To: All University Faculty, Staff, and Union Representatives

From: Letissa Reid, J.D., Associate Vice President, Office of Institutional Equity

Date: November 19, 2021

Subject: Affirmative Action Plan Update and Distribution of Policy Statements

On August 13, 2021, I began my role as Associate Vice President of Institutional Equity. In this role, I am responsible for administrative and leadership oversight for the Office of Institutional Equity (OIE). I also serve as the University’s Title IX Coordinator, Americans with Disabilities Act (ADA) Coordinator and Equal Employment Opportunity Officer. OIE supports Storrs and the Regional Campuses as well as UConn Health. I, along with the members of OIE, look forward to continued support of the UConn community.

On June 9, 2021, the Commission on Human Rights and Opportunities approved the University of Connecticut’s 2021 Affirmative Action Plan (Plan). The Plan reports UConn’s good faith efforts relative to diversifying the workforce, attaining goals, and achieving equal employment opportunity.

All employees are invited to review and comment on the 2021 Plan until February 28, 2022. A copy of the Plan is available for review and comments in the following locations:

- The Office of Institutional Equity (OIE)
  Wood Hall, 241 Glenbrook Road
  Storrs, CT 06269
- The Connecticut Commission on Human Rights and Opportunities (CHRO)
  450 Columbus Boulevard
  Hartford, CT 06103

An electronic (PDF) version also is available on OIE’s website.

All comments or questions are welcome and may be sent to:
The following policies and procedures have been included in the Plan, distributed to every employee through OIE’s webpage and the University’s policy website, and posted throughout the University:

- Affirmative Action and Equal Employment Opportunity
- Policy Against Discrimination, Harassment and Related Interpersonal Violence
- Policy Statement: People with Disabilities
- University of Connecticut Discrimination Complaint Procedures

Policy Posting Obligation

As in previous years, OIE will satisfy the statutory requirement of policy distribution to employees via this notification and mail distribution as necessary. Additionally, policies will be posted in visible locations throughout the University.

Employee Demographic Data

As a federal contractor, the University is required to annually report demographic data about the workforce, which includes disability and veteran data. To ensure the most accurate demographic profile of the current employee population is reported, all employees are requested to voluntarily provide their demographic information including race/ethnicity, gender, disability, and veteran status. All demographic information is kept confidential and only used in accordance with applicable laws and regulations, used for federal and state aggregate reporting only, and does not affect current employment status.

Recruitment, Compliance, and Diversification

As a federal contractor and state agency, the University’s recruiting and hiring activities are audited regularly by external and government enforcement units. Vice Presidents, Deans, Directors, Department Heads, Hiring Managers, and Search Committee Chairs are accountable for ensuring compliance with state and federal regulations and record-keeping requirements.
concerning recruitment and applicant evaluation activities, and progressive and proactive
recruitment programs.

To assist search committees and hiring departments, OIE is available for consultation about the
search process, compliance obligations, best practices in building diverse pools of qualified
applicants, and objective evaluation techniques.

**Mandatory Search Training**

Search committee members are required to complete search committee training before serving on
a committee. OIE facilitates training workshops providing information about conducting an
AA/EEO compliant search and hiring process. Search Committee Training is currently available
as a web-based training course. Search committee training status is verified prior to interview
approval of all searches. To enroll in a training session please visit OIE’s [website](#).

**Diversity and Sexual Harassment Prevention Training**

OIE, in partnership with ODI, offers state-mandated instructor-led Diversity Awareness Training
and Sexual Harassment Prevention Training via WebEx monthly. Additionally, Sexual
Harassment Prevention Training is offered as a self-paced fully online course that can be
accessed by logging into [Learning at Work](#). Both trainings are required for all University and
UConn Health employees within 6 months of hire and graduate assistants within their first
semester as assistants. Employees who completed Sexual Harassment Prevention Training prior
to September 30, 2018, are required to take the updated training. For further information, please
visit OIE’s [website](#).

**Discrimination Complaint Management**

OIE’s Staff investigators are responsible for addressing concerns regarding employee conduct
pursuant to UConn’s [non-discrimination policies](#). These policies are constructed to provide the
same or similar protections as those contained in state and federal law and regulation regarding
discrimination and discriminatory harassment. OIE is responsible for reviewing, and where
applicable, objectively investigating complaints of discrimination and harassment to determine if
employee conduct violates the University’s non-discrimination policies and making
recommendations that are designed to mitigate the effects of discriminatory conduct.

OIE also assists with developing and implementing the University’s non-discrimination and
affirmative action policies, procedures, and programs and offers information, consultation, and
training to the University community on these areas of focus.