



TO: All University Faculty, Staff, and Union Representatives

FROM: Elizabeth A. Conklin, Associate Vice President
Office of Institutional Equity

DATE: August 28, 2017

SUBJECT: Affirmative Action Plan Update and Distribution of Policy Statements

The University of Connecticut's 2016 Affirmative Action Plan for Employment (*Plan*) was approved by the Commission on Human Rights and Opportunities on April 12, 2017. The *Plan* reports the University's good faith efforts relative to diversifying the workforce of the University, attaining goals, and achieving equal employment opportunity.

All employees are invited to review and comment on the 2016 *Plan* until December 31, 2017. A full copy of the *Plan* is available for review 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:

[Elizabeth A. Conklin](#), Associate Vice President
Office of Institutional Equity
Wood Hall, Unit Box 4175
241 Glenbrook Road
Storrs, CT 06269-4175
860-486-2943

The following policies and procedures have been included in the *Plan* and are available to every employee:

- [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](#)

The above documents and other relevant policies are posted throughout the University. These policies are available on [OIE's website](#) and the University's [policy website](#).

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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.

Office of Institutional Equity Merger

On July 1, 2016, the Office of Diversity and Equity at UConn Health and the Office of Diversity and Equity in Storrs merged under one name, The Office of Institutional Equity (OIE). Elizabeth Conklin serves as the Associate Vice President of OIE and Equal Employment Opportunity Officer for both UConn Storrs/Regionals and UConn Health. This merger allows OIE at both locations to more efficiently oversee University policies and procedures regarding: investigations of discrimination and harassment complaints; implementation of measures intended to mitigate the effects of demonstrated discriminatory conduct; ensuring compliance with state and federal equal employment, affirmative action, and civil rights laws and related University policies through training; and Americans with Disabilities Act and Title IX compliance efforts.

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. Both state and federal regulatory agencies mandate policies and processes that promote equal employment opportunity and endorse aggressive recruitment programs.

Proactive and aggressive recruitment programs not only fulfill the University's compliance obligations but also work to support the University's goal of increasing the diversity of the workforce. To encourage proactive and strategic recruitment efforts, it is crucial for department faculty and staff to engage in professional networking, join professional and discipline specific associations, and participate in Ph.D. pipeline-building initiatives with an aggressive focus on the diversity of graduate students.

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. For more information on recruitment and the search process, please visit our website, <http://equity.uconn.edu/search-process/>.

Mandatory Search Training:

The Office of Institutional Equity (OIE) in conjunction with the Office of Diversity and Inclusion (ODI) continues to provide mandatory Search Training for search committee members. All committee members are required to complete search committee training before serving on a search committee. Training workshops are scheduled monthly and include AA/EEO compliance

information, search process steps, and overcoming implicit bias in the search and hire process. Search committee training status is verified in Recruiting Solutions prior to interview approval of all searches. For more information or to enroll in a training session, please visit <http://equity.uconn.edu/education-and-training/search-orientation-workshops/>.

Discrimination Complaint Management:

OIE's Staff investigators are responsible for objectively investigating complaints of discrimination and discriminatory harassment to determine if employee conduct violates UConn's [non-discrimination policies](#). These policies are construed to provide the same or similar protections as those contained pursuant to state and federal law and regulation. Where investigations reveal the presence of discriminatory or harassing behavior, OIE is responsible for making recommendations that are designed to mitigate the effects of discriminatory conduct. OIE thoroughly investigates discrimination complaints, makes determinations regarding violations of UConn policy, and follows statutory requirements regarding recommendations for remedial action when there is evidence of policy violations.

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

Additional information about reporting discrimination and [OIE's complaint procedures](#), as well as OIE's [Discrimination and Discriminatory Harassment Complaint form](#), can be found online at www.equity.uconn.edu. If you have a specific question or need further assistance, please do not hesitate to contact a member of OIE at (860) 486-2943 or by email at equity@uconn.edu, [website: www.equity.uconn.edu](http://www.equity.uconn.edu).

Americans with Disabilities Act (ADA) Compliance Activities:

The Department of Human Resources manages the Americans with Disabilities Act (ADA) workplace accommodation function. Ryan Bangham the ADA Workplace Accommodations Case Manager supports employees, supervisors, and University staff in understanding rights and responsibilities under the ADA, as well as determining and facilitating the review of requests for and implementation of reasonable accommodations for employees with disabilities. If you believe that you may need an accommodation, or if you are a supervisor or manager who has been presented with a request for an accommodation, please contact Ryan at (860) 486-2036 or via email to ryan.bangham@uconn.edu.

The Office of Institutional Equity is charged with monitoring the University's compliance with the ADA's requirements. In this regard, OIE has responsibility for resolving allegations of discrimination based on disability; ensuring University compliance with all relevant laws and regulations related to the ADA; providing consultation, information and referral to appropriate resources for disability-related issues; and provide training regarding the ADA. If you believe that you have been subjected to discrimination based on disability, please continue to contact the Office of Institutional Equity at (860) 486-2943 or via email at equity@uconn.edu, [website: www.accessibility.uconn.edu](http://www.accessibility.uconn.edu)

Diversity and Sexual Harassment Prevention Training:

OIE provides ongoing Diversity Awareness and Sexual Harassment Prevention training to all permanent University employees pursuant to General Statutes §46a-54. Along with the Office for Diversity and Inclusion, OIE conducts numerous [sessions](#) each semester. Additionally, OIE provides customized trainings to individual departments or groups of employees or students seeking further guidance or training around discrimination and/or harassment issues. For further information, please visit [OIE's website](#).