

UW Extension

Equal Opportunity Policy No: EO 002

Subject: Policy on Evaluation of Executives, Managers, Administrators, and Supervisors on Good Faith Efforts and Results

Date Effective: April 1, 1994
Executive Council Approval: April 1, 1994
Chancellor Approval: (signature on original copy)

PURPOSE

The Regents of the University of Wisconsin System in Resolution 15, Women and the Future of the UW System, call for the establishment of a process to assure that good faith efforts are made to search for women candidates for senior-level administrative positions. The Equal Employment Opportunity Policies of The University of Wisconsin System require performance evaluations of institutional administrators which include an assessment of their attention to and support of affirmative action. UW-Extension is required to demonstrate good faith efforts in the recruitment and selection of women and minorities for those positions in which they are underrepresented and to implement standards for measuring good faith efforts.

POLICY

It is the policy of UW-Extension that all deans, directors, managers, administrators, department/unit heads, supervisors or anyone having responsibility for official personnel actions shall be evaluated upon their good faith efforts in the recruitment and selection of women and minorities for positions in which they are underrepresented. These individuals are responsible and accountable for attaining the goals and objectives outlined in the Affirmative Action Plan and for its implementation, within their units and all units reporting to them.

Their specific responsibilities include collecting and reporting all data necessary to the development and monitoring of the AAP, extending affirmative action and good faith efforts toward meeting the goals and objectives in the AAP, ensuring that all decisions adhere to the principles of equal employment opportunity and similarly holding responsible and accountable their subordinate directors, administrators, managers and supervisors.

Performance appraisals and pay increases of individuals subject to this policy shall reflect among other things the manner in which these individuals executed these AA/EEO obligations, the attention or lack of attention to recording, monitoring and reporting requirements.

Failure to fulfill these obligations and execute fully any of these requirements shall be considered, among other criteria, in their performance evaluations and merit increases. Positive affirmative action results and accomplishments shall be recognized and also shall be considered in their evaluations and merit increases. Repeated failure to perform and supply the necessary information will be considered along with any other performance criteria, as grounds for possible disciplinary action.

This policy shall remain in effect so long as required by the Title 41 of the Code of Federal Regulations, Executive Order 11246 and Revised Order No. 4.

PROCEDURES

- 1. Required Key Elements For Good Faith Efforts Evaluation** --In order to assure that good faith efforts are made to recruit and employ women and minorities, the process must contain four key elements:
 - a)** Methods that will provide for the examination of standards or criteria that might exclude women or minorities.
 - b)** Steps that will allow and ensure that vigorous systematic efforts are made to locate and encourage the candidacy of women and minorities.
 - c)** Documentation showing that the principles of affirmative action have been applied to the interview and other selection process.
 - d)** Documentation showing that the principles of nondiscrimination have been applied to the final selection process.

- 2. Assuring Good Faith Efforts**
 - a)** Establish a cooperative working relationship with the Office of Equal Opportunity and Diversity Programs for finalizing the position announcements, for developing recruitment plans, and for the development of systematic monitoring process.
 - b)** Ensure that the position announcement encourages women and minorities to apply and that its standards and criteria are examined for appropriateness relative to the position.

- c) Develop a recruitment plan. The plan shall include at least the following elements, among other Plan requirements defined in the UWEX Hiring Guidelines for Unclassified and Classified Staff:
 - 1) Formal activities - advertising in journals, notices to professional associations, writing to knowledgeable people in the relevant fields; and
 - 2) Informal activities - asking trusted colleagues and friends to recommend women and minority applicants, building networks which include persons knowledgeable about women and minorities, specifically requesting names of women and minorities
- d) Identify the geographic area of recruitment. The area (local, state, regional, national) must be large enough to ensure reaching adequate numbers of women and minority candidates.
- e) Establish an adequate time frame for the vigorous recruitment of women and minorities.
- f) Ensure the availability of adequate financial resources for advertising, mailings, telephoning, and for covering travel costs of recruiting and interviewing.
- g) Provide for the maintenance of descriptive records of the recruitment and interview process.
- h) Evaluate the applicant pool relative to the availability of women and minorities and to the good faith efforts made to recruit them.
- i) Evaluate the composition of the interview pool relative to the composition of the applicant pool. Take affirmative action to include women and minorities in the interview pool.
- j) Ensure that the interview process is nondiscriminatory. Remove any barriers for women and minorities.

3. Assessing Attention To and Support of Affirmative Action

- a) Assess "top-down" endorsement of affirmative action through formal and informal discussions and other forms of communication.
- b) Assess ongoing efforts to support the work of the Assistant to the Chancellor for Affirmative Action and Equal Opportunity Programs/Director of Affirmative Action.
- c) Assess evidence that the institution's affirmative action plan is translated into concrete action.

- d)** Assess good faith efforts made to recruit, employ and promote women and minorities.
- e)** Assess monetary support of affirmative action.

FORMS

Administrators, Managers and Supervisors Self-Evaluation on Attention to and Support for Affirmative Action