



Executive Summary

Affirmative Action Plan

2017- 2018 Academic Year

Eastern Illinois University Office of Civil Rights & Diversity

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1. Overview

1.1 University Mission Statement

Eastern Illinois University is a public comprehensive university that offers superior, accessible undergraduate and graduate education. Students learn the methods and results of free and rigorous inquiry in the arts, humanities, sciences, and professions, guided by a faculty known for its excellence in teaching, research, creative activity, and service. The University community is committed to diversity and inclusion and fosters opportunities for student-faculty scholarship and applied learning experiences within a student-centered campus culture. Throughout their education, students refine their abilities to reason and to communicate clearly so as to become responsible citizens and leaders.

1.2 Eastern Illinois University Profile

Eastern Illinois University was established in 1895 as Eastern Illinois State Normal School (that is, a teacher's college) by the Illinois General Assembly. Today, the University grants bachelor's, master's, and specialist's degrees and is accredited through the specialist level by the Higher Learning Commission of the North Central Association of Colleges and Schools (NCA). In its most recent re-accreditation report, the NCA congratulated Eastern for its strong focus on students and their educational attainment.

Eastern Illinois University is governed by its own Board of Trustees. The President is responsible for the operation and general welfare of the University, which is organized into four areas, each headed by a vice president: Academic Affairs, Business Affairs, Student Affairs, and University Advancement. The primary academic units include the College of Arts and Humanities; the Lumpkin College of Business and Applied Sciences; the College of Education and Professional Studies; the College of Sciences; the Graduate School; the Honors College; and the School of Continuing Education.

Eastern Illinois University has a rich tradition of preparing students to accomplish their life goals through a great combination of quality academics and personal relationships.

Consistently ranked in the top third of Midwest universities in its class by U.S. News and World Report, Eastern has earned its reputation by offering a wide variety of undergraduate and graduate programs taught by an experienced and caring faculty. In addition to reasonable tuition, fees, and room and board rates, Eastern offers a textbook rental system, saving the average student hundreds of dollars per semester.

A variety of excellent on-campus housing opportunities are available on the safe, compact 320-acre campus. Student graduation and retention rates are well above state and national averages, and that success continues after students earn their degrees -- year after year, Eastern ranks high in job placement, alumni satisfaction and employer satisfaction.

1.3 Nondiscrimination Statement

America draws its strength and vitality from the diversity of its people. Eastern Illinois University is enriched by building a campus that celebrates and draws upon the talents of all its students, faculty, and staff.

Eastern Illinois University provides equality of opportunity in education and employment for all students and employees. Discrimination based upon race, color, sex, religion, age, national origin, ancestry, marital status, disability, veteran status, sexual orientation, gender identity, or any other basis of discrimination precluded by federal and state statutes, is strictly prohibited.

Moreover, as prescribed by federal guidelines, the University is committed to a program of affirmative action to alter patterns of employment that indicate under-representation of members of minority groups and women. The University further pledges itself to a program of affirmative action as prescribed by statute to employ, and advance in employment, qualified disabled individuals, Vietnam-era veterans, and special disabled veterans.

- Diversity, Nondiscrimination, and Affirmative Action ([IGP 174](#))

See [Appendix A](#) for a listing of university policies and federal/state laws applicable to Affirmative Action, Discrimination, Diversity, and Equal Employment Opportunity.

2. Responsibility for Implementation

The Office of Civil Rights and Diversity (OCD) has the responsibility for designing and ensuring the effective implementation of Eastern Illinois University's Affirmative Action Program (AAP). These responsibilities include, but are not limited to, the following:

1. Developing Equal Employment Opportunity (EEO) policy statements, affirmative action programs and internal and external communication procedures in coordination with the President's Council;
2. Assisting in the identification of AAP/EEO problem areas;
3. Assisting management in arriving at effective solutions to AAP/EEO problems;
4. Keeping Eastern Illinois University's President informed of equal opportunity progress and reporting potential problem areas within the university through annual reports;
5. Reviewing the university's AAP for qualified minorities and women with all managers and supervisors at all levels to ensure that the policy is understood and is followed in all personnel activities; and
6. Serving as liaison between Eastern Illinois University and enforcement agencies.

The full Affirmative Action Plan for the 2017-2018 academic year can be viewed at Eastern Illinois University's Office of Civil Rights and Diversity (1011 Old Main) between 8:00 am and 4:30 pm Monday through Friday. Additional resources can be found on the following sites:

- Office of Civil Rights and Diversity – <http://castle.eiu.edu/civil/>
- EIU Diversity – <http://castle.eiu.edu/diversity/>

Responsibilities of Directors and Supervisors:

It is the responsibility of all managerial and supervisory staff to implement Eastern Illinois University's AAP. These responsibilities include, but are not limited to:

1. Assisting in the identification of problem areas, formulating solutions, and establishing departmental goals and objectives when necessary;
2. Reviewing the qualifications of all applicants and employees to ensure qualified individuals are treated in a nondiscriminatory manner when hiring, promotion, transfer, and termination actions occur; and
3. Reviewing the job performance of each employee to assess whether personnel actions are justified based on the employee's performance of his or her duties and responsibilities.

3. The Recruitment and Hiring Process

Eastern Illinois University is an equal opportunity, equal access, affirmative action employer committed to achieving a diverse community. The 2016-2017 hiring cycle includes all individuals who were hired and began working at Eastern Illinois University between October 16, 2016 and October 15, 2017. Of individuals hired in continuing administrative and professional position, 14.8% were members of a minority group and 55.5% were female. Of continuing administrative and professional positions filled in the past three hiring cycles, 20.8% were members of a minority group and 53.7% were female. Of individuals hired in tenure-track faculty positions, 50% were members of a minority group and 60% were female. Of tenure-track faculty positions filled in the past three hiring cycles, 21.6% of individuals hired were members of a minority group and 55% were female.

3.1 Civil Service Positions

During fall 2017, 43.3% of all full-time employees were employed in a civil service position. Hiring decisions for these positions are to some degree determined under the provisions of the State Universities Civil Service System. Public universities in Illinois are required to classify non-administrative/professional staff employees according to established Civil Service categories. All staff jobs, except those that are administrative/ professional in nature are classified as Civil Service. Employees classified as civil service are subject to the State Universities Civil Service Statute and Rules. The Office of Employment and Examinations assists departments in hiring civil service and civil service temporary extra help employees.

When Civil Service openings are advertised, they are primarily advertised through Eastern Illinois University's Human Resources website. The Human Resources office is only involved in the recruitment of Civil Service employees. Currently the Human Resources department does not allocate any part of its budget to recruitment for civil service positions. Recruitment efforts are in the form of the Human Resources' website, bulletin board, or other free recruitment sites. These other free sites may consist of college or university career placement websites, the state universities civil service system website, or professional organization websites for some position openings.

4. Discussion: Placement Goals Report

4.1 Faculty

A placement goal is set for any female or minority group that shows a lack in the representation of the university compared to the availability data. The University utilizes the 80% Rule in establishing its placement goals. With the 80% Rule, a disparity may exist whenever the percentage of females or minorities in the job group is less than 80% of the final availability percentage. Faculty as a whole lack in female and minority employees.

All faculty as a whole lack in minority group employees. Annually Contracted faculty specifically, The College of Education and Professional Studies (CEPS), The Lumpkin College of Business and Applied Science (LCBAS) lack in minority group employees. Comparatively, there is no lack of female employees for Annually Contracted Faculty.

Tenured/Tenure Track Faculty and Chairs as a whole shows disparity in minority employees. Tenure Track Faculty and Chairs show disparity in minority employees. Specifically The Lumpkin College of Business and Applied Science (LCBAS). No female disparity exists as it relates to employees for Tenure Track Faculty. Tenured Faculty and Chairs including Assoc/Asst Chairs lack in minority group and female employees. Specifically COS shows an individual need for female and minority group Tenured Faculty and Chairs employees. A need exists for Tenured Faculty and Chair minority group employees in CAH, and COS. The chart below illustrates individual placement goals for each faculty job group that is underrepresented.

Job Group	Underrepresented Group	Placement Goal
All Faculty	Minority	23.3%
Annually Contracted Faculty		
CEPS	Minority	36.2%
LCBAS	Minority	66.9%
Tenured/Tenure Track Faculty and Chairs	Minority	30.1%
Tenure Track Faculty and Chairs		
LCBAS	Minority	67.1%

Tenured Faculty and Chairs, Assoc/Asst Chairs	Minority	26.1%
CAH	Minority	32.4%
COS	Female and Minority	41.9% and 34.9%

4.2 Administrative and Professional Employees

All A&P as a whole shows a disparity in minority employees. Specifically, 3C Level V Administrators. Continuing Administrative and Professional (A&P) as a whole shows disparity in minority employees. Specifically, 1C Level II Administrators, 3C Level V Administrators, and 3J Coaches/Trainers lack in minority group employees. The chart below illustrates the placement goals set for each job group that is underrepresented.

Job Group	Underrepresented Group	Placement Goal
All A&P	Minority	28.3%
3C Level V Administrators	Minority	35.4%
Continuing A&P	Minority	20.3%
1C Level II Administrators	Female	50.2%
3C Level V Administrators	Minority	21.1%
3J Coaches/Trainers	Female	53.1%

4.3 Civil Service Employees

All Civil Service as a whole has a disparity in minority employees. Civil Service employees in job groups 13-0000 Business and Financial Operations Occupations, 15-0000 Computer, Engineering and Science Occupations, LL, 27-0000 Arts, Design, Entertainment, Sports, and Media Occupations, 33-0000 Protective Protective Service Occupations, 35-0000 Food Preparation and Serving Related Occupations, 37-0000 Building and Grounds Cleaning and Maintenance Occupations, 43-0000 Office and Administrative Support Occupations, and 49-0000 Installation, Maintenance, and Repair Occupations have minority underrepresentation. The chart below illustrates the placement goals set for underrepresented job category.

Civil Service Job Group	Underrepresented Group	Placement Goal
All Civil Service	Minority	28.6%
13-0000 Business and Financial Operations Occupations	Minority	23.5%

15-0000 Computer, Engineering and Science Occupations, LL	Minority	38.2%
27-0000 Arts, Design, Entertainment, Sports, and Media Occupations	Minority	24.3%
33-0000 Protective Service Occupations	Minority	34.1%
35-0000 Food Preparation and Serving Related Occupations	Minority	28.6%
37-0000 Building and Grounds Cleaning and Maintenance Occupations	Minority	27.2%
43-0000 Office and Administrative Support Occupations	Minority	34.0%
49-0000 Installation, Maintenance and Repair Occupations	Minority	26.6%

4.4 Veterans and Persons with Disabilities

In compliance with Section 503 of the 1973 Rehabilitation Act, the Vietnam Era Veteran's Readjustment Assistance Act of 1974 as amended, and the Americans with Disabilities Act of 1990, the University shall refrain from discrimination against any otherwise qualified employee, or applicant for employment, because he or she has a disability, or is a special disabled veteran, a veteran of the Vietnam era, a recently separated veteran, or other protected veteran. In addition, the University shall take certain types of affirmative action to employ and advance in employment otherwise qualified persons with disabilities, special disabled veterans, veterans of the Vietnam era, recently separated veterans, and other protected veterans.

The placement goal for veteran employees is 6.9% which is the national benchmark of veterans in the civilian labor force for March 2016 to March 2017. Currently EIU has 11% veteran employees. The placement goal for individuals with a disability is 6.9%, which is the nationwide utilization goal set by the OFCCP. EIU has recommended language in our EEO survey, which is sent to all individuals who apply for a position on our campus, that ask about disability status. A future goal for EIU is to analyze this data and to examine our utilization of employees with disabilities in comparison to the availability data.

5. Technical Reports for Fall 2017 Snapshot

Note: Data for the fall 2017 snapshot was received from Eastern's Office of Planning, Budget, and Institutional Research on February 15, 2018 by the OCRD. Data include all non-temporary employees. Temporary Extra Help Civil Service positions (emergent, temporary, or transitory – not more than three months), part-time instructor positions (Teaching workload 49% or less, or less than 9 months, non-

permanent position), and other part-time non-permanent positions (temporary or lump sum without benefits) are excluded. Graduate Assistants and student workers are also excluded.

5.1 Utilization Analysis Report

5.1.1 All Full-Time Faculty

	Count in Group		Female					Minority			
		EIU %	Available %	RULES		Placement Goal	EIU %	Available %	RULES		Placement Goal
				80%	2stdv				80%	2stdv	
All Faculty	466	48.40%	38.37%	No	No	None	18.90%	23.33%	No	Yes	23.3%
Annually Contracted Faculty	161	56.60%	38.16%	No	No	None	18.60%	16.56%	No	No	None
CAH	45	53.30%	49.59%	No	No	None	24.40%	36.54%	Yes	No	None
CEPS	49	69.30%	76.18%	No	No	None	8.10%	36.20%	Yes	Yes	36.2%
COS	33	48.40%	34.75%	No	No	None	27.20%	31.05%	No	No	None
LCBAS	32	46.80%	35.86%	No	No	None	18.70%	66.89%	Yes	Yes	66.9%
LIB	1	100%	15.86%	No	No	None	0.00%	3.84%	Yes	No	None
SCE	1	100%	16.75%	No	No	None	0.00%	10.56%	Yes	No	None
Tenured/Tenure-Track and Chairs	305	44.20%	38.59%	No	No	None	19.00%	30.11%	Yes	Yes	30.1%
Tenure Track Faculty and Chairs	42	52.30%	40.74%	No	No	None	21.40%	34.13%	Yes	No	None
CAH	8	62.50%	48.75%	No	No	None	25.00%	37.91%	Yes	No	None
CEPS	10	70.00%	76.38%	No	No	None	10.00%	37.61%	Yes	No	None
COS	11	63.60%	27.44%	No	No	None	18.10%	24.23%	Yes	No	None
LCBAS	11	18.10%	35.31%	Yes	No	None	36.30%	67.06%	Yes	Yes	67.1%
LIB	1	0.00%	15.86%	Yes	No	None	0.00%	3.84%	Yes	No	None
Tenured Faculty and Chairs	263	42.90%	36.71%	No	No	None	18.60%	26.10%	Yes	Yes	26.1%
CAH	89	48.30%	44.77%	No	No	None	11.20%	32.41%	Yes	Yes	32.4%
CEPS	38	71.00%	44.53%	No	No	None	18.40%	33.33%	Yes	No	None
COS	87	25.20%	41.89%	Yes	Yes	41.9%	24.10%	34.85%	Yes	Yes	34.9%
LCBAS	39	38.40%	31.61%	No	No	None	28.20%	14.97%	No	No	None
LIB	10	60.00%	20.77%	No	No	None	0.00%	14.97%	Yes	No	None

5.1.2 All Full-Time A&P

	Count in Group	Female					Minority				
		EIU %	Available %	RULES		Placement Goal	EIU %	Available %	RULES		Placement Goal
				80%	2stdv				80%	2stdv	
All A&P	214	54.60%	58.16%	No	No	None	15.40%	28.31%	Yes	Yes	28.3%
Annually Contracted A&P	58	50.00%	53.21%	No	No	None	29.30%	36.31%	No	No	None
1D Level III Administrators	7	71.40%	54.29%	No	No	None	14.20%	38.76%	Yes	No	None
3B Level IV Administrators	3	66.60%	56.48%	No	No	None	33.30%	35.41%	No	No	None
3C Level V Administrators	8	75.00%	56.48%	No	No	None	0.00%	35.41%	Yes	Yes	35.4%
3I Academic Support Professionals	8	75.00%	54.39%	No	No	None	62.50%	38.76%	No	No	None
3J Coaches/Trainers	32	31.20%	44.43%	Yes	No	None	31.20%	33.25%	No	No	None
Continuing A&P	156	56.40%	63.11%	No	No	None	10.20%	20.31%	Yes	Yes	20.3%
1A President	1	0.00%	50.21%	Yes	No	None	0.00%	21.08%	Yes	No	None
1B Level I Administrators	3	33.30%	50.21%	Yes	No	None	0.00%	21.08%	Yes	No	None
1C Level II Administrators	13	7.60%	50.21%	Yes	Yes	50.2%	0.00%	21.08%	Yes	No	None
1D Level III Administrators	43	55.80%	50.21%	No	No	None	9.30%	21.08%	Yes	No	None
3B Level IV Administrators	20	70.00%	50.21%	No	No	None	15.00%	21.08%	Yes	No	None
3C Level V Administrators	30	66.60%	50.21%	No	No	None	3.30%	21.08%	Yes	Yes	21.1%
3G Professional Counselors (medical)	3	66.60%	53.11%	No	No	None	0.00%	25.54%	Yes	No	None
3H Professional (medical doctors)	2	50.00%	53.11%	No	No	None	0.00%	25.54%	Yes	No	None
3I Academic Support Professionals	35	71.40%	53.11%	No	No	None	20.00%	25.54%	Yes	No	None
3J Coaches/Trainers	6	0.00%	53.11%	Yes	Yes	53.1%	16.60%	25.54%	Yes	No	None

5.1.3 All Full-Time Civil Service

	Count in Group		Female					Minority			
		EIU %	Available %	RULES		Placement Goal	EIU %	Available %	RULES		Placement Goal
				80%	2stdv				80%	2stdv	
All Civil Service	501	52.40%	37.42%	No	No	None	6.10%	28.62%	Yes	Yes	28.6
11-0000 Management Occupations	--	--	--	--	--	--	--	--	--	--	--
13-0000 Business and Financial Operations Occupations	38	89.00%	39.93%	No	No	None	5.20%	23.48%	Yes	Yes	23.5%
15-0000 Computer, Engineering and Science Occupations, LL	46	32.00%	16.72%	No	No	None	8.60%	38.18%	Yes	Yes	38.2%
17-0000 Computer, Engineering and Science Occupations, UP	0	0.00%	14.39%	Yes	No	None	0.00%	34.68%	Yes	--	--
19-0000 Life, Physical, and Social Science Occupations	--	--	--	--	--	--	--	--	--	--	--
21-0000 Community Service, Legal, Arts and Media Occupations, LL	--	--	--	--	--	--	--	--	--	--	--
25-4030 Library Technicians	13	61.00%	16.89%	No	No	None	0.00%	1.26%	Yes	No	None
27-0000 Arts, Design, Entertainment, Sports, and Media Occupations	19	52.00%	57.16%	No	No	None	0.00%	24.31%	Yes	Yes	24.3%
29-0000 Healthcare Practitioners and Technical Occupations	10	90.00%	80.77%	No	No	None	0.00%	22.23%	Yes	No	None
31-0000 Healthcare Support Occupations	2	100.00%	77.10%	No	No	None	0.00%	28.67%	--	--	None
33-0000 Protective Service Occupations	14	14.00%	37.49%	Yes	No	None	7.10%	34.08%	Yes	Yes	34.1%

35-0000 Food Preparation and Serving Related Occupations	51	60.00%	65.24%	No	No	None	1.90%	28.62%	Yes	Yes	28.6%
37-0000 Building and Grounds Cleaning and Maintenance Occupations	91	13.00%	7.82%	No	No	None	2.10%	27.17%	Yes	Yes	27.2%
39-0000 Personal Care and Service Occupations	--	--	--	--	--	--	--	--	--	--	--
41-0000 Sales and Related Occupations	3	66.00%	0.00%	No	No	None	0.00%	0.00%	--	--	--
43-0000 Office and Administrative Support Occupations	119	93.00%	78.25%	No	No	None	2.50%	34.01%	Yes	Yes	34.0%
47-0000 Construction and Extraction Occupations	2	0.00%	45.77%	Yes	No	None	0.00%	47.55%	Yes	No	None
49-0000 Installation, Maintenance, and Repair Occupations	51	1.00%	2.32%	Yes	No	None	0.00%	26.60%	Yes	Yes	26.6%
51-0000 Production Occupations	1	0.00%	58.41%	Yes	No	None	0.00%	24.48%	--	--	None
53-0000 Transportation and Material Moving Occupations	2	0.00%	18.42%	Yes	No	None	0.00%	24.43%	Yes	No	None

Appendix A: Relevant Law & Policy

University Policy

Policy Statements

- Diversity, Nondiscrimination, and Affirmative Action (IGP 174)
- Affirmative Action Procedures for Specified Veterans and Applicants and Employees with Disabilities (IGP 172)
- Discrimination Under the Americans with Disabilities Act (IGP 178)
- Religious Observance Accommodations for Students (IGP 61)
- Services for Students with Disabilities (IGP 62)

Complaint Procedures and Policies

- Discrimination Complaint Procedures (IGP 173)
- Sexual Harassment (IGP 175)
- Sexual Assault, Abuse and Misconduct (IGP 185)
- Sexual Assault, Abuse and Misconduct (IGP 185.1)

Employment Procedures and Policies

- Employment and Recruitment Procedures for Faculty and Academic Support Professional Positions, Continuing and Temporary (IGP 14)
 - Employment of International Faculty (IGP 14.1)
- Department Chairs (IGP 29)
- Employment and Recruitment Procedures for Administrative Positions (IGP 12)
 - Use of External Search Firms (IGP 12.1)
- Employment and Recruitment for Civil Service Positions (IGP 13)
- Student Employment Policy (IGP 71)
- Conflicts of Interest in Employment (IGP 11)
 - Consensual Relations (IGP 11.1)

Federal and State Law

- The Equal Pay Act of 1963 – Prohibits discrimination in pay based on gender. Equal pay must be given to men and women when they perform the same or substantially similar work.
- Title VII of the Civil Rights Act of 1964 – Prohibits employment discrimination on the basis of race, color, religion, sex, or national origin. Employers are forbidden by Title VII from discriminating against any individual on a prohibited basis with respect to “compensation, terms, conditions, or privileges of employment,” or in recruiting, referring, hiring, or classifying applicants or members.
- Executive Order 11246 (1965) – Federal government contractors are prohibited from discriminating in employment on the basis of race, color, religion, sex, and national origin under Executive Order 11246. In addition to prohibitions against discrimination, federal contractors are required to take affirmative action to ensure that applicants and employees are treated fairly without regard to their race, color, religion, sex, or national origin. Executive Order 13672 (2014), amending Executive Order 11246, to prohibit federal contractors and subcontractors from discriminating on the basis of sexual orientation or gender identity.
- Age Discrimination in Employment Act of 1967 – Protects certain applicants and employees 40 years of age and older from discrimination on the basis of age in hiring, promotion, discharge, compensation, or terms, conditions or privileges of employment.
- Title IX of the Education Amendments of 1972 – Prohibits discrimination on the basis of sex in any education program or activity receiving federal financial assistance. This law applies to educational institutions both public and private, but not to private employers.
- Section 503 of Rehabilitation Act of 1973 – Requires federal contractors to take affirmative action to employ and advance in employment qualified individuals with disabilities. Contractors and subcontractors with 50 or more employees and federal contracts of \$50,000 or more are required to prepare and maintain written affirmative action programs for people with disabilities.
- Section 504 of the Rehabilitation Act of 1973 – Prohibits discrimination on the basis of disability in federally funded programs.
- Vietnam-Era Veteran’ Readjustment Assistance Act (VEVRAA) of 1974 – Section 4212 of the VEVRAA requires affirmative action in the hiring and promoting of qualified special disabled veterans, veterans of the Vietnam era, and other veterans who served on active duty during a campaign for which a campaign badge has been authorized. Contractors and subcontractors with 50 or more employees and contracts of \$50,000 or more are required to prepare and maintain written affirmative action programs for the hiring and promoting of disabled, Vietnam-era, and other veterans who served on active duty during a campaign for which a campaign badge has been authorized.
- Pregnancy Discrimination Act of 1978 – Amended the Civil Rights Act of 1964 to prohibit discrimination in employment based on pregnancy.
- The Immigration Reform and Control Act of 1986 – Prohibits discrimination in employment based on national origin or citizenship status.
- Title I of the Americans with Disabilities Act of 1990 – Prohibits discrimination against qualified individuals with disabilities. Additionally, the law requires employers to make reasonable accommodations for individuals covered under the act.

- The Illinois Human Rights Act – Ensures freedom from discrimination against any individual because of his or her race, color, religion, sex, national origin, ancestry, age, marital status, physical or mental handicap, military status or unfavorable discharge from military service in connection with employment. Additionally, the Act prohibits sexual harassment in employment as well as in higher education.