

2015-2016
UCLA Academic
Affirmative Action Plan

UCLA

UNIVERSITY OF CALIFORNIA, LOS ANGELES
ACADEMIC AFFIRMATIVE ACTION PLAN

July 1, 2015—June 30, 2016

July 2015

Prepared by UCLA Diversity & Faculty Development

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 | 8 |
| Table 1: 2014-2015 UCLA Utilization of Ladder-Rank Faculty | 9 |
| Table 2: 2014-2015 UCLA Utilization of Non-Ladder Academics..... | 15 |
| Table 3: 2014-2015 UCLA Utilization of Academic Librarians | 18 |
| Table 4: 2014-2015 UCLA Utilization of Academic Administrators..... | 19 |
| Table 5: 2014-2015 UCLA Utilization of Academic Deans | 19 |
| D. Placement Goals | 20 |
| E. Other Analyses of Academic Personnel to Identify Problem Areas | 20 |
| F. Additional Required Elements | 22 |
| 1. Designation of Responsibility for Implementation..... | 22 |
| 2. Identification of Problem Areas | 24 |
| 3. Reporting on Action-Oriented Programs 2014-2015..... | 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..... | 35 |
| 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 | 36 |
| | A. Definitions Applicable to this Program..... | 36 |
| | B. Statement of Policy, Review of Personnel Process and Physical and Mental Qualifications..... | 36 |
| | C. Review of Personnel Processes | 37 |
| | D. Reasonable Accommodation and Facility Accessibility | 37 |
| | E. Harassment Prevention: Grievance and Appeal Procedure | 38 |
| | F. External Dissemination of Policy, Outreach and Recruitment | 38 |
| | G. Internal Dissemination of Policy | 40 |
| | H. Audit and Reporting Systems..... | 40 |
| | I. Responsibility for Implementation of AAP | 41 |
| | J. Training to Ensure AAP Implementation..... | 44 |
| | K. Data Collection Analysis..... | 44 |
| | Table 6: 2014-2015 UCLA Utilization of Ladder-Rank Faculty by Disability Status | 46 |
| | Table 7: 2014-2015 UCLA Utilization of Non-Ladder Academics by Disability Status | 49 |
| | Table 8: 2014-2015 UCLA Utilization of Academic Librarians by Disability Status | 51 |
| | Table 9: 2014-2015 UCLA Utilization of Academic Administrators by Disability Status..... | 51 |
| | Table 10: 2014-2015 UCLA Utilization of Academic Deans by Disability Status | 51 |
| | Table 11: 2013-2014 Applicants and Hires by Disability Status | 52 |
| VI. | COMPLIANCE WITH FEDERAL REGULATIONS RELATED TO THE EMPLOYMENT OF PROTECTED VETERANS..... | 52 |
| | A. Definitions Applicable to this Program..... | 52 |
| | B. Statement of Policy, Review of Personnel Process and Physical and Mental Qualifications..... | 53 |
| | C. Review of Personnel Processes | 54 |
| | D. Reasonable Accommodation and Facility Accessibility | 54 |
| | E. Harassment Prevention: Grievance and Appeal Procedure..... | 55 |
| | F. External Dissemination of Policy, Outreach and Recruitment | 55 |
| | G. Internal Dissemination of Policy | 58 |
| | H. Audit and Reporting Systems..... | 58 |
| | I. Responsibility for Implementation of AAP | 58 |
| | J. Training to Ensure AAP Implementation..... | 61 |
| | K. Data Collection Analysis..... | 62 |
| | Table 12: 2013-2014 Applicants and Hires by Veteran Status | 63 |

Attachment 1 – UCLA ACADEMIC AFFIRMATIVE ACTION ORGANIZATION CHART 2014-201564

Attachment 2 – UNIT COORDINATORS65

Attachment 3 – UNIVERSITY OF CALIFORNIA NONDISCRIMINATION AND AFFIRMATIVE ACTION POLICY REGARDING ACADEMIC AND STAFF EMPLOYMENT.....66

Attachment 4 – INVITATION TO SELF-IDENTIFY – DISABILITY.....71

Attachment 5 – INVITATION TO SELF-IDENTIFY – DEMOGRAPHIC INFORMATION.....73

Attachment 6 – INVITATION TO SELF-IDENTIFY IN UCLA ACADEMIC RECRUIT – PRE-EMPLOYMENT.....75

Attachment 7 – APM-711, REASONABLE ACCOMMODATION FOR ACADEMIC APPOINTEES WITH DISABILITIES.....77

REGENTS' POLICY 4400: UNIVERSITY OF CALIFORNIA DIVERSITY STATEMENT

Adopted September 20, 2007

Adopted as Amended September 15, 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's Academic Personnel Office 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, 39, 40, 41, 42, 43, and 44) are located at the UCLA campus. About a third of academic employees in the School of Medicine are assigned to off-campus medical facilities which include Cedars Sinai Medical Center, East/West Parkside, Edelman Hospital, Harbor Hospital-UCLA, Kaiser, Kern County Medical Center, Lancaster/Palm 1, Martin Luther King/Drew Medical Center, Orthopedic Hospital, Olive View Medical Center, SAMO 15th, SAMO 16th, SAMO 16th-2, SAMO 16th-3, Santa Monica Medical Center, Ventura Medical Center, Veterans Administration Hospital-Brentwood, Veterans Administration Hospital-Sepulveda, Veterans Administration Hospital-Wadsworth, and Veterans Administration Hospital-Westwood. 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: Graduate School of Education and Information Studies Professors and Associate Professors
Job Group 25: Henry Samueli School of Engineering and Applied Science Professors and Associate Professors
Job Group 27: School of Law Professors
Job Group 29: Anderson School of Management Professors and Associate Professors
Job Group 31: Luskin School of Public Affairs Professors and Associate Professors
Job Group 33: 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: Graduate School of Education and Information Studies Assistant Professors
Job Group 26: Henry Samueli School of Engineering and Applied Science Assistant Professors
Job Group 28: School of Law Acting Professors (CTO 114)
Job Group 30: Anderson School of Management Assistant Professors
Job Group 32: Luskin School of Public Affairs Assistant Professors
Job Group 34: School of Theater, Film & Television Assistant Professors

Cluster C: Other Letters and Science Academic Employees

Job Group 35: Other Non-Ladder Faculty, including Professors-in-Residence, Adjunct Instructors and Adjunct Professors (CTO 311, 335)
Job Group 36: Researchers (CTO 541, 577)
Job Group 37: Lecturers (CTO 220, 225)
Job Group 38: Postdoctoral Scholars (CTO 487, 575)

Cluster D: Other Medical Faculty and Academic Employees

Job Group 39: In-residence Medical Faculty (CTO 311)

Job Group 40: Adjunct Medical Faculty (CTO 335)
Job Group 41: Clinical X Medical Faculty (CTO 317)
Job Group 42: Medical Researchers (CTO 541)
Job Group 43: Health Sciences Clinical Professors (CTO 341)
Job Group 44: Postdoctoral Scholars (CTO 487, 575)

Cluster E: Other Professional School and Health Sciences Academic Employees

Job Group 45: Other Non-Ladder Faculty, including Lecturers, Professors-in-Residence, Adjunct Professors and Adjunct Instructors (CTO 030, 311, 317, 341, 335)
Job Group 46: Researchers (CTO 541)
Job Group 47: Lecturers (CTO 221, 225)
Job Group 48: Postdoctoral Scholars (CTO 487, 575)

Cluster F: Academic Librarians (CTO 621, 627)

Job Group 49: Career Librarians
Job Group 50: Potential-Career Librarians

Cluster G: Academic Administrators (CTO S46, S56)

Job Group 51: Administrators

Cluster H: Academic Deans (CTO S21)

Job Group 52: 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, since 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 39) and Adjunct Medical Faculty (Job Group 40), for which some applicants are drawn from current UCLA academic appointees, and Clinical X Medical Faculty (Job Group 41) and Health Sciences Clinical Professors (Job Group 43), 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 2015-2016 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 in specialties represented by faculty in each division.

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 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 (nursing and non-nursing doctorates 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 Education Association.

For the School of Public Health, availability estimates were based on data from NORC on doctoral recipients, and data from the AAMC on current ladder-rank faculty in U.S. medical schools, and data on recent recipients of the M.D. degree by specialties represented by current faculty in the School of Public Health.

For the School of Law, availability estimates were based on data collected by the Association of American Law Schools (AALS) on women and minority faculty in U.S. schools of law and on candidates in the AALS Faculty Appointments Register (FAR) for law school faculty positions.

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 doctorates in disciplines represented in the schools, as well as data from IPEDS on BA degrees in dance and post-BA degrees in other specialties represented in the schools.

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 doctorates in specialties represented in each school.

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 doctoral data for medical specialties 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 proportion of 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 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 available estimates for Medical Researchers. For Adjunct Faculty, the current diversity of researchers at UCLA was used as the best estimate of availability.

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 those schools.

For postdoctoral scholars, availability estimates were based on data from both IPEDS and NORC on doctorates in disciplines represented in each school.

For academic librarians, availability estimates were based on data from the Association of Research Libraries on the diversity of current professional staff in research university libraries in the U.S. 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
2014-15 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 | 76.1 | 6.0 | 14.0 | 22.3 | 0.0 | 183.1 | 0.0 |
| % of Tenured Faculty | 41.6% | 3.3% | 7.6% | 12.2% | 0.0% | | |
| Estimate of Availability | 56.2% | 3.2% | 5.6% | 6.3% | 0.6% | | |
| Underutilization | yes | no | no | no | yes | | |
| Job Group 2 | | | | | | | |
| # of Untenured Faculty | 10.0 | 1.0 | 1.0 | 4.5 | 0.0 | 24.5 | 0.0 |
| % of Untenured Faculty | 40.8% | 4.1% | 4.1% | 18.4% | 0.0% | | |
| Estimate of Availability | 52.2% | 5.7% | 4.1% | 6.3% | 0.9% | | |
| Underutilization | yes | yes* | no | no | yes* | | |
| Life Sciences Division | | | | | | | |
| Job Group 3 | | | | | | | |
| # of Tenured Faculty | 44.8 | 4.0 | 6.8 | 17.0 | 0.0 | 113.8 | 0.5 |
| % of Tenured Faculty | 39.2% | 3.5% | 6.0% | 14.9% | 0.0% | | |
| Estimate of Availability | 54.6% | 4.7% | 5.1% | 9.1% | 0.7% | | |
| Underutilization | yes | yes | no | no | yes* | | |
| Job Group 4 | | | | | | | |
| # of Untenured Faculty | 6.0 | 0.0 | 0.5 | 3.0 | 0.0 | 10.0 | 0.0 |
| % of Untenured Faculty | 60.0% | 0.0% | 5.0% | 30.0% | 0.0% | | |
| Estimate of Availability | 58.9% | 5.3% | 7.4% | 9.8% | 1.1% | | |
| Underutilization | no | yes* | yes* | no | yes* | | |
| Physical Sciences Division | | | | | | | |
| Job Group 5 | | | | | | | |
| # of Tenured Faculty | 22.0 | 1.0 | 4.0 | 28.7 | 0.0 | 182.8 | 0.5 |
| % of Tenured Faculty | 12.0% | 0.5% | 2.2% | 15.7% | 0.0% | | |
| Estimate of Availability | 26.8% | 2.3% | 3.4% | 15.1% | 0.6% | | |
| Underutilization | yes | yes | yes | no | yes | | |

| | Women | Black/ Afr. Amer. | Hispanic | Asian/ Pacific Isl. | Am. Indian/ Alaskan Native | Total Known Ethnicity | Unk. |
|--------------------------|-------|----------------------|----------|---------------------------|----------------------------------|-----------------------------|------|
| Job Group 6 | | | | | | | |
| # of Untenured Faculty | 9.0 | 0.0 | 1.0 | 6.0 | 0.0 | 20.5 | 2.0 |
| % of Untenured Faculty | 40.0% | 0.0% | 4.9% | 29.3% | 0.0% | | |
| Estimate of Availability | 35.7% | 4.6% | 5.3% | 12.4% | 0.9% | | |
| Underutilization | no | yes* | yes* | no | yes* | | |

Social Sciences Division (Excluding Economics)

| | | | | | | | |
|--------------------------|-------|------|------|-------|------|-------|-----|
| Job Group 7 | | | | | | | |
| # of Tenured Faculty | 74.3 | 11.0 | 18.8 | 26.1 | 4.0 | 201.7 | 1.0 |
| % of Tenured Faculty | 36.7% | 5.5% | 9.3% | 12.9% | 2.0% | | |
| Estimate of Availability | 48.1% | 6.7% | 6.2% | 5.6% | 1.0% | | |
| Underutilization | yes | yes | no | no | no | | |

| | | | | | | | |
|--------------------------|-------|-------|------|-------|------|------|-----|
| Job Group 8 | | | | | | | |
| # of Untenured Faculty | 15.0 | 6.0 | 2.0 | 4.5 | 0.0 | 26.0 | 0.0 |
| % of Untenured Faculty | 57.7% | 23.1% | 7.7% | 17.3% | 0.0% | | |
| Estimate of Availability | 56.1% | 10.7% | 6.8% | 6.5% | 1.4% | | |
| Underutilization | no | 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 | 30.3% | 4.0% | 4.1% | 14.7% | 0.4% | | |
| Underutilization | yes | yes* | no | yes | yes* | | |

| | | | | | | | |
|--------------------------|-------|------|-------|-------|------|------|-----|
| Job Group 10 | | | | | | | |
| # of Untenured Faculty | 2.0 | 0.0 | 2.0 | 3.0 | 0.0 | 14.0 | 0.0 |
| % of Untenured Faculty | 14.3% | 0.0% | 14.3% | 21.4% | 0.0% | | |
| Estimate of Availability | 33.6% | 3.9% | 5.1% | 15.6% | 0.3% | | |
| Underutilization | yes | yes* | no | no | yes* | | |

HEALTH SCIENCES PROGRAMS

David Geffen School of Medicine (Excluding MIMG)

| | | | | | | | |
|--------------------------|-------|------|------|-------|------|-------|-----|
| Job Group 11 | | | | | | | |
| # of Tenured Faculty | 64.0 | 8.0 | 21.5 | 42.5 | 0.0 | 288.8 | 2.0 |
| % of Tenured Faculty | 22.0% | 2.8% | 7.4% | 14.7% | 0.0% | | |
| Estimate of Availability | 25.6% | 2.2% | 2.3% | 11.5% | 0.1% | | |
| Underutilization | yes | no | no | no | yes* | | |

| | Women | Black/ Afr. Amer. | Hispanic | Asian/ Pacific Isl. | Am. Indian/ Alaskan Native | Total Known Ethnicity | Unk. |
|---|--------|----------------------|----------|---------------------------|-------------------------------------|-----------------------------|------|
| Job Group 12 | | | | | | | |
| # of Untenured Faculty | 4.0 | 0.0 | 3.0 | 4.0 | 0.0 | 16.0 | 0.0 |
| % of Untenured Faculty | 25.0% | 0.0% | 18.8% | 25.0% | 0.0% | | |
| Estimate of Availability | 41.2% | 3.9% | 3.4% | 20.4% | 0.3% | | |
| Underutilization | yes | yes* | no | no | yes* | | |
| Basic Biomedical Sciences - MIMG | | | | | | | |
| Job Group 13 | | | | | | | |
| # of Tenured Faculty | 5.0 | 0.0 | 0.0 | 6.0 | 0.0 | 25.0 | 0.0 |
| % of Tenured Faculty | 20.0% | 0.0% | 0.0% | 24.0% | 0.0% | | |
| Estimate of Availability | 41.0% | 3.4% | 4.1% | 13.6% | 0.2% | | |
| Underutilization | yes | yes* | yes | no | yes* | | |
| Job Group 14 | | | | | | | |
| # 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 | 46.2% | 4.1% | 5.3% | 14.6% | 0.3% | | |
| Underutilization | no | yes* | yes* | no | yes* | | |
| School of Nursing | | | | | | | |
| Job Group 15 | | | | | | | |
| # of Tenured Faculty | 16.0 | 0.0 | 0.0 | 3.0 | 1.0 | 17.0 | 0.0 |
| % of Tenured Faculty | 94.1% | 0.0% | 0.0% | 17.6% | 5.9% | | |
| Estimate of Availability | 94.5% | 7.2% | 2.3% | 3.2% | 0.4% | | |
| Underutilization | yes* | yes | yes* | no | no | | |
| Job Group 16 | | | | | | | |
| # of Untenured Faculty | 11.0 | 2.0 | 0.0 | 3.0 | 0.0 | 11.0 | 0.0 |
| % of Untenured Faculty | 100.0% | 18.2% | 0.0% | 27.3% | 0.0% | | |
| Estimate of Availability | 90.6% | 12.0% | 4.0% | 4.7% | 0.9% | | |
| Underutilization | no | no | yes* | no | yes* | | |
| School of Dentistry | | | | | | | |
| Job Group 17 | | | | | | | |
| # of Tenured Faculty | 4.0 | 1.0 | 2.0 | 15.0 | 0.0 | 33.0 | 0.0 |
| % of Tenured Faculty | 12.1% | 3.0% | 6.1% | 45.5% | 0.0% | | |
| Estimate of Availability | 39.5% | 4.9% | 6.0% | 21.5% | 0.6% | | |
| Underutilization | yes | yes* | no | no | yes* | | |
| Job Group 18 | | | | | | | |
| # of Untenured Faculty | 4.0 | 0.0 | 1.0 | 3.0 | 1.0 | 5.0 | 0.0 |
| % of Untenured Faculty | 80.0% | 0.0% | 20.0% | 60.0% | 20.0% | | |
| Estimate of Availability | 45.9% | 5.7% | 7.0% | 23.5% | 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 | 9.5 | 0.0 | 50.0 | 1.0 |
| % of Tenured Faculty | 43.1% | 6.0% | 4.0% | 19.0% | 0.0% | | |
| Estimate of Availability | 44.8% | 3.9% | 5.1% | 11.5% | 0.5% | | |
| Underutilization | yes* | no | yes* | no | yes* | | |
| Job Group 20 | | | | | | | |
| # of Untenured Faculty | 3.0 | 0.0 | 1.0 | 1.0 | 0.0 | 5.5 | 0.0 |
| % of Untenured Faculty | 54.5% | 0.0% | 18.2% | 18.2% | 0.0% | | |
| Estimate of Availability | 51.5% | 6.8% | 4.1% | 13.8% | 0.4% | | |
| Underutilization | no | yes* | no | no | yes* | | |
| OTHER PROFESSIONAL SCHOOLS | | | | | | | |
| School of the Arts & Architecture | | | | | | | |
| Job Group 21 | | | | | | | |
| # of Tenured Faculty | 27.0 | 3.0 | 6.0 | 7.0 | 1.0 | 77.2 | 0.0 |
| % of Tenured Faculty | 35.0% | 3.9% | 7.8% | 9.1% | 1.3% | | |
| Estimate of Availability | 54.3% | 4.8% | 3.5% | 8.6% | 0.4% | | |
| Underutilization | yes | yes* | no | no | no | | |
| Job Group 22 | | | | | | | |
| # of Untenured Faculty | 2.0 | 1.0 | 0.0 | 2.0 | 0.0 | 5.0 | 0.0 |
| % of Untenured Faculty | 40.0% | 20.0% | 0.0% | 40.0% | 0.0% | | |
| Estimate of Availability | 55.1% | 6.1% | 7.0% | 12.1% | 0.9% | | |
| Underutilization | yes* | no | yes* | no | yes* | | |
| Graduate School of Education and Information Studies | | | | | | | |
| Job Group 23 | | | | | | | |
| # of Tenured Faculty | 21.5 | 7.0 | 6.0 | 4.6 | 0.0 | 43.9 | 0.0 |
| % of Tenured Faculty | 49.0% | 15.9% | 13.7% | 10.5% | 0.0% | | |
| Estimate of Availability | 63.3% | 10.8% | 4.9% | 5.6% | 0.9% | | |
| Underutilization | yes | no | no | no | yes* | | |
| Job Group 24 | | | | | | | |
| # of Untenured Faculty | 4.0 | 1.0 | 1.5 | 2.0 | 0.0 | 6.5 | 0.0 |
| % of Untenured Faculty | 61.5% | 15.4% | 23.1% | 30.8% | 0.0% | | |
| Estimate of Availability | 68.4% | 10.3% | 6.5% | 7.1% | 1.1% | | |
| Underutilization | yes* | no | no | no | yes* | | |

| | Women | Black/ Afr. Amer. | Hispanic | Asian/ Pacific Isl. | Am. Indian/ Alaskan Native | Total Known Ethnicity | Unkno wn |
|--|-------|----------------------|----------|---------------------------|----------------------------------|-----------------------------|-------------|
| Henry Samueli School of Engineering and Applied Science | | | | | | | |
| Job Group 25 | | | | | | | |
| # of Tenured Faculty | 17.9 | 1.0 | 2.0 | 55.8 | 0.0 | 142.7 | 0.0 |
| % of Tenured Faculty | 12.5% | 0.7% | 1.4% | 39.1% | 0.0% | | |
| Estimate of Availability | 17.1% | 3.1% | 3.4% | 21.5% | 0.5% | | |
| Underutilization | yes | yes | yes | no | yes* | | |
| Job Group 26 | | | | | | | |
| # of Untenured Faculty | 4.0 | 1.0 | 0.0 | 6.0 | 0.0 | 14.8 | 0.0 |
| % of Untenured Faculty | 27.0% | 6.8% | 0.0% | 40.5% | 0.0% | | |
| Estimate of Availability | 24.3% | 4.4% | 5.0% | 19.1% | 0.5% | | |
| Underutilization | no | no | yes* | no | yes* | | |
| School of Law | | | | | | | |
| Job Group 27 | | | | | | | |
| # of Professors | 13.5 | 2.5 | 2.8 | 4.0 | 1.0 | 45.6 | 1.0 |
| % of Professors | 29.0% | 5.5% | 6.1% | 8.8% | 2.2% | | |
| Estimate of Availability | 32.7% | 8.7% | 4.2% | 3.4% | 0.5% | | |
| Underutilization | yes | yes | no | no | no | | |
| Job Group 28 | | | | | | | |
| # of Acting Professors | 6.0 | 2.0 | 0.0 | 2.0 | 0.0 | 12.0 | 0.0 |
| % of Acting Professors | 50.0% | 16.7% | 0.0% | 16.7% | 0.0% | | |
| Estimate of Availability | 48.4% | 13.8% | 6.7% | 8.9% | 0.2% | | |
| Underutilization | no | no | yes* | no | yes* | | |
| Anderson School of Management | | | | | | | |
| Job Group 29 | | | | | | | |
| # of Tenured Faculty | 8.5 | 1.0 | 4.0 | 16.0 | 0.0 | 59.5 | 0.0 |
| % of Tenured Faculty | 14.3% | 1.7% | 6.7% | 26.9% | 0.0% | | |
| Estimate of Availability | 35.6% | 5.2% | 3.4% | 11.7% | 0.7% | | |
| Underutilization | yes | yes | no | no | yes* | | |
| Job Group 30 | | | | | | | |
| # of Untenured Faculty | 5.0 | 0.0 | 0.0 | 1.0 | 0.0 | 19.0 | 0.0 |
| % of Untenured Faculty | 26.3% | 0.0% | 0.0% | 5.3% | 0.0% | | |
| Estimate of Availability | 37.2% | 6.8% | 5.2% | 14.6% | 0.9% | | |
| Underutilization | yes | yes | yes* | yes | yes* | | |

| | Women | Black/ Afr. Amer. | Hispanic | Asian/ Pacific Isl. | Am. Indian/ Alaskan Native | Total Known Ethnicity | Unkno wn |
|---|-------|----------------------|----------|---------------------------|----------------------------------|-----------------------------|-------------|
| Luskin School of Public Affairs | | | | | | | |
| Job Group 31 | | | | | | | |
| # of Tenured Faculty | 14.6 | 3.0 | 3.0 | 5.0 | 1.0 | 34.4 | 0.0 |
| % of Tenured Faculty | 42.4% | 8.7% | 8.7% | 14.5% | 2.9% | | |
| Estimate of Availability | 51.7% | 10.7% | 4.1% | 7.4% | 0.9% | | |
| Underutilization | yes | yes* | no | no | no | | |
| Job Group 32 | | | | | | | |
| # of Untenured Faculty | 0.0 | 0.7 | 0.0 | 1.0 | 1.0 | 4.7 | 0.0 |
| % of Untenured Faculty | 0.0% | 14.9% | 0.0% | 21.3% | 21.3% | | |
| Estimate of Availability | 56.5% | 13.4% | 5.5% | 6.9% | 0.7% | | |
| Underutilization | yes | no | yes* | no | no | | |
| School of Theater, Film and Television | | | | | | | |
| Job Group 33 | | | | | | | |
| # of Tenured Faculty | 9.5 | 0.0 | 4.0 | 1.0 | 1.0 | 26.5 | 0.0 |
| % of Tenured Faculty | 35.8% | 0.0% | 15.1% | 3.8% | 3.8% | | |
| Estimate of Availability | 48.9% | 7.7% | 6.0% | 5.5% | 0.8% | | |
| Underutilization | yes | yes | no | yes* | no | | |
| Job Group 34 | | | | | | | |
| # of Untenured Faculty | 5.0 | 0.0 | 0.0 | 1.0 | 0.0 | 6.0 | 1.0 |
| % of Untenured Faculty | 71.4% | 0.0% | 0.0% | 16.7% | 0.0% | | |
| Estimate of Availability | 53.7% | 8.1% | 9.5% | 6.4% | 0.7% | | |
| Underutilization | no | yes* | yes* | 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 for Minority faculty are based on their representation among all faculty in the Job Group with known ethnicity.

Table 2
2014-15 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 | Unkno wn |
|--|-------|----------------------|----------|---------------------------|----------------------------------|-----------------------------|-------------|
| COLLEGE OF LETTERS AND SCIENCE | | | | | | | |
| Other Non-Ladder Faculty | | | | | | | |
| Job Group 35 | | | | | | | |
| # of Other Faculty | 22.1 | 1.0 | 6.0 | 12.5 | 0.0 | 74.1 | 2.5 |
| % of Other Faculty | 28.9% | 1.3% | 8.1% | 16.9% | 0.0% | | |
| Estimate of Availability | 33.4% | 3.1% | 4.0% | 13.0% | 0.6% | | |
| Underutilization | yes | yes | no | no | yes* | | |
| Researchers | | | | | | | |
| Job Group 36 | | | | | | | |
| # of Researchers | 20.6 | 1.0 | 5.0 | 40.2 | 0.0 | 100.5 | 2.5 |
| % of Researchers | 20.0% | 1.0% | 5.0% | 40.0% | 0.0% | | |
| Estimate of Availability | 33.7% | 3.1% | 4.0% | 13.4% | 0.6% | | |
| Underutilization | yes | no | no | no | yes* | | |
| Lecturers | | | | | | | |
| Job Group 37 | | | | | | | |
| # of Lecturers | 114.2 | 2.2 | 13.1 | 33.2 | 0.0 | 180.0 | 12.6 |
| % of Lecturers | 59.3% | 1.2% | 7.3% | 18.4% | 0.0% | | |
| Estimate of Availability | 52.3% | 4.1% | 5.4% | 7.1% | 0.7% | | |
| Underutilization | no | yes | no | no | yes | | |
| Postdoctoral Scholars¹ | | | | | | | |
| Job Group 38 | | | | | | | |
| # of Postdoctoral Scholars | 52.1 | 3.0 | 12.6 | 8.6 | 0.0 | 106.2 | 4.0 |
| % of Postdoctoral Scholars | 47.3% | 2.8% | 11.9% | 8.1% | 0.0% | | |
| Estimate of Availability | 54.5% | 5.9% | 6.9% | 9.5% | 1.0% | | |
| Underutilization | yes | yes | no | yes | yes | | |

| DAVID GEFLEN SCHOOL OF MEDICINE | Women | Black/ | Hispanic | Asian/ | Am. Indian/ | Total | Unkno wn |
|--|-------|------------|----------|---------|-------------|-------|-------------|
| | | Afr. Amer. | | Pacific | Alaskan | Known | |
| In-Residence Medical Faculty | | | | | | | |
| Job Group 39 | | | | | | | |
| # of In-Residence Medical Faculty | 94.0 | 6.5 | 9.0 | 73.3 | 1.0 | 295.9 | 6.0 |
| % of In-Residence Medical Faculty | 31.1% | 2.2% | 3.0% | 24.8% | 0.3% | | |
| Estimate of Availability | 31.8% | 3.3% | 2.7% | 14.4% | 0.1% | | |
| Underutilization | yes | yes | no | no | no | | |
| Adjunct Medical Faculty | | | | | | | |
| Job Group 40 | | | | | | | |
| # of Adjunct Medical Faculty | 62.2 | 3.0 | 9.0 | 49.2 | 0.0 | 155.8 | 5.4 |
| % of Adjunct Medical Faculty | 38.6% | 1.9% | 5.8% | 31.5% | 0.0% | | |
| Estimate of Availability | 35.5% | 1.0% | 4.0% | 42.1% | 0.0% | | |
| Underutilization | no | no | no | yes | no | | |
| Clinical X Medical Faculty | | | | | | | |
| Job Group 41 | | | | | | | |
| # of Clinical X Medical Faculty | 17.3 | 3.4 | 3.0 | 15.0 | 0.0 | 83.3 | 2.0 |
| % of Clinical X Medical Faculty | 20.3% | 4.0% | 3.6% | 18.0% | 0.0% | | |
| Estimate of Availability | 38.2% | 2.1% | 4.7% | 30.4% | 0.1% | | |
| Underutilization | yes | no | yes* | yes | yes* | | |
| Medical Researchers | | | | | | | |
| Job Group 42 | | | | | | | |
| # of Researchers | 42.4 | 1.5 | 2.2 | 50.8 | 0.0 | 102.0 | 6.9 |
| % of Researchers | 38.9% | 1.4% | 2.2% | 49.8% | 0.0% | | |
| Estimate of Availability | 37.7% | 4.4% | 2.0% | 20.5% | 0.0% | | |
| Underutilization | no | yes | no | no | no | | |
| Health Sciences Clinical Professors | | | | | | | |
| Job Group 43 | | | | | | | |
| # of HS Clinical Professors | 399.6 | 16.8 | 44.3 | 311.0 | 0.0 | 873.6 | 30.9 |
| % of HS Clinical Professors | 44.2% | 1.9% | 5.1% | 35.6% | 0.0% | | |
| Estimate of Availability | 45.0% | 6.8% | 6.8% | 29.8% | 0.3% | | |
| Underutilization | yes | yes | yes | no | yes | | |

| | Women | Black/ Afr. Amer. | Hispanic | Asian/ Pacific Isl. | Am. Indian/ Alaskan Native | Total Known Ethnicity | Unkno wn |
|--|-------|----------------------|----------|---------------------------|----------------------------------|-----------------------------|-------------|
| Postdoctoral Scholars¹ | | | | | | | |
| Job Group 44 | | | | | | | |
| # of Postdoctoral Scholars | 82.1 | 7.0 | 16.2 | 39.2 | 0.0 | 155.4 | 14.1 |
| % of Postdoctoral Scholars | 48.4% | 4.5% | 10.4% | 25.2% | 0.0% | | |
| Estimate of Availability | 53.9% | 6.2% | 8.6% | 14.5% | 0.6% | | |
| Underutilization | yes | yes | no | no | yes* | | |
| PROFESSIONAL AND OTHER HEALTH SCIENCE SCHOOLS | | | | | | | |
| Other Non-Ladder Faculty | | | | | | | |
| Job Group 45 | | | | | | | |
| # of Other Faculty | 48.0 | 1.3 | 6.6 | 24.4 | 0.6 | 110.3 | 0.0 |
| % of Other Faculty | 43.5% | 1.2% | 6.0% | 22.1% | 0.5% | | |
| Estimate of Availability | 47.7% | 6.2% | 5.0% | 13.2% | 0.6% | | |
| Underutilization | yes | yes | no | no | yes* | | |
| Researchers | | | | | | | |
| Job Group 46 | | | | | | | |
| # of Researchers | 14.7 | 0.9 | 0.0 | 16.7 | 0.0 | 42.0 | 3.8 |
| % of Researchers | 32.1% | 2.1% | 0.0% | 39.8% | 0.0% | | |
| Estimate of Availability | 34.4% | 5.5% | 4.3% | 14.3% | 0.5% | | |
| Underutilization | yes | yes | yes | no | yes* | | |
| Lecturers | | | | | | | |
| Job Group 47 | | | | | | | |
| # of Lecturers | 75.0 | 5.5 | 10.9 | 28.9 | 0.4 | 163.0 | 5.2 |
| % of Lecturers | 44.6% | 3.4% | 6.7% | 17.7% | 0.2% | | |
| Estimate of Availability | 49.1% | 6.7% | 4.6% | 11.2% | 0.6% | | |
| Underutilization | yes | yes | no | no | yes* | | |
| Postdoctoral Scholars¹ | | | | | | | |
| Job Group 48 | | | | | | | |
| # of Postdoctoral Scholars | 16.8 | 1.0 | 5.0 | 7.4 | 1.0 | 40.8 | 3.0 |
| % of Postdoctoral Scholars | 38.4% | 2.5% | 12.3% | 18.1% | 2.5% | | |
| Estimate of Availability | 43.7% | 9.2% | 7.0% | 18.2% | 1.2% | | |
| Underutilization | yes | yes | no | yes* | no | | |

¹Postdoctoral scholars who are not U.S. Citizens in job groups 38, 44, and 48 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
2014-15 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 | Unkno wn |
|------------------------------------|-------|----------------------|----------|------------------------|----------------------------------|-----------------------------|-------------|
| ACADEMIC LIBRARIANS | | | | | | | |
| Career Librarians | | | | | | | |
| Job Group 49 | | | | | | | |
| # of Career Librarians | 64.0 | 1.0 | 6.0 | 6.0 | 0.0 | 82.0 | 1.0 |
| % of Career Librarians | 77.1% | 1.2% | 7.3% | 7.3% | 0.0% | | |
| Estimate of Availability | 62.8% | 4.4% | 2.9% | 6.9% | 0.4% | | |
| Underutilization | no | yes* | no | no | yes* | | |
| Potential-Career Librarians | | | | | | | |
| Job Group 50 | | | | | | | |
| # of Potential-Career Librarians | 12.5 | 0.5 | 3.0 | 2.0 | 1.0 | 16.5 | 2.0 |
| % of Potential-Career Librarians | 67.6% | 3.0% | 18.2% | 12.1% | 6.1% | | |
| Estimate of Availability | 70.8% | 6.0% | 5.6% | 6.3% | 0.7% | | |
| Underutilization | yes* | 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 4
2014-15 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 | Unkno wn |
|--------------------------------|-------|----------------------|----------|------------------------|----------------------------------|-----------------------------|-------------|
| ACADEMIC ADMINISTRATORS | | | | | | | |
| Administrators | | | | | | | |
| Job Group 51 | | | | | | | |
| # of Administrators | 59.5 | 6.0 | 8.7 | 18.3 | 1.0 | 116.6 | 1.3 |
| % of Administrators | 50.5% | 5.1% | 7.5% | 15.7% | 0.9% | | |
| Estimate of Availability | 44.2% | 5.1% | 4.8% | 10.0% | 0.7% | | |
| Underutilization | no | no | 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
2014-15 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 | Unkno wn |
|--------------------------|-------|----------------------|----------|------------------------|----------------------------------|-----------------------------|-------------|
| ACADEMIC DEANS | | | | | | | |
| Academic Deans | | | | | | | |
| Job Group 52 | | | | | | | |
| # of Academic Deans | 6.0 | 3.0 | 2.0 | 2.0 | 0.0 | 15.0 | 0.0 |
| % of Academic Deans | 40.0% | 20.0% | 13.3% | 13.3% | 0.0% | | |
| Estimate of Availability | 32.6% | 3.2% | 6.1% | 16.1% | 1.3% | | |
| Underutilization | no | no | no | yes* | 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.

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 Provost-Diversity & Faculty Development 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 prejudice in regard to gender and ethnicity. A compensation analysis is also performed to determine if there are gender-, race-, or ethnicity-based disparities. The Academic Personnel Office is responsible for conducting these analyses, assuring that departments prepare the necessary data for these reports, and for collecting these data. 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 (Diversity & Faculty Development, 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 Provost-Diversity & Faculty Development 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 Provost-Diversity & Faculty Development, 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 Provost-Diversity & Faculty Development, 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 Provost-Diversity & Faculty Development, 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 Provost-Diversity & Faculty Development. 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, 2014-2015.**)

a. Diversity & Faculty Development

In 2014-2015 Diversity & Faculty Development was headed by the Vice Provost-Diversity & Faculty Development, appointed by the Chancellor and reporting to the Executive Vice Chancellor. The Vice Provost-Diversity & Faculty Development provided executive academic leadership for achieving and sustaining faculty diversity as an indispensable element of UCLA's academic excellence. The Vice Provost-Diversity & Faculty Development served as UCLA's academic affirmative action officer and held 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. On July 1, 2015 a new higher-level position, Vice Chancellor, Equity, Diversity and Inclusion replaces the Vice Provost-Diversity & Faculty Development and will become UCLA's academic affirmative action officer. This position 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.

In 2014-2015 a Director, Faculty Diversity & Development reported to the Vice Provost-Diversity & Faculty Development and held 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; (3) overseeing the work of the Manager, Research and Analysis in the Academic Personnel Office in regards to academic affirmative action responsibilities, and (4) managing the review, revision, and submission of the plan in consultation with the Vice Provost-Diversity & Faculty Development, the Vice Chancellor, Academic Personnel, and the appropriate parties in the UC Office of the President.

Currently, the Manager, Research and Analysis in the Academic Personnel Office holds responsibility for data collection, analysis, and reports, and assists in ensuring that the campus fully complies with all affirmative action responsibilities.

b. Office of Equity, Diversity and Inclusion

The Office of Equity, Diversity and Inclusion (“OEDI”) was created to advance UCLA’s commitment to create and sustain a campus community and climate where all individuals work, learn and live together free of discrimination, harassment, and bias. The Office is part of the Chancellor’s Organization, and as stated by UCLA Chancellor Gene Block, is designed to provide a “clear and powerful voice at the highest levels of the campus administration in order to advance [UCLA’s] fundamental commitments to equity, diversity and full inclusion.”

OEDI is currently staffed with two Discrimination Prevention Officers (“DPOs”), Dion Raymond and Lillie Hsu, both of whom have legal backgrounds. They are charged with: (1) investigating and responding to complaints of discrimination, harassment and bias brought by students, staff or faculty concerning faculty; (2) writing and revising University policies concerning nondiscrimination; and (3) developing and implementing education and training for faculty regarding nondiscrimination, equity, and inclusion. The DPOs also engage in other proactive strategies to improve campus climate. Until July 1, 2015, the DPOs reported to Executive Vice Chancellor and Provost Scott Waugh.

Effective July 1, 2015, OEDI will be headed by UCLA law professor and renowned civil rights scholar Jerry Kang, UCLA’s recently appointed inaugural Vice Chancellor for Equity, Diversity and Inclusion. As stated by Executive Vice Chancellor and Provost Waugh, “Vice Chancellor Kang will serve as the senior campus official responsible for promoting equity and fundamental fairness at UCLA, leading and coordinating efforts to create a diverse, inclusive and welcoming environment for all students, staff, faculty, alumni and community partners. The vice chancellor’s broad areas of focus include high-level coordination of campuswide equity and diversity initiatives; strategic planning; evidence-based policy analysis and development; training, education and research; community relations; compliance; campus climate; and communication.”

Also effective July 1, 2015, OEDI will include the formerly separate Title IX/Sexual Harassment Prevention office.

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 Provost-Diversity & Faculty Development/ 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 Council on Diversity and Inclusion, 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 2014-2015, presents the goals and proposed actions for the academic year July 1, 2015– June 30, 2016.

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

The office for Diversity & Faculty Development 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 new Office of Equity, Diversity and Inclusion during 2015-2016 are shown in the following chart.

| Areas of Concern | Corrective Actions for 2015-2016 |
|--|--|
| <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> | <p>OEDI will continue to encourage departments and search committees to recruit broadly, utilizing best practices for recruiting and hiring a diverse faculty.</p> <ul style="list-style-type: none"> • Beginning in Fall 2015, 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. In addition, centralized Faculty Search Committee Briefings will be conducted on a publicized schedule. |
| <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 compliance and sign off on those that are in compliance. |

| | |
|---|--|
| <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"> • Develop and host Department Chair Forums on faculty retention & advancement, improving department climate and family friendly policies. • The new 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 will continue in AY 2015-2016 as part of the UCLA Faculty Salary Equity Study. The first report on the Social Science Division is completed and the remaining units will be completed in AY 2015-2016. |

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 2014-2015”. In addition to the programs described here, the Vice Provost-Diversity & Faculty Development discusses the findings of underutilization with the Vice Chancellor-Academic Personnel and the Academic Senate’s Committee on Diversity and Equal Opportunity. The Vice Provost-Diversity & Faculty Development 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 Provost-Diversity & Faculty Development 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 Provost-Diversity & Faculty Development 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 Provost-Diversity & Faculty Development discusses the effectiveness of affirmative action efforts with appropriate academic administrators and CODEO.

3. REPORTING ON ACTION-ORIENTED PROGRAMS 2014-2015(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 2014-2015 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 Provost of Diversity and Faculty Development Meetings with Academic Leadership, Administrators and Faculty Members

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

The Vice Provost 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 Provost provides a confidential 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.

b. Responsibility for Academic Affirmative Action

The Vice Provost 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 Director, Faculty Diversity & Development and the Manager, Research and Analysis in the Academic Personnel Office 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 Provost, the Vice Chancellor of Academic Personnel and appropriate parties in the UC Office of the President. The Director, Faculty Diversity & Development oversees analysis and reports by the Manager, Research and Analysis and assists in ensuring that the campus complies with all

affirmative action responsibilities. The Vice Provost, Diversity & Faculty Development 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

Council on Diversity and Inclusion (CODI)

In October 2010, the Chancellor's Advisory Group on Diversity (CAGD) was reconstituted as the Council on Diversity and Inclusion (CODI) in order to better coordinate with the UC President's Advisory Council on Campus Climate, Culture and Inclusion. Chaired by the Chancellor, the overarching goal of the Council on Diversity and Inclusion is to foster and support a healthy campus climate for students, faculty and staff. In addition to Chancellor Block, the Council is comprised of senior administrators and leaders representing faculty, students and staff.

Academic Senate Committee on Diversity and Equal Opportunity (CODEO)

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

UCLA Committee on Disability

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

d. Diversity Leadership Training

In 2014-2015, the Chancellor and the Executive Vice Chancellor/Provost hosted a series of Diversity Leadership Training programs for senior administrators, deans and department chairs to increase their awareness of diversity-related issues:

March 13, 2014 – *Implicit Bias and Diversity*, speaker Jerry Kang, Professor of Law, UCLA.

May 19, 2014 – *Engaging Diversity: Its Importance for 21st Century Education*, speaker Pat Gurin, Nancy Cantor Distinguished University Professor Emerita of Psychology and Women's Studies, University of Michigan.

April 21, 2015 – *Beyond Black and White: Civil Rights in California*, speaker Frank Wu, Chancellor of UC Hastings School of Law.

May 19, 2015 – *Using the Critical Race Tools of Racial Microaggressions to Examine Everyday Racism Across Time and Space*, speaker Daniel G. Solorzano, Professor, Graduate School of Education and Information Studies, UCLA.

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. In AY 2014-2015 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

Diversity & Faculty Development, in collaboration with the Vice Chancellor of Academic Personnel, 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 Program

Diversity & Faculty Development, with the Vice Chancellor of Academic Personnel sponsored the “Council of Advisors” mentoring program. During AY 2014-2015, this program matched approximately 50 senior faculty member volunteer advisors with 50 assistant professors for career advisement. 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 additional means to establish mentoring relationships and guidelines for mentors, Diversity & Faculty Development hopes to increase effective mentoring for all faculty members.

Programs for Assistant Professors

Two 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

Travel Childcare Awards were made to 25 faculty members in The David Geffen School of Medicine in AY 2014-2015. 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

Diversity & Faculty Development administers 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 Diversity & Faculty Development office 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 Provost makes the final awards and informs the faculty members.

Regents' Professors and Lecturers Program

The 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 Provost-Diversity & Faculty Development serves as campus sponsor 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 Manager, Research and Analysis 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 online version of the monograph is posted on the Faculty Diversity 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 monograph which provides a snapshot of the faculty in the major series.

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 Faculty Diversity website.

Faculty Diversity Website

The office maintains a Faculty Diversity website which makes relevant information on diversity, affirmative action and equal opportunity available and easily accessible. Sections cover affirmative action, gender equity, work/life, recruitment and related policies.

(<http://www.faculty.diversity.ucla.edu>)

UCLA Diversity Website

For most of AY 2014-2015 Diversity & Faculty Development maintained the campus website for the UCLA Council on Diversity and Inclusion (CODI). As of May 1, 2015, this website is now managed by UCLA External Communications. The website serves as a portal with links to pages containing UCLA diversity-related content for undergraduate and graduate students, faculty, staff and alumni. (<https://diversity.ucla.edu/>)

Higher Education Recruitment Consortium (HERC) Website

In conjunction with Campus Human Resources, the Diversity & Faculty Development 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 Director served as a representative to the UC systemwide AA/EEO & Diversity Officers Group for AY 2014-2015 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 Provost-Diversity & Faculty Development 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 Provost-Diversity & Faculty Development 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 Provost-Diversity & Faculty Development 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: Director, Faculty Diversity & Development, 3134 Murphy Hall, Box 951405, Los Angeles, CA 90095. Phone: (310) 206-7411. Email: facdiversity@conet.ucla.edu.

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 Faculty Diversity 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 Diversity & Faculty Development, 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, Chair of the Academic Senate's Committee on Diversity and Equal Opportunity, and members of the UCLA Council on Diversity and Inclusion

and are available through these sources. The plan is also posted on the Faculty Diversity 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 Faculty Diversity 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 Sexual Harassment Coordinator/Title IX Officer to coordinate compliance with laws and policies against sexual harassment. These written materials are available to members of the academic community:

1. “Sexual Harassment”—a brochure on identifying, preventing and addressing sexual harassment on campus.
2. Information on campus resources and complaint procedures--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 UCLA'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

“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 Provost-Diversity & Faculty Development. The Academic Senate’s Committee on Diversity and Equal Opportunity also participates in addressing these matters.

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

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 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 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: Director, Faculty Diversity & Development, 3134 Murphy Hall, Box 951405, Los Angeles, CA 90095. Phone: (310) 206-7411. Email: facdiversity@conet.ucla.edu.

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 Faculty Diversity 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:

Agency for Persons with Disabilities (APD)

Deaf to Work

Enable America

Land A Job
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 Academic Personnel Office 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 three 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 Provost-Diversity & Faculty Development 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 Provost-Diversity & Faculty Development. 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, 2014-2015.**)

1. Diversity & Faculty Development

In 2014-2015 Diversity & Faculty Development was headed by the Vice Provost-Diversity & Faculty Development, appointed by the Chancellor and reporting to the Executive Vice Chancellor. The Vice Provost-Diversity & Faculty Development provided executive academic leadership for achieving and sustaining faculty diversity as an indispensable element of UCLA’s academic excellence. The Vice Provost-Diversity & Faculty Development served as UCLA’s academic affirmative action officer and held 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. On July 1, 2015 a new higher-level position, Vice Chancellor, Equity, Diversity and Inclusion replaces the Vice Provost-Diversity & Faculty Development and will become UCLA’s academic affirmative action officer. This position 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.

In 2014-2015 a Director, Faculty Diversity & Development reported to the Vice Provost-Diversity & Faculty Development and held 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; (3) overseeing the work of the Manager, Research and Analysis in the Academic Personnel Office in regards to academic affirmative action responsibilities, and (4) managing the review, revision, and submission of the plan in consultation with the Vice Provost-Diversity & Faculty Development, the Vice Chancellor, Academic Personnel, and the appropriate parties in the UC Office of the President.

Currently, the Manager, Research and Analysis in the Academic Personnel Office holds responsibility for data collection, analysis, and reports, and assists in ensuring that the campus fully complies with all affirmative action responsibilities.

2. Office of Equity, Diversity and Inclusion

The Office of Equity, Diversity and Inclusion (“OEDI”) was created to advance UCLA’s commitment to create and sustain a campus community and climate where all individuals work, learn and live together free of discrimination, harassment, and bias. The Office is part of the Chancellor’s Organization, and as stated by UCLA Chancellor Gene Block, is designed to provide a “clear and powerful voice at the highest levels of the campus administration in order to advance [UCLA’s] fundamental commitments to equity, diversity and full inclusion.”

OEDI is currently staffed with two Discrimination Prevention Officers (“DPOs”), Dion Raymond and Lillie Hsu, both of whom have legal backgrounds. They are charged with: (1) investigating and responding to complaints of discrimination, harassment and bias brought by students, staff or faculty concerning faculty; (2) writing and revising University policies concerning nondiscrimination; and (3) developing and implementing education and training for faculty regarding nondiscrimination, equity, and inclusion. The DPOs also engage in other proactive strategies to improve campus climate. Until July 1, 2015, the DPOs reported to Executive Vice Chancellor and Provost Scott Waugh.

Effective July 1, 2015, OEDI will be headed by UCLA law professor and renowned civil rights scholar Jerry Kang, UCLA’s recently appointed inaugural Vice Chancellor for Equity, Diversity and Inclusion. As stated by Executive Vice Chancellor and Provost Waugh, “Vice Chancellor Kang will serve as the senior campus official responsible for promoting equity and fundamental fairness at UCLA, leading and coordinating efforts to create a diverse, inclusive and welcoming environment for all students, staff, faculty, alumni and community partners. The vice chancellor’s broad areas of focus include high-level coordination of campuswide equity and diversity initiatives; strategic planning; evidence-based policy analysis and development; training, education and research; community relations; compliance; campus climate; and communication.”

Also effective July 1, 2015, OEDI will include the formerly separate Title IX/Sexual Harassment Prevention office.

3. 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 Provost-Diversity & Faculty Development/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.

4. 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.)

5. 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 Council on Diversity and Inclusion, 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.

6. 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.

7. 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. Faculty members serving on Faculty Search Committees attend a “Faculty Search Committee Briefing” conducted by the Director, Faculty Diversity & Development. Administrators who assist in faculty searches receive training through the Academic Personnel Office. In addition, departments and administrators may request special training sessions for their work unit from the office for Diversity & Faculty Development. Instructions for academic recruitment are available on the Internet.

In order to foster a climate of equity and inclusion, the office for Diversity & Faculty Development also hosts a series of Department Chair Forums, as well as special programs addressing issues of workplace climate, visible and invisible disabilities in the workplace.

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

The Academic Personnel Office 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
2014-15 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 | 4.50 | 183.11 | 2.46% | N |
| Job Group 2 | | | | |
| Untenured Faculty | 0.00 | 24.50 | 0.00% | N |
| Life Sciences Division | | | | |
| Job Group 3 | | | | |
| Tenured Faculty | 1.00 | 114.25 | 0.88% | N |
| Job Group 4 | | | | |
| Untenured Faculty | 0.00 | 10.00 | 0.00% | N |
| Physical Sciences Division | | | | |
| Job Group 5 | | | | |
| Tenured Faculty | 2.00 | 183.33 | 1.09% | N |
| Job Group 6 | | | | |
| Untenured Faculty | 0.00 | 22.50 | 0.00% | N |
| Social Sciences Division (Excluding Economics) | | | | |
| Job Group 7 | | | | |
| Tenured Faculty | 5.50 | 202.72 | 2.71% | N |
| Job Group 8 | | | | |
| Untenured Faculty | 1.00 | 26.00 | 3.85% | 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) |
|--|---|--|--|-----------------------|
|--|---|--|--|-----------------------|

HEALTH SCIENCES PROGRAMS

David Geffen School of Medicine (Excluding MIMG)

Job Group 11

| | | | | |
|-----------------|------|--------|-------|---|
| Tenured Faculty | 3.00 | 290.80 | 1.03% | N |
|-----------------|------|--------|-------|---|

Job Group 12

| | | | | |
|-------------------|------|-------|-------|---|
| Untenured Faculty | 0.00 | 16.00 | 0.00% | N |
|-------------------|------|-------|-------|---|

Basic Biomedical Sciences - MIMG

Job Group 13

| | | | | |
|-----------------|------|-------|-------|---|
| Tenured Faculty | 0.00 | 25.00 | 0.00% | N |
|-----------------|------|-------|-------|---|

Job Group 14

| | | | | |
|-------------------|------|------|-------|---|
| Untenured Faculty | 0.00 | 3.00 | 0.00% | N |
|-------------------|------|------|-------|---|

School of Nursing

Job Group 15

| | | | | |
|-----------------|------|-------|-------|---|
| Tenured Faculty | 1.00 | 17.00 | 5.88% | N |
|-----------------|------|-------|-------|---|

Job Group 16

| | | | | |
|-------------------|------|-------|-------|---|
| Untenured Faculty | 0.00 | 11.00 | 0.00% | N |
|-------------------|------|-------|-------|---|

School of Dentistry

Job Group 17

| | | | | |
|-----------------|------|-------|-------|---|
| Tenured Faculty | 1.00 | 33.00 | 3.03% | N |
|-----------------|------|-------|-------|---|

Job Group 18

| | | | | |
|-------------------|------|------|-------|---|
| Untenured Faculty | 0.00 | 5.00 | 0.00% | N |
|-------------------|------|------|-------|---|

Fielding School of Public Health

Job Group 19

| | | | | |
|-----------------|------|-------|-------|---|
| Tenured Faculty | 1.00 | 51.00 | 1.96% | N |
|-----------------|------|-------|-------|---|

Job Group 20

| | | | | |
|-------------------|------|------|-------|---|
| Untenured Faculty | 0.00 | 5.50 | 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) |
|--|---|--|--|-----------------------|
| OTHER PROFESSIONAL SCHOOLS | | | | |
| School of the Arts & Architecture | | | | |
| Job Group 21 | | | | |
| Tenured Faculty | 1.00 | 77.17 | 1.30% | N |
| Job Group 22 | | | | |
| Untenured Faculty | 0.00 | 5.00 | 0.00% | N |
| Graduate School of Education and Information Studies | | | | |
| Job Group 23 | | | | |
| Tenured Faculty | 1.00 | 43.87 | 2.28% | N |
| Job Group 24 | | | | |
| Untenured Faculty | 0.00 | 6.50 | 0.00% | N |
| Henry Samueli School of Engineering and Applied Science | | | | |
| Job Group 25 | | | | |
| Tenured Faculty | 2.00 | 142.68 | 1.40% | N |
| Job Group 26 | | | | |
| Untenured Faculty | 0.83 | 14.83 | 5.60% | N |
| School of Law | | | | |
| Job Group 27 | | | | |
| Professors | 2.00 | 46.55 | 4.30% | N |
| Job Group 28 | | | | |
| Acting Professors | 1.00 | 12.00 | 8.33% | Y |
| Anderson School of Management | | | | |
| Job Group 29 | | | | |
| Tenured Faculty | 2.00 | 59.50 | 3.36% | N |
| Job Group 30 | | | | |
| Untenured Faculty | 0.00 | 19.00 | 0.00% | N |
| Luskin School of Public Affairs | | | | |
| Job Group 31 | | | | |
| Tenured Faculty | 2.00 | 34.43 | 5.81% | N |
| Job Group 32 | | | | |
| Untenured Faculty | 0.00 | 4.65 | 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) |
|---|---|--|--|-----------------------|
| School of Theater, Film and Television | | | | |
| Job Group 33 | | | | |
| Tenured Faculty | 0.00 | 26.50 | 0.00% | N |
| Job Group 34 | | | | |
| Untenured Faculty | 0.00 | 7.00 | 0.00% | N |

Table 7
2014-15 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 35 | | | | |
| Other Faculty | 1.00 | 76.56 | 1.31% | N |
| Researchers | | | | |
| Job Group 36 | | | | |
| Researchers | 1.95 | 102.96 | 1.89% | N |
| Lecturers | | | | |
| Job Group 37 | | | | |
| Lecturers | 2.00 | 192.63 | 1.04% | N |
| Postdoctoral Scholars | | | | |
| Job Group 38 | | | | |
| Postdoctoral Scholars | 2.00 | 110.16 | 1.82% | N |
| DAVID GEFFEN SCHOOL OF MEDICINE | | | | |
| In-Residence Medical Faculty | | | | |
| Job Group 39 | | | | |
| In-Residence Medical Faculty | 1.00 | 301.88 | 0.33% | 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) |
|--|---|--|--|-----------------------|
| Adjunct Medical Faculty | | | | |
| Job Group 40 | | | | |
| Adjunct Medical Faculty | 0.00 | 161.20 | 0.00% | N |
| Clinical X Medical Faculty | | | | |
| Job Group 41 | | | | |
| Clinical X Medical Faculty | 1.00 | 85.31 | 1.17% | N |
| Medical Researchers | | | | |
| Job Group 42 | | | | |
| Researchers | 0.00 | 108.92 | 0.00% | N |
| Health Sciences Clinical Professors | | | | |
| Job Group 43 | | | | |
| HS Clinical Professors | 4.48 | 904.47 | 0.50% | N |
| Postdoctoral Scholars | | | | |
| Job Group 44 | | | | |
| Postdoctoral Scholars | 2.00 | 169.45 | 1.18% | N |
| PROFESSIONAL AND OTHER HEALTH SCIENCE SCHOOLS | | | | |
| Other Non-Ladder Faculty | | | | |
| Job Group 45 | | | | |
| Other Faculty | 1.25 | 110.26 | 1.13% | N |
| Researchers | | | | |
| Job Group 46 | | | | |
| Researchers | 0.17 | 45.80 | 0.37% | N |
| Lecturers | | | | |
| Job Group 47 | | | | |
| Lecturers | 3.31 | 168.22 | 1.97% | N |
| Postdoctoral Scholars | | | | |
| Job Group 48 | | | | |
| Postdoctoral Scholars | 0.00 | 43.75 | 0.00% | N |

Table 8
2014-15 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 49 | | | | |
| Career Librarians | 3.00 | 83.00 | 3.61% | N |
| Potential-Career Librarians | | | | |
| Job Group 50 | | | | |
| Potential-Career Librarians | 0.00 | 18.50 | 0.00% | N |

Table 9
2014-15 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 51 | | | | |
| Administrators | 2.17 | 117.87 | 1.84% | N |

Table 10
2014-15 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 52 | | | | |
| Academic Deans | 0.00 | 15.00 | 0.00% | N |

2013-14 Applicants and Hires by Disability Status

In 2013-14, 204 successful academic recruitments resulted in 380 hires. Table 11 displays the breakdown of applicant and hire data by disability status. For applicant and hire analyses by job group, gender, race/ethnicity, and disability status, please refer to the supplemental report entitled 2013-14 UCLA Academic Applicants and Hires.

Because the disability status of applicants was not collected over the entire year, data are limited and selection rate calculations not especially meaningful. With the exception of a small number of cases, the only individuals in the applicant pool for which we have data on disability are those who were hired. It is, nevertheless, likely that actual selection rates were below 7% for individuals with disabilities. Data are expected to be more informative next year and will be better suited to compare against these benchmarks.

Table 11.
2013-14 Applicants and Hires by Disability Status

| | Applicants N | Hires N | Selection Rate |
|------------------------------------|-----------------|------------|----------------|
| Individuals w/ Disabilities | | | |
| Yes | 3 | 3 | 100.0% |
| No | 275 | 200 | 72.7% |
| Total Known | 278 | 203 | |
| Unknown | 9,089 | 177 | |

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 Provost-Diversity & Faculty Development. 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: Director, Faculty Diversity & Development, 3134 Murphy Hall, Box 951405, Los Angeles, CA 90095. Phone: (310) 206-7411. Email: facdiversity@conet.ucla.edu.

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 Faculty Diversity 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:

Hero 2 Hired
Honor Guard Network
My Next Move for Veterans – U.S. DOL/ETA
RecruitMilitary
Save Our Veterans
USA Cares
VetSuccess.gov
US.jobs Veterans
Veteran's Enterprise

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 Academic Personnel Office 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 Provost-Diversity & Faculty Development 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 Provost-Diversity & Faculty Development. 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, 2014-2015.**)

1. Diversity & Faculty Development

In 2014-2015 Diversity & Faculty Development was headed by the Vice Provost-Diversity & Faculty Development, appointed by the Chancellor and reporting to the Executive Vice Chancellor. The Vice Provost-Diversity & Faculty Development provided executive academic leadership for achieving and sustaining faculty diversity as an indispensable element of UCLA's academic excellence. The Vice Provost-Diversity & Faculty Development served as UCLA's academic affirmative action officer and held 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. On July 1, 2015 a new higher-level position, Vice Chancellor, Equity, Diversity and Inclusion replaces the Vice Provost-Diversity & Faculty Development and will become UCLA's academic affirmative action

officer. This position 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.

In 2014-2015 a Director, Faculty Diversity & Development reported to the Vice Provost-Diversity & Faculty Development and held 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; (3) overseeing the work of the Manager, Research and Analysis in the Academic Personnel Office in regards to academic affirmative action responsibilities, and (4) managing the review, revision, and submission of the plan in consultation with the Vice Provost-Diversity & Faculty Development, the Vice Chancellor, Academic Personnel, and the appropriate parties in the UC Office of the President.

Currently, the Manager, Research and Analysis in the Academic Personnel Office holds responsibility for data collection, analysis, and reports and assists in ensuring that the campus fully complies with all affirmative action responsibilities.

2. Office of Equity, Diversity and Inclusion

The Office of Equity, Diversity and Inclusion ("OEDI") was created to advance UCLA's commitment to create and sustain a campus community and climate where all individuals work, learn and live together free of discrimination, harassment, and bias. The Office is part of the Chancellor's Organization, and as stated by UCLA Chancellor Gene Block, is designed to provide a "clear and powerful voice at the highest levels of the campus administration in order to advance [UCLA's] fundamental commitments to equity, diversity and full inclusion."

OEDI is currently staffed with two Discrimination Prevention Officers ("DPOs"), Dion Raymond and Lillie Hsu, both of whom have legal backgrounds. They are charged with: (1) investigating and responding to complaints of discrimination, harassment and bias brought by students, staff or faculty concerning faculty; (2) writing and revising University policies concerning nondiscrimination; and (3) developing and implementing education and training for faculty regarding nondiscrimination, equity, and inclusion. The DPOs also engage in other proactive strategies to improve campus climate. Until July 1, 2015, the DPOs reported to Executive Vice Chancellor and Provost Scott Waugh.

Effective July 1, 2015, OEDI will be headed by UCLA law professor and renowned civil rights scholar Jerry Kang, UCLA's recently appointed inaugural Vice Chancellor for Equity, Diversity and Inclusion. As stated by Executive Vice Chancellor and Provost Waugh, "Vice Chancellor Kang will serve as the senior campus official responsible for promoting equity and fundamental

fairness at UCLA, leading and coordinating efforts to create a diverse, inclusive and welcoming environment for all students, staff, faculty, alumni and community partners. The vice chancellor's broad areas of focus include high-level coordination of campuswide equity and diversity initiatives; strategic planning; evidence-based policy analysis and development; training, education and research; community relations; compliance; campus climate; and communication."

Also effective July 1, 2015, OEDI will include the formerly separate Title IX/Sexual Harassment Prevention office.

3. 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 Provost-Diversity & Faculty Development. 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.

4. 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.)

5. 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 Council on Diversity and Inclusion, 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.

6. 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.

7. 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. Faculty members serving on Faculty Search Committees attend a "Faculty Search Committee Briefing" conducted by the Director, Faculty Diversity & Development. Administrators who assist in faculty searches receive training through the Academic Personnel Office. In addition, departments and administrators may request special training sessions for their work unit from the office for Diversity & Faculty Development. 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 2014-2015.

In order to foster a climate of equity and inclusion, the office for Diversity & Faculty Development also hosts a series of Department Chair Forums, as well as special programs addressing issues of workplace climate, visible and invisible disabilities in the workplace.

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

The Academic Personnel Office 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 5,077 academic employees included in this Affirmative Action Plan, 22 (0.4%) self-identified as veterans. This percentage is lower than the UCLA benchmark of 7%, which reflects the national percentage of veterans in the civilian population.

2013-14 Applicants and Hires by Veteran Status

In 2013-14, 204 successful academic recruitments resulted in 380 hires. Table 12 displays the breakdown of applicant and hire data by veteran status. For applicant and hire analyses by job

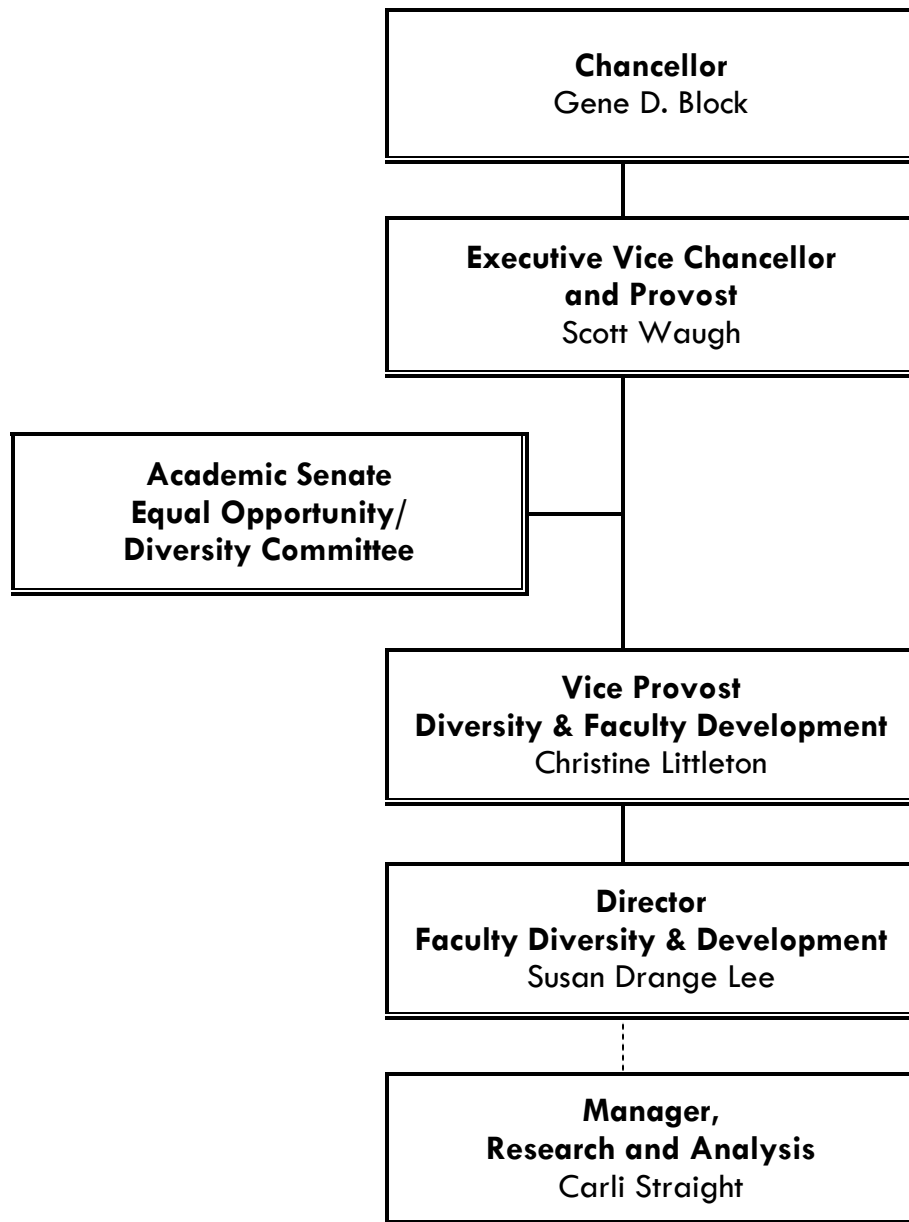
group, gender, race/ethnicity, and disability status, please refer to the supplemental report entitled 2013-14 UCLA Academic Applicants and Hires.

Because the veteran status of applicants was not collected over the entire year, data are limited and selection rate calculations not especially meaningful. With the exception of a small number of cases, the only individuals in the applicant pool for which we have data on veteran status are those who were hired. It is, nevertheless, likely that actual selection rates were below 7% for protected veterans. Data are expected to be more informative next year and will be better suited to compare against these benchmarks.

Table 12.
2013-14 Applicants and Hires by Veteran Status

| | Applicants N | Hires N | Selection Rate |
|-----------------|-----------------|------------|----------------|
| Veterans | | | |
| Yes | 1 | 1 | 100.0% |
| No | 340 | 236 | 69.4% |
| Total Known | 341 | 237 | |
| Unknown | 9,026 | 143 | |

**Attachment 1 - UCLA ACADEMIC AFFIRMATIVE ACTION
ORGANIZATION CHART, 2014-2015**



Attachment 2 - UNIT COORDINATORS

GENERAL CAMPUS

| | |
|---|----------------------------|
| School of the Arts & Architecture | Dean Christopher Waterman |
| Graduate School of Education & Information Studies | Dean Marcelo Suarez-Orozco |
| Henry Samueli School of Engineering & Applied Science | Dean Vijay Dhir |
| School of Law | Dean Rachel Moran |
| 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 | Dean Franklin Gilliam |
| School of Theater, Film & Television | Dean Teri Schwartz |

HEALTH SCIENCES

| | |
|---------------------------------------|-------------------------|
| School of Dentistry | Dean No-Hee Park |
| David Geffen School of Medicine | Dean John Mazziotta |
| School of Nursing | Acting Dean Linda Sarna |
| Fielding School of Public Health..... | Dean Jody Heymann |

OTHER UNITS

| | |
|---|-------------------------------------|
| International Institute & International Studies | Interim 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.

University of California – Policy

Nondiscrimination and Affirmative Action Policy Regarding Academic and Staff 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
- 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

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 (R5/14) University of California Human Resources

| EMPLOYEE NAME (LAST, FIRST, MIDDLE INITIAL) | CAMPUS | DEPARTMENT/ORGANIZATIONAL UNIT | BIRTHDATE | | |
|---|--------|--------------------------------|-----------|-----|----|
| | | | MO | DAY | 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

(5) – 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 (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 Faculty Diversity & Development. 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 Director of the Faculty Diversity & Development, who may be contacted at 3134 Murphy Hall, Box 951405, Los Angeles, CA 90095. Phone: [\(310\) 206-7411](tel:3102067411) . 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: Director, Faculty Diversity & Development, 3134 Murphy Hall, Box 951405, Los Angeles, CA 90095. Phone: [\(310\) 206-7411](tel:3102067411) . 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.

Submit survey

Cancel

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.

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).