree is the terminal degree, such as the Masters of Library Science degree for Librarians as discussed below.
Availability for Academic Deans, Academic Coordinators, Research Titles, Ladder Rank Faculty and Other Teaching Faculty is based on the average of nationwide availability of Ph.D. recipients for their respective academic areas. Availability for academic positions at the Full and Associate level is calculated using data on degrees awarded within the United States by academic specialization, sex and ethnicity compiled over a 15-year span from 1988-2002 [Source: National Opinion Research Center (NORC)]. Availability for academic positions at the Assistant level, lecturers and Postdoc/Postgrad researchers is calculated using data on degrees awarded within the United States over a five-year span from 2003-2007.

For Librarians, availability estimates were based on data from the American Library Association and the National Center for Education Statistics on Masters of Library Science (M.L.S.) degrees. The M.L.S. degree is a common denominator for members of the profession.

Availability estimates for University Extension (UNEX) were based on data from the National Center for Education Statistics.

Factor 2: The percentage of women or minorities among those promotable, transferable and trainable within the UCR workforce.

Most members of the Academic Administrators job group are selected from within campus. The selection of internal pools is based on identification of job groups in which the most qualified employees are likely to exist. The availability for Academic Administrators is determined using both Factor 1 (NORC 15 year data) and Factor 2 (availability of all UCR tenured faculty on campus). Thus, availability for Academic Administrators is based on both external national availability and the internal promotional pool, weighted appropriately to reflect UCR’s hiring and promotional patterns.

A summary of the factors and data sources used to determine availability in the 11 UCR job groups is specified in Table 2 below.
### Table 2: Academic Availability Data Sources

<table>
<thead>
<tr>
<th>CATEGORY</th>
<th>JOB GROUP</th>
<th>FACTOR/DATA SOURCE</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACADEMIC ADMINISTRATION</td>
<td>ACADEMIC DEANS</td>
<td>Factor 1: National Opinion Research Center (NORC) 1988-2002 Tenured</td>
</tr>
<tr>
<td></td>
<td>ACADEMIC ADMINISTRATORS</td>
<td>Factor 1: National Opinion Research Center (NORC) 1988-2002 Tenured and</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Factor 2: Availability for tenured faculty at UCR as of 10/31/09 (UCRTEN08)</td>
</tr>
<tr>
<td></td>
<td>ACADEMIC COORDINATORS</td>
<td>Factor 1: NORC: 2003-2007 Tenure-Track</td>
</tr>
<tr>
<td>RESEARCH TITLES</td>
<td>RESEARCHERS &amp; SPECIALISTS</td>
<td>Factor 1: NORC: 1988-2002 Tenured and</td>
</tr>
<tr>
<td></td>
<td></td>
<td>NORC: 2003-2007 Tenure-Track</td>
</tr>
<tr>
<td>LADDER RANK FACULTY</td>
<td>TENURED FACULTY</td>
<td>Factor 1: NORC: 1988-2002 Tenured</td>
</tr>
<tr>
<td></td>
<td>TENURE-TRACK FACULTY</td>
<td>Factor 1: NORC: 2003-2007 Tenure-Track</td>
</tr>
<tr>
<td>OTHER TEACHING FACULTY</td>
<td>ADJUNCT/VISITING FACULTY</td>
<td>Factor 1: NORC: 1988-2002 Tenured and</td>
</tr>
<tr>
<td></td>
<td></td>
<td>NORC: 2003-2007 Tenure-Track</td>
</tr>
<tr>
<td></td>
<td>OTHER TEACHING FACULTY</td>
<td>Factor 1: NORC: 2003-2007 Tenure-Track</td>
</tr>
<tr>
<td>UNIVERSITY EXTENSION</td>
<td>UNEX</td>
<td>Factor 1: National Center for Education Statistics 249. Full-time instructional faculty in degree-granting institutions, by race, ethnicity, sex, and academic rank Fall 2005, Fall 2007 (UNEX-NCES)</td>
</tr>
</tbody>
</table>

**NOTE:** Availability for academic positions at the Full and Associate level is calculated using data on degrees awarded within the United States by academic specialization, sex and ethnicity compiled over a 15-year span from 1988-2002 [Source: National Opinion Research Center (NORC)]

Availability for academic positions at the Assistant level, lecturers and Postdoc/ Postgrad researchers is calculated using data on degrees awarded within the United States over a five-year span from 2003-2007 [Source: National Opinion Research Center (NORC)]
VIII. UTILIZATION [41 CFR 60-2.15] - COMPARING INCUMBENCY TO AVAILABILITY

The utilization analysis requires comparison of two sets of data:

1. Percentages of women and minorities represented in a job group pursuant to 41 CFR 60-2.13 and
2. Percentages of women and minorities available in the relevant job market determined pursuant to 41 CFR 60-2.14.

INTERPRETING THE UTILIZATION ANALYSIS OF ACADEMIC JOB GROUPS

The top of the Utilization Analysis contains the following important information:

a. The effective date of the analysis.
b. Identification of the analysis as an academic utilization analysis.

c. The body of the Utilization Analysis contains the following important information:

   a. The JOB GROUP code and title.
   b. The NUMBER EMPLOYED in the job group at the Site.
   c. For each affirmative action category (Women, Black, Hispanic, Asian/Pacific Islander, American Indian/Alaskan Native, and All Minorities) the Incumbency and Availability Rate are listed. Incumbency is the percent of those persons in the job group who belong to the given affirmative action category. Availability Rate is the percent of persons estimated to be available for the job group who belong to the given affirmative action category. In the analysis for All Minorities, the total incumbency is the sum of all incumbencies of each minority group, and the availability rate is the sum of availability rates for the individual minority groups.
   d. The 80% rule was followed in declaring underutilization and establishing goals. If the ratio of incumbency to availability is less than 80% and the shortfall in persons is greater than or equal to .50, underutilization is declared and a placement goal is established.
### UC Riverside - Academic Utilization Analysis

**Job Group:** ZA - ACADEMIC DEANS  
**Total Employees:** 7

<table>
<thead>
<tr>
<th></th>
<th>Women</th>
<th>Minority</th>
<th>Black</th>
<th>Hispanic</th>
<th>Asian/Pacific Islander</th>
<th>American Indian/Alaskan Native</th>
<th>Unknown</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employees (%)</td>
<td>14.3</td>
<td>0.0</td>
<td>0.0</td>
<td>0.0</td>
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<tr>
<td>Availability (%)</td>
<td>43.6</td>
<td>20.5</td>
<td>5.3</td>
<td>3.9</td>
<td>10.8</td>
<td>0.5</td>
<td>0.00</td>
</tr>
<tr>
<td>Underutilization</td>
<td>YES</td>
<td>YES</td>
<td>YES</td>
<td>YES</td>
<td>YES</td>
<td>YES</td>
<td>YES</td>
</tr>
</tbody>
</table>

### UC Riverside - Academic Utilization Analysis

**Job Group:** ZB - ACADEMIC ADMINISTRATORS  
**Total Employees:** 21

<table>
<thead>
<tr>
<th></th>
<th>Women</th>
<th>Minority</th>
<th>Black</th>
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<th>Asian/ Pacific Islander</th>
<th>American Indian/Alaskan Native</th>
<th>Unknown</th>
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</thead>
<tbody>
<tr>
<td>Employees (%)</td>
<td>25.0</td>
<td>15.0</td>
<td>0.0</td>
<td>0.0</td>
<td>15.0</td>
<td>0.0</td>
<td>0.05</td>
</tr>
<tr>
<td>Availability (%)</td>
<td>26.4</td>
<td>25.3</td>
<td>2.4</td>
<td>5.3</td>
<td>17.2</td>
<td>0.4</td>
<td></td>
</tr>
<tr>
<td>Underutilization</td>
<td>NO</td>
<td>YES</td>
<td>YES</td>
<td>YES</td>
<td>NO</td>
<td>YES</td>
<td></td>
</tr>
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</table>
## UC Riverside - Academic Utilization Analysis

**Job Group:** ZC - ACADEMIC COORDINATORS  
**Total Employees:** 24

<table>
<thead>
<tr>
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<th>Minority</th>
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<th>American Indian/ Alaskan Native</th>
<th>Unknown</th>
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</thead>
<tbody>
<tr>
<td>Employees (%)</td>
<td>33.3</td>
<td>25.0</td>
<td>4.2</td>
<td>12.5</td>
<td>8.3</td>
<td>0.0</td>
<td>0.00</td>
</tr>
<tr>
<td>Availability (%)</td>
<td>48.4</td>
<td>20.8</td>
<td>5.3</td>
<td>4.9</td>
<td>10.2</td>
<td>0.4</td>
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</tr>
<tr>
<td>Underutilization</td>
<td>YES</td>
<td>NO</td>
<td>YES</td>
<td>NO</td>
<td>NO</td>
<td>YES</td>
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</table>

## UC Riverside - Academic Utilization Analysis

**Job Group:** ZD - RESEARCHERS AND SPECIALISTS  
**Total Employees:** 125

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<thead>
<tr>
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<th>Black</th>
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<th>American Indian/ Alaskan Native</th>
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</thead>
<tbody>
<tr>
<td>Employees (%)</td>
<td>44.7</td>
<td>45.5</td>
<td>0.8</td>
<td>4.9</td>
<td>39.8</td>
<td>0.0</td>
<td>0.02</td>
</tr>
<tr>
<td>Availability (%)</td>
<td>41.0</td>
<td>19.7</td>
<td>3.2</td>
<td>4.2</td>
<td>12.0</td>
<td>0.2</td>
<td></td>
</tr>
<tr>
<td>Underutilization</td>
<td>NO</td>
<td>NO</td>
<td>YES</td>
<td>NO</td>
<td>NO</td>
<td>YES</td>
<td></td>
</tr>
</tbody>
</table>
### UC Riverside - Academic Utilization Analysis

**Job Group:** ZE - TENURED FACULTY

<table>
<thead>
<tr>
<th>Employees (%)</th>
<th>Minority</th>
<th>Black</th>
<th>Hispanic</th>
<th>Asian/ Pacific Islander</th>
<th>American Indian/ Alaskan Native</th>
<th>Unknown</th>
</tr>
</thead>
<tbody>
<tr>
<td>25.9</td>
<td>25.7</td>
<td>2.3</td>
<td>5.4</td>
<td>17.6</td>
<td>0.4</td>
<td>0.02</td>
</tr>
<tr>
<td>Availability</td>
<td>40.0</td>
<td>18.6</td>
<td>3.6</td>
<td>4.0</td>
<td>10.6</td>
<td>0.4</td>
</tr>
</tbody>
</table>

Underutilization: YES

### UC Riverside - Academic Utilization Analysis

**Job Group:** ZF - TENURE-TRACK FACULTY

<table>
<thead>
<tr>
<th>Employees (%)</th>
<th>Minority</th>
<th>Black</th>
<th>Hispanic</th>
<th>Asian/ Pacific Islander</th>
<th>American Indian/ Alaskan Native</th>
<th>Unknown</th>
</tr>
</thead>
<tbody>
<tr>
<td>44.0</td>
<td>41.2</td>
<td>6.6</td>
<td>6.6</td>
<td>26.9</td>
<td>1.1</td>
<td>0.06</td>
</tr>
<tr>
<td>Availability</td>
<td>47.2</td>
<td>19.6</td>
<td>6.5</td>
<td>5.1</td>
<td>7.6</td>
<td>0.4</td>
</tr>
</tbody>
</table>

Underutilization: NO

---

UC RIVERSIDE ACADEMIC PERSONNEL AFFIRMATIVE ACTION PLAN
BASED ON 8/1/09 DATA (EFFECTIVE MARCH 1, 2010 THROUGH FEBRUARY 28, 2011)

15
## UC Riverside - Academic Utilization Analysis

### Job Group: ZG - ADJUNCT/VISITING FACULTY

| Total Employees: | 27 |

<table>
<thead>
<tr>
<th></th>
<th>Women</th>
<th>Minority</th>
<th>Black</th>
<th>Hispanic</th>
<th>Asian/ Pacific Islander</th>
<th>American Indian/ Alaskan Native</th>
<th>Unknown</th>
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</thead>
<tbody>
<tr>
<td>Employees (%)</td>
<td>33.3</td>
<td>33.3</td>
<td>0.0</td>
<td>4.8</td>
<td>28.6</td>
<td>0.0</td>
<td>0.22</td>
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<tr>
<td>Availability (%)</td>
<td>31.1</td>
<td>18.3</td>
<td>3.9</td>
<td>4.4</td>
<td>9.7</td>
<td>0.3</td>
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</tr>
<tr>
<td>Underutilization</td>
<td>NO</td>
<td>NO</td>
<td>YES</td>
<td>NO</td>
<td>NO</td>
<td>YES</td>
<td></td>
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</table>

## UC Riverside - Academic Utilization Analysis

### Job Group: ZH - OTHER TEACHING FACULTY

| Total Employees: | 91 |

<table>
<thead>
<tr>
<th></th>
<th>Women</th>
<th>Minority</th>
<th>Black</th>
<th>Hispanic</th>
<th>Asian/ Pacific Islander</th>
<th>American Indian/ Alaskan Native</th>
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</tr>
</thead>
<tbody>
<tr>
<td>Employees (%)</td>
<td>46.5</td>
<td>19.8</td>
<td>0.0</td>
<td>10.5</td>
<td>8.1</td>
<td>1.2</td>
<td>0.05</td>
</tr>
<tr>
<td>Availability (%)</td>
<td>55.4</td>
<td>18.7</td>
<td>4.2</td>
<td>7.9</td>
<td>6.1</td>
<td>0.5</td>
<td></td>
</tr>
<tr>
<td>Underutilization</td>
<td>NO</td>
<td>NO</td>
<td>YES</td>
<td>NO</td>
<td>NO</td>
<td>NO</td>
<td>NO</td>
</tr>
</tbody>
</table>
### UC Riverside - Academic Utilization Analysis

**Job Group:** ZI - LIBRARIANS  
**Total Employees:** 35

<table>
<thead>
<tr>
<th>Women</th>
<th>Minority</th>
<th>Black</th>
<th>Hispanic</th>
<th>Asian/ Pacific Islander</th>
<th>American Indian/ Alaskan Native</th>
<th>Unknown</th>
</tr>
</thead>
<tbody>
<tr>
<td>64.7</td>
<td>29.4</td>
<td>2.9</td>
<td>8.8</td>
<td>17.6</td>
<td>0.0</td>
<td>0.03</td>
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<tr>
<td>80.2</td>
<td>12.1</td>
<td>4.6</td>
<td>3.6</td>
<td>3.4</td>
<td>0.5</td>
<td></td>
</tr>
</tbody>
</table>

**Availability (%)**
- 80.2
- 12.1
- 4.6
- 3.6
- 3.4
- 0.5

**Underutilization**
- NO
- NO
- YES
- NO
- NO
- YES

### UC Riverside - Academic Utilization Analysis

**Job Group:** ZJ - POSTDOC/POSTGRAD RESEARCHERS  
**Total Employees:** 184

<table>
<thead>
<tr>
<th>Women</th>
<th>Minority</th>
<th>Black</th>
<th>Hispanic</th>
<th>Asian/ Pacific Islander</th>
<th>American Indian/ Alaskan Native</th>
<th>Unknown</th>
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<tbody>
<tr>
<td>29.2</td>
<td>70.8</td>
<td>2.2</td>
<td>9.6</td>
<td>59.0</td>
<td>0.0</td>
<td>0.03</td>
</tr>
<tr>
<td>40.6</td>
<td>21.1</td>
<td>3.9</td>
<td>4.7</td>
<td>12.2</td>
<td>0.3</td>
<td></td>
</tr>
</tbody>
</table>

**Availability (%)**
- 40.6
- 21.1
- 3.9
- 4.7
- 12.2
- 0.3

**Underutilization**
- YES
- NO
- YES
- NO
- NO
- YES
UC Riverside - Academic Utilization Analysis

Job Group: ZK - UNEX
Total Employees: 38

<table>
<thead>
<tr>
<th></th>
<th>Women</th>
<th>Minority</th>
<th>Black</th>
<th>Hispanic</th>
<th>Asian/ Pacific Islander</th>
<th>American Indian/ Alaskan Native</th>
<th>Unknown</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employees (%)</td>
<td>63.2</td>
<td>21.1</td>
<td>5.3</td>
<td>7.9</td>
<td>7.9</td>
<td>0.0</td>
<td>0.00</td>
</tr>
<tr>
<td>Availability (%)</td>
<td>55.7</td>
<td>19.7</td>
<td>7.8</td>
<td>5.8</td>
<td>5.2</td>
<td>0.9</td>
<td></td>
</tr>
</tbody>
</table>

Underutilization: NO  NO  YES  NO  NO  YES

IX. PLACEMENT GOALS [41 CFR 60-2.16]

When underutilized job groups are identified, pursuant to 41 CFR 60-2.15, goals are set to serve as objectives in correcting underutilization of women and minorities.

Designed to rectify underutilization, goals represent a benchmark for evaluating the campus’ affirmative action progress. They serve as objectives reasonably attainable by means of applying every good faith effort to make all aspects of the affirmative action program work. They provide guidance for the campus to focus on outreach and other efforts in areas where underutilization of women and minorities has been identified. Goals, however, are designed to be met only if hiring opportunities arise; they do not require the hiring of a person who is less qualified, nor do they require an employer to hire a specified number of persons. Such a requirement would constitute a quota, which is expressly forbidden.

In summary, the campus must be nondiscriminatory in making its employment decisions.

At the beginning of a reporting period, annual goals are established for women and ethnic minority categories for academic job groups where underutilization is identified. The 80% rule was followed in identifying underutilization and establishing goals. If the ratio of incumbency to availability is less than 80% and the shortfall in persons is greater than or equal to .50, underutilization is declared. For each case in which underutilization of women or a minority has been identified, a placement goal is set equal to the availability percentage reported in the utilization analysis tables.

The academic placement goals are set forth in Table 3 below.
Table 3: UC Riverside Academic Affirmative Action Placement Goals As of August 1, 2009

<table>
<thead>
<tr>
<th>Job Group</th>
<th>Women</th>
<th>Black</th>
<th>Hispanic</th>
<th>Asian/Pacific Islander</th>
<th>American Indian/Alaskan Native</th>
<th>All Minorities</th>
</tr>
</thead>
<tbody>
<tr>
<td>ZA - Academic Deans</td>
<td>43.6%</td>
<td>5.3%</td>
<td>3.9%</td>
<td>10.8%</td>
<td>0.5%</td>
<td>20.5%</td>
</tr>
<tr>
<td>ZB - Academic Administrators</td>
<td>2.4%</td>
<td>5.3%</td>
<td>0.4%</td>
<td>25.3%</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ZC - Academic Coordinators</td>
<td>48.4%</td>
<td>5.3%</td>
<td></td>
<td></td>
<td>0.4%</td>
<td></td>
</tr>
<tr>
<td>ZD - Researchers and Specialists</td>
<td>3.2%</td>
<td></td>
<td></td>
<td></td>
<td>0.2%</td>
<td></td>
</tr>
<tr>
<td>ZE - Tenured Faculty</td>
<td>40.0%</td>
<td>3.6%</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ZF - Tenure Track Faculty</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ZG - Adjunct Visiting Faculty</td>
<td>3.9%</td>
<td></td>
<td></td>
<td></td>
<td>0.3%</td>
<td></td>
</tr>
<tr>
<td>ZH - Other Teaching Faculty</td>
<td>4.2%</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ZI - Librarians</td>
<td>4.6%</td>
<td></td>
<td></td>
<td></td>
<td>0.5%</td>
<td></td>
</tr>
<tr>
<td>ZJ - Postdoc/Post Grad Researchers</td>
<td>40.6%</td>
<td>3.9%</td>
<td></td>
<td></td>
<td>0.3%</td>
<td></td>
</tr>
<tr>
<td>ZK-UNEX</td>
<td>7.8%</td>
<td></td>
<td></td>
<td></td>
<td>0.9%</td>
<td></td>
</tr>
</tbody>
</table>

X. IDENTIFICATION OF PROBLEM AREAS [41 CFR 60-2.17(b)]

On an annual basis, personnel activity pertaining to ladder rank recruitment, selection, merit reviews, promotions, and academic separations is reviewed to identify any potential problem areas within the campus. Personnel practices related to these activities are also assessed. The Director of Faculty & Staff Affirmative Action informs the Office of the Executive Vice Chancellor/Provost of any problem areas and recommends specific objectives to remedy them.

ANALYSIS OF PERSONNEL ACTIVITIES [41 CFR 60-2.17(b)(2)]

1. NEW HIRES

UCR hired 16 ladder rank faculty members during the 2008-2009 recruitment cycle. Seven or 43.8% of the new hires were women and 11 (68.8%) were members of ethnic minority groups. Two of the new hires were Black (12.5%), one was Hispanic (6.3%) and 8 were Asian (50%). Compared to last year’s hire rates, the rate for women, Blacks and Asians increased; however, the rate for Hispanic new hires decreased.

Selection analysis using the 80% rule and the Binomial Test of Difference was used in determining whether there were any selection disparities for new hires. The data was based on all returned EEO Survey Forms which were made available to each faculty applicant. The analysis was done for each College and Professional School within the campus and across each job group. If a disparity is found in both tests, UCR considers it a potential area of concern. Potential areas of concern will be carefully monitored and further analysis performed, as warranted.

When analyzing the selection process for faculty recruitments, a possible area of concern
was found for Asians in the tenured faculty job group. Because of the summary data, this job group will be carefully monitored. The Director of Faculty and Staff Affirmative Action will work with campus Deans to remedy any disparities.

Other Academic Personnel
UCR hired 120 Academic Personnel in Academic Administration, Research Titles, Other Teaching Faculty, and University Extension categories during the reporting period. Forty-six or 38.3% were women and 64 or 53.3% were members of ethnic minority groups. Percentages for Asian/Pacific Islanders (44.2%) and Hispanics (9.2%) exceeded the percentage of their representation from the prior year by 8.1% and 1.2% respectively. Percentages for women and Blacks were lower by 0.8% and 1.7% respectively. The number of women, Black, Asian/Pacific Islander, and Hispanic personnel decreased. The number of American Indian/Alaskan Native personnel remained unchanged.

The Office of Faculty & Staff Affirmative Action is working with the campus’ Academic departments and Academic Personnel to implement a system that will capture the data necessary to analyze the applicant flow for academic personnel in the non-ladder rank faculty categories. We anticipate that the system will be implemented before the next reporting cycle.

2. MERITS AND PROMOTIONS

Description
UCR monitors merits and promotions for all academic personnel to determine whether there is sex or ethnic disparities. Methods used to analyze the merits and promotions data include comparing rates of approved advancements and denied advancements across all gender and ethnic groups; and comparisons made between the merit and promotion rates for women vs. men and minorities vs. non-minorities across all colleges and job groups. Where disparities exist, action-oriented programs are developed to address and remedy the problem.

There were 42 promotion reviews put forward during the review period. Of the 42 up for review, 40 were approved, 2 were denied. There were no selection disparities identified in the analysis of promotions.

There were 201 merit reviews during the period of analysis. Of the 201 merit reviews 154 were approved and 47 were denied. There were no selection disparities identified in the analysis of merits.

Analysis – Non-Senate Academic Personnel
There were two promotion reviews put forth for non-senate academic personnel during the reporting period. One promotion was approved and one was denied. There also was one merit review put forth which was approved. The small number of non-senate academic personnel who were reviewed is too small for analysis however; the merit and promotion reviews for non-senate academic personnel will be watched closely each year for trends.

3. ACADEMIC SEPARATIONS

Description
UCR obtains separation data by comparing the current year’s workforce with the previous year’s workforce. All academic employees who are separated from the University and not in the current year’s force are included in the analysis and assigned a separation category based on their separation code. There are three separation categories:
1. Voluntary (e.g., retirement, resignation, accept another job)
2. Involuntary (e.g., layoffs, dismissals, misconduct)
3. Appointment Expired (e.g., academic appointments with definite ending dates)

Methods used to analyze the data include comparing rates of voluntary vs. involuntary separations and comparisons made between the separation rates for women vs. men and minorities vs. non-minorities across all job groups. If disparities are identified, UCR will develop action-oriented programs to address and remedy the problem.

XI. COMPENSATION [41 CFR 60-2.17(b)(3)]

UCR has policies in place that govern the academic compensation, including appointment salary rates, merit increases, equity increases, and salary increases for promotion, reclassification, and demotion. The policies for academics can be found in the Office of Academic Personnel and on their Website at http://academicpersonnel.ucr.edu/. These policies provide a standard for determining salary structure and compensation for academic personnel.

On a continuous basis, UCR develops mechanisms to monitor its compensation system. If disparities are identified, UCR will develop action-oriented programs to address and remedy the problem.

XII. ACTION-ORIENTED PROGRAMS [41 CFR 60-2.17(c)] - DEVELOPMENT AND EXECUTION OF PROGRAMS

A. EXECUTION OF PROGRAMS

In accordance with the federal regulations, UCR has developed and implemented a variety of action-oriented programs designed to correct identified problem areas and to attain established goals and objectives.

The Executive Vice Chancellor/Provost has primary campus responsibility for UCR's affirmative action programs. Under the present campus structure, programmatic responsibility is delegated to 17 principal administrative officers, who in turn share the delegation with appropriate academic administrators and unit managers within their respective jurisdictions.

B. SUMMARY OF SPECIFIC EFFORTS AND POLICIES - ACADEMIC EMPLOYEES

1. RECRUITMENT

The campus requires approval of an affirmative action recruitment plan before a search can begin to fill any available ladder rank or equivalent academic position, career or potential career librarian appointment, positions in the professional research series if it is apparent that the appointment will be for at least two years, or any other temporary academic position that is full-time for one year or more. It includes the requirement to advertise the position in appropriate journals and other publications in the case of ladder rank and equivalent positions. Approval of these plans is the responsibility of the Vice Provost for Academic Personnel and the Director of Faculty & Staff Affirmative Action.

When an academic department proposes a candidate to fill an academic position, the Vice
Provost for Academic Personnel must certify, in consultation with the Director of Faculty & Staff Affirmative Action, that affirmative action guidelines have been met and the affirmative action recruitment plan has been followed.

2. **SELECTION**

UCR recognizes that the mere expansion of applicant pools by the addition of more women and minority candidates does not guarantee equitable treatment unless those participating in the selection process exercise their judgment in favor of those candidates qualifying for the position without regard to race, sex, or ethnic background. The decision to appoint will continue to be based on criteria appropriate to the academic position, consonant with institutional needs, and made without discrimination against any person because of race, color, religion, national origin, or sex.

An Affirmative Action Compliance Report on the recruitment process must precede or accompany any request to hire an academic employee to a position covered by the guidelines. The compliance report must be approved by the Director of Faculty & Staff Affirmative Action in concurrence with the Vice Provost for Academic Personnel before an offer can be made to an applicant. Particular scrutiny will be given to appointment decisions made in those units and job groups where women and/or minorities are underutilized.

3. **POLICY ON EMPLOYMENT OF RELATIVES**

No person will be denied academic employment or advancement solely because he or she is related in any degree to another academic or staff employee. The Chancellor, in accordance with Academic Personnel Manual (APM) § 520, is authorized to provide prior approval of appointment or continuance of appointment of two members in the same department when a near-relative relationship is established between them. APM 520-16 provides a restriction, which states that a member of the University staff shall not participate in the process of review and decision-making on any matter concerning appointment, promotion, salary, retention, or termination of a near relative.

4. **DEVELOPMENT**

The Academic Senate Committee on Research also has funds available for support of research and for support of travel to professional meetings to present the results of research, for which ladder rank faculty members on campus (including women and minority Assistant and Associate Professors) are eligible to apply.

Department chairs are encouraged to aid new Assistant Professors and Acting Assistant Professors as they establish their research and teaching careers by assigning them minimal service responsibilities in their first year. To the extent that minority and women faculty members, as well as others, may be sought out as role models and advisors by underrepresented students in their field, chairs are encouraged to consider this in assigning service responsibilities.

5. **PROMOTION**

The decision on promotion of an individual will continue to be governed by established criteria and will not be based on the individual's race, color, national origin, religion, sex, gender identity, pregnancy, physical or mental disability, medical condition (cancer-related or
genetic characteristics), ancestry, marital status, age, sexual orientation, citizenship, or status as a covered veteran.

6. **MERIT INCREASES**

Merit increases will continue to be awarded to academic appointees on the basis of academic attainment, experience, and performance, and without regard to race, color, national origin, religion, sex, gender identity, pregnancy, physical or mental disability, medical condition (cancer-related or genetic characteristics), ancestry, marital status, age, sexual orientation, citizenship, or status as a covered veteran.

7. **NONRENEWAL OF APPOINTMENT**

Nonrenewal of appointment will continue to not be based on race, color, national origin, religion, sex, gender identity, pregnancy, physical or mental disability, medical condition (cancer-related or genetic characteristics), ancestry, marital status, age, sexual orientation, citizenship, or status as a covered veteran.

8. **SALARY**

Salary level will continue to not be based on race, color, national origin, religion, sex, gender identity, pregnancy, physical or mental disability, medical condition (cancer-related or genetic characteristics), ancestry, marital status, age, sexual orientation, citizenship, or status as a covered veteran.

9. **LEAVE POLICY**

Leave policies will continue to be applied without regard to race, color, national origin, religion, sex, gender identity, pregnancy, physical or mental disability, medical condition (cancer-related or genetic characteristics), ancestry, marital status, age, sexual orientation, citizenship, or status as a covered veteran. Academic appointees who do not accrue sick leave will be granted childbearing leave with salary for any period of pregnancy-related temporary disability or illness including confinement. According to APM 760, childbearing leave is six weeks with pay plus modified duties for the six weeks following the leave, duties agreed upon by the department chair. Academic appointees who accrue sick leave credit will be granted childbearing leave with salary for periods of confinement to the extent that accrued sick leave credit is available. In addition, childbearing shall be a valid basis for requesting leave without change in seniority, according to relevant Memorandum of Understanding for lecturers and librarians. Childbearing leave plus parental leave shall not exceed one year from the birth or adoption of each child.

Academic appointees whose appointments have definite ending dates will not be granted sick leave for a period continuing beyond the ending date of the appointment. If the appointment is renewed or extended, additional leave may be granted.

"Confinement" is defined as the period of temporary disability during which a woman is confined and under care before, during, and for a reasonable period after childbirth or termination of pregnancy and cannot perform the normal functions of her position because of her physical condition. Interim family policy provides leave for up to four months in a 24-month period to care for a newly born or adopted child or to care for a child, parent, or spouse with a serious health
condition. Family leave normally shall consist of leave without pay; except that academic appointees who accrue leave may substitute sick leave and accrued vacation leave for leave without pay.

10. GRIEVANCE PROCEDURES

UCR has grievance procedures for academic appointees, which ensure fair consideration and adjudication of complaints related to discrimination and other employment matters. The grievance procedure for members of the Academic Senate is contained in By-Law 113 of the Academic Senate.

The grievance procedure for non-Senate academic appointees is contained in Section 140 of the Academic Personnel Manual, and the UCR implementing procedures available in the Office of the Executive Vice Chancellor/Provost. Individuals also may contact the Office of Faculty & Staff Affirmative Action and the Vice Provost of Conflict Resolution.

11. TRAINING

The Associate Vice Chancellor, Diversity, Excellence and Equity and Associate Vice Provost of Faculty Equity & Diversity hold forums for academic deans and chairs to provide guidance in furthering the campus strategic goal of building a more diverse faculty to reflect the face of California and the nation. The forums are designed to highlight the challenges the campus faces in increasing the number of women and underrepresented minorities in the academy, including (1) enlarging the academic pipeline, (2) attracting a diverse faculty pool, and (3) fostering an environment in which all faculty can succeed.

12. RECRUITMENT & DIVERSITY

The Associate Vice Provost for Faculty Equity and Diversity meets with Deans and Chairs of Departments sharing with them the faculty profile for their respective College and/ or Professional School in comparison with the availability for their respective College/ Professional School and department. Additionally, this individual shares recruiting resources with the department and search committees that will diversify the applicant pool. In some instances, the Associate Vice Provost for Faculty Equity and Diversity will provide additional resources to the department so that an underrepresented applicant can be interviewed provided that they meet the qualifications of the announced position.

13. DIVERSITY OF SEARCH COMMITTEES

Departments are encouraged to develop diverse search committees that bring a different perspective to the recruitment process.

14. ASSESSMENT OF DEANS AND DEPARTMENT CHAIRS

The campus is developing an assessment strategy for each academic dean to assess their diversity efforts within their respective college or professional school. This assessment will be integrated into their performance evaluation. A special report form and an evaluation procedure are currently in development, and implementation is anticipated during this annual cycle.
15. CAMPUS RESOURCES

The Associate Vice Chancellor, Diversity, Excellence and Equity has developed documents for the campus that are available on UCR’s website entitled Principles of Community and A Framework for Diversity. These provide recommendations on how to attract a diverse applicant pool.

16. OFFICE OF FACULTY & STAFF AFFIRMATIVE ACTION

The Office of Faculty & Staff Affirmative Action assists departments in their recruitment efforts by reviewing and approving recruitment plans in conjunction with the Vice Provost for Academic Personnel. The review ensures that there is diversity on the search committee, that the advertisement is placed in recruitment sources that will attract a diverse applicant pool and that the published qualifications are relevant and spelled out.

17. TITLE IX/SEXUAL HARASSMENT OFFICE

The responsibilities of the Title IX Officer include the administration of the campus policy on sexual harassment, complaint resolution, and the development and presentations of programs about sexual harassment, sexual assault and related issues to faculty, staff and students.

18. OFFICE OF THE OMBUDSPERSON

The Office of the Ombudsperson provides confidential, informal, and impartial mediation, counseling, and intervention services to the campus. The Ombudsperson works to ensure that faculty, staff, and students receive a fair treatment regarding concerns and complaints.

19. DIVERSITY RELATED COMMITTEES

A. UCR’s Academic Senate Committee on Affirmative Action

The Academic Senate Committee on Affirmative Action advises the Senate on general policies bearing on affirmative action for academic personnel and academic programs.

B. The Chancellor’s Concerned Citizens Advisory Committees

The Chancellor meets with representatives from the community. The committees are the Concerned Citizens who are citizens from the African American Community, Chicano/Latino Advisory Committee, Asian/Pacific Islander Advisory Committee and the Native American Advisory Committee. Each Advisory Committee meets with the Chancellor and appropriate campus administrator once a quarter.

20. DIVERSITY WEBSITE

UCR’s Diversity Website, originally launched on May 30, 2007, provides a snapshot of diversity at UCR, including statements of the Chancellor’s and the campus’ commitment to diversity, a guide to diversity resources on the campus, diversity-related programs, accomplishments, and training and educational opportunities as well. The site is expanded annually, and now includes a comprehensive clearinghouse of diversity-related programs and
resources that is being continuously updated. The site is located at
http://www.diversity.ucr.edu/

21. DIVERSITY EDUCATION AND TRAINING INITIATIVES

UCR has participated in, sponsored and is developing a comprehensive series of diversity education, training, and leadership development opportunities. UCR has applied for and been awarded a grant from UCOP to implement a UCR Diversity Education Initiative. In a collaborative effort involving the Associate Vice Chancellor, Diversity, Excellence & Equity, the Office of Faculty and Staff Affirmative Action, Human Resources, the Assistant Vice Provost for Faculty Equity and Diversity, and Academic Personnel, UCR established the Diversity Education & Leadership Initiative (DELI), Staff Recruitment Toolkit, Academic Personnel Training program, and the Diversity Certificate program.

The Diversity Education and Leadership Initiative (DELI) was established by proclamation of the EVC/Provost in 3rd Quarter 2008-2009 to promote, coordinate and oversee diversity activities on the campus. Since that time DELI has established Making Excellent Inclusive: A UCR Diversity Certificate Program (MEI). MEI is the first certificated program of its kind in the UC and possibly the nation. The first class completed the program in June 2009. Although originally planned for 20 participants, demand was significant enough that the program was expanded to 26 members. The second year course is under way.

DELI also has developed a measurement matrix for evaluating program outcomes; and continues with development of a Diversity Lecture Series, and media training. A Train-The-Trainees (T3) initiative – proposed in the previous plan year – resulted in the formation of six new training teams, who have already developed and performed more than half a dozen “Moving Toward Multicultural Competence” (MTMC) throughout several departments. MTMC is a first-look seminar into the many levels of diversity and already have involved more than 100 participants. Two (2) special training seminar for sensitivity and effectiveness in working with hearing-impaired coworkers was held in the fall. And, Risk Management modules were developed and four sessions were held, with both in-house and outside counsel presenting to nearly 150 senior level administrators and their human resource point persons.

Building on the success of the DELI’s certificate program, three series of courses were developed under the expanded title of The Chancellor’s Making Excellence Inclusive Education Program. Each series was targeted to a specific audience with Series A for the department chairs and academic administrators, Series B aimed at Upper Management and Department Chairs, as well as their HR point people, and Series C for all levels of managers and supervisors, as well as those hoping to become supervisors. During the covered time period more than 300 staff and faculty members participated in the workshops.

XIII. COMPLIANCE WITH SEX DISCRIMINATION GUIDELINES [41 CFR 60-20]

Riverside’s policies and procedures comply with sex nondiscrimination regulations as set forth. The campus does not discriminate on the basis of sex with respect to recruitment, advertising, job policies and practices, wages, or employment of women in so-called non-traditional employment areas as explained below:

1. Advertisements do not express a sex preference, unless sex is a bona fide occupational qualification.

2. Written personnel policies expressly indicate that there shall be no discrimination against
employees on the basis of sex.

3. Employees of both sexes have equal opportunity to any available job for which they are qualified. Both sexes are afforded equal access to all training programs, including any management trainee programs.

4. There are no distinctions on the basis of sex in employment opportunities, wages, hours, or other conditions of employment.

5. There is no distinction between married and unmarried applicants or employees, or between applicants or employees with young children and those without such children.

6. Policies and practices assure appropriate physical facilities to both sexes.

7. Women are not penalized in their conditions of employment because they require leave for childbearing. UC maintains maternity leave policy, which meets all applicable legal requirements.

8. Provisions in collective bargaining agreements related to conditions of employment are reviewed to ensure consistency with the OFCCP Sex Discrimination Guidelines.

9. There is no specification of differences on the basis of sex in mandatory or optional retirement age.

10. Seniority lines and lists are not based on sex.

11. The same wage schedules are applied to employees of both sexes.

12. Steps are taken to make jobs available to all qualified employees without regard to sex; to ensure that members of one sex are not discriminatorily restricted to certain job classifications; and to ensure that women are not denied the right to compete for jobs for which they are qualified on the basis of any state "protective" law.

XIV. COMPLIANCE WITH GUIDELINES ON DISCRIMINATION BECAUSE OF RELIGION OR NATIONAL ORIGIN [41 CFR 60-50]

UCR is committed to the religious and national origin nondiscrimination guidelines issued by federal and state authorities. In addition to our policy statement, we continue to implement the following practices.

A. All personnel and applicants for employment are treated equally, without regard to religious beliefs or national origin.

B. The University strives to accommodate the religious observances and practices of employees and applicants for employment, whenever such accommodations can be made without undue hardship on the conduct of University business. In making such decisions, business necessity, financial costs, expenses, and resulting personnel problems are factors considered.

C. All persons making employment decisions are informed of our policy, the need for religious accommodations, as well as their roles, rights and responsibilities in making such accommodations.
D. We make every effort to maintain ongoing communication with all of our personnel regarding the University's commitment to equal employment opportunities regardless of religion or national origin.

E. We seek the assistance of recruitment sources in referring for employment all qualified applicants regardless of religion or national origin.

F. Various religions and ethnic organizations are contacted for technical assistance as appropriate.

XV. AFFIRMATIVE ACTION PLAN FOR INDIVIDUALS WITH DISABILITIES AND COVERED VETERANS
[41 CFR 60-741], [41 CFR 60-250] AND [41 CFR 60-300]

A. POLICY

It is the policy of the University of California, Riverside not to engage in discrimination against or harassment of any person employed or seeking employment because of physical or mental disability or status as a covered veteran in all employment practices, including recruitment, hiring, promotion, training, and separation. The University of California, Riverside undertakes affirmative action to employ and advance in employment qualified individuals with disabilities and covered Veterans.

Employees and applicants for employment are not subjected to harassment, intimidation, threats, coercion or discrimination because they: file a complaint; assist or participate in an investigation, compliance review, hearing, or any other activity related to the administration of §503 of the Rehabilitation Act of 1973, as amended, the Vietnam Era Veterans' Readjustment Assistance Act (VEVRAA) of 1974, as amended, or any other federal, state or local law requiring equal opportunities for individuals with disabilities and covered veterans; oppose any act or practice made unlawful by §503, the VEVRAA, or their implementing regulations or any other federal, state or local law requiring equal opportunity for individuals with disabilities or covered veterans; or exercise any other right protected by §503, the VEVRAA, or their implementing regulations.

B. DEFINITIONS

Individual with a Disability
The term “individual with a disability” is defined as any person who (1) has a physical or mental impairment which substantially limits one or more of such person’s major life activities, (2) has a record of such impairment, or (3) is regarded as having such impairment. An individual is substantially limited if s/he is unable to perform a major life activity that the average person in the general population can perform, or is significantly restricted as to the condition, manner or duration under which s/he can perform a particular major life activity as compared to the condition, manner or duration under which the average person in the general population can perform the same major life activity.

Veteran
The term Veteran is defined as: “a person who served in the active military, naval, or air service of the United States, and who was discharged or released therefrom under conditions

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5 In making reasonable accommodation to the known physical or mental disability of an otherwise qualified applicant or employee, the University complies with the more stringent definition provided under California law.
other than dishonorable”.

**Armed Forces Service Medal Veteran**

Armed Forces Service Medal Veteran means: “any veteran who, while serving on active duty in the U.S. military, ground, naval or air service, participated in a United States military operation for which an Armed Forces service medal was awarded pursuant to Executive Order 12985.”

**Covered Veterans**

The definition for Covered Veterans includes disabled veterans, Vietnam era veterans, recently separated veterans, veterans 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 and Armed Forces service medal veterans.

**Disabled Veteran**

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, or

2. A person who was discharged or released from active duty because of a service-connected disability.

**Recently Separated Veterans**

Recently Separated Veteran means: “any veteran during the three-year period beginning on the date of such veteran’s discharge or release from active duty in the U.S. military, ground, naval or air service”.

**Vietnam Era Veteran**

A person who:

1. Served active duty for a period of more than 180 days and was discharged or released there from with other than a dishonorable discharge if any part of such active duty occurred:
   a. In the republic of Vietnam between February 28, 1961, and May 7, 1975; or
   b. Between August 5, 1964, and May 7, 1975, in all other cases; or

2. Was discharged or released from active duty because of a service-connected disability, if any part of such active duty was performed:
   a. In the republic of Vietnam between February 28, 1961, and May 7, 1975; or
   b. Between August 5, 1964, and May 7, 1975, in all other cases.

**War/Campaign/Expedition/Veteran**

The definition is any 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.

**C. DISSEMINATION OF POLICY**

The University of California, Riverside’s nondiscrimination and affirmative action policy regarding individuals with disabilities and covered veterans is:
1. Included in all policy manuals and other appropriate procedural documents disseminated to employees;
2. Published in internal newsletters, annual affirmative action reports, and other media;
3. Discussed in meetings with management and supervisory personnel, as well as with other employees;
4. Posted on bulletin boards together with a statement that employees and applicants are protected from coercion, intimidation, interference, or discrimination for filing a complaint, or for assisting in the investigation of a complaint of discrimination; and
5. Sent to recruiting sources.

D. AFFIRMATIVE ACTION PLAN

In compliance with §503 of the Rehabilitation Act of 1973, as amended, §402 of the Vietnam Era Veterans’ Readjustment Assistance Act of 1974, as amended, and University policy, the University of California, Riverside has developed this Plan to undertake affirmative action and equal employment opportunity for individuals with disabilities and covered veterans.

The Plan is reviewed and updated annually. It is available for inspection to applicants and employees upon request.

E. SELF-IDENTIFICATION

The University of California, Riverside invites individuals with disabilities and covered veterans who wish to benefit under the University of California, Riverside’s Affirmative Action Plan to identify themselves. For individuals with disabilities and disabled veterans, the invitation to self-identify is extended after making an offer of employment and before employment begins, except under limited circumstances, as set forth in §§60-250.42(a), 60-300-42(a) and 60-741.42(a) of the regulations. Invitations to Vietnam era veterans, recently separated veterans, war/campaign/expedition veterans and Armed Forces service medal veterans may be made at any time during the application process. An invitation to self-identify form is provided to individuals summarizing the University of California, Riverside’s affirmative action program and indicating that:

1. A request to benefit under the affirmative action program may be made immediately and/or at any time in the future;
2. The information is being requested on a voluntary basis, will be kept confidential, and refusal to provide it will not subject the individual to any adverse treatment; and
3. The information is used only in accordance with the Rehabilitation Act and the Vietnam Era Veterans Readjustment Assistant Act and their implementing regulations.

F. RESPONSIBILITIES FOR IMPLEMENTATION

These responsibilities are identical to those described in the Affirmative Action Plan for Women and Minorities. Section III – Designation of Responsibilities lists the heads of each control unit who are responsible for monitoring affirmative action efforts in the units reporting to them.
G. POLICIES, PROCEDURES, AND PRACTICES

The University of California, Riverside’s policies, procedures, and practices are in compliance with §503 of the Rehabilitation Act of 1973, as amended, and the Vietnam Era Veterans’ Readjustment Assistance Act of 1974, as amended, and reflect a commitment to nondiscrimination for individuals with disabilities and covered veterans. Further, the University of California, Riverside’s policies, procedures and practices exemplify the commitment to take affirmative action to employ and advance in employment qualified individuals with disabilities and covered veterans at all levels of the workforce.

The University of California, Riverside has implemented procedures to ensure that employees are not harassed because of their status as an individual with a disability or as a covered veteran.

Significant changes in this Affirmative Action Plan in procedures, rights, or benefits as a result of annual updating are communicated to applicants and employees. If it has been necessary to modify personnel procedures, the development of new procedures will be included in the Plan.

H. EMPLOYMENT PRACTICES AND ACTIONS

Employment practices are reviewed to determine whether personnel programs provide the required affirmative action for the employment and advancement of individuals with disabilities and covered veterans. Based upon the findings of the review, appropriate outreach and recruitment activities are undertaken.

Personnel involved in the recruitment, screening, selection, promotion, disciplinary and related employment practices are trained to ensure that the University of California, Riverside’s affirmative action commitments for individuals with disabilities and covered veterans are implemented.

Continuing review of individual employment actions by Department Heads, Managers, or other supervisory personnel is conducted to assure that such actions are nondiscriminatory.

I. ACCOMMODATIONS TO PHYSICAL AND MENTAL LIMITATIONS

The University of California, Riverside makes reasonable accommodations to the physical and mental limitations of individuals with disabilities and disabled veterans whenever the accommodations would not impose a demonstrable undue hardship on the conduct of business. Applicants for employment and employees are encouraged to identify disabling conditions and, when appropriate, any necessary accommodations. In determining whether an accommodation would impose an undue hardship on the University, consideration will be given, among other factors, to the cost of the accommodation, financial resources, and the impact of the accommodation on business operations.

The types of accommodations implemented by the University of California, Riverside include but are not limited to:

- Granting medical leaves of absence
- Graduated return to work scheduling and assignments
- Providing assistive devices
- Providing lumbar support chairs
- Modifying work areas and equipment
- Restructuring or trading job tasks
- Restructuring jobs utilizing “flex-time”

A Vocational Rehabilitation Counselor is available for employees in need of services concerning reasonable accommodation and returning to work from a disability. External specialists are utilized, when appropriate, in the rehabilitation effort where formal job analysis and vocational counseling are indicated.

The Employee Assistance Program is available to all employees to provide confidential counseling and referral in such areas as family problems, alcohol and drug abuse, finances, job-related concerns, health-related issues, and interpersonal relationships at work.

J. CONSIDERATION OF QUALIFICATIONS

In determining the qualifications of individuals with disabilities and covered veterans, the University of California, Riverside gives consideration to the personal and professional attributes including the skill, experience, education, physical, medical, safety and other requirements established which an individual must meet in order to be eligible for the position held or desired. The University of California, Riverside undertakes reviews of personnel policies and procedures to be certain that they provide for a careful, thorough, and systematic assessment of qualifications of individuals with disabilities and covered veterans who apply for job vacancies filled either by open recruitment or waiver of recruitment, and for training opportunities. Personnel actions are reviewed to make sure policies are equitably applied and that all employment decisions are based on valid job requirements.

If it is necessary to modify any personnel procedures, the development of new procedures is included in the University of California, Riverside’s Affirmative Action Plan.

In determining the qualifications of veterans covered by this Affirmative Action Plan, the University of California, Riverside will give consideration only to that portion of the military record, including discharge papers, which is relevant to the specific job qualifications of the position for which the veteran is being considered.

K. ESTABLISHMENT OF JOB QUALIFICATIONS

All job qualification standards are reviewed periodically to ensure that they are job-related to the position in question and are consistent with business necessity. All job qualifications for positions at the University of California, Riverside are specifically related to the duties to be performed. Whenever UCR applies mental or physical qualification standards in the selection of applicants or employees to the extent that qualification standards tend to screen out qualified individuals with disabilities or disabled veterans, the University of California, Riverside will conduct a review to be certain the qualification standards are job-related and consistent with business necessity. The results of these reviews are provided to hiring authorities.
L. RECRUITMENT

The University of California, Riverside takes the following actions with respect to affirmative action for individuals with disabilities and covered veterans:

1. Establishing meaningful contacts with social service agencies, agencies of and for individuals with disabilities, veterans’ service organizations such as Veterans Assistance Centers, the Veterans Administration Personnel Service, the Disabled Veterans Outreach Project, and the U.S. Department of Labor Veterans Employment Service, and other facilities at the state and local levels to obtain advice, technical assistance and referral of potential employees;

2. Holding formal briefing sessions with representatives from recruiting sources;

3. Establishing meaningful contacts with social service agencies, agencies of and for individuals with disabilities, veterans’ service organizations such as Veterans Assistance Centers, the Veterans Administration Personnel Service, the Disabled Veterans Outreach Project, and the U.S. Department of Labor Veterans Employment Service, and other facilities at the state and local levels to obtain advice, technical assistance and referral of potential employees; and

4. Holding formal briefing sessions with representatives from recruiting sources.

M. SELECTION

Selection processes are evaluated to ensure freedom from stereotyping of individuals with disabilities and covered veterans and other discriminatory actions, which limit their access to jobs for which they are qualified.

N. COMPENSATION

In offering employment or promotion to individuals with disabilities and covered veterans, the University of California, Riverside does not reduce (or in any way change) the amount of compensation offered because of any income based on a disability-related, and/or military-service-related pension, or other disability-related or military-service-related benefit the individual receives from another source.

O. AUDIT AND REPORTING SYSTEM FOR INDIVIDUALS WITH DISABILITIES AND COVERED VETERANS

The campus has implemented an audit and reporting system to measure the effectiveness of the total affirmative action program and identify any need for remedial action. The campus maintains affirmative action data on its employees, including those who had self-identified their veteran or disability status. The Director of Faculty & Staff Affirmative Action monitors employment practices to ensure that they have been conducted in a fair manner for all populations. If the affirmative action program is found to be deficient, the campus will undertake necessary action to bring the program into compliance. The campus ensures that all known veterans and individuals with disabilities have had the opportunity to participate in all campus sponsored educational training, recreational and social activities.

P. PRIVACY OF INFORMATION

Information obtained from applicants and employees concerning a physical or mental condition or medical history is collected and maintained on separate forms and in separate
medical files and treated as a confidential medical report, except that:

1. Supervisors and managers may be informed regarding restrictions on the work or duties of individuals with disabilities or disabled veterans regarding accommodations;
2. First aid and safety personnel may be informed where, and to the extent appropriate, the condition might require emergency treatment; and
3. Government officials investigating compliance with the Rehabilitation Act, or the Vietnam Era Veterans Readjustment Assistance Act, or the Americans with Disabilities Act, shall be provided relevant information on request.
Appendix A
# Title Codes in Academic Job Groups

**University of California, Riverside**

**As of 08-01-2009**

### ZA Academic Deans

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1143  PROFESSOR-ACAD YR-BUS/ECON/ENG
1144  PROFESSOR - FY-BUS/ECON/ENG
1200  ASSOCIATE PROFESSOR-ACAD YR
1210  ASSOC PROFESSOR - FISCAL YR
1243  ASSOC PROF-AY-BUS/ECON/ENG
1565  ASSOCIATE PROFESSOR-FY-GENCOMP
1567  PROFESSOR-FY-GENCOMP
3010  ASSOC ----- IN THE A.E.S.

### ZF  TENURE-TRACK FACULTY
1300  ASSISTANT PROFESSOR-ACAD YR
1307  ACT ASST PROFESSOR-ACADEMIC YR
1330  ASSISTANT PROFESSOR-10-MONTHS
1343  ASST PROF-ACAD YR-BUS/ECON/ENG
1563  ASSISTANT PROFESSOR-FY-GENCOMP
1977  ACT AST PROF-AY-BUS/ECON/ENG
3020  ASST ----- IN THE A.E.S.

### ZG  ADJUNCT/VISITING FACULTY
1308  VST ASST PROFESSOR-ACADEMIC YR
3258  ADJUNCT PROFESSOR-ACADEMIC YR
3279  ASST ADJUNCT PROFESSOR - FY

### ZH  OTHER TEACHING FACULTY
1603  SR LECT W/SEC EMPL-ACADEMIC YR
1630  LECTURER - ACADEMIC YEAR
1631  LECTURER-AY-CONTINUING APPT.
1635  LECTURER-FY-CONTINUING APPT.
2220  SUPERVISOR OF TEACHER ED-AY
2221  SUP OF TEACH.ED-AY-CONTINUING

### ZI  LIBRARIANS
3600  ASSOCIATE UNIVERSITY LIBRARIAN
3610  ASSISTANT UNIVERSITY LIBRARIAN
3612  LIBRARIAN - CAREER STATUS
3613  LIBRARIAN-POTNTL CAREER STATUS
3616  ASSOC LIBRARIAN -CAREER STATUS
3617  ASSOC LIBRARIAN-POTNTL CAREER
ZJ POSTDOC/POSTGRAD RESEARCHERS
3240 POSTGRAD RES ------ FISCAL YR
3252 POSTDOC-EMPLOYEE
3650 CURATOR

ZK UNEX
3521 CONTINUING EDUCATOR II
3522 CONTINUING EDUCATOR III
3540 PROGRAM COORDINATOR
3570 TEACHER-UNIV.EXT.-CONTRACT YR.