



2016-2017 UCLA Academic Affirmative Action Plan

UCLA

UNIVERSITY OF CALIFORNIA, LOS ANGELES
ACADEMIC AFFIRMATIVE ACTION PLAN

July 1, 2016—June 30, 2017

July 2016

Prepared by UCLA Equity, Diversity and Inclusion

TABLE OF CONTENTS

UNIVERSITY OF CALIFORNIA DIVERSITY STATEMENT	vi
ACADEMIC AFFIRMATIVE ACTION PLAN ANNUAL UPDATE.....	vii
I. STATEMENT OF POLICY ON NONDISCRIMINATION AND AFFIRMATIVE ACTION FOR ACADEMIC EMPLOYEES AT UCLA	1
II. ACADEMIC AFFIRMATIVE ACTION – WOMEN AND MINORITIES	3
A. Organizational Profile	3
B. Job Group Analysis.....	3
C. Utilization & Availability Analysis.....	5
1. Determining Availability.....	5
2. Comparing Incumbency to Availability	7
Table 1: 2015-2016 UCLA Utilization of Ladder-Rank Faculty	9
Table 2: 2015-2016 UCLA Utilization of Non-Ladder Academics.....	15
Table 3: 2015-2016 UCLA Utilization of Academic Librarians	19
Table 4: 2015-2016 UCLA Utilization of Academic Administrators.....	19
Table 5: 2015-2016 UCLA Utilization of Academic Deans	20
D. Placement Goals	21
E. Other Analyses of Academic Personnel to Identify Problem Areas	21
F. Additional Required Elements	23
1. Designation of Responsibility for Implementation.....	23
2. Identification of Problem Areas	24
3. Reporting on Action-Oriented Programs 2015-2016.....	27
4. Internal Audit and Reporting System.....	32
5. External Dissemination of Academic Affirmative Action Plan	32
6. Internal Dissemination of Academic Affirmative Action Plan	33
III. COMPLIANCE WITH SEX DISCRIMINATION GUIDELINES.....	34
A. Recruitment and Advertisement.....	34
B. Job Policies and Practices.....	34
C. Sexual Harassment.....	34
IV. COMPLIANCE WITH GUIDELINES ON DISCRIMINATION BECAUSE OF RELIGION OR NATIONAL ORIGIN	35

V.	COMPLIANCE WITH FEDERAL REGULATIONS RELATED TO THE EMPLOYMENT OF INDIVIDUALS WITH DISABILITIES	35
A.	Definitions Applicable to this Program.....	35
B.	Statement of Policy, Review of Personnel Process and Physical and Mental Qualifications.....	36
C.	Review of Personnel Processes	36
D.	Reasonable Accommodation and Facility Accessibility.....	36
E.	Harassment Prevention: Grievance and Appeal Procedure.....	37
F.	External Dissemination of Policy, Outreach and Recruitment	38
G.	Internal Dissemination of Policy	39
H.	Audit and Reporting Systems.....	40
I.	Responsibility for Implementation of AAP	40
J.	Training to Ensure AAP Implementation.....	42
K.	Data Collection Analysis.....	42
	Table 6: 2015-2016 UCLA Utilization of Ladder-Rank Faculty by Disability Status.....	44
	Table 7: 2015-2016 UCLA Utilization of Non-Ladder Academics by Disability Status	47
	Table 8: 2015-2016 UCLA Utilization of Academic Librarians by Disability Status.....	49
	Table 9: 2015-2016 UCLA Utilization of Academic Administrators by Disability Status....	50
	Table 10: 2015-2016 UCLA Utilization of Academic Deans by Disability Status.....	50
	Table 11: 2014-2015 Applicants and Hires by Disability Status	51
VI.	COMPLIANCE WITH FEDERAL REGULATIONS RELATED TO THE EMPLOYMENT OF PROTECTED VETERANS.....	51
A.	Definitions Applicable to this Program.....	51
B.	Statement of Policy, Review of Personnel Process and Physical and Mental Qualifications.....	52
C.	Review of Personnel Processes	52
D.	Reasonable Accommodation and Facility Accessibility.....	53
E.	Harassment Prevention: Grievance and Appeal Procedure.....	54
F.	External Dissemination of Policy, Outreach and Recruitment	54
G.	Internal Dissemination of Policy	56
H.	Audit and Reporting Systems.....	56
I.	Responsibility for Implementation of AAP	56
J.	Training to Ensure AAP Implementation.....	59
K.	Data Collection Analysis.....	59
	Table 12: 2014-2015 Applicants and Hires by Veteran Status	60

Attachment 1 – UCLA ACADEMIC AFFIRMATIVE ACTION ORGANIZATION CHART 2015-2016	61
Attachment 2 – UNIT COORDINATORS	62
Attachment 3 – UNIVERSITY OF CALIFORNIA NONDISCRIMINATION AND AFFIRMATIVE ACTION POLICY REGARDING ACADEMIC AND STAFF EMPLOYMENT.....	63
Attachment 4 – INVITATION TO SELF-IDENTIFY – DISABILITY	68
Attachment 5 – INVITATION TO SELF-IDENTIFY – DEMOGRAPHIC INFORMATION.....	70
Attachment 6 – INVITATION TO SELF-IDENTIFY IN UCLA ACADEMIC RECRUIT – PRE-EMPLOYMENT.....	72
Attachment 7 – APM-711, REASONABLE ACCOMMODATION FOR ACADEMIC APPOINTEES WITH DISABILITIES.....	74

REGENTS' POLICY 4400: UNIVERSITY OF CALIFORNIA DIVERSITY STATEMENT

Adopted September 20, 2007

Adopted as Amended September 16, 2010

UNIVERSITY OF CALIFORNIA DIVERSITY STATEMENT

RECOMMENDED TO THE UNIVERSITY OF CALIFORNIA BY THE ACADEMIC SENATE
OF THE UNIVERSITY OF CALIFORNIA

Adopted by the Assembly of the Academic Senate May 10, 2006

Endorsed by the President of the University of California June 30, 2006

Adopted as Amended by the Assembly of the Academic Senate April 22, 2009

Endorsed as Amended by the President of the University of California August 17, 2010

The diversity of the people of California has been the source of innovative ideas and creative accomplishments throughout the state's history into the present. Diversity – a defining feature of California's past, present, and future – refers to the variety of personal experiences, values, and worldviews that arise from differences of culture and circumstance. Such differences include race, ethnicity, gender, age, religion, language, abilities/disabilities, sexual orientation, gender identity, socioeconomic status, and geographic region, and more.

Because the core mission of the University of California is to serve the interests of the State of California, it must seek to achieve diversity among its student bodies and among its employees. The State of California has a compelling interest in making sure that people from all backgrounds perceive that access to the University is possible for talented students, staff, and faculty from all groups. The knowledge that the University of California is open to qualified students from all groups, and thus serves all parts of the community equitably, helps sustain the social fabric of the State.

Diversity should also be integral to the University's achievement of excellence. Diversity can enhance the ability of the University to accomplish its academic mission. Diversity aims to broaden and deepen both the educational experience and the scholarly environment, as students and faculty learn to interact effectively with each other, preparing them to participate in an increasingly complex and pluralistic society. Ideas, and practices based on those ideas, can be made richer by the process of being born and nurtured in a diverse community. The pluralistic university can model a process of proposing and testing ideas through respectful, civil communication. Educational excellence that truly incorporates diversity thus can promote mutual respect and make possible the full, effective use of the talents and abilities of all to foster innovation and train future leadership.

Therefore, the University of California renews its commitment to the full realization of its historic promise to recognize and nurture merit, talent, and achievement by supporting diversity and equal opportunity in its education, services, and administration, as well as research and creative activity. The University particularly acknowledges the acute need to remove barriers to the recruitment, retention, and advancement of talented students, faculty, and staff from historically excluded populations who are currently underrepresented.

ACADEMIC AFFIRMATIVE ACTION PLAN ANNUAL UPDATE

Federal regulations prohibit discrimination on the basis of race, color, religion, sex, sexual orientation, gender identity, national origin, physical or mental disability, age or protected veteran status and require Federal contractors and subcontractors to take affirmative action to ensure equality of opportunity in all aspects of employment. This document constitutes the annual update of the UCLA Academic Affirmative Action Plan, which describes the University's good faith efforts to meet the affirmative action requirements of the Federal regulations, including Executive Order 11246, as amended, section 402 of the Vietnam Era Veterans Readjustment Assistance Act of 1974, as amended, section 503 of the Rehabilitation Act of 1973, as amended, and their respective implementing regulations. The Plan is additionally in conformance with Article I, Section 31 of the California Constitution, which prohibits discrimination against or granting preferential treatment to any individual or group on the basis of race, sex, color, ethnicity, or national origin.

RECORD RETENTION – PER 41 CFR 60-1.2, 41 CFR 60-741, 41 CFR 60-300

Any personnel or employment record made or kept by the campus, including but not limited to, records pertaining to hiring, assignment, promotion, demotion, transfer, lay off, termination, rates of pay or other terms of compensation, and selection for training or apprenticeship, and other records having to do with request for reasonable accommodation, the results of any physical examination, job advertisements and posting, applications and resumes, test and test results and interview notes will be preserved for a period of not less than three years from the date of the making of the record or personnel action involved, whichever occurs later.

I. STATEMENT OF POLICY ON NONDISCRIMINATION AND AFFIRMATIVE ACTION FOR ACADEMIC EMPLOYEES AT UCLA

It is the policy of the University not to engage in discrimination against or harassment of any person employed or seeking employment with the University of California on the basis of race, color, national origin, religion, sex, gender, gender expression, gender identity, pregnancy,¹ physical or mental disability, medical condition (cancer-related or genetic characteristics), genetic information (including family medical history), ancestry, marital status, age, sexual orientation, citizenship, or service in the uniformed services (as defined by the Uniformed Services Employment and Reemployment Rights Act of 1994, as well as state military and naval service). This policy applies to all employment practices including recruitment, selection, promotion, transfer, merit increase, salary, training and development, demotion, and separation. This policy is intended to be consistent with the provisions of applicable state and Federal laws and University policies. (See **Attachment 3 for the University of California Nondiscrimination and Affirmative Action Policy Regarding Academic and Staff Employment.**)

University policy also prohibits retaliation against any employee or person seeking employment for bringing a complaint of discrimination or harassment pursuant to this policy. This policy also prohibits retaliation against a person who assists someone with a complaint of discrimination or harassment, or participates in any manner in an investigation or resolution of a complaint of discrimination or harassment. Retaliation includes threats, intimidation, reprisals, and/or adverse actions related to employment.

In addition, it is the policy of the University to undertake affirmative action, consistent with its obligations as a Federal contractor, for minorities and women, for persons with disabilities, and for protected veterans.² The university commits itself to apply every good faith effort to achieve prompt and full utilization of minorities and women in all segments of its workforce where deficiencies exist. These efforts conform to all current legal and regulatory requirements, and are consistent with University standards of quality and excellence.

In conformance with Federal regulations, written affirmative action plans shall be prepared and maintained by each campus of the University, by the Lawrence Berkeley National Laboratory, by the Office of the President, and by the Division of Agriculture and Natural Resources. Such plans shall be reviewed and approved by the Office of the President and the Office of the General Counsel before they are officially promulgated.

¹ Pregnancy includes pregnancy, childbirth, and medical conditions related to pregnancy and childbirth.

² Protected veterans includes veterans with disabilities, recently separated veterans, Vietnam era veterans, veterans who served on active duty in the U.S. Military, Ground, Naval or Air Service during a war or in a campaign or expedition for which a campaign badge has been authorized, or Armed Forces service medal veterans.

UCLA will make good faith efforts to promote and maintain a discrimination-free workplace by demonstrating that it neither condones nor tolerates employment practices that discriminate against any person or specific group of persons on the bases listed above. These employment practices include recruitment, selection, appointment, reappointment, promotion, transfer, demotion, merit increases, salary, training and development, award of tenure, non-renewal of appointment, separation, and making reasonable and appropriate accommodations for persons with disabilities. UCLA is committed to maintaining an environment in which employees can work in an atmosphere that is free from all forms of harassment (sexual or otherwise), exploitation, or intimidation. Such behavior is prohibited by law and is a violation of University policy.

UCLA is an affirmative action employer. It is the policy of the University to undertake affirmative action for minorities, women, persons with disabilities, and protected veterans. UCLA is committed to making every good faith effort towards achieving and maintaining a diverse workforce, at all levels of employment, that is representative of the availability of qualified women and minorities in the relevant labor markets. Furthermore, it is our policy at UCLA to promote equal employment opportunity and to take affirmative action through recruitment and employment efforts, training and development, educational opportunities, advancement in employment, transfer and other terms and conditions of employment of qualified minorities, women, persons with disabilities, and protected veterans. Our primary tool toward the attainment of a diverse workplace is the development of and adherence to an Affirmative Action Plan that translates the legal mandates concerning equal employment opportunity and affirmative action and the social responsibilities associated with diversifying the workplace into an operational framework for implementation by the responsible campus administrators.

While it is understood that the application of specific policies will contain appropriate variations for staff employees, this basic statement of UCLA's policy applies alike to all employees.

The Academic Affirmative Action Plan is updated annually and should be reviewed by campus units accordingly. The Plan shall remain in effect until superseded in whole or in part(s).

It must be emphasized that the purpose of this policy statement and our written Affirmative Action Plan is to recognize that mere opposition to employment discrimination is not enough. Commitment and effort are required for achievement. These four aspects—policy statement, written plan, commitment, and effort—are to characterize the implementation of this program at every level and in every sector of this institution. Direct responsibility for affirmative action is assigned to the Executive Vice Chancellor for academic administration and to the Administrative Vice Chancellor for staff administration with such assistance and support as the written Affirmative Action Plan provides.

II. ACADEMIC AFFIRMATIVE ACTION - WOMEN AND MINORITIES

A. ORGANIZATIONAL PROFILE (41 CFR 60-2.11)

UCLA annually conducts an analysis of the academic workforce composition. The workforce analysis lists each job title, ranked from the lowest paid to the highest paid, within each school or similar organizational unit. For each job title, the total number of incumbents, the total number of male and female incumbents, and the total number of minority incumbents in each of the following groups are given: Blacks, Hispanics, Asians/Pacific Islanders and American Indians/Alaskan Natives.

Academic employees in all job groups except those for the School of Medicine (Job Groups 11, 12, 41, 42, 43, 44, 45, and 46) are located at the UCLA campus. Around 40% of academic employees in the School of Medicine are assigned to off-campus medical facilities which include Cedars Sinai Medical Center, Harbor Hospital-UCLA, Kaiser, Kern Medical Center, Martin Luther King/Drew Medical Center, Olive View Medical Center, Santa Monica Medical Center, Torrance Hospital, Venice Family Clinic, Ventura Medical Center, Veterans Administration Hospital-Brentwood, Veterans Administration Hospital-Sepulveda, Veterans Administration Hospital-West Los Angeles, and Others. Current assignments of off-campus employees are available on request from the Academic Personnel Office.

The Chancellor of UCLA is included in the affirmative action plan of the UC Office of the President.

A complete organizational profile is available on request from the Academic Personnel Office.

B. JOB GROUP ANALYSIS (41 CFR 60-2.12) AND PLACEMENT OF INCUMBENTS IN JOB GROUPS (41 CFR 60-2.13)

For purposes of affirmative action analyses, academic employees of UCLA have been clustered into the job groups below, each comprising jobs with similar content, wage rates, and opportunities. The codes corresponding with job titles for each group are shown parenthetically. A complete listing of the academic job titles (“UCLA Academic Title Codes, Sorted by Class Title Outline”) is available on request from the Academic Personnel Office.

Cluster A: Tenured Ladder and Equivalent Rank Faculty (CTO 010)

- Job Group 1: Letters and Science Humanities Professors and Associate Professors
- Job Group 3: Letters and Science Life Sciences Professors and Associate Professors
- Job Group 5: Letters and Science Physical Sciences Professors and Associate Professors
- Job Group 7: Letters and Science Social Sciences (Excluding Economics) Professors and Associate Professors
- Job Group 9: Letters and Science Economics Professors and Associate Professors
- Job Group 11: David Geffen School of Medicine Professors and Associate Professors
- Job Group 13: Basic Biomedical Sciences Professors and Associate Professors
- Job Group 15: School of Nursing Professors and Associate Professors
- Job Group 17: School of Dentistry Professors and Associate Professors
- Job Group 19: Fielding School of Public Health Professors and Associate Professors
- Job Group 21: School of the Arts and Architecture Professors and Associate Professors
- Job Group 23: Herb Alpert School of Music Professors and Associate Professors

- Job Group 25: Graduate School of Education and Information Studies Professors and Associate Professors
- Job Group 27: Henry Samueli School of Engineering and Applied Science Professors and Associate Professors
- Job Group 29: School of Law Professors
- Job Group 31: Anderson School of Management Professors and Associate Professors
- Job Group 33: Luskin School of Public Affairs Professors and Associate Professors
- Job Group 35: School of Theater, Film and Television Professors and Associate Professors

Cluster B: Non-tenured Ladder and Equivalent Rank Faculty (CTO 011, 114)

- Job Group 2: Letters and Science Humanities Assistant Professors
- Job Group 4: Letters and Science Life Sciences Assistant Professors
- Job Group 6: Letters and Science Physical Sciences Assistant Professors
- Job Group 8: Letters and Science Social Sciences (Excluding Economics) Assistant Professors
- Job Group 10: Letters and Science Economics Assistant Professors
- Job Group 12: David Geffen School of Medicine Assistant Professors
- Job Group 14: Basic Biomedical Sciences Assistant Professors
- Job Group 16: School of Nursing Assistant Professors
- Job Group 18: School of Dentistry Assistant Professors
- Job Group 20: Fielding School of Public Health Assistant Professors
- Job Group 22: School of the Arts and Architecture Assistant Professors
- Job Group 24: Herb Alpert School of Music Assistant Professors
- Job Group 26: Graduate School of Education and Information Studies Assistant Professors
- Job Group 28: Henry Samueli School of Engineering and Applied Science Assistant Professors
- Job Group 30: School of Law Acting Professors (CTO 114)
- Job Group 32: Anderson School of Management Assistant Professors
- Job Group 34: Luskin School of Public Affairs Assistant Professors
- Job Group 36: School of Theater, Film & Television Assistant Professors

Cluster C: Other Letters and Science Academic Employees

- Job Group 37: Other Non-Ladder Faculty, including Professors-in-Residence, Adjunct Instructors and Adjunct Professors (CTO 311, 335)
- Job Group 38: Researchers (CTO 541, 577)
- Job Group 39: Lecturers (CTO 220, 225)
- Job Group 40: Postdoctoral Scholars (CTO 487, 575)

Cluster D: Other Medical Faculty and Academic Employees

- Job Group 41: In-Residence Medical Faculty (CTO 311)
- Job Group 42: Adjunct Medical Faculty (CTO 335)
- Job Group 43: Clinical X Medical Faculty (CTO 317)
- Job Group 44: Medical Researchers (CTO 541)
- Job Group 45: Health Sciences Clinical Professors (CTO 341)
- Job Group 46: Postdoctoral Scholars (CTO 487, 575)

Cluster E: Other Professional School and Health Sciences Academic Employees

- Job Group 47: Other Non-Ladder Faculty, including Clinical Professors of Dentistry, Professors-in-Residence, Adjunct Instructors, Adjunct Professors, Clinical X Medical Faculty, and Health Sciences Clinical Professors (CTO 030, 311, 317, 335, 341)

Job Group 48: Researchers (CTO 541)
Job Group 49: Lecturers (CTO 221, 225)
Job Group 50: Postdoctoral Scholars (CTO 487, 575)

Cluster F: Academic Librarians (CTO 621, 627)

Job Group 51: Career Librarians
Job Group 52: Potential-Career Librarians

Cluster G: Academic Administrators (CTO S46, S56)

Job Group 53: Administrators

Cluster H: Academic Deans (CTO S21, S24)

Job Group 54: Academic Deans

Although some job groups contain fewer than the 50 employees recommended as a minimum by regulations, the distinctions between tenured and untenured faculty and among organizational units are both crucial for meaningful analysis. Appointments at the tenured level draw from different potential applicant populations than appointments at the untenured level, and the availability of women and minorities varies greatly from one academic specialty area to another, as represented in organizational unit distinctions.

C. UTILIZATION & AVAILABILITY ANALYSIS

1. DETERMINING AVAILABILITY (41 CFR 60-2.14)

Availability is an estimate of the number of qualified minorities and women available for employment in each job group, expressed as a percentage of all qualified persons available for employment in the job group. The Federal guidelines for determining availability specify two factors to be considered in estimating availability:

Factor 1: the availability of women and minorities possessing the requisite skills in an area in which the employer can reasonably recruit, and

Factor 2: the availability of promotable, transferable, and trainable female and minority employees within the employer's organization.

Factor 1 is the only relevant factor for academic appointments in nearly all job groups at UCLA because applicants for academic positions are drawn nationwide. A national recruitment area is necessary for most academic appointments in order to yield the strongest, most diverse pool of qualified applicants. A statewide recruitment area is used when it has been determined that a diverse pool of qualified candidates exists within the state. The selection of internal pools is based on identification of job groups in which the most qualified candidates are likely to exist. Examples of some positions for which internal candidates or local candidates make up the availability pool include positions for In-Residence Medical Faculty (Job Group 41) and Adjunct Medical Faculty (Job Group 42), for which some applicants are drawn from current UCLA academic appointees, and Clinical X Medical Faculty (Job Group 43) and Health Sciences Clinical Professors (Job Group 45), for which applicants are drawn from current UCLA academic appointees and physicians in the Southern California area. Determinations of recruitment area for each job group were based on an analysis of typical applicant pools for that job group.

Availability estimates for each job group, which were determined using one or both factors as relevant, are provided in the Utilization Tables 1 – 5.

a. Ladder-Rank Faculty

The methodology used to produce availability estimates for the 2016-2017 Academic Affirmative Action Plan has been refined and improved to provide more accurate estimates of percentages of women and minorities nationwide who have the skills required to perform academic jobs at UCLA. Special consideration was given to improving techniques for statistics collection on the diversity of potential applicants with appropriate qualifications for academic positions in each school or similar organizational unit.

For the divisions in the College of Letters and Science, availability estimates were based on data from the NORC Survey of Earned Doctorates and Integrated Postsecondary Education Data System (IPEDS) on doctoral recipients.

For the School of Medicine, availability estimates for ladder-rank job groups were based on a combination of data on recipients of doctoral degrees by medical specialty from IPEDS and data on current faculty in U.S. schools of medicine from the Association of American Medical Colleges (AAMC).

For the Basic Biomedical Sciences, availability was estimated from a composite of earned doctorates in medical basic sciences (IPEDS), earned doctorates in microbiology (NORC), and current faculty teaching Microbiology in U.S. medical schools (AAMC).

For the School of Nursing, availability estimates were based on data from the American Association of Colleges of Nursing (AACN) on graduates of doctoral programs (doctoral recipients of research-focused programs and doctor of nursing practice programs combined) and on full-time faculty in U.S. Schools of Nursing (both members and non-members of AACN).

For the School of Dentistry, availability estimates were based on a combination of IPEDS data on earned doctorates in dental clinical sciences/graduate dentistry and data on current tenure-track faculty in U.S. dental schools from the American Dental Association.

For the School of Public Health, availability estimates were based on data from the NORC Survey of Earned Doctorates and Integrated Postsecondary Education Data System (IPEDS) on doctoral recipients

For the School of Law, availability estimates were based on data collected by the American Bar Association (ABA) on women and minority faculty in U.S. schools of law.

For the School of Theater, Film and Television and the School of the Arts and Architecture, availability estimates were based on data from NORC on doctoral recipients, as well as data from IPEDS on bachelor's, master's, and post-master's certificate earners.

For the School of Engineering and Applied Science, the Graduate School of Education and Information Studies, the Anderson School of Management, and the School of Public Affairs, availability estimates were based on data from NORC and IPEDS on doctoral recipients.

b. Other Academic Appointees

For non-ladder academic employees in the School of Medicine, availability estimates were based on multiple data sources. For the In-Residence Medical Faculty job groups, availability estimates were based on a combination of data on doctoral and professional degree recipients in from the Integrated Postsecondary Education Data Systems (IPEDS) and data on current faculty in U.S. schools of medicine, from the Association of American Medical Colleges (AAMC), as appropriate. Availability for Clinical X Faculty was a composite of the current diversity of UCLA Tenured Faculty, Clinical Compensated Faculty, and Faculty In-Residence, weighted according to their estimated representation in applicant pools for Clinical X Faculty positions. Availability for Health Sciences Clinical Faculty was derived from a composite of the multi-year diversity of UCLA Clinical Faculty and data on the sex and racial/ethnic composition of medical residents in the U.S. from studies published by the AAMC. The availability estimates for ladder-rank faculty in the basic sciences were used as the best estimates for Medical Researcher positions. The current diversity of Medical Researchers at UCLA was used as the best estimates of availability for Adjunct Medical Faculty.

For researchers, lecturers, and other academic appointees other than in the School of Medicine, availability estimates are problematic because of the unpredictably changing needs for staffing from term to term. Appointments of lecturers are often based on short-term demand for particular courses, and appointments of researchers vary with funding. For the College of Letters and Science, availability estimates for ladder-rank faculty in each division were also used as an estimate for researchers, lecturers, and other academic appointees. For health sciences schools other than Medicine and for all other professional schools, lecturers, researchers, and other academics from all schools were treated as a single job group and compared to a weighted composite of availability estimates for ladder-rank faculty in these schools.

For postdoctoral scholars, availability estimates were based on data from IPEDS and NORC on doctoral recipients.

For academic librarians, availability estimates were based on data from the Association of Research Libraries on the diversity of current professional staff in U.S. university research libraries and data from IPEDS on master's and doctoral degrees in library science.

Availability for Academic Administrators was calculated using campus data on tenured ladder-rank faculty weighted by departmental representation of current individuals in these positions.

Finally, availability estimates for Academic Deans were determined using campus data on the current diversity of tenured faculty at the full-professor rank.

2. COMPARING INCUMBENCY TO AVAILABILITY (41 CFR 60-2.15)

In identifying those areas of academic employment at UCLA where there is underutilization, three steps are involved:

- a. Data on the university's current work force are collected to determine by academic job group the percentage of women and minority employees currently employed (see Underutilization Tables 1-5).

- b. Statistics on the availability of qualified women and minorities in the relevant recruiting areas are compiled for each job group.
- c. A utilization analysis is performed, comparing these work force and availability data to determine in which job groups women and members of particular minority groups may be underutilized (see Underutilization Tables 1-5). The “Any Difference” rule is used with all the job groups. If the percentages of women and minorities employed in a particular job group are less than would reasonably be expected, given the availability percentage in that particular job group, a condition of underutilization is noted.

It should be noted that for small job groups, using the “Any Difference” rule to identify underutilization is bound to be misleading, in that a difference of a few percentage points may represent less than one whole person.

Table 1
2015-16 UCLA Utilization of Ladder-Rank Faculty by Gender and Race/Ethnicity

	Women	Black/ Afr. Amer.	Hispanic	Asian/ Pacific Isl.	Am. Indian/ Alaskan Native	Total Known Ethnicity	Unk.
COLLEGE OF LETTERS AND SCIENCE							
Humanities Division							
Job Group 1							
# of Tenured Faculty	71.4	7.2	13.0	22.8	0.0	173.6	1.0
% of Tenured Faculty	40.9%	4.1%	7.5%	13.1%	0.0%		
Estimate of Availability	55.9%	3.5%	5.2%	7.2%	0.6%		
Underutilization	yes	no	no	no	yes		
Job Group 2							
# of Untenured Faculty	7.0	1.0	3.0	2.5	0.0	22.5	1.0
% of Untenured Faculty	29.8%	4.4%	13.3%	11.1%	0.0%		
Estimate of Availability	51.6%	3.9%	6.4%	5.6%	0.9%		
Underutilization	yes	no	no	no	yes*		
Life Sciences Division							
Job Group 3							
# of Tenured Faculty	44.3	3.0	6.8	16.0	0.0	114.8	0.5
% of Tenured Faculty	38.4%	2.6%	5.9%	13.9%	0.0%		
Estimate of Availability	54.0%	4.4%	5.1%	9.6%	0.7%		
Underutilization	yes	yes	no	no	yes*		
Job Group 4							
# of Untenured Faculty	11.0	1.0	2.5	4.0	0.0	16.0	0.0
% of Untenured Faculty	68.8%	6.3%	15.6%	25.0%	0.0%		
Estimate of Availability	59.9%	4.9%	6.6%	9.9%	0.9%		
Underutilization	no	no	no	no	yes*		
Physical Sciences Division							
Job Group 5							
# of Tenured Faculty	25.0	1.0	4.0	31.2	0.0	182.8	2.5
% of Tenured Faculty	13.5%	0.5%	2.2%	17.0%	0.0%		
Estimate of Availability	26.5%	2.2%	3.3%	15.1%	0.5%		
Underutilization	yes	yes	yes	no	yes*		
Job Group 6							
# of Untenured Faculty	10.0	1.0	1.0	7.0	0.0	24.5	3.0
% of Untenured Faculty	36.4%	4.1%	4.1%	28.6%	0.0%		
Estimate of Availability	32.2%	4.8%	5.2%	12.3%	0.9%		
Underutilization	no	yes*	yes*	no	yes*		

	Women	Black/ Afr. Amer.	Hispanic	Asian/ Pacific Isl.	Am. Indian/ Alaskan Native	Total Known Ethnicity	Unk.
Social Sciences Division (Excluding Economics)							
Job Group 7							
# of Tenured Faculty	82.2	13.8	20.0	25.9	5.0	202.8	1.0
% of Tenured Faculty	40.3%	6.8%	9.9%	12.8%	2.5%		
Estimate of Availability	48.5%	7.2%	6.9%	5.9%	1.1%		
Underutilization	yes	yes*	no	no	no		
Job Group 8							
# of Untenured Faculty	11.0	4.0	2.0	4.5	0.0	24.0	0.0
% of Untenured Faculty	45.8%	16.7%	8.3%	18.8%	0.0%		
Estimate of Availability	55.9%	8.1%	6.5%	5.6%	1.3%		
Underutilization	yes	no	no	no	yes*		
Economics ¹							
Job Group 9							
# of Tenured Faculty	6.0	0.0	2.0	2.0	0.0	24.0	0.0
% of Tenured Faculty	25.0%	0.0%	8.3%	8.3%	0.0%		
Estimate of Availability	30.4%	4.0%	4.1%	14.7%	0.4%		
Underutilization	yes	yes	no	yes	yes*		
Job Group 10							
# of Untenured Faculty	1.0	0.0	2.0	4.0	0.0	13.0	1.0
% of Untenured Faculty	7.1%	0.0%	15.4%	30.8%	0.0%		
Estimate of Availability	30.4%	4.0%	4.1%	14.7%	0.4%		
Underutilization	yes	yes*	no	no	yes*		

HEALTH SCIENCES PROGRAMS

David Geffen School of Medicine (Excluding MIMG)

Job Group 11							
# of Tenured Faculty	70.0	8.0	18.0	45.0	0.0	300.67	0.0
% of Tenured Faculty	23.3%	2.7%	6.0%	15.0%	0.0%		
Estimate of Availability	27.7%	2.3%	2.4%	11.6%	0.2%		
Underutilization	yes	no	no	no	yes*		
Job Group 12							
# of Untenured Faculty	5.0	1.0	4.0	5.0	0.0	18.0	1.0
% of Untenured Faculty	26.3%	5.6%	22.2%	27.8%	0.0%		
Estimate of Availability	44.6%	2.6%	2.3%	15.5%	0.2%		
Underutilization	yes	no	no	no	yes*		

	Women	Black/ Afr. Amer.	Hispanic	Asian/ Pacific Isl.	Am. Indian/ Alaskan Native	Total Known Ethnicity	Unk.
Basic Biomedical Sciences - MIMG							
Job Group 13							
# of Tenured Faculty	5.0	0.0	0.0	6.0	0.0	26.0	0.0
% of Tenured Faculty	19.2%	0.0%	0.0%	23.1%	0.0%		
Estimate of Availability	41.3%	3.4%	4.2%	13.4%	0.2%		
Underutilization	yes	yes*	yes	no	yes*		
Job Group 14							
# of Untenured Faculty	2.0	0.0	0.0	1.0	0.0	2.0	0.0
% of Untenured Faculty	100.0%	0.0%	0.0%	50.0%	0.0%		
Estimate of Availability	50.8%	3.8%	4.9%	11.4%	0.3%		
Underutilization	no	yes*	yes*	no	yes*		
School of Nursing							
Job Group 15							
# of Tenured Faculty	17.0	1.0	0.0	5.0	1.0	19.0	0.0
% of Tenured Faculty	89.5%	5.3%	0.0%	26.3%	5.3%		
Estimate of Availability	94.1%	7.3%	2.7%	3.3%	0.4%		
Underutilization	yes*	yes*	yes*	no	no		
Job Group 16							
# of Untenured Faculty	6.0	1.0	0.0	1.0	0.0	6.0	0.0
% of Untenured Faculty	100.0%	16.7%	0.0%	16.7%	0.0%		
Estimate of Availability	90.0%	12.8%	4.5%	5.2%	0.8%		
Underutilization	no	no	yes*	no	yes*		
School of Dentistry							
Job Group 17							
# of Tenured Faculty	5.0	1.0	2.0	15.0	0.0	32.0	0.0
% of Tenured Faculty	15.6%	3.1%	6.3%	46.9%	0.0%		
Estimate of Availability	40.0%	5.0%	6.1%	21.4%	0.6%		
Underutilization	yes	yes*	no	no	yes*		
Job Group 18							
# of Untenured Faculty	4.0	0.0	1.0	2.0	1.0	5.0	0.0
% of Untenured Faculty	80.0%	0.0%	20.0%	40.0%	20.0%		
Estimate of Availability	46.3%	5.6%	7.2%	23.7%	0.6%		
Underutilization	no	yes*	no	no	no		

	Women	Black/ Afr. Amer.	Hispanic	Asian/ Pacific Isl.	Am. Indian/ Alaskan Native	Total Known Ethnicity	Unk.
Fielding School of Public Health							
Job Group 19							
# of Tenured Faculty	22.0	3.0	2.0	10.0	0.0	51.0	1.0
% of Tenured Faculty	42.3%	5.9%	3.9%	19.6%	0.0%		
Estimate of Availability	58.5%	6.7%	3.9%	14.6%	0.5%		
Underutilization	yes	yes*	no	no	yes*		
Job Group 20							
# of Untenured Faculty	3.0	0.0	1.0	1.0	0.0	4.5	0.0
% of Untenured Faculty	66.7%	0.0%	22.2%	22.2%	0.0%		
Estimate of Availability	72.2%	16.5%	5.9%	12.4%	0.7%		
Underutilization	yes*	yes*	no	no	yes*		

OTHER PROFESSIONAL SCHOOLS

School of the Arts & Architecture

Job Group 21

# of Tenured Faculty	20.0	1.0	4.0	5.0	0.0	48.7	0.0
% of Tenured Faculty	41.1%	2.1%	8.2%	10.3%	0.0%		
Estimate of Availability	58.6%	5.5%	5.1%	7.9%	0.7%		
Underutilization	yes	yes	no	no	yes*		

Job Group 22

# of Untenured Faculty	2.0	0.0	0.0	2.0	0.0	3.0	0.0
% of Untenured Faculty	66.7%	0.0%	0.0%	66.7%	0.0%		
Estimate of Availability	60.7%	2.7%	3.1%	5.5%	0.1%		
Underutilization	no	yes*	yes*	no	yes*		

Herb Alpert School of Music

Job Group 23

# of Tenured Faculty	10.0	3.0	2.0	2.0	1.0	38.0	0.0
% of Tenured Faculty	26.3%	6.2%	4.1%	4.1%	2.1%		
Estimate of Availability	45.0%	3.5%	3.2%	5.0%	0.4%		
Underutilization	yes	no	no	yes*	no		

Job Group 24

# of Untenured Faculty	2.0	0.0	0.0	1.0	0.0	3.0	0.0
% of Untenured Faculty	66.7%	0.0%	0.0%	33.3%	0.0%		
Estimate of Availability	41.9%	1.3%	2.1%	3.1%	0.2%		
Underutilization	no	yes*	yes*	no	yes*		

	Women	Black/ Afr. Amer.	Hispanic	Asian/ Pacific Isl.	Am. Indian/ Alaskan Native	Total Known Ethnicity	Unk.
Graduate School of Education and Information Studies							
Job Group 25							
# of Tenured Faculty	21.5	6.8	6.0	6.0	0.0	45.3	0.0
% of Tenured Faculty	47.5%	14.9%	13.3%	13.3%	0.0%		
Estimate of Availability	62.6%	11.2%	4.8%	5.8%	0.9%		
Underutilization	yes	no	no	no	yes*		
Job Group 26							
# of Untenured Faculty	4.0	1.0	1.5	1.0	0.0	5.5	0.0
% of Untenured Faculty	72.7%	18.2%	27.3%	18.2%	0.0%		
Estimate of Availability	69.6%	7.6%	5.2%	5.1%	1.1%		
Underutilization	no	no	no	no	yes*		
Henry Samueli School of Engineering and Applied Science							
Job Group 27							
# of Tenured Faculty	20.0	1.0	2.0	60.8	0.0	150.3	1.0
% of Tenured Faculty	13.2%	0.7%	1.3%	40.5%	0.0%		
Estimate of Availability	18.8%	3.3%	3.4%	21.3%	0.4%		
Underutilization	yes	yes	yes	no	yes*		
Job Group 28							
# of Untenured Faculty	2.0	1.0	1.0	6.0	0.0	17.0	0.0
% of Untenured Faculty	11.8%	5.9%	5.9%	35.3%	0.0%		
Estimate of Availability	23.3%	4.4%	4.7%	19.2%	0.6%		
Underutilization	yes	no	no	no	yes*		
School of Law							
Job Group 29							
# of Professors	17.0	2.5	4.0	3.3	1.0	51.4	1.0
% of Professors	32.5%	4.9%	7.8%	6.4%	1.9%		
Estimate of Availability	32.7%	8.7%	4.1%	3.4%	0.5%		
Underutilization	yes*	yes	no	no	no		
Job Group 30							
# of Acting Professors	3.0	2.0	0.0	2.0	0.0	8.0	0.0
% of Acting Professors	37.5%	25.0%	0.0%	25.0%	0.0%		
Estimate of Availability	48.6%	13.6%	6.6%	8.8%	0.2%		
Underutilization	yes*	no	yes*	no	yes*		

	Women	Black/ Afr. Amer.	Hispanic	Asian/ Pacific Isl.	Am. Indian/ Alaskan Native	Total Known Ethnicity	Unk.
Anderson School of Management							
Job Group 31							
# of Tenured Faculty	10.5	1.0	4.0	14.0	0.0	59.3	0.0
% of Tenured Faculty	17.7%	1.7%	6.8%	23.6%	0.0%		
Estimate of Availability	35.7%	5.5%	3.0%	11.5%	0.7%		
Underutilization	yes	yes	no	no	yes*		
Job Group 32							
# of Untenured Faculty	7.0	0.0	3.0	0.0	0.0	20.0	1.0
% of Untenured Faculty	33.3%	0.0%	15.0%	0.0%	0.0%		
Estimate of Availability	36.0%	6.6%	4.5%	13.9%	0.7%		
Underutilization	yes*	yes	no	yes	yes*		
Luskin School of Public Affairs							
Job Group 33							
# of Tenured Faculty	14.0	3.0	3.0	4.0	1.0	29.2	1.0
% of Tenured Faculty	46.4%	10.3%	10.3%	13.7%	3.4%		
Estimate of Availability	55.1%	11.6%	4.4%	7.6%	1.0%		
Underutilization	yes	yes*	no	no	no		
Job Group 34							
# of Untenured Faculty	0.0	1.0	0.0	1.0	1.0	5.0	0.0
% of Untenured Faculty	0.0%	20.0%	0.0%	20.0%	20.0%		
Estimate of Availability	55.7%	9.1%	4.8%	5.4%	0.7%		
Underutilization	yes	no	yes*	no	no		
School of Theater, Film and Television							
Job Group 35							
# of Tenured Faculty	11.0	1.0	4.5	1.0	1.0	29.5	0.0
% of Tenured Faculty	37.3%	3.4%	15.3%	3.4%	3.4%		
Estimate of Availability	51.0%	7.0%	5.9%	5.9%	0.8%		
Underutilization	yes	yes	no	yes*	no		

	Women	Black/ Afr. Amer.	Hispanic	Asian/ Pacific Isl.	Am. Indian/ Alaskan Native	Total Known Ethnicity	Unk.
Job Group 36							
# of Untenured Faculty	6.0	1.0	1.0	1.0	0.0	7.0	1.0
% of Untenured Faculty	75.0%	14.3%	14.3%	14.3%	0.0%		
Estimate of Availability	54.7%	2.8%	2.6%	1.2%	0.8%		
Underutilization	no	no	no	no	yes*		

1 Faculty members in the Department of Economics are assigned to separate job groups on the basis that they are compensated differently from other faculty members within the Social Sciences Division.

NOTES: ¹ Pursuant to 41 CFR 60-2.16, annual percentage placement goals for job group where underutilization exists for minorities or women are set equal to the availability percentages specified in the tables.

² An asterisk * indicates an instance in which underutilization is less than 1.0 FTE.

³ Split appointments are represented as percentages of FTE.

⁴ Percentages of Women faculty are based on their representation among all faculty in the Job Group (both known and unknown ethnicity).

⁵ Percentages of Minority faculty are based on their representation among faculty in the Job Group with known ethnicity.

Table 2
2015-16 UCLA Utilization of Non-Ladder Academics by Gender and Race/Ethnicity

	Women	Black/ Afr. Amer.	Hispanic	Asian/ Pacific Isl.	Am. Indian/ Alaskan Native	Total Known Ethnicity	Unk.
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COLLEGE OF LETTERS AND SCIENCE

Other Non-Ladder Faculty

Job Group 37

# of Other Faculty	18.2	2.0	7.0	15.5	0.0	76.2	4.5
% of Other Faculty	22.6%	2.6%	9.2%	20.3%	0.0%		
Estimate of Availability	34.3%	3.2%	4.2%	12.7%	0.6%		
Underutilization	yes	yes*	no	no	yes*		

Researchers

Job Group 38

# of Researchers	20.0	0.0	1.0	37.3	0.0	92.7	2.5
% of Researchers	21.0%	0.0%	1.1%	40.2%	0.0%		
Estimate of Availability	31.2%	2.8%	3.8%	14.0%	0.6%		
Underutilization	yes	yes	yes	no	yes*		

	Women	Black/ Afr. Amer.	Hispanic	Asian/ Pacific Isl.	Am. Indian/ Alaskan Native	Total Known Ethnicity	Unk.
Lecturers							
Job Group 39							
# of Lecturers	128.9	1.0	17.0	35.6	0.5	201.8	20.2
% of Lecturers	58.1%	0.5%	8.4%	17.7%	0.2%		
Estimate of Availability	50.8%	4.2%	5.4%	7.9%	0.7%		
Underutilization	no	yes	no	no	yes		

Postdoctoral Scholars¹

Job Group 40							
# of Postdoctoral Scholars	45.9	6.2	13.8	8.0	0.0	111.8	3.0
% of Postdoctoral Scholars	39.9%	5.6%	12.4%	7.2%	0.0%		
Estimate of Availability	52.6%	4.9%	6.0%	8.6%	1.0%		
Underutilization	yes	no	no	yes	yes		

DAVID GEFFEN SCHOOL OF MEDICINE

In-Residence Medical Faculty

Job Group 41							
# of In-Residence Medical Faculty	88.0	7.5	9.0	72.3	1.0	294.4	6.0
% of In-Residence Medical Faculty	29.3%	2.5%	3.1%	24.6%	0.3%		
Estimate of Availability	34.2%	2.5%	2.4%	12.7%	0.2%		
Underutilization	yes	no	no	no	no		

Adjunct Medical Faculty

Job Group 42							
# of Adjunct Medical Faculty	56.4	1.0	10.5	50.5	0.0	151.5	3.4
% of Adjunct Medical Faculty	36.4%	0.7%	6.9%	33.3%	0.0%		
Estimate of Availability	40.3%	0.0%	5.4%	41.1%	0.0%		
Underutilization	yes	no	no	yes	no		

Clinical X Medical Faculty

Job Group 43							
# of Clinical X Medical Faculty	17.6	3.4	3.0	18.0	0.0	86.5	2.0
% of Clinical X Medical Faculty	19.8%	3.9%	3.5%	20.8%	0.0%		
Estimate of Availability	38.6%	2.3%	4.0%	31.7%	0.1%		
Underutilization	yes	no	yes*	yes	yes*		

	Women	Black/ Afr. Amer.	Hispanic	Asian/ Pacific Isl.	Am. Indian/ Alaskan Native	Total Known Ethnicity	Unk.
Medical Researchers							
Job Group 44							
# of Researchers	35.6	0.1	3.2	33.0	0.0	73.1	6.8
% of Researchers	44.5%	0.1%	4.4%	45.1%	0.0%		
Estimate of Availability	38.4%	2.5%	2.1%	16.2%	0.0%		
Underutilization	no	yes	no	no	no		
Health Sciences Clinical Professors							
Job Group 45							
# of HS Clinical Professors	446.4	20.0	39.1	350.2	0.0	928.2	52.6
% of HS Clinical Professors	45.5%	2.2%	4.2%	37.7%	0.0%		
Estimate of Availability	45.1%	6.2%	6.4%	27.1%	0.3%		
Underutilization	no	yes	yes	no	yes		
Postdoctoral Scholars¹							
Job Group 46							
# of Postdoctoral Scholars	90.0	7.4	14.9	35.7	0.0	163.7	11.5
% of Postdoctoral Scholars	51.4%	4.5%	9.1%	21.8%	0.0%		
Estimate of Availability	55.3%	3.5%	4.6%	8.9%	0.4%		
Underutilization	yes	no	no	no	yes*		
PROFESSIONAL AND OTHER HEALTH SCIENCE SCHOOLS							
Other Non-Ladder Faculty							
Job Group 47							
# of Other Faculty	42.1	3.4	5.2	14.6	0.8	90.4	0.4
% of Other Faculty	46.4%	3.8%	5.7%	16.2%	0.9%		
Estimate of Availability	54.7%	7.0%	4.5%	10.4%	0.6%		
Underutilization	yes	yes	no	no	no		
Researchers							
Job Group 48							
# of Researchers	12.3	0.5	0.0	12.4	0.0	34.1	2.5
% of Researchers	33.5%	1.5%	0.0%	36.3%	0.0%		
Estimate of Availability	35.3%	5.8%	4.1%	13.8%	0.5%		
Underutilization	yes*	yes	yes	no	yes*		

	Women	Black/ Afr. Amer.	Hispanic	Asian/ Pacific Isl.	Am. Indian/ Alaskan Native	Total Known Ethnicity	Unk.
Lecturers							
Job Group 49							
# of Lecturers	99.4	4.8	12.8	33.9	0.8	200.7	10.0
% of Lecturers	47.2%	2.4%	6.4%	16.9%	0.4%		
Estimate of Availability	50.5%	6.9%	4.7%	10.0%	0.7%		
Underutilization	yes	yes	no	no	yes*		
Postdoctoral Scholars¹							
Job Group 50							
# of Postdoctoral Scholars	17.5	2.0	4.7	11.1	0.0	40.7	6.0
% of Postdoctoral Scholars	37.5%	4.9%	11.5%	27.4%	0.0%		
Estimate of Availability	44.0%	9.1%	7.3%	19.3%	1.0%		
Underutilization	yes	yes	no	no	yes*		

¹Postdoctoral scholars who are not U.S. Citizens in job groups 40, 46, and 50 are excluded from the availability analysis.

NOTES: ¹ Pursuant to 41 CFR 60-2.16, annual percentage placement goals for job group where underutilization exists for minorities or women are set equal to the availability percentages specified in the tables.

² An asterisk * indicates an instance in which underutilization is less than 1.0 FTE.

Table 3
2015-16 UCLA Utilization of Academic Librarians by Gender and Race/Ethnicity

	Women	Black/ Afr. Amer.	Hispanic	Asian/ Pacific Isl.	Am. Indian/ Alaskan Native	Total Known Ethnicity	Unk.
ACADEMIC LIBRARIANS							
Career Librarians							
Job Group 51							
# of Career Librarians	62.0	1.0	4.0	7.0	1.0	81.0	2.0
% of Career Librarians	74.7%	1.2%	4.9%	8.6%	1.2%		
Estimate of Availability	61.2%	4.6%	3.0%	6.8%	0.4%		
Underutilization	no	yes	no	no	no		
Potential-Career Librarians							
Job Group 52							
# of Potential-Career Librarians	14.5	0.5	2.0	5.0	0.0	17.5	2.0
% of Potential-Career Librarians	74.4%	2.9%	11.4%	28.6%	0.0%		
Estimate of Availability	70.9%	4.0%	3.0%	4.9%	0.5%		
Underutilization	no	yes*	no	no	yes*		

NOTES: ¹ Pursuant to 41 CFR 60-2.16, annual percentage placement goals for job group where underutilization exists for minorities or women are set equal to the availability percentages specified in the tables.

² An asterisk * indicates an instance in which underutilization is less than 1.0 FTE.

Table 4
2015-16 UCLA Utilization of Academic Administrators by Gender and Race/Ethnicity

	Women	Black/ Afr. Amer.	Hispanic	Asian/ Pacific Isl.	Am. Indian/ Alaskan Native	Total Known Ethnicity	Unk.
ACADEMIC ADMINISTRATORS							
Administrators							
Job Group 53							
# of Administrators	70.8	7.0	10.3	19.7	1.0	125.4	1.0
% of Administrators	56.0%	5.6%	8.2%	15.7%	0.8%		
Estimate of Availability	45.7%	5.7%	5.0%	9.8%	0.7%		
Underutilization	no	yes*	no	no	no		

NOTES: ¹ Pursuant to 41 CFR 60-2.16, annual percentage placement goals for job group where underutilization exists for minorities or women are set equal to the availability percentages specified in the tables.

² An asterisk * indicates an instance in which underutilization is less than 1.0 FTE.

Table 5
2015-16 UCLA Utilization of Academic Deans by Gender and Race/Ethnicity

	Women	Black/ Afr. Amer.	Hispanic	Asian/ Pacific Isl.	Am. Indian/ Alaskan Native	Total Known Ethnicity	Unk.
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ACADEMIC DEANS

Academic Deans

Job Group 54

# of Academic Deans	9.0	2.0	1.0	2.0	0.0	14.0	1.0
% of Academic Deans	60.0%	14.3%	7.1%	14.3%	0.0%		
Estimate of Availability	33.4%	3.8%	5.6%	14.7%	1.1%		
Underutilization	no	no	no	yes*	yes*		

NOTES: ¹ Pursuant to 41 CFR 60-2.16, annual percentage placement goals for job group where underutilization exists for minorities or women are set equal to the availability percentages specified in the tables.

² An asterisk * indicates an instance in which underutilization is less than 1.0 FTE.

D. PLACEMENT GOALS (41 CFR 60-2.16)

UCLA Academic Affirmative Action efforts are directed toward achieving a level of gender and minority representation in all job groups equivalent to availability. **Pursuant to 41 CFR 60-2.16, annual percentage placement goals for job groups where underutilization exists for minorities or women are set equal to the availability percentages specified in Tables 1-5.** We make good faith efforts to recruit a broad and inclusive pool of qualified applicants including minorities and women, in support of these goals.

Placement goals serve as reasonably attainable objectives and are also used to measure any yearly progress that might be made in correcting underutilization. They are not rigid or exclusive measures of performance, nor do they represent either ceilings or floors for employing particular groups. Rather, they encourage good faith effort to make all aspects of the entire affirmative action program work.

E. OTHER ANALYSES OF ACADEMIC PERSONNEL TO IDENTIFY PROBLEM AREAS: SELECTION, PROMOTION, SALARY, AND SEPARATION

Annually, the Vice Chancellor-Equity, Diversity and Inclusion initiates analyses of personnel actions in each job group for selection, promotion, and separation in order to determine if applicable personnel policies are being administered without bias in regard to gender and race/ethnicity. In addition, the Academic Personnel Office conducts a compensation analysis to determine if there are gender-, race-, or ethnicity-based disparities. For each type of personnel action, the basic analysis is a comparison, within the related work force, of the percentage of women and minorities for whom a particular action was taken with the percentage of men and non-minorities for whom that same action was taken. If these differ significantly, additional analyses are undertaken to identify organizational units in which problems may exist. A review of the procedures followed by the organizational unit is made by the appropriate office or committee (Equity, Diversity and Inclusion; the Academic Senate's Committee on Diversity and Equal Opportunity (CODEO); Council on Academic Personnel, etc.) to determine the possible causes of any problems. The appropriate office or committee to which the problem is reported, with the assistance of the Academic Personnel Office, conducts the analysis of the reported problem and develop steps to address the problem. The Vice Chancellor-Equity, Diversity and Inclusion oversees the completion of efforts developed to address such problems. More detailed descriptions of the analyses follow.

1. SELECTION ANALYSIS

An analysis of the selection process in each job group is made by the Academic Personnel Office. A comparison is made between the number of actual appointments in each job group, by gender and ethnic group, and the number of applicants for those positions. If the selection rates differ significantly by gender or ethnic group, a possible selection problem is recognized. The existence of such a problem is communicated to the Vice Chancellor-Equity, Diversity and Inclusion, to the appropriate Academic Affirmative Action Unit Coordinator and other appropriate administrative officers. An inquiry is made to determine whether selection procedures leading to appointment to academic positions are being carried out in compliance with this Academic Affirmative Action Plan, and to identify and implement any appropriate remedial steps. In some cases there may be a need to monitor the selection process over a period of time in order to make a meaningful analysis.

2. PROMOTION ANALYSIS

An analysis of the promotion process is made by the Academic Personnel Office. A comparison is made within each job group in which appointees are subject to promotional decisions between the percentages of women and minorities promoted (as the case may be, to Associate Professor or Professor, or equivalent ranks in other appointment series), and the percentages of men and non-minorities similarly promoted. If a lower percentage of women or minorities is promoted, a possible promotion problem is recognized. The existence of any such problem is communicated to the Vice Chancellor-Equity, Diversity and Inclusion, to the Council on Academic Personnel, the Academic Affirmative Action Unit Coordinators and other appropriate administrative officers. An inquiry is made to determine whether promotion procedures are being carried out in compliance with this Academic Affirmative Action Plan and with applicable academic personnel policy and to identify and implement appropriate remedial steps.

3. COMPENSATION ANALYSIS

The Academic Personnel Office annually analyzes salaries of employees in all Job Groups, comparing the average salary of women with that of men and the average salary of members of each minority group with that of the majority group. Any disparities are subject to more sophisticated analyses conducted by a task force appointed for this purpose.

4. SEPARATION ANALYSIS

The Academic Personnel Office analyzes separations, considering separately those that are voluntary (e.g., resignation, retirement, and change in title series) and those that are involuntary (e.g., terminal reappointment, dismissals for performance or misconduct, and medical separation). Comparisons are made between separation rates for women versus men and minorities versus non-minorities within each job group. If these comparisons disclose any significant differences, a possible separation problem is recognized. The existence of such a problem is communicated to the Vice Chancellor-Equity, Diversity and Inclusion, the Council on Academic Personnel, the appropriate Affirmative Action Unit Coordinator and other appropriate administrative officers. An inquiry is made to determine whether separations occur in compliance with this Academic Affirmative Action Plan, and with applicable academic personnel policy, and to identify and to implement any appropriate remedial steps.

F. ADDITIONAL REQUIRED ELEMENTS

1. DESIGNATION OF RESPONSIBILITY FOR IMPLEMENTATION (41 CFR 60-2.17(a))

Overall responsibility for academic affirmative action has been assigned to the Vice Chancellor-Equity, Diversity and Inclusion. The Academic Senate's Committee on Diversity and Equal Opportunity (CODEO) also participates in addressing affirmative action issues. (See **Attachment 1 for the UCLA Academic Affirmative Action Organization Chart, 2015-2016.**)

a. Equity, Diversity and Inclusion

The Office for Equity, Diversity and Inclusion is headed by the Vice Chancellor-Equity, Diversity and Inclusion, appointed by the Chancellor and reports to both the Chancellor and the Executive Vice Chancellor. The Vice Chancellor-Equity, Diversity and Inclusion provides executive academic leadership for achieving and sustaining faculty diversity as an indispensable element of UCLA's academic excellence. The Vice Chancellor-Equity, Diversity and Inclusion serves as UCLA's academic affirmative action officer and holds primary responsibility and accountability for ensuring equal employment opportunity and non-discrimination in academic areas and for developing and implementing the campus academic affirmative action program. The incumbent ensures that UCLA's faculty employment policies and practices comply with all relevant Federal, State, and University requirements as a faculty employer. As required under Federal Affirmative Action Regulations, this position has the authority, resources, support of and access to top management to ensure the effective implementation of the affirmative action program. The incumbent must regularly assess and report whether, within existing campus constraints, these needs are met and whether the campus is fully complying with equal employment opportunity, non-discrimination, and affirmative action requirements as they apply to UCLA's academic employees.

Currently, the Program Coordinator, Equity, Diversity and Inclusion reports to the Vice Chancellor-Equity, Diversity and Inclusion and holds these and other related responsibilities: (1) preparing the annual academic affirmative action reports in cooperation with campus administrators and the Academic Personnel Office; (2) modifying the plan as needed each year to conform with affirmative action regulations, University of California policy, and campus requirements; and (3) managing the review, revision, and submission of the plan in consultation with the Vice Chancellor-Equity, Diversity and Inclusion, the Vice Chancellor-Academic Personnel, and the appropriate parties in the UC Office of the President.

Currently, the Behavioral and Social Scientist, Equity, Diversity and Inclusion reports to the Vice Chancellor-Equity, Diversity and Inclusion and holds responsibility for data collection, analysis, and reports, and assists in ensuring that the campus fully complies with all affirmative action responsibilities.

c. Academic Senate's Committee on Diversity and Equal Opportunity

The Academic Senate's Committee on Diversity and Equal Opportunity (CODEO) consists of nine members appointed by the Academic Senate Committee on Committees. CODEO works in collaboration with the Chancellor, Executive Vice Chancellor, and the Vice Chancellor for Equity, Diversity and Inclusion. Its functions are:

- To advise the Chancellor and to recommend to the UCLA Division of the Academic Senate concerning policies and programs to advance faculty diversity, including particularly the recruitment and retention of women and minorities in academic job groups identified as underutilized;

- To assist academic departments and units in the establishment and review of strategies for better utilization;
- To review and recommend strategies for creating diverse applicant pools; and,
- To review and comment on statements on faculty diversity included in academic units' annual strategic planning updates.

d. Academic Affirmative Action Units

The basic organizational units of this Academic Affirmative Action Plan are academic departments or other academic units that appoint academic personnel. An Academic Affirmative Action Unit is a grouping of related academic departments and units and has an assigned Unit Coordinator, typically an academic dean, who is responsible for implementation of affirmative action policy within the Unit (see **Attachment 2 for a list of Unit Coordinators**). A proposed academic appointment within any unit will not be released for academic personnel processing until the Unit Coordinator (or in appropriate cases, the Vice Chancellor-Academic Personnel) has approved the proposal as being in compliance with applicable affirmative action policy and procedure. (A complete description of the academic personnel process is contained in "The UCLA CALL" issued by the Academic Personnel Office.)

e. Consultation with Academic Senate and Other Organizations

The Academic Senate is consulted in the development and review of those aspects of affirmative action policy and procedure affecting all academic personnel titles and series that are subject to review by the Council on Academic Personnel under established personnel policy. Full access to all administratively-generated affirmative action data and analyses relating to these titles and series is provided to the appropriate agencies of the Academic Senate. Similar consultation takes place with, and access to data and analyses is provided to, the Librarians Association with respect to aspects of affirmative action policy and procedure affecting academic librarian positions. There is also similar consultation with and access provided to the UCLA Committee on Disability and other appropriate organizations. In no instance will an appointment involving a title that falls within the jurisdiction of the Council on Academic Personnel be disapproved by the Vice Chancellor-Academic Personnel on the basis of non-conformity with affirmative action policy and procedure without consultation with the committee(s) of the Academic Senate designated as appropriate by the Senate.

f. Time Period Covered by the Plan

Data made available by UCLA's Academic Personnel Office and other sources during one academic year are used in preparing the Academic Affirmative Action Plan for the following year. The current plan, based on data received during academic year 2015-2016, presents the goals and proposed actions for the academic year July 1, 2016– June 30, 2017.

2. IDENTIFICATION OF PROBLEM AREAS (41 CFR 60-2.17 (b))

The office for Equity, Diversity and Inclusion provided academic leadership for achieving and sustaining faculty diversity as an indispensable element of UCLA's academic excellence. This mission was fulfilled through educating, communicating and collaborating with the faculty and administrators of the campus on all aspects of faculty diversity. The following plan outlines future action-oriented programs and enhancements to existing programs in order to better achieve campus affirmative action and diversity

goals. (For a discussion of the processes undertaken to identify problem areas, see subsection II.E, “Other Analyses of Academic Personnel to Identify Problem Areas: Selection, Promotion, Salary and Separation.”)

The action-oriented programs described here, both ongoing and future, represent a significant investment and commitment of resources toward increasing faculty diversity at UCLA. By implementing strategies and techniques in recruitment that are designed to ensure a broad and inclusive search, by providing information and resources for faculty members to help in equitable career advancement and by implementing programs that enable a better working climate for a diverse faculty, UCLA continues to make good-faith efforts to ensure equal opportunity and achievement of affirmative action goals.

In addition to ongoing support for existing programs, corrective actions to be taken by the Office of Equity, Diversity and Inclusion and Academic Personnel Office during 2016-2017 are shown in the following chart.

Areas of Concern	Corrective Actions for 2016-2017
<p><u>HIRING</u></p> <p>With the slow pace of faculty hiring and turnover, many divisions or school’s workforces do not yet reflect the goal of matching the availability of women and minorities in their fields.</p>	<ul style="list-style-type: none"> • OEDI will continue to encourage departments and search committees to recruit broadly, utilizing best practices for recruiting and hiring a diverse faculty. • Ensure that all members of Faculty Search Committees for ladder rank searches have attended a Faculty Search Committee Briefing. • Equity Advisors have been named in each school /division and are responsible for meeting with search committees and providing briefings to faculty members as needed. • Centralized Faculty Search Committee Briefings will be conducted on a publicized schedule.OEDI will reassess the content and delivery platform for the Faculty Search Briefings.
<p><u>HIRING PROCESSES</u></p> <p>Compliance with internal search processes and completion of proper documentation.</p>	<ul style="list-style-type: none"> • OEDI will continue to review job ads for references to interest in recruiting a diverse faculty. • Using the new UCLA Academic Recruit online applicant tracking system, the Vice Chancellor for Equity, Diversity and Inclusion, and the Equity Advisors in each school/division will monitor ladder and non-ladder academic searches for

	<p>compliance and sign off on those that are in compliance.</p> <ul style="list-style-type: none"> • OEDI will reassess and study, using quantitative and qualitative methods, whether certain interventions improve fairness in the hiring process.
<p><u>INCLUSIVE CLIMATE</u></p> <p>Maintaining an inclusive and welcoming climate for faculty members, especially for women, minorities, persons with disabilities and protected veterans, is the best defense for attrition.</p>	<ul style="list-style-type: none"> • The Academic Personnel Office and Equity Advisors will develop and host Department Chair Forums on faculty retention & advancement, improving department climate and family friendly policies. • Using funds provided by OEDI, Equity Advisors will provide programming that will promote a more inclusive learning and working environment. • The Discrimination Prevention Officers and the Title IX/ Sexual Harassment Prevention Officer will address climate-related issues and investigate complaints of discrimination and sexual harassment. In addition, these officers will develop and provide new training programs addressing climate, discrimination and harassment.
<p><u>COMPENSATION</u></p> <p>Achieve salary equity among Senate faculty.</p>	<ul style="list-style-type: none"> • Study of Senate faculty salaries was completed in AY 2015-2016 as part of the UCLA Faculty Salary Equity Study. Recommendations for action based on findings will be communicated to deans and department chairs in Summer 2016.

A number of action-oriented programs have been developed at UCLA to assist the campus in achieving equal opportunity and diversity. An annual report of the status of these programs, most of which are ongoing, is found in the next section, "Reporting on Action-Oriented Programs 2015-2016". In addition to the programs described here, the Vice Chancellor-Equity, Diversity and Inclusion discusses the findings of underutilization with the Vice Chancellor-Academic Personnel and the Academic Senate's Committee on Diversity and Equal Opportunity. The Vice Chancellor-Equity, Diversity and Inclusion proposes and implements appropriate campus procedures for addressing placement goals. For example, considering such factors as the number of faculty openings in particular academic units, a determination might be made that certain academic units should develop action plans for addressing underutilization. The appropriate Academic Affirmative Action Unit Coordinators, with assistance from the Vice Chancellor-Equity, Diversity and Inclusion in consultation with CODEO, would then develop and implement unit-level action-oriented programs designed to correct identified underutilization and to achieve the desired placement goals.

Moving toward the goal of appropriate levels of utilization for women and minorities involves a continuing process of assessment of procedures and strategies. The Vice Chancellor-Equity, Diversity and Inclusion confers regularly with academic unit coordinators so that successful affirmative action strategies and action-oriented programs in particular academic units can be applied. The Vice Chancellor-Equity, Diversity and Inclusion discusses the effectiveness of affirmative action efforts with appropriate academic administrators and CODEO.

3. REPORTING ON ACTION-ORIENTED PROGRAMS 2015-2016(41 CFR 60-2.17 (C))

UCLA is strongly committed to diversity as a core value which makes it possible to provide the kind of broad and enriching educational experience for which UCLA has long been known. Each year much effort is devoted to developing and maintaining action-oriented programs to assist the campus in achieving equal opportunity and diversity. The various programs are aimed at ensuring broad and inclusive academic recruitment, as well as enabling a supportive campus climate for a diverse faculty. UCLA and the University of California as a whole are making every good-faith effort to achieve equal opportunity and affirmative action objectives. This section reports on action-oriented programs conducted during 2015-2016 to achieve diversity, correct any identified problem areas and attain affirmative action goals and objectives for academic personnel at UCLA. Most of these programs are ongoing from year to year and reflect the campus' sustained commitment to ensuring academic diversity.

a. Vice Chancellor-Equity, Diversity and Inclusion Meetings with Academic Leadership, Administrators and Faculty Members

The Vice Chancellor meets regularly with the Council of Deans, and the Executive Committee, as well as individually with the deans of the College and the professional schools. He also meets with department chairs and attends departmental meetings. These meetings build partnerships and focus attention on the role of the office for Equity, Diversity and Inclusion, current faculty diversity issues in each area, any existing problems, strategies for achieving affirmative action goals and future areas of collaboration.

The Vice Chancellor meets with faculty focus groups and individual faculty members with respect to issues affecting academic life such as merits, promotions, rights as faculty, conflicts in departments with chairs or colleagues, etc. When meeting with individual faculty members, the Vice Chancellor provides a sounding board and when appropriate lays out the options available to the individual, particularly noting

faculty rights and responsibilities. In general, in these meetings the faculty member is seeking information about the range of options available. The Discrimination Prevention Officers who report to Vice Chancellor-Equity, Diversity and Inclusion also meet with faculty members regarding issues of discrimination and fairness, even if a formal complaint is never filed.

b. Responsibility for Academic Affirmative Action

The Vice Chancellor serves as UCLA's academic affirmative action officer and holds primary responsibility and accountability for ensuring equal employment opportunity and non-discrimination in academic areas and for developing and implementing the campus academic affirmative action program.

The Program Coordinator, Equity, Diversity and Inclusion and the Behavioral and Social Scientist, Equity, Diversity and Inclusion prepare the annual academic affirmative action report in cooperation with campus administrators. The plan is modified, as needed, each year to conform with affirmative action regulations, University of California policy, and campus requirements. It is reviewed by the Vice Chancellor of Equity, Diversity and Inclusion, the Vice Chancellor of Academic Personnel and appropriate parties in the UC Office of the President. The Program Coordinator and Behavioral and Social Scientist assist in ensuring that the campus complies with all affirmative action responsibilities. The Vice Chancellor-Equity, Diversity and Inclusion reviews regular rank faculty searches for compliance with faculty search procedures through the UCLA Academic Recruit online academic applicant tracking system. In addition, non-ladder academic recruitment is reviewed by the Academic Personnel Office for compliance with procedures.

Search Committee Training

Faculty Search Committee Briefings were held to train faculty members in the faculty search process, provide an overview of research on implicit bias and highlight recommended practices to promote affirmative action and equal opportunity in the faculty recruitment and hiring process.

c. Involvement in UCLA Committees Addressing Diversity Issues

Academic Senate Committee on Diversity and Equal Opportunity (CODEO)

The Vice Chancellor is an ex officio member of CODEO and values this opportunity to develop strong and effective linkages between Equity, Diversity and Inclusion and the Academic Senate's committees. The Vice Chancellor or his designee attends meetings and reports on the progress of various activities important to the committee. Each year CODEO, Equity, Diversity and Inclusion, and the Chancellor's Office sponsor the Diversity, Equity & Inclusion Awards for faculty members and students.

UCLA Committee on Disability

The Vice Chancellor, is an ex-officio member of the UCLA Committee on Disability and attends meetings as requested.

UCLA Committee on LGBTQ Affairs

The Vice Chancellor, is an ex-officio member of the UCLA Committee on LGBTQ (Lesbian, Gay, Bisexual, Transgender, Queer) Affairs and attends meetings as requested.

d. Diversity Leadership Programs

In 2015-2016, the Vice Chancellor-Equity, Diversity and Inclusion provided lectures for over 65 programs and events for senior administrator, deans, department chairs and general faculty to increase their awareness of diversity related issues. Some of the programs include:

July 31, 2015 - *Implicit Bias within Medicine's Meritocracy* presented at UCLA Department of Pediatrics Grand Rounds

September 17, 2015 - *Building Equity in the Classroom: Some Thoughts on Stereotype Threat & Belonging* presented at UCLA Faculty Workshop on Best Practices in Teaching, sponsored by Deans of Life & Physical Sciences, organized by UCLA Center for Education Innovation & Learning in the Sciences

October 7, 2015 – *The Chair's Role in Recruitment, Department Climate & Diversity* presented at UCLA New Deans and Chairs Workshop

January 22, 2016 – *The New Literacy* presented at UCLA Diversity Symposium

May 16, 2016 – *Building an Equal Learning Environment* presented at UCLA Physical Sciences Town Hall

e. Faculty Development Programs

Faculty development programs are held to foster a more inclusive climate for faculty members at the campus level and within departments. The Faculty Development office is housed within the Office of the Vice Chancellor for Academic Personnel. In AY 2015-2016 programs were held for faculty members to enable them equal access to important information for career development, advancement and work/life balance.

Department Chair Forums

The Academic Personnel Office, in collaboration with the Vice Chancellor of Equity, Diversity and Inclusion, hosted a New Dean and Department Chair Orientation to better inform new deans, department chairs and vice chairs about recommended practices for promoting an inclusive climate for women and minority faculty members, including recruitment, advancement and retention, work/life balance, and mentoring faculty members for equitable career advancement.

Faculty Mentoring Programs

Faculty Development, with the Vice Chancellor of Academic Personnel sponsored the “Council of Advisors” mentoring program. During AY 2015-2016, this program matched approximately 25 senior faculty member volunteer advisors with 25 assistant professors for career advisement. National data suggests that women and underrepresented minorities may be at a disadvantage in establishing mentoring relationships and receiving information helpful to career advancement. By providing formal programs to establish mentoring relationships both within and outside the home departments and guidelines for mentors, Faculty Development hopes to increase effective mentoring for all faculty members on campus.

In addition, the Emeriti Association manages a midcareer program called Emericorp for tenured faculty who are seeking to advance to the rank of Full Professor. These faculty are matched with a senior mentor among the emeriti who are well qualified and willing to serve. This program was instituted in AY 2015-2016.

Programs for Assistant Professors

Luncheon meetings were held for assistant professors to provide them with information and an opportunity to ask questions about the advancement to tenure process. These meetings address the need for uniform presentation of information about the promotion process to help prevent possible problems associated with differences in networks and mentorship opportunities for women and underrepresented minority faculty members.

Family Friendly Academy

UCLA has two Travel Childcare Award programs for faculty in the general campus, and the school of Medicine. Collectively, the programs has provided awards to approximately 23 faculty members in AY 2015-2016. These awards helped to enable travel to conferences, business meetings and symposia for faculty members who had responsibility for children under the age of 12.

f. Administration of Programs

Academic Personnel and the Office for Equity, Diversity and Inclusion administer a number of programs that provide support for faculty members to advance their careers or to help bring more diverse perspectives to campus.

Faculty Career Development Awards

The Office for Equity, Diversity and Inclusion has responsibility for the Faculty Career Development Awards, which are given annually to assistant professors, providing research support at a critical time in the pre-tenure stage. Special consideration is given to assistant professors who contribute to the diversity of the University through their research or creative activities. Awards are made in the form of summer ninths or research funds. The office solicits participation, appoints a faculty committee, organizes the rating forms and the Vice Chancellor makes the final awards and informs the faculty members.

Regents' Professors and Lecturers Program

The Faculty Development office also has responsibility for the Regents' Professors and Lecturers Program, which permits the appointment, on a visiting basis, of distinguished leaders from non-academic fields to enrich UCLA's instructional program. A Regents' Professor serves for one quarter and normally teaches one or more courses during the year. Regents' Lecturers are available for participation in the instructional activities of the sponsoring department and other interested academic units and for informal consultations with students and faculty. Funding is available to award approximately one professorship and six to seven lectureships annually.

Non-Senate Faculty Professional Development Awards

The University has created a fund for professional development of Unit 18 non-senate faculty (NSF) members. The purpose of these awards is to provide support for the professional development of an NSF member. The Non-Senate Faculty Council on Professional Development, a committee of four current non-senate faculty members, is charged with reviewing applications for these funds and making recommendations on awards to the Vice Chancellor, Academic Personnel. The Academic Personnel Office coordinates the application process, review, selection and disbursement of funds for these awards.

Post-Doctoral Fellowship Program

Among other outreach efforts, the Vice Chancellor – Equity, Diversity and Inclusion, in collaboration with the Vice Provost-Graduate Division serves as campus sponsors for fellows in the University of California President’s Postdoctoral Fellowship Program and circulates the dossiers of resident fellows to the appropriate academic unit heads for consideration for appointment. UCLA has also implemented a Chancellor’s Post-doctoral Fellowship Program.

g. Communications

Diversity Statistics Monographs

The Behavioral and Social Scientist compiles the annual Diversity Statistics Monograph for Regular Rank Faculty, which is disseminated to deans, chairs and equity advisors to provide an overview of current faculty demographics. A link to an electronic version of the monograph is posted on the Equity website. This publication provides departments with a snapshot of current faculty demographics in terms of women and underrepresented minorities, five-year trends, and a comparison of each department to the availability of women and underrepresented minorities in the labor market. This tool provides data for deans, chairs, equity advisors and search committees to assist in recruitment of open faculty positions.

The David Geffen School of Medicine publishes a separate monograph which provides demographic and availability information on faculty in both Senate and non-Senate positions.

Faculty Search Committee Toolkit

Each year a Faculty Search Committee Toolkit is updated and electronically published to better assist search committees, chairs and academic coordinators in understanding the search process, including requirements and approval steps. The toolkit includes informational tools describing the process, information on resources that may help in searching and advertising, and guidelines for interview questions. The toolkit is posted on the Equity website.

Equity Website

The office maintains the Equity website which makes relevant information on diversity, affirmative action and equal opportunity available and easily accessible. Sections cover affirmative action, gender equity, sexual harassment, sexual violence, discrimination, recruitment and related policies. (<http://www.equity.ucla.edu>)

Higher Education Recruitment Consortium (HERC) Website

In conjunction with Campus Human Resources, the Equity, Diversity and Inclusion office supports and provides information on academic job postings for the Higher Education Recruitment Consortium. HERC is a website that announces all job openings (both academic and staff) across all member higher education institutions in the Southern California region and is an important tool for increasing the breadth of job searches and enabling access.

h. Participation and Leadership in UC and Regional Meetings

The Program Coordinator served as a representative to the UC systemwide AA/EEO & Diversity Officers Group for AY 2015-2016 and also serves as the institutional representative for the ACE Southern California Office of Women in Higher Education (OWHE) Network.

4. INTERNAL AUDIT AND REPORTING SYSTEM (41 CFR 60-2.17 (D))

UCLA has implemented an internal audit and reporting system to periodically measure the effectiveness of its affirmative action program. The Vice Chancellor-Equity, Diversity and Inclusion coordinates the auditing and reporting systems for UCLA's academic affirmative action program. The Academic Personnel Office is responsible for maintaining and monitoring accurate and up-to-date records on searches, appointments, promotions, terminations, and salary. These records provide the data for academic affirmative action planning and activities on campus. The annual Academic Affirmative Action Plan is prepared, distributed, and carried out as described in this section. The Vice Chancellor-Equity, Diversity and Inclusion consults with the Academic Senate's Committee on Diversity and Equal Opportunity, Deans, Directors, and Chairs on matters of academic affirmative action, reports progress to relevant administrators, and advises the Vice Chancellor-Academic Personnel and the Executive Vice Chancellor on areas of concern.

In addition to the efforts noted in this subsection, assessments are made of programs and procedures for individuals with disabilities and protected veterans, described in section V and VI. Should concerns arise with regard to opportunities for academic individuals with disabilities and protected veterans opportunity to self-identify or to participate in our University sponsored activities, the Vice Chancellor-Equity, Diversity and Inclusion will follow the consulting and reporting procedures described above.

5. EXTERNAL DISSEMINATION OF ACADEMIC AFFIRMATIVE ACTION PLAN (41 CFR 60-1.4 (B)(1))

The University also makes its women and minorities nondiscrimination policy known externally by including a policy statement in campus publications and outreach recruitment materials for academic positions. The equal employment opportunity/affirmative action policy statement is incorporated into all purchase orders and contracts protected by Executive Order 11246 as amended. The University participates in system-wide outreach and student development activities designed to publicize its affirmative action commitment. Recruitments are reviewed to assure that advertising and other efforts are made to reach out to qualified candidates, including women, minorities, persons with disabilities and protected veterans. In addition, on the survey tool in UCLA Academic Recruit used to collect demographic data for all academic job postings it states:

Policy: The University of California prohibits discrimination against or harassment of any person employed by or seeking employment with the University on the basis of race, color, national origin, religion, sex, gender, gender expression, gender identity, pregnancy, physical or mental disability, medical condition (cancer-related or genetic characteristics), genetic information (including family medical history), ancestry, marital status, age, sexual orientation, citizenship, or service in the uniformed services (as defined by the Uniformed Services Employment and Reemployment Rights Act of 1994)

The University of California is an affirmative action/equal opportunity employer. The University undertakes affirmative action to assure equal employment opportunity for minorities and women, for persons with disabilities, and for covered veterans. University policy is intended to be consistent with the provisions of applicable State and Federal laws. Inquiries regarding the University's equal employment opportunity policies may be directed to: Vice Chancellor, Equity, Diversity and Inclusion, 2255 Murphy Hall, Box 951405, Los Angeles, CA 90095. Phone: (310) 825-3935. Email: facdiversity@conet.ucla.edu.

In accordance with 41 CFR 60-741.5(a) and 41 CFR 60-300.5(a), all solicitations, advertisements and subcontracts include the Equal Opportunity Clause. Job postings for academic positions include the following tag line:

The University of California is an Equal Opportunity/Affirmative Action Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, age or protected veteran status.

The UCLA Academic Affirmative Action Plan is also posted annually on the Equity website.

6. INTERNAL DISSEMINATION OF ACADEMIC AFFIRMATIVE ACTION PLAN (41 CFR 60-1.4 (B)(1))

The written Academic Affirmative Action Plan, which is required by Federal regulation, is available for inspection in the Office of the Vice Chancellor–Academic Personnel, the office for Equity, Diversity and Inclusion, the Academic Personnel Office, and the libraries. Copies are distributed electronically to the Chancellor, the Executive Vice Chancellor, Vice Chancellors, Provosts, Deans and other Academic Affirmative Action Unit Coordinators, University Librarian, Chair of the Academic Senate, and Chair of the Academic Senate's Committee on Diversity and Equal Opportunity, and are available through these sources. The plan is also posted on the Equity, Diversity and Inclusion, and Academic Personnel Office websites.

The Chancellor annually sends Deans, Directors, and Department Chairs a document presenting the University of California's Non-Discrimination and Affirmative Action Policy and the Statement of Basic Policy on Equal Employment Opportunity and Affirmative Action at UCLA. In doing so, he reaffirms UCLA's commitment to achieving and sustaining campus diversity. Throughout the year, the Chancellor and other members of the administration make this commitment known in statements and actions on and

off campus. The University of California Nondiscrimination and Affirmative Action Policy Regarding Academic and Staff Employment is posted on the Equity website as well as on the Campus Human Resources website. (See Attachment 3, University of California Nondiscrimination and Affirmative Action Policy Regarding Academic and Staff Employment.)

III. COMPLIANCE WITH SEX DISCRIMINATION GUIDELINES (41 CFR Part 60-20)

A. RECRUITMENT AND ADVERTISEMENT (41 CFR 60-20.2)

The campus recruits both men and women for all open academic positions. Special efforts may be made to encourage women to apply in job groups showing women to be underutilized.

B. JOB POLICIES AND PRACTICES (41 CFR 60-20.3, 60-20.5)

UCLA monitors its recruitment and advertising policies, its employment policies and practices, its leave policies, and its wage structure to ensure that its practices conform to the requirements of the Sex Discrimination Guidelines for Government Contractors, Sexual Harassment Guidelines, the Pregnancy Discrimination Amendment to the Civil Rights Act of 1964, and the Equal Pay Act. There are no distinctions on the basis of sex in employment opportunities, wages, hours, or other conditions of employment. UCLA's leave policies are non-discriminatory and written personnel policies expressly indicate that there shall be no discrimination against employees on the basis of sex. The same university wage schedules are applied to employees of both sexes.

As described in section II.E, “Other Analyses of Academic Personnel to Identify Problem Areas: Selection, Promotion, Salary and Separation”, UCLA annually analyzes salaries of academic employees in all Job Groups to determine if there are compensation disparities based on gender, race, or ethnicity.

C. SEXUAL HARASSMENT

UCLA has appointed a Title IX Coordinator to coordinate the University's compliance with laws and policies prohibiting gender discrimination, including sexual violence and sexual harassment. The Title IX Coordinator can be reached at titleix@conet.ucla.edu or 310-206-3417

The following resources are available to members of the academic community:

1. UC Policy on Sexual Violence and Sexual Harassment –Prohibits sexual violence and sexual harassment and sets forth procedures for how University responds to reports of sexual violence and sexual harassment. <http://policy.ucop.edu/doc/4000385/SVSH>
2. Information on rights, campus resources, and complaint procedures are available at the following web address: <http://www.sexualharassment.ucla.edu/>

IV. COMPLIANCE WITH GUIDELINES ON DISCRIMINATION BECAUSE OF RELIGION OR NATIONAL ORIGIN (41 CFR 60-50)

UCLA has reviewed its recruitment and advertising policies, its employment policies and practices and wage structure to ensure that its practices conform to the requirements of the OFCCP's Guidelines on Discrimination Because of Religion or National Origin. UCLA accommodates the religious observances and practices of employees and prospective employees unless it can be demonstrated that there would be undue hardship on the conduct of business.

The Regents' Policy 4400: University of California Diversity Statement, posted on the University of California's Diversity website, was endorsed by the Assembly of the Academic Senate, the President and the Regents of the University of California and recognizes religion and geographic region as part of the diversity of the university:

“The diversity of the people of California has been the source of innovative ideas and creative accomplishments throughout the state’s history into the present. Diversity – a defining feature of California’s past, present, and future – refers to the variety of personal experiences, values, and worldviews that arise from differences of culture and circumstance. Such differences include race, ethnicity, gender, age, religion, language, abilities/disabilities, sexual orientation, gender identity, socioeconomic status, and geographic region, and more...the University of California renews its commitment to the full realization of its historic promise to recognize and nurture merit, talent, and achievement by supporting diversity and equal opportunity in its education, services, and administration, as well as research and creative activity.”

V. COMPLIANCE WITH FEDERAL REGULATIONS RELATED TO THE EMPLOYMENT OF INDIVIDUALS WITH DISABILITIES (41 CFR 60-741.44)

Academic affirmative action practices and procedures relating to persons with disabilities are described in this section. The complete University of California Nondiscrimination and Affirmative Action Policy Regarding Academic and Staff Employment is shown in Attachment 3.

A. DEFINITIONS APPLICABLE TO THIS PROGRAM

Under the Federal regulations, “person with a disability” means any person who (1) has a physical or mental impairment which substantially limits one or more of such person's major life activities, (2) has a record of such impairment, or (3) is regarded as having such impairment.¹

¹ In the process of making reasonable accommodation, the University complies with the more expansive definition of disability provided under California law.

“Qualified person with a disability” means a disabled person as defined above who satisfies the requisite skill, experience, education and other job-related requirements of the employment position such individual holds or desires, and who, with or without reasonable accommodation, can perform the essential functions of such position.

B. STATEMENT OF POLICY, REVIEW OF PERSONNEL PROCESS AND PHYSICAL AND MENTAL QUALIFICATIONS (41 CFR 60-741.44 (A)(B)(C))

UCLA will not engage in discriminatory practices against, or harassment of, any employee or applicant for employment because of physical or mental disability in regard to any position for which the employee or applicant for employment is qualified. The campus will take affirmative action to employ at all levels and will advance in employment and otherwise treat qualified individuals with disabilities without discrimination in all employment practices including recruitment, appointment, promotion, merit increase, salary and renewal of appointment.

UCLA’s Academic Personnel Office reviews all physical and mental job qualification standards as jobs are opened to recruitment to ensure that, should any qualification standards tend to screen out qualified individuals with disabilities, they are job-related for the position in question and are consistent with business necessity.

As indicated in Section II.A., overall responsibility for faculty affirmative action is assigned to the Vice Chancellor-Equity, Diversity and Inclusion. The Academic Senate’s Committee on Diversity and Equal Opportunity also participates in addressing these matters.

C. REVIEW OF PERSONNEL PROCESSES (41 CFR 60-741.44 (B))

Each personnel action is reviewed to assure that it is nondiscriminatory and in accordance with this policy. Personnel processes do not stereotype individuals with disabilities in a manner that limits their access to jobs for which they are qualified. Careful individual consideration of the job qualifications of applicants and employees known to have disabilities is given for job vacancies filled either by hiring or promotion and for available training opportunities. Offered compensation is not reduced because of any income based upon a disability-related pension or other disability-related benefits the applicant or employee receives from another source.

D. REASONABLE ACCOMMODATION AND FACILITY ACCESSIBILITY (41 CFR 60-741.44 (D))

Reasonable accommodation is made for the known physical or mental limitations of qualified applicants and employees who are disabled veterans or persons with disabilities, unless such accommodation would create a demonstrable undue hardship on the conduct of business. Faculty members with disabilities are directed to their academic unit heads or their academic affirmative action unit coordinators to request reasonable accommodations. Academic Personnel Manual (APM) policy – 711, Reasonable Accommodation for Academic Appointees with Disabilities, provides the university policy, related policies, the interactive process and procedures (Attachment 7). Accommodations such as these may be made: granting medical leaves of absence, graduated return to work scheduling, provision of assistive devices, task restructuring, and work area modification. Funds are available and procedures are in place to

provide (1) interpreters for deaf employees and applicants, and (2) adaptive devices for disabled employees and applicants.

Over a period of years, UCLA has extensively modified campus grounds, buildings, and other facilities to improve access for people with disabilities as part of an ongoing process that continues to the present. Much has been accomplished through seismic retrofitting and new construction in recent years.

1. UCLA Disability Access Web

At UCLA there are a number of departments and programs charged with providing a variety of accommodations for people with disabilities. Information on these departments and programs and links to their websites can be found at: <http://www.accessweb.ucla.edu/>.

2. Disabilities and Computing Program

This program provides access to computer software, hardware and electronic information that is critical for the educational and career achievement of many people with disabilities. The responsibility for adaptive computing and information access is shared by campus computing facilities, information providers, and departments. To help coordinate and provide computing services for students, faculty, and staff with disabilities, UCLA's Disabilities and Computing Program works closely with key partners on campus, including the UCLA Committee on Disability, the Chancellor's ADA/504 Compliance Office, the Office for Students with Disabilities, the UCLA Library, and Academic Technology Services. Information on this program is available at this address: <http://www.dcp.ucla.edu/>.

3. Employee Disability Management Services

The cornerstone of disability management is the process of reducing absenteeism in the workplace that arises from a disabling condition. The process includes implementing a comprehensive return to work program that reduces the duration, treatment and costs of disabilities, while minimizing lost work days. The TRTW (Transitional Return to Work) Program serves to mitigate the impact of employee absences. Services include consulting job analyses, interactive process, reasonable accommodations, transitional return to work and vocational rehabilitation education. Information on this program is available at <http://www.irm.ucla.edu/disability-mgt> and by email: info@irm.ucla.edu or from Assistant Director, Adrienne Malka, main office telephone: (310) 794-6948.

4. Fleet and Transit Services

UCLA Fleet and Transit services provide a campus express bus fleet with wheelchair lift-equipped busses that follow roundtrip routes around campus, running every 10 minutes. More information is available at: <http://www.osd.ucla.edu/campus-Transportation>

**E. HARASSMENT PREVENTION: GRIEVANCE AND APPEAL PROCEDURE
(41 CFR 60-741.44 (E))**

Employees who believe that they have been harassed or discriminated against because of their status as a person with a disability have access to redress through campus complaint resolution procedures.

F. EXTERNAL DISSEMINATION OF POLICY, OUTREACH AND RECRUITMENT (41 CFR 60-741.44 (F))

The University also makes its equal employment opportunity and affirmative action policy known externally by including a policy statement in campus publications and outreach recruitment materials for academic positions. The equal employment opportunity/affirmative action policy statement is incorporated into all purchase orders and contracts covered by Executive Order 11246 as amended. The University participates in system-wide outreach and student development activities designed to publicize its affirmative action commitment.

Recruitments are reviewed to assure that advertising and other efforts are made to reach out to qualified candidates, including persons with disabilities.

In addition, on the survey tool in UCLA Academic Recruit used to collect demographic data for all academic job postings it states:

Policy: The University of California prohibits discrimination against or harassment of any person employed by or seeking employment with the University on the basis of race, color, national origin, religion, sex, gender, gender expression, gender identity, pregnancy, physical or mental disability, medical condition (cancer-related or genetic characteristics), genetic information (including family medical history), ancestry, marital status, age, sexual orientation, citizenship, or service in the uniformed services (as defined by the Uniformed Services Employment and Reemployment Rights Act of 1994)

The University of California is an affirmative action/equal opportunity employer. The University undertakes affirmative action to assure equal employment opportunity for minorities and women, for persons with disabilities, and for covered veterans. University policy is intended to be consistent with the provisions of applicable State and Federal laws. Inquiries regarding the University's equal employment opportunity policies may be directed to:

Vice Chancellor, Equity, Diversity and Inclusion
2255 Murphy Hall, Box 951405, Los Angeles, CA 90095.
Phone: (310) 825-3935. Email: facdiversity@conet.ucla.edu.

In accordance with 41 CFR 60-741.5(a) and 41 CFR 60-300.5(a), all solicitations, advertisements and subcontracts include the Equal Opportunity Clause. Job postings for academic positions include the following tag line:

The University of California is an Equal Opportunity/Affirmative Action Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, age or protected veteran status.

The UCLA Academic Affirmative Action Plan is also posted annually on the Equity website.

UCLA also posts EEO notices in conspicuous places available to employees and applicants for employment per 41 CFR 60-300.5.

1. Outreach and Recruitment Efforts

The UCLA Academic Recruit website, which lists open academic positions, is linked to the following websites through DirectEmployers. DirectEmployers is a non-profit association of employers. The company provides job indexes for 40,000+ JOBS Network sites.

Outreach to the disabled community is made through these sites:

Allsup Employment Services
Deaf to Work
Easter Seals
Enable America
Land A Job
Our Ability
Think Beyond the Label
United Spinal Association
US.jobs Disability
Workforce Recruitment Program

In addition, UCLA posts many of its academic positions on the Higher Education Recruitment Consortium (HERC). HERC mails information about itself and its services to many organizations representing women, minorities, individuals with disabilities, and veterans. HERC's Job Board reaches many women, minority, disability, and veteran groups. HERC and the National HERC attend numerous diversity Conferences and Job Fairs on behalf of their members and also engages in advertising targeted to publications and sites drawing a diverse pool of applicants.

2. Assessment of External Outreach and Recruitment Efforts

On an annual basis, the office of Equity, Diversity and Inclusion will review the number of applicants who self-identified as individuals with disabilities and the number of applicants with disabilities hired and compare these statistics to the total number of applicants and the total number of applicants hired within each job group. Data for the current year and the prior two years will be reviewed. Assessment of external outreach and recruitment efforts will be made based on this comparison. If recruitment or hiring of persons with disabilities is deemed insufficient, additional efforts will be made in the following plan year to improve outreach and recruitment efforts.

3. Recordkeeping

All records of activities related to external outreach and recruitment will be documented and retained for a period of five years.

G. INTERNAL DISSEMINATION OF POLICY (41 CFR 60-741.44 (G))

The Chancellor annually sends Deans, Directors, and Department Chairs a document presenting the University of California's Non-Discrimination and Affirmative Action Policy and the Statement of Basic Policy on Equal Employment Opportunity and Affirmative Action at UCLA. In doing so, he reaffirms

UCLA's commitment to achieving and sustaining campus diversity articulated above. Throughout the year, the Chancellor and other members of the administration make this commitment known in statements and actions on and off campus.

These policies are also distributed to union officials and employee representatives each year.

H. AUDIT AND REPORTING SYSTEMS (41 CFR 60-741.44 (H))

The University has implemented audit and reporting systems to periodically measure the effectiveness of its affirmative action program as described in subsection II.F.4. Should concerns arise with regard to opportunities for individuals with disabilities and protected veterans to self-identify or to participate in University sponsored educational, training, recreational and social activities, the Vice Chancellor-Equity, Diversity and Inclusion will follow the consulting and reporting procedures described in subsection II.F.4, "Internal Audit and Reporting System".

I. RESPONSIBILITY FOR IMPLEMENTATION OF AAP (41 CFR 60-741.44 (I))

Overall responsibility for faculty affirmative action has been assigned to the Vice Chancellor-Equity, Diversity and Inclusion. The Academic Senate's Committee on Diversity and Equal Opportunity also participates in addressing affirmative action issues. (See **Attachment 1 for the UCLA Academic Affirmative Action Organization Chart, 2015-2016.**)

1. Equity, Diversity and Inclusion

Equity, Diversity and Inclusion is headed by the Vice Chancellor-Equity, Diversity and Inclusion, appointed by the Chancellor and reports to both the Chancellor and the Executive Vice Chancellor. The Vice Chancellor-Equity, Diversity and Inclusion provides executive academic leadership for achieving and sustaining faculty diversity as an indispensable element of UCLA's academic excellence. The Vice Chancellor-Equity, Diversity and Inclusion serves as UCLA's academic affirmative action officer and holds primary responsibility and accountability for ensuring equal employment opportunity and non-discrimination in academic areas and for developing and implementing the campus academic affirmative action program. The incumbent ensures that UCLA's faculty employment policies and practices comply with all relevant Federal, State, and University requirements as a faculty employer. As required under Federal Affirmative Action Regulations, this position has the authority, resources, support of and access to top management to ensure the effective implementation of the affirmative action program. The incumbent must regularly assess and report whether, within existing campus constraints, these needs are met and whether the campus is fully complying with equal employment opportunity, non-discrimination, and affirmative action requirements as they apply to UCLA's academic employees.

Currently, Program Coordinator, Equity, Diversity and Inclusion, reports to the Vice Chancellor-Equity, Diversity and Inclusion and holds these and other related responsibilities: (1) preparing the annual academic affirmative action reports in cooperation with campus administrators and the Academic Personnel Office; (2) modifying the plan as needed each year to conform with affirmative action regulations, University of California policy, and campus requirements; and (3) managing the review, revision, and submission of the plan in consultation with the Vice Chancellor-Equity, Diversity and Inclusion, the Vice Chancellor,-Academic Personnel, and the appropriate parties in the UC Office of the President.

Currently, the Behavioral and Social Scientist, Equity, Diversity and Inclusion reports to the Vice Chancellor- Equity, Diversity and Inclusion and holds responsibility for data collection, analysis, and reports, and assists in ensuring that the campus fully complies with all affirmative action responsibilities.

2. Academic Senate's Committee on Diversity and Equal Opportunity

The Academic Senate's Committee on Diversity and Equal Opportunity (CODEO) consists of nine members appointed by the Academic Senate Committee on Committees. CODEO works in collaboration with the Chancellor, Executive Vice Chancellor, and the Vice Chancellor for Equity, Diversity and Inclusion. Its functions are:

- To advise the Chancellor and to recommend to the UCLA Division of the Academic Senate concerning policies and programs to advance faculty diversity, including particularly the recruitment and retention of women and minorities in academic job groups identified as underutilized;
- To assist academic departments and units in the establishment and review of strategies for better utilization;
- To review and recommend strategies for creating diverse applicant pools; and,
- To review and comment on statements on faculty diversity included in academic units' annual strategic planning updates.

3. Academic Affirmative Action Units

The basic organizational units of this Academic Affirmative Action Plan are academic departments or other academic units that appoint academic personnel. An Academic Affirmative Action Unit is a grouping of related academic departments and units and has an assigned Unit Coordinator, typically an academic dean, who is responsible for implementation of affirmative action policy within the Unit (see **Attachment 2 for a list of Unit Coordinators**). A proposed academic appointment within any unit will not be released for academic personnel processing until the Unit Coordinator (or in appropriate cases, the Vice Chancellor-Academic Personnel) has approved the proposal as being in compliance with applicable affirmative action policy and procedure. (A complete description of the academic personnel process is contained in "The UCLA CALL" issued by the Academic Personnel Office.)

4. Consultation with Academic Senate and Other Organizations

The Academic Senate is consulted in the development and review of those aspects of affirmative action policy and procedure affecting all academic personnel titles and series that are subject to review by the Council on Academic Personnel under established personnel policy. Full access to all administratively-generated affirmative action data and analyses relating to these titles and series is provided to the appropriate agencies of the Academic Senate. Similar consultation takes place with, and access to data and analyses is provided to, the Librarians Association with respect to aspects of affirmative action policy and procedure affecting academic librarian positions. There is also similar consultation with and access provided to the UCLA Committee on Disability and other appropriate organizations. In no instance will an appointment involving a title that falls within the jurisdiction of the Council on Academic Personnel be disapproved by the Vice Chancellor-Academic Personnel on the basis of non-conformity with affirmative action policy and procedure without consultation with the committee(s) of the Academic Senate designated as appropriate by the Senate.

5. Chancellor's ADA & 504 Compliance Office

The mission of the Chancellor's ADA & 504 Compliance Office is to (1) coordinate and monitor campus compliance with requirements of Section 504 of the Rehabilitation Act of 1973 as amended, the provisions of the Americans with Disabilities Act of 1990; (2) provide guidance and evaluate efforts to improve access to campus facilities and programs; (3) develop procedures to identify and correct access deficiencies; (4) advise the campus community regarding compliance related issues and recommend appropriate remedial actions; (5) coordinate the implementation of the ADA transition plan; and (6) field complaints alleging campus noncompliance with ADA & Section 504. Information on the office and its activities is available at this address: www.ada.ucla.edu.

6. UCLA Committee on Disability (UCOD)

The UCLA Committee on Disability (UCOD), established in 1982, is charged with analyzing and identifying problems, proposing solutions, and making recommendations on matters of particular concern to persons with disabilities. The committee includes students, faculty, staff, alumni, members of the UCLA Community, and ex-officio members. To facilitate the committee's functioning, the Chancellor's ADA & 504 Compliance Office reserves UCOD meeting rooms, provides courtesy parking for off-campus voting members, distributes meeting minutes and proposed agendas. Information on the committee and its activities is available at this address: <http://ucod.ucla.edu>.

J. TRAINING TO ENSURE AAP IMPLEMENTATION (41 CFR 60-741.44 (J))

Personnel involved in recruitment, screening, selection, promotion, disciplinary, and related processes are trained to ensure that the commitments in this affirmative action program are implemented.

Administrators and Faculty members serving on Faculty Search Committees attend a "Faculty Search Committee Briefing" conducted by the Equity, Diversity and Inclusion office and the Equity Advisors. In addition, departments and administrators may request special training sessions for their work unit from the office for Equity, Diversity and Inclusion. Instructions for academic recruitment are available on the Internet.

In efforts to foster inclusive excellence, the office for Equity, Diversity and Inclusion provides training at Department, Deans Councils and administrative meetings. The Equity Advisors also host special programs addressing issues of workplace climate, disability awareness and cultural competence.

K. DATA COLLECTION ANALYSIS (41 CFR 60-741.44 (K))

The office of Equity, Diversity and Inclusion documents the following computations or comparisons pertaining to applicants and hires on an annual basis and maintain them for a period of three years:

- 1) the number of applicants who self-identify as individuals with disabilities pursuant to 41 CFR 60-741.42(a) or who are otherwise known to be individuals with disabilities;
- 2) the total number of job openings and total number of jobs filled;
- 3) the total number of applicants for all jobs;

4) the number of applicants with disabilities hired; and

5) the total number of applicants hired.

Self-identification data is collected at the time of application for an academic position and after making an offer of employment to a job applicant, but before the applicant begins his or her employment duties.

UCLA invites any applicant who wishes to benefit under the affirmative action program to self-identify as a person with a disability. The applicant may self-identify through the UCLA Academic Recruit system at the time of application and/or by completing the Demographic Data Transmittal form at the time other employment papers are processed to implement the appointment. See Attachment 4 & 6. The information is voluntarily provided by the applicant and is kept confidential. The academic personnel coordinator of the relevant department enters the information into a confidential file. Refusal to provide such information does not subject the individual to any adverse treatment.

Table 6
2015-16 UCLA Utilization of Ladder-Rank Faculty by Disability Status

	# of employees who are individuals with disabilities per job group	Total # of employees per job group	% of individuals with disabilities per job group	7% Goal Met? (Y/N)
COLLEGE OF LETTERS AND SCIENCE				
Humanities Division				
Job Group 1				
Tenured Faculty	3.00	173.62	1.73%	N
Job Group 2				
Untenured Faculty	0.00	23.50	0.00%	N
Life Sciences Division				
Job Group 3				
Tenured Faculty	1.00	115.25	0.87%	N
Job Group 4				
Untenured Faculty	0.00	16.00	0.00%	N
Physical Sciences Division				
Job Group 5				
Tenured Faculty	2.00	185.33	1.08%	N
Job Group 6				
Untenured Faculty	0.00	27.50	0.00%	N
Social Sciences Division (Excluding Economics)				
Job Group 7				
Tenured Faculty	4.00	203.84	1.96%	N
Job Group 8				
Untenured Faculty	1.00	24.00	4.17%	N
Economics				
Job Group 9				
Tenured Faculty	0.00	24.00	0.00%	N
Job Group 10				
Untenured Faculty	0.00	14.00	0.00%	N

	# of employees who are individuals with disabilities per job group	Total # of employees per job group	% of individuals with disabilities per job group	7% Goal Met? (Y/N)
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HEALTH SCIENCES PROGRAMS

David Geffen School of Medicine (Excluding MIMG)

Job Group 11

Tenured Faculty	3.00	300.67	1.00%	N
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Job Group 12

Untenured Faculty	0.00	19.00	0.00%	N
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Basic Biomedical Sciences - MIMG

Job Group 13

Tenured Faculty	0.00	26.00	0.00%	N
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Job Group 14

Untenured Faculty	0.00	2.00	0.00%	N
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School of Nursing

Job Group 15

Tenured Faculty	1.00	19.00	5.26%	N
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Job Group 16

Untenured Faculty	0.00	6.00	0.00%	N
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School of Dentistry

Job Group 17

Tenured Faculty	1.00	32.00	3.13%	N
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Job Group 18

Untenured Faculty	0.00	5.00	0.00%	N
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Fielding School of Public Health

Job Group 19

Tenured Faculty	1.00	52.00	1.92%	N
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Job Group 20

Untenured Faculty	0.00	4.50	0.00%	N
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	# of employees who are individuals with disabilities per job group	Total # of employees per job group	% of individuals with disabilities per job group	7% Goal Met? (Y/N)
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OTHER PROFESSIONAL SCHOOLS

School of the Arts & Architecture

Job Group 21

Tenured Faculty	0.00	48.67	0.00%	N
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Job Group 22

Untenured Faculty	0.00	3.00	0.00%	N
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Herb Alpert School of Music

Job Group 23

Tenured Faculty	2.00	38.00	5.26%	N
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Job Group 24

Untenured Faculty	0.00	3.00	0.00%	N
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Graduate School of Education and Information Studies

Job Group 25

Tenured Faculty	1.00	45.25	2.21%	N
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Job Group 26

Untenured Faculty	0.00	5.50	0.00%	N
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Henry Samueli School of Engineering and Applied Science

Job Group 27

Tenured Faculty	2.00	151.33	1.32%	N
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Job Group 28

Untenured Faculty	1.00	17.00	5.88%	N
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School of Law

Job Group 29

Professors	2.00	52.35	3.82%	N
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Job Group 30

Acting Professors	1.00	8.00	12.50%	Y
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Anderson School of Management

Job Group 31

Tenured Faculty	2.00	59.25	3.38%	N
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	# of employees who are individuals with disabilities per job group	Total # of employees per job group	% of individuals with disabilities per job group	7% Goal Met? (Y/N)
Job Group 32				
Untenured Faculty	0.00	21.00	0.00%	N
Luskin School of Public Affairs				
Job Group 33				
Tenured Faculty	2.00	30.17	6.63%	N
Job Group 34				
Untenured Faculty	0.00	5.00	0.00%	N
School of Theater, Film and Television				
Job Group 35				
Tenured Faculty	0.00	29.50	0.00%	N
Job Group 36				
Untenured Faculty	0.00	8.00	0.00%	N

**Table 7
2015-16 UCLA Utilization of Non-Ladder Academics by Disability Status**

	# of employees who are individuals with disabilities per job group	Total # of employees per job group	% of individuals with disabilities per job group	7% Goal Met? (Y/N)
COLLEGE OF LETTERS AND SCIENCE				
Other Non-Ladder Faculty				
Job Group 37				
Other Faculty	1.00	80.68	1.24%	N
Researchers				
Job Group 38				
Researchers	2.50	95.19	2.63%	N
Lecturers				
Job Group 39				
Lecturers	1.83	221.99	0.82%	N

	# of employees who are individuals with disabilities per job group	Total # of employees per job group	% of individuals with disabilities per job group	7% Goal Met? (Y/N)
Postdoctoral Scholars				
Job Group 40				
Postdoctoral Scholars	1.00	114.80	0.87%	N
DAVID GEFFEN SCHOOL OF MEDICINE				
In-Residence Medical Faculty				
Job Group 41				
In-Residence Medical Faculty	1.00	300.36	0.33%	N
Adjunct Medical Faculty				
Job Group 42				
Adjunct Medical Faculty	0.20	154.92	0.13%	N
Clinical X Medical Faculty				
Job Group 43				
Clinical X Medical Faculty	2.00	88.51	2.26%	N
Medical Researchers				
Job Group 44				
Researchers	0.50	79.94	0.63%	N
Health Sciences Clinical Professors				
Job Group 45				
HS Clinical Professors	2.00	980.79	0.20%	N
Postdoctoral Scholars				
Job Group 46				
Postdoctoral Scholars	2.00	175.15	1.14%	N
PROFESSIONAL AND OTHER HEALTH SCIENCE SCHOOLS				
Other Non-Ladder Faculty				
Job Group 47				
Other Faculty	1.25	90.73	1.38%	N

	# of employees who are individuals with disabilities per job group	Total # of employees per job group	% of individuals with disabilities per job group	7% Goal Met? (Y/N)
Researchers				
Job Group 48				
Researchers	0.00	36.56	0.00%	N
Lecturers				
Job Group 49				
Lecturers	2.79	210.62	1.32%	N
Postdoctoral Scholars				
Job Group 50				
Postdoctoral Scholars	0.00	46.69	0.00%	N

Table 8
2015-16 UCLA Utilization of Academic Librarians by Disability Status

	# of employees who are individuals with disabilities per job group	Total # of employees per job group	% of individuals with disabilities per job group	7% Goal Met? (Y/N)
ACADEMIC LIBRARIANS				
Career Librarians				
Job Group 51				
Career Librarians	3.00	83.00	3.61%	N
Potential-Career Librarians				
Job Group 52				
Potential-Career Librarians	1.00	19.50	5.13%	N

Table 9
2015-16 UCLA Utilization of Academic Administrators by Disability Status

	# of employees who are individuals with disabilities per job group	Total # of employees per job group	% of individuals with disabilities per job group	7% Goal Met? (Y/N)
ACADEMIC ADMINISTRATORS				
Administrators				
Job Group 53				
Administrators	1.75	126.43	1.38%	N

Table 10
2015-2016 UCLA Utilization of Academic Deans by Disability Status

	# of employees who are individuals with disabilities per job group	Total # of employees per job group	% of individuals with disabilities per job group	7% Goal Met? (Y/N)
ACADEMIC DEANS				
Academic Deans				
Job Group 54				
Academic Deans	0.00	15.00	0.00%	N

2014-15 Applicants and Hires by Disability Status

In 2014-15, 317 successful academic recruitments resulted in 690 hires. Table 11 displays the breakdown of applicant and hire data by disability status. The selection rate for individuals with disabilities is lower than the federal benchmark of 7%, which reflects the national percentage of individuals with disabilities in the civilian population.

For applicant and hire analyses by job group, gender, race/ethnicity, and disability status, please refer to the supplemental report entitled 2014-15 UCLA Academic Applicants and Hires.

Table 11.
2014-15 Applicants and Hires by Disability Status

	Applicants N	Hires N	Selection Rate
Individuals w/ Disabilities			
Yes	219	3	1.37%
No	9,760	182	1.86%
Total Known	9,979	185	
Unknown	2,392	505	

VI. COMPLIANCE WITH FEDERAL REGULATIONS RELATED TO THE EMPLOYMENT OF PROTECTED VETERANS (41 CFR 60-300.44)

Academic affirmative action practices and procedures relating to protected veterans are described in this section. The complete University of California Nondiscrimination and Affirmative Action Policy Regarding Academic and Staff Employment is shown in Attachment 3.

A. DEFINITIONS APPLICABLE TO THIS PROGRAM

“Disabled Veteran” means (1) A veteran of the U.S. military, ground, naval or air service who is entitled to compensation (or who but for the receipt of military retired pay would be entitled to compensation) under laws administered by the Secretary of Veterans Affairs, or (2) A person who was discharged or released from active duty because of a service-connected disability.

"Qualified Disabled Veteran" means a disabled veteran who has the ability to perform the essential functions of the employment position with or without reasonable accommodation.

"Veteran of the Vietnam Era" means a person who (1) served on active duty for a period of more than 180 days and was discharged or released there from with other than a dishonorable discharge, if any part of such active duty occurred: (i) in the Republic of Vietnam between February 28, 1961, and May 7, 1975, or (ii) between August 5, 1964, and May 7, 1975, in all other cases; or (2) was discharged or released

from active duty because of a service-connected disability if any part of such active duty was performed: (i) in the Republic of Vietnam between February 28, 1961, and May 7, 1975; or (ii) between August 5, 1964, and May 7, 1975, in all other cases.

“Recently separated veteran” means any veteran during the three-year period beginning on the date of such veteran’s discharge or release from active duty in the U.S. military, ground, naval or air service.

“Protected veteran” includes a veteran who is protected under the non-discrimination and affirmative action provisions of the Vietnam Era Veterans Readjustment Assistance Act (VEVRAA); specifically a veteran who may be classified as a “disabled veteran,” “recently separated veteran,” “active duty wartime or campaign badge veteran,” or an “Armed Forces service medal veteran,” as defined by this section. “Armed Forces service medal veterans” means any veteran who, while serving on active duty in the U.S. military, ground, naval or air service, participated in a United States military operation for which an Armed Forces service medal was awarded pursuant to Executive Order 12985.

B. STATEMENT OF POLICY, REVIEW OF PERSONNEL PROCESS AND PHYSICAL AND MENTAL QUALIFICATIONS (41 CFR 60-300.44(A)(B)(C))

UCLA will not engage in discriminatory practices against, or harassment of, any employee or applicant for employment because of physical or mental disability, or because the person is a protected veteran, in regard to any position for which the employee or applicant for employment is qualified. The campus will take affirmative action to employ at all levels and will advance in employment and otherwise treat qualified individuals with disabilities and protected veterans without discrimination in all employment practices including recruitment, appointment, promotion, merit increase, salary and renewal of appointment.

UCLA’s Academic Personnel Office reviews all physical and mental job qualification standards as jobs are opened to recruitment to ensure that, should any qualification standards tend to screen out qualified disabled veterans or individuals with disabilities, they are job-related for the position in question and are consistent with business necessity.

As indicated in Section II.A., overall responsibility for faculty affirmative action is assigned to the Vice Chancellor-Equity, Diversity and Inclusion. The Academic Senate’s Committee on Diversity and Equal Opportunity also participates in addressing these matters.

C. REVIEW OF PERSONNEL PROCESSES (41 CFR 60-300.44 (B))

Each personnel action is reviewed to assure that it is nondiscriminatory and in accordance with this policy. Personnel processes do not stereotype individuals with disabilities or protected veterans in a manner which limits their access to jobs for which they are qualified. Careful individual consideration of the job qualifications of applicants and employees who are known individuals with disabilities or protected veterans is given for job vacancies filled either by hiring or promotion and for available training opportunities. Offered compensation is not reduced because of any income based upon a disability-related and/or military-service-related pension or other disability-related and/or military-service-related benefits the applicant or employee receives from another source. Only that portion of an individual’s military record that is relevant to the requirements of the position in question is relied upon when a protected veteran is considered for an employment opportunity.

D. REASONABLE ACCOMMODATION AND FACILITY ACCESSIBILITY (41 CFR 60-300.44 (D))

Reasonable accommodation is made for the known physical or mental limitations of qualified applicants and employees who are disabled veterans or persons with disabilities, unless such accommodation would create a demonstrable undue hardship on the conduct of business. Faculty members with disabilities are directed to their academic unit heads or their academic affirmative action unit coordinators to request reasonable accommodations. Academic Personnel Manual (APM) policy – 711, Reasonable Accommodation for Academic Appointees with Disabilities, provides the university policy, related policies, the interactive process and procedures (Attachment 7). Accommodations such as these may be made: granting medical leaves of absence, graduated return to work scheduling, provision of assistive devices, task restructuring, and work area modification. Funds are available and procedures are in place to provide (1) interpreters for deaf employees and applicants, and (2) adaptive devices for disabled veteran employees and applicants.

Over a period of years, UCLA has extensively modified campus grounds, buildings, and other facilities to improve access for people with disabilities as part of an ongoing process that continues to the present. Much has been accomplished through seismic retrofitting and new construction in recent years.

1. UCLA Disability Access Web

At UCLA there are a number of departments and programs charged with providing a variety of accommodations for people with disabilities. Information on these departments and programs and links to their websites can be found at: <http://www.accessweb.ucla.edu/>.

2. Disabilities and Computing Program

This program provides access to computer software, hardware and electronic information that is critical for the educational and career achievement of many people with disabilities. The responsibility for adaptive computing and information access is shared by campus computing facilities, information providers, and departments. To help coordinate and provide computing services for students, faculty, and staff with disabilities, UCLA's Disabilities and Computing Program works closely with key partners on campus, including the UCLA Committee on Disability, the Chancellor's ADA/504 Compliance Office, the Office for Students with Disabilities, the UCLA Library, and Academic Technology Services. Information on this program is available at this address: <http://www.dcp.ucla.edu/>.

3. Employee Disability Management Services

The cornerstone of disability management is the process of reducing absenteeism in the workplace that arises from a disabling condition. The process includes implementing a comprehensive return to work program that reduces the duration, treatment and costs of disabilities, while minimizing lost work days. The TRTW (Transitional Return to Work) Program serves to mitigate the impact of employee absences. Services include consulting job analyses, interactive process, reasonable accommodations, transitional return to work and vocational rehabilitation education. Information on this program is available by email: info@irm.ucla.edu or telephone: (310) 794-6948.

4. Fleet and Transit Services

UCLA Fleet and Transit services provide a campus express bus fleet with wheelchair lift-equipped busses that follow roundtrip routes around campus, running every 10 minutes. More information is available at: <http://www.osd.ucla.edu/docs/campus-transportation>.

E. HARASSMENT PREVENTION: GRIEVANCE AND APPEAL PROCEDURE (41 CFR 60-300.44 (E))

Employees who believe that they have been harassed or discriminated against because of their status as a person with a disability or protected veteran have access to redress through campus complaint resolution procedures.

F. EXTERNAL DISSEMINATION OF POLICY, OUTREACH AND RECRUITMENT (41 CFR 60-300.44 (F))

The University also makes its equal employment opportunity and affirmative action policy known externally by including a policy statement in campus publications and outreach recruitment materials for academic positions. The equal employment opportunity/affirmative action policy statement is incorporated into all purchase orders and contracts protected by Executive Order 11246 as amended. The University participates in system-wide outreach and student development activities designed to publicize its affirmative action commitment.

Recruitments are reviewed to assure that advertising and other efforts are made to reach out to qualified candidates, including persons with disabilities and protected veterans.

In addition, on the survey tool in UCLA Academic Recruit used to collect demographic data for all academic job postings it states:

Policy: The University of California prohibits discrimination against or harassment of any person employed by or seeking employment with the University on the basis of race, color, national origin, religion, sex, gender, gender expression, gender identity, pregnancy, physical or mental disability, medical condition (cancer-related or genetic characteristics), genetic information (including family medical history), ancestry, marital status, age, sexual orientation, citizenship, or service in the uniformed services (as defined by the Uniformed Services Employment and Reemployment Rights Act of 1994)

The University of California is an affirmative action/equal opportunity employer. The University undertakes affirmative action to assure equal employment opportunity for minorities and women, for persons with disabilities, and for covered veterans. University policy is intended to be consistent with the provisions of applicable State and Federal laws. Inquiries regarding the University's equal employment opportunity policies may be directed to: Vice Chancellor, Equity, Diversity and Inclusion, 2255 Murphy Hall, Box 951405, Los Angeles, CA 90095. Phone: (310) 825-3935. Email: facdiversity@conet.ucla.edu.

In accordance with 41 CFR 60-741.5(a) and 41 CFR 60-300.5(a), all solicitations, advertisements and subcontracts include the Equal Opportunity Clause. Job postings for academic positions include the following tag line:

The University of California is an Equal Opportunity/Affirmative Action Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, age or protected veteran status.

The UCLA Academic Affirmative Action Plan is also posted annually on the Equity website.

UCLA also posts EEO notices in conspicuous places available to employees and applicants for employment per 41 CFR 60-300.5.

1. Outreach and Recruitment Efforts

The UCLA Academic Recruit website, which lists open academic positions, is linked to the following websites through DirectEmployers. DirectEmployers is a non-profit association of employers. The company provides job indexes for 40,000+ JOBS Network sites. Outreach to the veteran community is made through these sites:

My Next Move for Veterans – U.S. DOL/ETA
Save Our Veterans
USA Cares
US.jobs Veterans
US Military Pipeline
Vet720.com
Veteran’s Enterprise
Veterans Job Bank
VeteranJobSite.com

Campus Human Resources (CHR) and Health System Human Resources administer campus career websites and ensure that UCLA job links are sent to the Employment Development Department (EDD) offices and the Veterans Affairs Office to cultivate diversified applicant pools. UCLA jobs are posted on the EDD website. Announcements are sent to minority and community agencies, community leaders, and women’s organizations. UCLA jobs are also posted on Getting Hired.com, JOFDAV.com and Disabledperson.com, to name a few of the diversity-related career sites the University targets.

Campus Human Resources recruitment teams attend Civilian Career Fairs, where America’s military connects with civilian careers. These fairs are open to current and prior military, members of the National Guard and Reserve and military spouses. CHR also attends quarterly Hire-A-Hero Career Fairs located in the Los Angeles region. In addition, the Veterans Volunteer Work Experience Program was launched through a partnership with the Department of Veterans Affairs, Department of Rehabilitation, and the UCLA Veterans Resources Office. It is designed to assist veterans in the transition to full-time employment.

In addition, UCLA posts many of its academic positions on the Higher Education Recruitment Consortium (HERC). HERC mails information about itself and its services to many organizations

representing women, minorities, individuals with disabilities, and veterans. HERC's Job Board reaches many women, minority, disability, and veteran groups. HERC and the National HERC attend numerous diversity Conferences and Job Fairs on behalf of their members and also engages in advertising targeted to publications and sites drawing a diverse pool of applicants.

2. Assessment of External Outreach and Recruitment Efforts

On an annual basis, the office of Equity, Diversity and Inclusion will review the number of applicants who self-identified as protected veterans and the number of protected veterans hired and compare these statistics to the total number of applicants and the total number of applicants hired within each job group. Data for the current year and the prior two years will be reviewed. Assessment of external outreach and recruitment efforts will be made based on this comparison. If recruitment or hiring of protected veterans is deemed insufficient, additional efforts will be made in the following plan year to improve outreach and recruitment efforts.

3. Recordkeeping

All records of activities related to external outreach and recruitment will be documented and retained for a period of three years.

G. INTERNAL DISSEMINATION OF POLICY (41 CFR 60-300.44 (G))

The Chancellor annually sends Deans, Directors, and Department Chairs a document presenting the University of California's Non-Discrimination and Affirmative Action Policy and the Statement of Basic Policy on Equal Employment Opportunity and Affirmative Action at UCLA. In doing so, he reaffirms UCLA's commitment to achieving and sustaining campus diversity articulated above. Throughout the year, the Chancellor and other members of the administration make this commitment known in statements and actions on and off campus.

These policies are also distributed to union officials and employee representatives each year.

H. AUDIT AND REPORTING SYSTEMS (41 CFR 60-300.44 (H))

The University has implemented audit and reporting systems to periodically measure the effectiveness of its affirmative action program as described in subsection II.F.4. Should concerns arise with regard to opportunities for protected veterans to self-identify or to participate in University sponsored educational, training, recreational and social activities, the Vice Chancellor-Equity, Diversity and Inclusion will follow the consulting and reporting procedures described in subsection II.F.4, "Internal Audit and Reporting System".

I. RESPONSIBILITY FOR IMPLEMENTATION OF AAP (41 CFR 60-300.44 (I))

Overall responsibility for faculty affirmative action has been assigned to the Vice Chancellor-Equity, Diversity and Inclusion. The Academic Senate's Committee on Diversity and Equal Opportunity also participates in addressing affirmative action issues. (See **Attachment 1 for the UCLA Academic Affirmative Action Organization Chart, 2015-2016.**)

1. Equity, Diversity and Inclusion

The Office for Equity, Diversity and Inclusion is headed by the Vice Chancellor-Equity, Diversity and Inclusion, appointed by the Chancellor and reports to both the Chancellor and the Executive Vice Chancellor. The Vice Chancellor- Equity, Diversity and Inclusion provides executive academic leadership for achieving and sustaining faculty diversity as an indispensable element of UCLA's academic excellence. The Vice Chancellor- Equity, Diversity and Inclusion serves as UCLA's academic affirmative action officer and holds primary responsibility and accountability for ensuring equal employment opportunity and non-discrimination in academic areas and for developing and implementing the campus academic affirmative action program. The incumbent ensures that UCLA's faculty employment policies and practices comply with all relevant Federal, State, and University requirements as a faculty employer. As required under Federal Affirmative Action Regulations, this position has the authority, resources, support of and access to top management to ensure the effective implementation of the affirmative action program. The incumbent must regularly assess and report whether, within existing campus constraints, these needs are met and whether the campus is fully complying with equal employment opportunity, non-discrimination, and affirmative action requirements as they apply to UCLA's academic employees.

Currently, the Program Coordinator, Equity, Diversity and Inclusion reports to the Vice Chancellor-Equity, Diversity and Inclusion and holds these and other related responsibilities: (1) preparing the annual academic affirmative action reports in cooperation with campus administrators and the Academic Personnel Office; (2) modifying the plan as needed each year to conform with affirmative action regulations, University of California policy, and campus requirements; and (3) managing the review, revision, and submission of the plan in consultation with the Vice Chancellor- Equity, Diversity and Inclusion, the Vice Chancellor- Academic Personnel, and the appropriate parties in the UC Office of the President.

Currently, the Behavioral and Social Scientist, Equity, Diversity and Inclusion reports to the Vice Chancellor- Equity, Diversity and Inclusion and holds responsibility for data collection, analysis, and reports and assists in ensuring that the campus fully complies with all affirmative action responsibilities.

2. Academic Senate's Committee on Diversity and Equal Opportunity

The Academic Senate's Committee on Diversity and Equal Opportunity (CODEO) consists of nine members appointed by the Academic Senate Committee on Committees. CODEO works in collaboration with the Chancellor, Executive Vice Chancellor, and the Vice Chancellor-Equity, Diversity and Inclusion. Its functions are:

- To advise the Chancellor and to recommend to the UCLA Division of the Academic Senate concerning policies and programs to advance faculty diversity, including particularly the recruitment and retention of women and minorities in academic job groups identified as underutilized;
- To assist academic departments and units in the establishment and review of strategies for better utilization;
- To review and recommend strategies for creating diverse applicant pools; and,
- To review and comment on statements on faculty diversity included in academic units' annual strategic planning updates.

3. Academic Affirmative Action Units

The basic organizational units of this Academic Affirmative Action Plan are academic departments or other academic units that appoint academic personnel. An Academic Affirmative Action Unit is a grouping of related academic departments and units and has an assigned Unit Coordinator, typically an academic dean, who is responsible for implementation of affirmative action policy within the Unit (see **Attachment 2 for a list of Unit Coordinators**). A proposed academic appointment within any unit will not be released for academic personnel processing until the Unit Coordinator (or in appropriate cases, the Vice Chancellor-Academic Personnel) has approved the proposal as being in compliance with applicable affirmative action policy and procedure. (A complete description of the academic personnel process is contained in “The UCLA CALL” issued by the Academic Personnel Office.)

4. Consultation with Academic Senate and Other Organizations

The Academic Senate is consulted in the development and review of those aspects of affirmative action policy and procedure affecting all academic personnel titles and series that are subject to review by the Council on Academic Personnel under established personnel policy. Full access to all administratively-generated affirmative action data and analyses relating to these titles and series is provided to the appropriate agencies of the Academic Senate. Similar consultation takes place with, and access to data and analyses is provided to, the Librarians Association with respect to aspects of affirmative action policy and procedure affecting academic librarian positions. There is also similar consultation with and access provided to the UCLA Committee on Disability and other appropriate organizations. In no instance will an appointment involving a title that falls within the jurisdiction of the Council on Academic Personnel be disapproved by the Vice Chancellor-Academic Personnel on the basis of non-conformity with affirmative action policy and procedure without consultation with the committee(s) of the Academic Senate designated as appropriate by the Senate.

5. Chancellor’s ADA & 504 Compliance Office

The mission of the Chancellor's ADA & 504 Compliance Office is to (1) coordinate and monitor campus compliance with requirements of Section 504 of the Rehabilitation Act of 1973 as amended, the provisions of the Americans with Disabilities Act of 1990; (2) provide guidance and evaluate efforts to improve access to campus facilities and programs; (3) develop procedures to identify and correct access deficiencies; (4) advise the campus community regarding compliance related issues and recommend appropriate remedial actions; (5) coordinate the implementation of the ADA transition plan; and (6) field complaints alleging campus noncompliance with ADA & Section 504. Information on the office and its activities is available at this address: www.ada.ucla.edu.

6. UCLA Committee on Disability (UCOD)

The UCLA Committee on Disability (UCOD), established in 1982, is charged with analyzing and identifying problems, proposing solutions, and making recommendations on matters of particular concern to persons with disabilities. The committee includes students, faculty, staff, alumni, members of the UCLA Community, and ex-officio members. To facilitate the committee's functioning, the Chancellor's ADA & 504 Compliance Office reserves UCOD meeting rooms, provides courtesy parking for off-

campus voting members, distributes meeting minutes and proposed agendas. Information on the committee and its activities is available at this address: <http://ucod.ucla.edu>.

J. TRAINING TO ENSURE AAP IMPLEMENTATION (41 CFR 60-300.44 (J))

Personnel involved in recruitment, screening, selection, promotion, disciplinary, and related processes are trained to ensure that the commitments in this affirmative action program are implemented.

Administrators and faculty members serving on Faculty Search Committees attend a “Faculty Search Committee Briefing” conducted by the office for Equity, Diversity and Inclusion and the Equity Advisors. In addition, departments and administrators may request special training sessions for their work unit from the office for Equity, Diversity and Inclusion. Instructions for academic recruitment are available on the web.

Brochures on affirmative action for persons with disabilities and protected veterans, as well as information on accommodation of disability will be provided to department chairs and other personnel in AY 2015-2016.

In efforts to foster inclusive excellence, the office for Equity, Diversity and Inclusion provides training at department, Dean Council and administrative meetings. The Equity Advisors also host special programs addressing issues of workplace climate, disability awareness and cultural competence.

K. DATA COLLECTION ANALYSIS (41 CFR 60-300.44 (K))

The office of Equity, Diversity and Inclusion documents the following computations or comparisons pertaining to applicants and hires on an annual basis and maintain them for a period of three years:

- 1) the number of applicants who self-identify as protected veterans pursuant to 41 CFR 60-300.42(a) or who are otherwise known to be protected veterans;
- 2) the total number of job openings and total number of jobs filled;
- 3) the total number of applicants for all jobs;
- 4) the number of protected veteran applicants hired; and
- 5) the total number of applicants hired.

Self-identification data is collected at the time of application for an academic position and after making an offer of employment to a job applicant, but before the applicant begins his or her employment duties.

UCLA invites any applicant who wishes to benefit under the affirmative action program to self-identify as a protected veteran. The applicant may self-identify through the UCLA Academic Recruit system at the time of application and/or by completing the Demographic Data Transmittal form at the time other employment papers are processed to implement the appointment. See Attachments 5 & 6. The information is voluntarily provided by the applicant and is kept confidential. The academic personnel coordinator of the relevant department enters the information into a confidential file. Refusal to provide such information does not subject the individual to any adverse treatment.

Veteran Status of Current Academic Employees

Of the 5,385 academic employees included in this Affirmative Action Plan, 17 (0.3%) self-identified as veterans. This percentage is lower than the federal benchmark of 7%, which reflects the national percentage of veterans in the civilian population.

2014-15 Applicants and Hires by Veteran Status

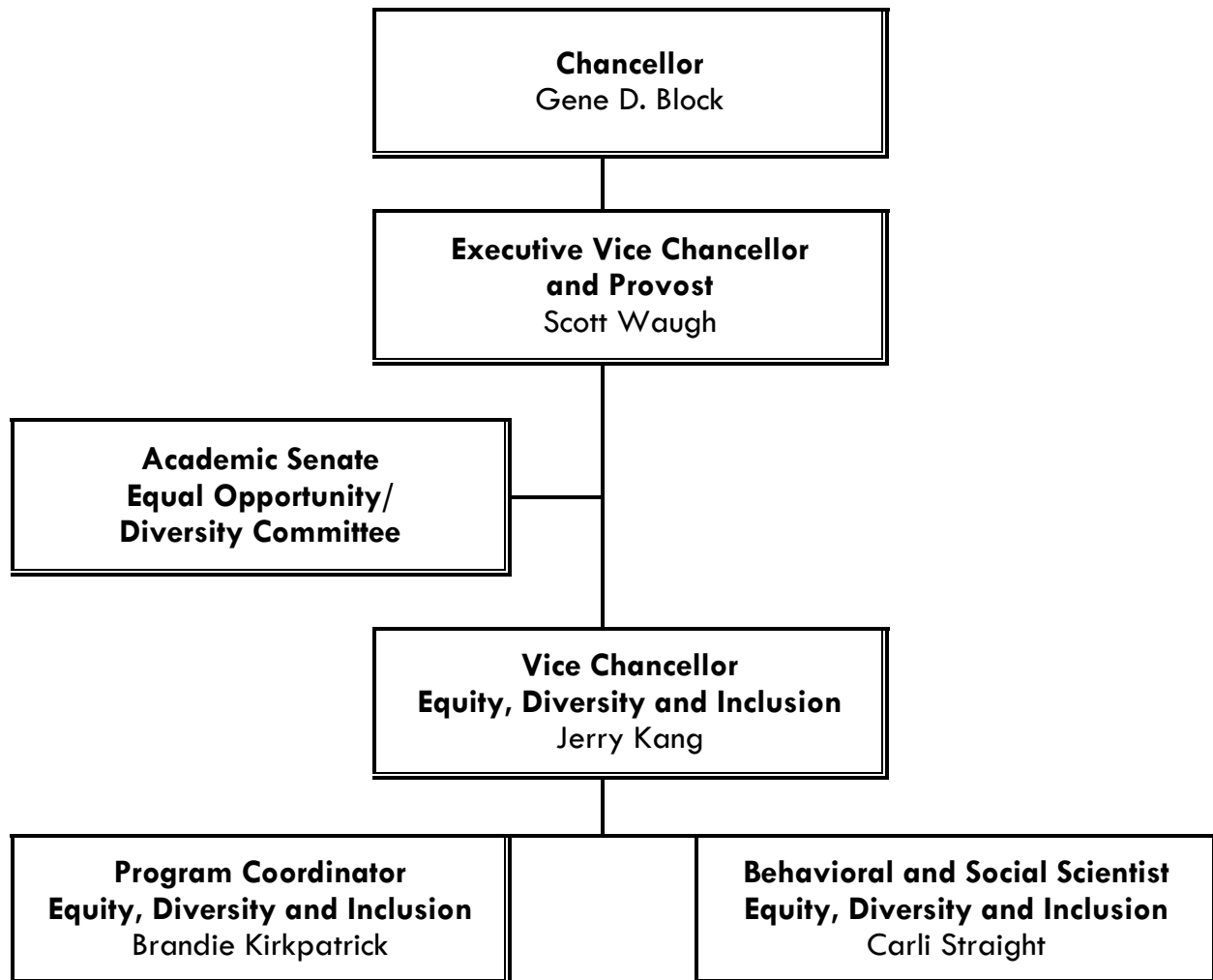
In 2014-15, 317 successful academic recruitments resulted in 690 hires. Table 12 displays the breakdown of applicant and hire data by veteran status. The selection rate for veterans is lower than the UCLA benchmark of 7%, which reflects the national percentage of veterans in the civilian population.

For applicant and hire analyses by job group, gender, race/ethnicity, and veteran status, please refer to the supplemental report entitled 2014-15 UCLA Academic Applicants and Hires.

Table 12.
2014-15 Applicants and Hires by Veteran Status

	Applicants N	Hires N	Selection Rate
Veterans			
Yes	53	0	0.0%
No	10,119	191	1.89%
Total Known	11,936	191	
Unknown	2,199	499	

**Attachment 1 - UCLA ACADEMIC AFFIRMATIVE ACTION
ORGANIZATION CHART, 2015-2016**



Attachment 2 - UNIT COORDINATORS

GENERAL CAMPUS

School of the Arts & Architecture	Interim Dean David Rousseve
Graduate School of Education & Information Studies	Dean Marcelo Suarez-Orozco
Henry Samueli School of Engineering & Applied Science	Dean Jayathi Murthy
School of Law	Dean Jennifer Mnookin
College of Letters & Science - Humanities Division.....	Dean David Schaberg
College of Letters & Science - Life Sciences Division.....	Dean Victoria Sork
College of Letters & Science - Physical Sciences Division.....	Dean Joseph Rudnick
College of Letters & Science - Social Sciences Division	Dean Alessandro Duranti
Anderson School of Management.....	Dean Judy Olian
Luskin School of Public Affairs.....	Interim Dean Lois Takahashi
School of Theater, Film & Television.....	Dean Teri Schwartz

HEALTH SCIENCES

School of Dentistry	Dean No-Hee Park
David Geffen School of Medicine	Interim Dean Kelsey Martin
School of Nursing	Acting Dean Linda Sarna
Fielding School of Public Health.....	Dean Jody Heymann

OTHER UNITS

International Institute & International Studies	Vice Provost C. Cindy Fan
University Libraries	University Librarian Virginia Steel

ATTACHMENT 3 – NONDISCRIMINATION AND AFFIRMATIVE ACTION POLICY REGARDING ACADEMIC AND STAFF EMPLOYMENT

University of California – Policy



Nondiscrimination and Affirmative Action Policy Regarding Academic and Staff Employment

Academic Officer:	Vice Provost - Academic Personnel
Academic Office:	AP - Academic Personnel
Staff Officer:	VP - Human Resources
Staff Office:	HR - Human Resources
Issuance Date:	7/3/2013
Effective Date:	7/3/2013
Scope:	This policy applies to all University applicants and employees.

Contact:	Janet Lockwood (AP)	Charles Barragan (HR)
Email:	Janet.Lockwood@ucop.edu	Charles.Barragan@ucop.edu
Phone #:	(510) 987- 9499	(510) 987- 0863

I. POLICY SUMMARY

It is the policy of the University not to engage in discrimination against or harassment of any person employed or seeking employment with the University of California. In addition, it is the policy of the University to undertake affirmative action, consistent with its obligations as a Federal contractor.

II. DEFINITIONS

Covered Veterans: Includes veterans with disabilities, recently separated veterans, Vietnam era veterans, veterans who served on active duty in the U.S. Military, Ground, Naval or Air Service during a war or in a campaign or expedition for which a campaign badge has been authorized, or Armed Forces service medal veterans.

Executive Officer: The University President, Chancellor, or Laboratory Director.

Exception to Policy: An action that exceeds what is allowable under current policy or that is not expressly provided for under policy. Any such action must be treated as an exception.

Gender: The sex of a person, including a person's gender identity, and gender expression.

Gender expression: A person's gender-related appearance and behavior whether or not stereotypically associated with the person's assigned sex at birth.

Gender identity: An individual's personal sense of himself/herself as being male and masculine or female and feminine, or ambivalent.

Pregnancy: Includes pregnancy, childbirth, and medical conditions related to pregnancy and childbirth.

Service in the Uniformed Services: Includes service in the uniformed services as defined by the Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA), as well as state military and naval service.

Top Business Officer: Executive Vice President-Business Operations for the Office of the President, Vice Chancellor for Administration, or the position responsible for the location's financial reporting and payroll as designated by the Executive Officer.

III. POLICY TEXT

It is the policy of the University not to engage in discrimination against or harassment of any person employed or seeking employment with the University of California on the basis of race, color, national origin, religion, sex, gender, gender expression, gender identity, pregnancy, physical or mental disability, medical condition (cancer-related or genetic characteristics), genetic information (including family medical history), ancestry, marital status, age, sexual orientation, citizenship, or service in the uniformed services. This policy applies to all employment practices, including recruitment, selection, promotion, transfer, merit increase, salary, training and development, demotion, and separation. This policy is intended to be consistent with the provisions of applicable state and federal laws and University policies.

University policy also prohibits retaliation against any employee or person seeking employment for bringing a complaint of discrimination or harassment pursuant to this policy. This policy also prohibits retaliation against a person who assists someone with a complaint of discrimination or harassment, or participates in any manner in an investigation or resolution of a complaint of discrimination or harassment. Retaliation includes threats, intimidation, reprisals, and/or adverse actions related to employment.

In addition, it is the policy of the University to undertake affirmative action, consistent with its obligations as a Federal contractor, for minorities and women, for persons with disabilities, and for covered veterans. The University commits itself to apply every good faith effort to achieve prompt and full utilization of minorities and women in all segments of its workforce where deficiencies exist. These efforts conform to all current legal and regulatory requirements, and are consistent with University standards of quality and excellence.

In conformance with Federal regulations, written affirmative action plans shall be prepared and maintained by each campus of the University, by the Lawrence Berkeley National Laboratory, by the Office of the President, and by the Division of Agriculture and Natural Resources. Such plans shall be reviewed and approved by the Office of the President and the Office of the General Counsel before they are officially promulgated.

IV. COMPLIANCE / RESPONSIBILITIES

A. Implementation of the Policy

The Vice Provost – Academic Personnel and the Vice President–Human Resources are the Responsible Officers for this policy and have the authority to implement the policy. A Responsible Officer may apply appropriate interpretations to clarify the policy provided that the interpretations do not result in substantive changes to the underlying policy. The Chancellor is authorized to establish and is responsible for local procedures necessary to implement the policy.

B. Revisions to the Policy

The President is the Policy Approver and has the authority to approve policy revisions upon recommendation by the Vice President–Human Resources.

The Vice Provost – Academic Personnel and the Vice President–Human Resources have the authority to initiate revisions to the policy, consistent with approval authorities and applicable *Bylaws* and *Standing Orders* of the Regents.

The Executive Vice President–Business Operations has the authority to ensure that policies are regularly reviewed, updated, and consistent with other governance policies.

C. Approval of Actions

Actions within this policy must be approved in accordance with local procedures. Chancellors and the Vice President–Human Resources are authorized to determine responsibilities and authorities at secondary administrative levels in order to establish local procedures necessary to implement this policy.

D. Compliance with the Policy

The following roles are designated at each location to implement compliance monitoring responsibility for this policy:

The Top Business Officer and/or the Executive Officer at each location will designate the local management office to be responsible for the ongoing reporting of policy compliance.

The Executive Officer is accountable for monitoring and enforcing compliance mechanisms and ensuring that monitoring procedures and reporting capabilities are established.

The Vice President–Human Resources is accountable for reviewing the administration of this policy. The Senior Vice President–Chief Compliance and Audit Officer will periodically audit and monitor compliance to this policy.

E. Noncompliance with the Policy

Noncompliance with the policy is handled in accordance with Personnel Policies for Staff Members 61, 62, 63, 64, 65, and 67 pertaining to disciplinary and separation matters, and in accordance with University policies, including but not limited to, The Faculty Code of Conduct (APM – 015) and University Policy on Faculty Conduct and the Administration of Discipline (APM – 016), or, as applicable, collective bargaining agreements.

V. PROCEDURES

N/A

VI. RELATED INFORMATION

N/A

VII. FREQUENTLY ASKED QUESTIONS

N/A

VIII. REVISION HISTORY

University of California – Policy
Nondiscrimination and Affirmative Action Policy Regarding Academic and Staff
Employment

This policy was reformatted into the standard University of California policy template effective July 1, 2013.

Policy changes effective as of July 1, 2013:

- New language, in compliance with California Assembly Bill 887 – Chapter 719.
- Addition of gender and gender expression to the policy text.
- Addition of a definition of gender, gender expression, and gender identity.

The following policy is rescinded as of the effective date of this policy and is no longer applicable:

- *University of California Nondiscrimination and Affirmative Action Policy Regarding Academic and Staff Employment, dated June 24, 2010.*

ATTACHMENT 4 – INVITATION TO SELF-IDENTIFY - DISABILITY

Voluntary Self-Identification of Disability

Form CC-305
OMB Control Number 1250-0005
Expires 1/31/2017
Page 1 of 2

Why are you being asked to complete this form?

Because we do business with the government, we must reach out to, hire, and provide equal opportunity to qualified people with disabilities.¹ To help us measure how well we are doing, we are asking you to tell us if you have a disability or if you ever had a disability. Completing this form is voluntary, but we hope that you will choose to fill it out. If you are applying for a job, any answer you give will be kept private and will not be used against you in any way.

If you already work for us, your answer will not be used against you in any way. Because a person may become disabled at any time, we are required to ask all of our employees to update their information every five years. You may voluntarily self-identify as having a disability on this form without fear of any punishment because you did not identify as having a disability earlier.

How do I know if I have a disability?

You are considered to have a disability if you have a physical or mental impairment or medical condition that substantially limits a major life activity, or if you have a history or record of such an impairment or medical condition.

Disabilities include, but are not limited to:

- Blindness
- Deafness
- Cancer
- Diabetes
- Epilepsy
- Autism
- Cerebral palsy
- HIV/AIDS
- Schizophrenia
- Muscular dystrophy
- Bipolar disorder
- Major depression
- Multiple sclerosis (MS)
- Missing limbs or partially missing limbs
- Post-traumatic stress disorder (PTSD)
- Obsessive compulsive disorder
- Impairments requiring the use of a wheelchair
- Intellectual disability (previously called mental retardation)

Please check one of the boxes below:

- YES, I HAVE A DISABILITY (or previously had a disability)
- NO, I DON'T HAVE A DISABILITY
- I DON'T WISH TO ANSWER

Your Name

Today's Date

For Payroll Entry: H- Yes, I have a disability (or previously had a disability) R-No, I don't have a disability D- I don't wish to answer

Voluntary Self-Identification of Disability

Form CC-305
OMB Control Number 1250-0005
Expires 1/31/2017
Page 2 of 2

Reasonable Accommodation Notice

Federal law requires employers to provide reasonable accommodation to qualified individuals with disabilities. Please tell us if you require a reasonable accommodation to apply for a job or to perform your job. Examples of reasonable accommodation include making a change to the application process or work procedures, providing documents in an alternate format, using a sign language interpreter, or using specialized equipment.

ⁱ Section 503 of the Rehabilitation Act of 1973, as amended. For more information about this form or the equal employment obligations of Federal contractors, visit the U.S. Department of Labor's Office of Federal Contract Compliance Programs (OFCCP) website at www.dol.gov/ofccp.

PUBLIC BURDEN STATEMENT: According to the Paperwork Reduction Act of 1995 no persons are required to respond to a collection of information unless such collection displays a valid OMB control number. This survey should take about 5 minutes to complete.

For Payroll Entry: H- Yes, I have a disability (or previously had a disability) R-No, I don't have a disability D- I don't wish to answer

ATTACHMENT 5 – INVITATION TO SELF-IDENTIFY DEMOGRAPHIC INFORMATION

EMPLOYEE INVITATION TO SELF-IDENTIFY DEMOGRAPHIC INFORMATION U5605 (RS/14) University of California Human Resources

EMPLOYEE NAME (LAST, FIRST, MIDDLE INITIAL)	CAMPUS	DEPARTMENT/ORGANIZATIONAL UNIT	BIRTHDATE		
			MO	DY	YR

INVITATION TO SELF-IDENTIFY RACE AND ETHNICITY

The University of California is a federal contractor and recipient of federal funds subject to affirmative action requirements set forth in Executive Order 11246, as amended. The University's status as a federal contractor obligates it to maintain and analyze certain data with respect to the race and ethnicity of its workforce. In order to comply with these regulations the University requests its employees to voluntarily self-identify their race and ethnicity. The information provided will be kept confidential and used only in ways that are in accordance with federal and state laws, executive orders, and regulations, including those which require the information to be summarized and reported to the federal government for civil rights enforcement purposes.

Please answer the question below.

Are you Hispanic or Latino?

YES, I am Hispanic or Latino

Mexican/Mexican American/Chicano

(E) – A person of Mexican culture or origin regardless of race.

Latin American/Latino

(S) – A person of Latin American (e.g. Central American, South American, Cuban, Puerto Rican) culture or origin regardless of race.

Other Spanish/Spanish American

(W) – A person of Spanish culture or origin, not included in any of the Hispanic categories listed above.

NO, I am not Hispanic or Latino

In addition, select one or more of the following racial categories that best describe you, if applicable.

AMERICAN INDIAN OR ALASKA NATIVE

(C) – A person having origins in any of the original peoples of North and South America (including Central America) who maintains cultural identification through tribal affiliation or community attachment.

ASIAN

Chinese/Chinese American

(2) – A person having origins in any of the original peoples of China.

Filipino/Pilipino

(L) – A person having origins in any of the original peoples of the Philippine Islands.

Japanese/Japanese American

(B) – A person having origins in any of the original peoples of Japan.

Korean/Korean American

(K) – A person having origins in any of the original peoples of Korea.

Pakistani/East Indian

(R) – A person having origins in any of the original peoples of the Indian subcontinent (e.g., India and Pakistan).

Vietnamese/Vietnamese American

(I) – A person having origins in any of the original peoples of Vietnam.

Other Asian

(X) – A person having origins in any of the original peoples of the Far East or South East Asia (including Cambodia, Malaysia and Thailand).

BLACK OR AFRICAN AMERICAN

(A) – A person having origins in any of the Black racial groups of Africa.

NATIVE HAWAIIAN OR OTHER PACIFIC ISLANDER (Z) – A person having origins in any of the original peoples of Hawaii, Guam, Samoa or other Pacific Island.

WHITE

European

(G) – A person having origins in any of the original peoples of Europe.

Middle Eastern

(J) – A person having origins in any of the original peoples of the Middle East.

North African

(N) – A person having origins in any of the original peoples of North Africa.

INVITATION TO SELF-IDENTIFY VETERAN STATUS

The University of California is a Government contractor subject to the Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended by the Jobs for Veterans Act of 2002, 38 U.S.C. 4212 (VEVRAA), which requires Government contractors to take affirmative action to employ and advance in employment: (1) disabled veterans; (2) recently separated veterans; (3) active duty wartime or campaign badge veterans, 4) Armed Forces service medal veterans; and (5) Vietnam Era Veterans.

OVER ►

I AM NOT A PROTECTED VETERAN. (O)

I AM A PROTECTED VETERAN, BUT I CHOOSE NOT TO SELF-IDENTIFY THE CLASSIFICATIONS TO WHICH I BELONG. (P)

I belong to the following classifications of protected veterans (choose all that apply):

DISABLED VETERAN (S)

A "disabled veteran" is one of the following:

1. a veteran of the U.S. military, ground, naval or air service who is entitled to compensation (or who but for the receipt of military retired pay would be entitled to compensation) under laws administered by the Secretary of Veterans Affairs; or 2. a person who was discharged or released from active duty because of a service-connected disability.

RECENTLY SEPARATED VETERAN Please provide separation date ____ / ____ (MM,YY)

A "recently separated veteran" means any veteran during the three-year period beginning on the date of such veteran's discharge or release from active duty in the U.S. military, ground, naval or air service.

ACTIVE WARTIME OR CAMPAIGN BADGE VETERAN (E)

An "active duty wartime or campaign badge veteran" means a veteran who served on active duty in the U.S. military, ground, naval or air service during a war, or in a campaign or expedition for which a campaign badge has been authorized under the laws administered by the Department of Defense.

ARMED FORCES SERVICE MEDAL VETERAN (M)

An "Armed forces service medal veteran" means a veteran who, while serving on active duty in the U.S. military, ground, naval or air service, participated in a United States military operation for which an Armed Forces service medal was awarded pursuant to Executive Order 12985.

VIETNAM ERA VETERAN (V)

Vietnam Era Veteran means a person who:

1. Served on active duty for a period of more than 180 days, and was discharged or released therefrom with other than a dishonorable discharge, if any part of such active duty occurred: a. in the republic of Vietnam between February 28, 1961, and May 7, 1975; or b. between August 5, 1964, and May 7, 1975, in all other cases; or 2. Was discharged or released from active duty because of a service-connected disability, if any part of such active duty was performed: a. in the republic of Vietnam between February 28, 1961, and May 7, 1975; or b. between August 5, 1964, and May 7, 1975, in all other cases.

Protected veterans may have additional rights under USERRA—the Uniformed Services Employment and Reemployment Rights Act. In particular, if you were absent from employment in order to perform service in the uniformed service, you may be entitled to be reemployed by your employer in the position you would have obtained with reasonable certainty if not for the absence due to service. For more information, call the U.S. Department of Labor's Veterans Employment and Training Service (VETS), toll-free, at 1-866-4-USA-DOL.

As a Government contractor subject to VEVRAA, we are required to submit a report to the United States Department of Labor each year identifying the number of our employees belonging to each specified "protected veteran" category. If you believe you belong to any of the categories of protected veterans listed above, please indicate by checking the appropriate box above.

If you are a disabled veteran it would assist us if you tell us whether there are accommodations we could make that would enable you to perform the essential functions of the job, including special equipment, changes in the physical layout of the job, changes in the way the job is customarily performed, provision of personal assistance services or other accommodations. This information will assist us in making reasonable accommodations for your disability.

Submission of this information is voluntary and refusal to provide it will not subject you to any adverse treatment. The information provided will be used only in ways that are not inconsistent with the Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended.

The information you submit will be kept confidential, except that (i) supervisors and managers may be informed regarding restrictions on the work or duties of disabled veterans, and regarding necessary accommodations; (ii) first aid and safety personnel may be informed, when and to the extent appropriate, if you have a condition that might require emergency treatment; and (iii) Government officials engaged in enforcing laws administered by the Office of Federal Contract Compliance Programs, or enforcing the Americans with Disabilities Act, may be informed.

The University of California is an Equal Opportunity/Affirmative Action Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability, or protected veteran status.

PRIVACY NOTIFICATION STATEMENT (Revised February 22, 2010 for U5605)

The State of California Information Practices Act of 1977 requires the University to provide the following information to individuals who are asked to supply personal information about themselves.

1. The principal purpose for requesting the information on this form is to comply with the following Federal requirements: (i) Title VII of the Civil Rights Act of 1964, as amended; (ii) Executive Order 11246, as amended; (iii) Section 402 of the Vietnam Era Veterans Readjustment Assistance Act of 1974, as amended; (iv) Section 503 of the Rehabilitation Act of 1973, as amended; (v) Title IV of the Higher Education Act of 1965, as amended (20usc 1094 (a) (17)); and (vi) Section 490 of the Higher Education Amendments of 1992 (P.L. 102-325), as well as relevant implementing regulations.
2. The information supplied on this form is kept confidential. It is used for required aggregated workforce data reporting to the federal government and for internal workforce statistical analysis, reporting, and outreach. It will be given to government agencies responsible for civil rights laws only when requested, or as otherwise required by law. The aggregated workforce data serves as a tool to the administration of campus equal employment opportunity/affirmative action and human resources programs. The information supplied on this form will be used only as described.
3. Furnishing the information requested on this form is voluntary. There is no penalty for not completing the form.
4. Individuals have the right to review their own records in accordance with University personnel policies and collective bargaining agreements. Information on applicable policies and agreements can be obtained from campus or Office of the President human resources and academic personnel offices.
5. The University offices responsible for maintaining the information supplied on this form are the UC Human Resources Office and UC Academic Advancement Office, and campus Equal Employment Opportunity and Affirmative Action Offices.

ATTACHMENT 6 – INVITATION TO SELF - IDENTIFY IN UCLA ACADEMIC RECRUIT – PRE-EMPLOYMENT

Submit diversity survey – not yet submitted

The purpose for the requested information is to meet the University's legal obligation as a Federal contractor. The information you provide will be kept confidential and will remain in the Office of the Vice Chancellor, Equity, Diversity and Inclusion. See note below.

Privacy Notification: The state of California Information Practices Act requires the University to provide the following information to individuals who are asked to supply information about themselves:

1. The University of California, Los Angeles is a federal contractor and, therefore, must comply with Affirmative Action regulations issued pursuant to Executive Order 11246, Federal Revised Order No. 4, Section 503 of the Rehabilitation Act of 1973 and Section 402 of the Vietnam Era Veterans Readjustment Assistance Act.
2. Furnishing the information requested is voluntary. There is no penalty for not providing the information.
3. The local campus official responsible for maintaining the information you supply is the Vice Chancellor, Equity, Diversity and Inclusion, who may be contacted at 2255 Murphy Hall, Box 951405, Los Angeles, CA 90095. Phone: (310) 825-3935. Email: facdiversity@conet.ucla.edu.

Purpose: The primary purpose for the requested information is to report aggregate data to federal agencies (not for individual applicant identification)

Policy: The University of California prohibits discrimination against or harassment of any person employed by or seeking employment with the University on the basis of race, color, national origin, religion, sex, gender, gender expression, gender identity, pregnancy, physical or mental disability, medical condition (cancer-related or genetic characteristics), genetic information (including family medical history), ancestry, marital status, age, sexual orientation, citizenship, or service in the uniformed services (as defined by the Uniformed Services Employment and Reemployment Rights Act of 1994)

The University of California is an affirmative action/equal opportunity employer. The University undertakes affirmative action to assure equal employment opportunity for minorities and women, for persons with disabilities, and for covered veterans. University policy is intended to be consistent with the provisions of applicable State and Federal laws. Inquiries regarding the University's equal employment opportunity policies may be directed to: Vice Chancellor, Equity, Diversity and Inclusion, 2255 Murphy Hall, Box 951405, Los Angeles, CA 90095. Phone: (310) 825-3935. Email: facdiversity@conet.ucla.edu.

Diversity Survey & Academic Applicant Data Request

Recruitment: Assistant Professor of Biostatistics

Invitation to Self-Identify Demographic Information

The categories listed below are consistent with federal reporting requirements. A definition of the categories is linked to the values listed below. Please select the category that you most identify with, or for which you believe most people would identify you. Should you have questions about these categories, please do not hesitate to contact the Faculty Diversity & Development: 3134 Murphy Hall, Box 951405, Los Angeles, CA 90095; Phone: (310) 206-7411; Email: facdiversity@conet.ucla.edu. The information you provide will be kept confidential and will remain in the Faculty Diversity & Development.

Gender

- Male
- Female
- Decline to state

Ethnicity

- BLACK / AFRICAN AMERICAN (not of Hispanic origin)**

A person having origins in any of the black racial groups of Africa.

- ASIAN or PACIFIC ISLANDER**

A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent, or the Pacific Islands. The area includes, for example, China, Japan, Korea, the Philippine Islands, and Samoa. The Indian subcontinent takes in the countries of India, Pakistan, Bangladesh, Sri Lanka, Nepal, and Bhutan.

- AMERICAN INDIAN or ALASKAN NATIVE**

A person having origins in any of the original peoples of North America, and who maintains cultural identification through tribal affiliation or community recognition.

- HISPANIC**

A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race. Only those persons from Central and South American countries who are of Spanish origin, descent, or culture should be included in this classification. Persons from Brazil, Guyana, Surinam, or Trinidad, for example, would be classified according to their race and would not necessarily be included in the Hispanic classification. In addition, this classification does not include persons from Portugal, who should be classified according to race.

- WHITE (not of Hispanic Origin)**

A person having origins in any of the original peoples of Europe, North Africa, or the Middle East.

- Decline to state

How did you hear about the position?

- UCLA Web site**
- HERC (Higher Education Recruitment Consortium)**
- Professional Journal / Bulletin (printed publication)**
- Professional Organization (Web site job posting)**
- Professional Organization Conference**
- E-mail Listserv**
- Word-of-mouth / Colleague**
- Other**
- Decline to state

Invitation to Self-Identify Veteran Status

The University of California is a Government contractor subject to the Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended by the Jobs for Veterans Act of 2002, 38 U.S.C. 4212 (VEVRAA), which requires Government contractors to take affirmative action to employ and advance in employment: (1) disabled veterans; (2) recently separated veterans; (3) active duty wartime or campaign badge veterans, (4) Armed Forces service medal veterans; and (5) Vietnam Era Veterans.

[View list of veteran classifications](#)

Do you believe you belong to any of the categories of protected veterans listed above?

Yes, I identify as one or more of the classifications of protected veteran listed above

No, I am not a protected veteran

I don't wish to answer

[More information about veteran information submission](#)

Voluntary Self-Identification of Disability Form CC-305 • OMB Control Number 1250-0005 • Expires 1/31/2017

Why are you being asked to complete this form?

Because we do business with the government, we must reach out to, hire, and provide equal opportunity to qualified people with disabilities. To help us measure how well we are doing, we are asking you to tell us if you have a disability or if you ever had a disability. Completing this form is voluntary, but we hope that you will choose to fill it out. If you are applying for a job, any answer you give will be kept private and will not be used against you in any way.

If you already work for us, your answer will not be used against you in any way. Because a person may become disabled at any time, we are required to ask all of our employees to update their information every five years. You may voluntarily self-identify as having a disability on this form without fear of any punishment because you did not identify as having a disability earlier.

How do I know if I have a disability?

You are considered to have a disability if you have a physical or mental impairment or medical condition that substantially limits a major life activity, or if you have a history or record of such an impairment or medical condition.

Disabilities include, but are not limited to:

Blindness	Autism	Bipolar disorder	Post-traumatic stress disorder (PTSD)
Deafness	Cerebral palsy	Major depression	Obsessive compulsive disorder
Cancer	HIV/AIDS	Multiple sclerosis (MS)	Impairments requiring the use of a wheelchair
Diabetes	Schizophrenia	Missing limbs or partially missing limbs	Intellectual disability (previously called mental retardation)
Epilepsy	Muscular dystrophy		

Please check one of the boxes below:

Yes, I have a disability (or previously had a disability)

No, I don't have a disability

I don't wish to answer

Reasonable Accommodation Notice

Federal law requires employers to provide reasonable accommodation to qualified individuals with disabilities. Please tell us if you require a reasonable accommodation to apply for a job or to perform your job. Examples of reasonable accommodation include making a change to the application process or work procedures, providing documents in an alternate format, using a sign language interpreter, or using specialized equipment.

i) Section 503 of the Rehabilitation Act of 1973, as amended. For more information about this form or the equal employment obligations of Federal contractors, visit the U.S. Department of Labor's Office of Federal Contract Compliance Programs (OFCCP) website at www.dol.gov/ofccp.

PUBLIC BURDEN STATEMENT: According to the Paperwork Reduction Act of 1995 no persons are required to respond to a collection of information unless such collection displays a valid OMB control number. This survey should take about 5 minutes to complete.

ATTACHMENT 7 – APM-711, REASONABLE ACCOMMODATION FOR ACADEMIC APPOINTEES WITH DISABILITIES

BENEFITS AND PRIVILEGES
Reasonable Accommodation
for Academic Appointees with Disabilities

APM - 711

711-0 Policy

The University provides reasonable accommodation to otherwise qualified academic appointees who are disabled or become disabled and need assistance to perform the essential functions of their positions. Accommodation options will be considered in an interactive process with the appointee. Both the University and the appointee are expected to participate in the interactive process in good faith.

711-1 Related Policies

For other related policies, refer to the Academic Personnel Manual sections listed below:

- a. APM - 710, Leaves of Absence/Sick Leave
- b. APM - 715, Leaves of Absence/Family and Medical Leave
- c. APM - 730, Leaves of Absence/Vacation
- d. APM - 758, Leaves of Absence/Other Leaves With Pay
- e. APM - 759, Leaves of Absence/Other Leaves Without Pay
- f. APM - 080, Medical Separation

711-5 The Interactive Process

The interactive process is an ongoing dialogue between the appointee and appropriate representative(s) of the University about possible options for reasonably accommodating an appointee with a disability. During the interactive process the University considers information related to the essential functions of the job, functional limitations, possible accommodations, the reasonableness of possible accommodation, and the implementation of reasonable accommodation. The interactive process will also assess whether the proposed accommodation poses an undue hardship to the University. This information will be used by the University to determine what, if any, reasonable accommodation will be made. The interactive process for reasonably accommodating an appointee with a disability, including the reasons for reasonable accommodation, should be documented.

7/1/08

Page 1

711-80 Procedures for Reasonable Accommodation for Academic Appointees with Disabilities

- a. Unless the disability or the need for accommodation is known to the University, it is the responsibility of the academic appointee to inform the chair or unit head that an accommodation is needed in order for the appointee to perform the essential job functions of the position (see APM - 210-1-d, other relevant academic personnel policy, or job description for criteria for standards.) When the University knows of an appointee's disabling condition, the chair or unit head is encouraged to initiate a discussion with the academic appointee to determine if there is a need for accommodation.
- b. Upon receipt of information about the need for accommodation, the chair or unit head should consult with the department personnel manager (or equivalent officer) and the campus Disability Management office (or equivalent) to determine if the appointee is an otherwise qualified individual with a disability and, if so, to obtain assistance in reviewing essential job functions and the possible need for accommodation.

Consistent with campus procedures, the chair or unit head, in consultation with the Disability Management office (or equivalent) should consult with the academic appointee to determine any specific physical or mental limitations as they relate to the performance of the essential job functions, and to discuss the appointee's preferences with regard to accommodation. The chair or unit head may request that the appointee provide written documentation from a licensed healthcare provider, including a statement of the appointee's functional limitations. If requested, the appointee is responsible for providing medical documentation to assist in understanding the nature of the appointee's functional limitations. Documentation provided by the appointee may be subject to confirmation by a University-selected healthcare provider. The University shall pay the cost of an assessment by a University-selected healthcare provider. This information will be used by the University to determine what reasonable accommodation, if any, will be made.

- c. Consistent with campus procedures, the University will provide reasonable accommodation for essential job functions. Reasonable accommodation for an otherwise qualified academic appointee who is disabled or becomes disabled may include, but is not limited to:
 1. making existing facilities readily accessible to and usable by the disabled appointee

2. providing classrooms with appropriate accessibility and instructional facilities
3. restructuring the job to eliminate non-essential job functions
4. granting a leave of absence in accordance with policy, see APM - 710, APM - 758, and APM - 759
5. reduction of appointment percentage on a temporary basis with corresponding reduction in duties, compensation and benefits
6. modifying the appointee's work schedule
7. acquiring or modifying equipment or devices
8. providing qualified readers or interpreters
9. reassignment to an available alternative position for which the academic appointee is qualified

In addition to the examples given above, a permanent reduction in time with corresponding reduction in duties, compensation and benefits may be considered.

- d. If it is not possible to provide reasonable accommodation to allow the performance of essential job functions, or if the accommodation would pose an undue hardship, the University may initiate a medical separation review (see APM - 080, Medical Separation).