

2013-2014 Academic Year Administrative Assessment Report

Office of Affirmative Action Programs (OAAP)

Mission Statement:

The mission of the Office of Affirmative Action Programs is to manage institutional compliance with federal and state Equal Employment Opportunity and Affirmative Action (EEO/AA) regulations, laws, policies, and procedures. In accordance with the Kean University mission of providing an environment where diversity can flourish, the Office of Affirmative Action Programs is committed to advancing social equity and diversity for the University and its stakeholders.

Vision Statement:

The Office of Affirmative Action Programs will actively engage the campus community and its leadership to promote program initiatives designed to support institutional EEO/AA and Diversity.

Goals and Objectives

A) 2013-2020 Strategic Plan Goal:

Goal 4: Recognizing our historical excellence in diversity, to build further a campus environment that reflects our institutional commitment to equity, inclusivity and social justice.

1) Objective A.1, 4.1: To continue to cultivate a University community that is diverse and inclusive based on our social principles.

Actions:

a) *Responsible Individual:* Charlie Williams, Director, OAAP

b) *Measures:* The OAAP will provide equal employment opportunity guidance for hiring authorities and committees for all unclassified and faculty searches (approximately 90 positions); including the review of job announcements and advertisements. Demographic data of applicants (approximately 1400) seeking employment for vacancies monitored by the office and categorize racial/ethnic and gender distributions of applicants. The OAAP will provide administrative oversight for University issues implicating the *New Jersey State Policy Prohibiting Discrimination in the Workplace* (State Policy) and federal and state EEO/AA statutes and regulations for all employees, students, and parties conducting business with the University.

c) *Timeline with milestones:* Contact and communications with hiring managers and search committees will be ongoing throughout the year.

d) *Implementation plan for this objective:* An annual review and assessment of hiring data will be reviewed annually during the summer.

e) *Data collected:* Surveys/questionnaires were distributed to applicants for employment to Kean University utilizing online questionnaires with the Qualtrics survey tool; and hard copy questionnaires via postage-paid business reply envelopes. Voluntary submissions of the Affirmative Action Questionnaires by applicants for unclassified and faculty searches compared with departmental hiring data revealed that there were a total of 2486 applicants who returned 1619 questionnaires for a return rate of 65.12%. The aggregate percentage of minority applicants¹ was 41%. The gender distribution from the reported data was 47.07% female and 49.91% male.

f) *Action taken based on data collected:*

Advertisements for vacancies were posted in several of the largest national online and print higher education career publications with readership targeted for both general and diverse audiences. Due to the consistently positive applicant profiles of the University's employment applicant pools, it is recommended that the current advertising venues be continued.

Additional efforts will be taken to participate in Managerial Workshops sponsored by the Office of Human Resources to provide, and supplement written guidance on the search and selection processes pursuant to EEO/AA best practices.

2) Objective A.2, 4.1.2: To enhance Kean University's personnel already strong perceptions of inclusivity, equity, diversity and social justice, including all faculty, staff, administration and students.

Actions:

a) *Responsible Individual:* Charlie Williams, Director, OAAP

b) *Measures:* The OAAP will coordinate and administer the University anti-discrimination and anti-harassment (*New Jersey State Policy Prohibiting Discrimination in the Workplace*) prevention awareness/outreach activities and training programs and provide training and/or re-training. Information on the State Policy and procedures will be listed on University websites and in employee handbooks and student catalogs.

¹ Applicants who self-reported a race/ethnicity of Asian, Black/African American, Hispanic/Latino, or more than one race.

c) *Timeline with milestones:* Publications, policies and procedures will be reviewed on an annual basis for updates and distribution. Training programs will be scheduled throughout the Academic Year and new employees will complete training within the first several months of employment. Guidance on EEO/AA will be ongoing.

d) *Implementation plan for this objective:* An annual review and assessment of training programs and completion rates for training programs; will be reviewed annually during the summer.

e) *Data collected:* The University licenses its anti-discrimination training program through Workplace Answers, LLC. The training is available for both students and employees and is accessible 24 hours a day, seven days a week. The total number of employees completing anti-discrimination training and acknowledging receipt of the *New Jersey State Policy Prohibiting Discrimination in the Workplace* (State Policy) during this review period was 614, approximately 56% of the University's permanent employees.

f) *Action taken based on data collected:* The OAAP has, and will continue to work with the Office of Human Resources to integrate information for the anti-discrimination training for all new employees as part of the new hire orientation process.²

Also, a schedule of in-person training will be utilized through the Center for Professional Development and the Office of Human Resources to supplement on the online training. Additionally, departmental and managerial training where be initiated where needs arise and upon request.

² New employees are required to complete training within three (3) months of their hire date.