

Office of Affirmative Action Programs Assessment Report

2012-2013 Academic Year

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:

Goal 1: To provide institutional enforcement and compliance of EEO/AA mandates. (KU MO3)		
Objective	Data Results	Actions Taken Based on Data Collected
1.1: To provide administrative oversight for University issues implicating the <i>New Jersey State Policy Prohibiting Discrimination in the Workplace</i> (State Policy) and federal and state EEO/AA statutes and regulations to all permanent employees (approximately 1108) and increase the return rate of acknowledgement receipts by at least 15% between August 2012 and July 2013.	<p>On February 12, 2013 electronic notices were sent University employees (n=1083) for 1) anti-discrimination training and 2) acknowledgment of receipt of the NJ State Policy Prohibiting Discrimination in the Workplace (State Policy) and procedures. The expected tabulation date for the notice will commence in July, 2013. For the first three months of the notification period, there was a 37% completion rate (n=398). The average training completion and acknowledgment rates for each month was approximately 133. A review in August would provide a more comprehensive timeframe to analyze the data for this effort.</p>	Follow-up efforts over the next three (3) months and completion report analysis to maximize completions.

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Goal 2: To monitor and facilitate equitable practices in the University's employment activities. (KU MO1 & KU MO3)		
Objective	Data Results	Actions Taken Based on Data Collected
2.1: To provide equal individual and committee based employment guidance and applicant review for all unclassified and faculty searches (approximately 90 positions); including the review of job announcements and advertisements.	Provided oversight and monitoring for employment searches within the purview of the OAAP (n=91). The searches included 45 academic positions and 46 administrative positions. At the time of this report, over 50% of final data compilation was pending for the searches. Generally, August is a more suitable timeframe for reviewing the data cycle for the employment search process.	Objective completed.
2.2: Codify data on advertising venues, i.e., by print, electronic/web-based, and regional/national categories and develop a strategy to increase outreach in areas of low distribution by 5% between August 2012 and July 2013.	Not completed, employment search processes not finalized at this time.	Action pending final collection of employment search information.

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Goal 2 (Continued): To monitor and facilitate equitable practices in the University's employment activities. (KU MO1 & KU MO3)		
Objective	Data Results	Actions Taken Based on Data Collected
2.3: To collect demographic data of applicants (approximately 1400) seeking employment for vacancies monitored by the office and categorize racial/ethnic and gender distributions of applicants for analysis and develop a strategy to increase outreach in areas of low distribution by 5% between August 2012 and July 2013.	<p>Data collected from voluntary submissions of the Affirmative Action Questionnaires by applicants revealed the following:</p> <p>There were a total of 1495 questionnaires collected for the positions monitored by OAAP. Of the total questionnaires returned, 40.07% (n=599) were from minority applicants: .47% (n=7) American Indian or Alaskan Native; 8.29% (n=124) Asian; 17.46% (n=261) Black/African American (not of Hispanic Origin); 8.16% (n=122) Hispanic/Latino; and 5.69% (n=85) more than one Race.</p> <p>The gender distributions were 51.04% (n=763) Female and 48.70% (n=728) Male.</p>	Data collection partially completed; review and analysis pending final collection of employment search information.
2.4: To coordinate and administer the University anti-discrimination and anti-harassment (<i>New Jersey State Policy Prohibiting Discrimination in the Workplace</i>) prevention awareness/outreach activities and training programs and provide training and/or re-training for at least 25% of the permanent employment workforce (approximately 275 employees) between August 2012 and July 2013.	The process for training and re-training has commenced. The average training completion and acknowledgment rates for each month was approximately 133. A review in August will provide a more comprehensive timeframe to analyze the data for this effort.	At the current completion pattern, it is anticipated that a final completion rate of 74% of employees will be trained (n=399).