



# California State University, Los Angeles

## PRESIDENT'S STATEMENT

California State University, Los Angeles, affirms its commitment to equality of opportunity for all individuals. This commitment requires that no discrimination shall occur in admission to, access to, or operation of its instruction, programs, services, or activities, in the operation of any program of this University on the grounds of race, color, religious creed, sex, sexual orientation, pregnancy, national origin, ancestry, age (over 40), marital status, physical disability (including HIV and AIDS), mental disability, medical condition, genetic information, political affiliation, disabled veteran, recently separated veteran, armed forces service medal veteran and other protected veteran, or for opposing discrimination, or any other classification that precludes a person from consideration as an individual. The employment programs covered include, but are not limited to, recruitment, appointment, retention, tenure, promotion, compensation, benefits, transfer, demotion, layoff, return from layoff, University-sponsored training, education, tuition assistance, and social and recreation programs. Employment decisions will be evaluated on the basis of an individual's knowledge, skills, abilities, job performance or any other legitimate qualifications. Further, the University's commitment requires that no retaliation shall occur because an individual filed a complaint of discrimination or in some other way opposed discriminatory practices, or participated in an investigation related to such a complaint.

This policy embodies, and is intended to implement explicit requirements of state and federal laws, Presidential Executive Orders, and The California State University, policies with regard to nondiscrimination, including Title VII of the Civil Rights Act of 1964, Title II of the Genetic Information Nondiscrimination Act of 2008, Executive Order 11246, as amended, Title IX of the Education Amendments of 1972, Vietnam Era Veterans Readjustment Assistance Act of 1974, Sections 503 and 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990.

California State University, Los Angeles' Affirmative Action Plan is located in the Academic Senate Office, Administration 318, John F. Kennedy Memorial Library, the office of the Assistant Vice President for Academic Affairs-Academic Personnel, Administration 708 and the Office for Equity and Diversity, Administration 606. The Plan may be examined by appointment in the Office for Equity and Diversity (323) 343-3040, Monday through Friday between the hours of 8 a.m. and 5 p.m.

A handwritten signature in black ink, appearing to read "James M. Rosser", written over a horizontal line.

James M. Rosser  
President

Date: 12-15-10

## II. RESPONSIBILITY FOR IMPLEMENTATION

41 C.F.R. 60-2.17(a)

### A. University President

The University President has overall responsibility and accountability for implementation of the University's policies on equal employment opportunity. The coordination of responsibilities for the implementation of the policy and day-to-day management of the functions have been delegated to Human Resources Management (HRM), which has the full support of executive management.

### B. Assistant Vice President, Human Resources Management

The duties of the Assistant Vice President, HRM, include oversight in the following:

1. Developing policy statements, the Affirmative Action Plan, and internal and external communication techniques including discussions with managers, supervisors and employees to ensure the University's policies are followed.
2. Advising supervisors that their work performance is evaluated on the basis of their equal opportunity efforts and that they are responsible for preventing discrimination, harassment and retaliation of employees based on a protected status.
3. Designing, implementing and monitoring internal auditing and reporting systems that:
  - a. Measure the effectiveness of the University's Affirmative Action Plan.
  - b. Identify problem areas and indicate any need for remedial action.
4. Serves as liaison between the University and the various governmental enforcement agencies, community groups and vocational rehabilitation organizations.
5. Serves as liaison between the University and employee organizations.
6. Arranges career counseling for employees when it is requested.

C. Equity and Diversity Specialist

The Equity and Diversity Specialist has responsibility for the day-to-day management of the Office for Equity and Diversity and assists the Assistant Vice President, HRM, with all duties and responsibilities. The Equity and Diversity Specialist will perform periodic audits to ensure that equal employment opportunity posters are properly displayed and that all employees are encouraged to participate in all University-sponsored educational, training, recreational and social activities. In addition, the Equity and Diversity Specialist will investigate complaints related to the Affirmative Action Plan, as well as discrimination, harassment and retaliation. The Equity and Diversity Specialist will also engage in the interactive process in response to requests for reasonable accommodation from qualified employees or applicants with physical and/or mental limitations.

D. Management

Each department manager is responsible for the implementation of the Affirmative Action Plan within his or her area of responsibility. This includes reviewing the qualifications of employees to ensure that all qualified applicants are given full consideration for transfers and promotions, meeting with employees to ensure the University's policies are being followed, identifying problem areas, preventing discrimination, harassment and retaliation of employees, ensuring employees are attending University-sponsored training on discrimination, sexual harassment, retaliation and equal opportunity, understanding that their work performance is being evaluated on the basis of their equal employment opportunity conduct and taking other actions as outlined in this Plan.

E. All Employees

All employees of the University are required to abide by the policies of the University, including the equal employment opportunity policies. All employees are required to conduct themselves accordingly and will be held accountable for any conduct contrary to the policies.

III. IDENTIFICATION OF PROBLEM AREAS AND PLANS FOR IMPROVEMENT  
41 C.F.R. 60-2.17(b)

The 2000 U.S. census data was used to determine underutilization for all job groups (as of December 1, 2010, relevant EEO-1 census 2010 data was not available). To determine availability for faculty job groups, data published by the 2008 Survey of Earned Doctorates, Summary Report was used. This publication contained doctorates awarded nationally to U.S. citizens. In spite of recent fiscal constraints, the University maintained consistency in the overall number of women and minorities in the majority of job groups, and in the majority of departments.

Despite having maintained consistency, the following job groups demonstrate minority and/or female underutilization based on availability of qualified women or minorities. Several of these groups also demonstrate 0% representation for females, Asians, Blacks and/or Hispanics. However, these groups are also consistent with national trends and are not necessarily out of the norm. When there are openings in the following job groups, the University will continue to focus on ensuring a diversified applicant pool of qualified females, Asians, Blacks and Hispanics is properly considered.

Job Group	Black		Hispanic		Asian		Female	
	R	U	R	U	R	U	R	U
Technicians		Y		Y				Y
<i>Faculty</i>								
Accounting		Y						Y
Civil Engineering		Y			0			Y
Finance and Law	0	Y	0	Y				Y
Music			0		0			Y

Key: R= Race/Gender represented; U=Race/Gender underutilized based on availability  
Y=Yes, 0=No

Availability is an estimate of the number of qualified minorities or women available for employment in a given job group, expressed as a percentage of all qualified persons available for employment in a given job group. The two factors specified in the regulations that must be considered in determining availability are: 1) the percentage of minorities or women within the reasonable recruitment area, and 2) the percentage of minorities or women among those who can be promoted, transferred, or trainable within the organization.

#### IV. ACTION-ORIENTED PROGRAMS

41 C.F.R. 60-17(c)

In addition to the University's ongoing practices, the following programs have been designed to meet the University's equal opportunity commitment:

Problem Area:

A. Recruiting sources to attract qualified women and minorities.

Action Steps:

- On an ongoing basis, the Workforce Planning Manager will research additional Web sites or publications that could be used as recruitment sources to locate qualified applicants including women and minorities.
- On an ongoing basis, the Dean will meet with the department chair to discuss faculty searches and develop a recruitment plan for a search to ensure a broad based recruitment effort that will seek to attract qualified women and minorities.

Problem Area:

B. Training.

Action Steps:

- Annually, the Equity and Diversity Specialist and the Assistant Vice President for Academic Affairs meet with department chairs and selection committees to review the recruitment process and discuss their responsibility and the University's commitment to equal employment opportunity.
- At new employee orientation sessions, all new employees receive training on discrimination, sexual harassment and retaliation.

#### V. INTERNAL AUDITING AND REPORTING SYSTEM

41 C.F.R. 60-2.17(d)

As indicated previously, Human Resources Management is responsible for the implementation oversight of the Affirmative Action Plan. To ensure compliance with the University's Plan, the following internal audit system has been established:

A. Employment activities are monitored using the following tracking forms:

1. Recruitment Analysis Report
2. Confidential Information Questionnaire
3. Appointment/Change Form
4. Applicant Appraisal Form
5. Discipline Log
6. Termination Log

B. Formal reports outlining the recruitment process are submitted and reviewed by the Equity and Diversity Specialist prior to any offer of employment being extended for faculty and exempt classifications. This is done to audit applicant pools and ensure that the selection of a candidate was made based on qualifications and merit.

C. Review of all selection, promotional and training procedures and practices to ensure they are nondiscriminatory.

D. Prior to taking any disciplinary action, the Assistant Vice President of Human Resources Management reviews the proposed action and consults with legal counsel when appropriate and the appropriate manager to ensure that the action is appropriate and based on nondiscriminatory reasons.