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Edwardsville Bulletin

To the Faculty and Staff of Southern Illinois University at Edwardsville

Vol. 11, No. 13
May 31, 1979

MEMO TO: The University Community

FROM: Kenneth A. Shaw *KAS*

SUBJECT: Affirmative Action Plan

With great pleasure, I am informing you of the completion of the Affirmative Action Plan for Southern Illinois University at Edwardsville. This is a document in which the entire institutional community can take great pride. More important, however, it articulates a sound, decent policy and the format for a set of operating procedures which will foster the goals we are all seeking to fulfill.

Just as our goals are unlikely to be fulfilled tomorrow, the process of producing this plan did not begin yesterday. Intense and exhaustive research was necessary to produce the final document. This included a thorough investigation into all pertinent law and regulations affecting the University. The complete history of all Affirmative Action efforts at SIUE was examined. Consultation of the experience of other institutions in this sensitive area helped us to shape our policy and guide us in the formulation of procedures. After all this, an initial working draft was completed and presented to the University community for its review and further comment.

As you will recall, a copy of the draft was mailed to the home of every employee. In addition, copies were also sent to persons and groups in the region we serve for their responses. The complete text of the draft was also published in the Alester to insure the broadest possible dissemination in the University and to provide for student inclusion in the process. In short, we tried to insure that all whose lives might be affected by the plan as finally written had the opportunity to express their views.

As a formal avenue for communication, open meetings were held on each campus location of the University during January of 1979 where a great deal of helpful information was given. As a result of the views expressed, changes have been made in the original draft.

Many of these changes are editorial in nature, offering clearer and more specific language. A major substantive alteration came with the elimination of all material dealing with procedures in the main body of the text of the plan. The decision was made to incorporate monitoring and reporting procedures in appropriate appendices to the plan document, which now focuses primarily on policy.

Work still remains, however. The Affirmative Action Office must take certain essential steps before we can realistically say that the plan is working in a significant way. There will be a careful analysis of the existing structure of the University Work Force as it relates to the goals of the plan. This, along with other pertinent information, will form the basis of an honest

assessment of our performance in the area of Affirmative Action with an emphasis on the calculation of our deficiencies. Then we will be ready to set forth the specific procedures necessary to remedy present inequities and fulfill future goals.

Let me close by emphasizing that the document we are forwarding represents official University policy in the area of Affirmative Action. I would urge everyone to read this plan carefully and be ready to adhere to it in principle and in practice. Only with the full support and commitment of the entire University community on a continuing basis can we fulfill the purpose of this plan. Those who have given so generously of their time and dedication have made a contribution of major dimensions to the maturity of this institution. As an expression of our appreciation of their efforts, and in simple justice and human decency, we must all work together to make this program successful.

Enclosure

PART ONE

EQUAL OPPORTUNITY AND AFFIRMATIVE ACTION

I. Policy and Objectives

BOARD OF TRUSTEES
OF
SOUTHERN ILLINOIS UNIVERSITY
POLICY ON NON-DISCRIMINATION

Adopted March 9, 1978

Policy on Non-Discrimination. In accordance with the laws of the State of Illinois and the United States, the Board of Trustees of Southern Illinois University is committed to a policy of equal opportunity for all persons. The Board of Trustees directs that all elements of Southern Illinois University adhere to procedures which promote this policy in all phases of University activities including employment, educational programs, choice of contractors, and relationships with employee organizations.

Southern Illinois University at Edwardsville recognizes and acknowledges the limited success of past efforts to provide equal access and opportunity to all individuals without regard for race, ethnicity, sex, age, or handicap. In spite of the formulation of Affirmative Action Programs intended to preclude exclusionary results, the "protected groups" (see Appendix A) have not yet received the full benefit of University resources and services. Moreover, the University has been deprived of the special talents and potential contributions that a more complete utilization of human resources could yield. Realizing the inadequacy of the corrective endeavors to date, Southern Illinois University at Edwardsville hereby reaffirms its full commitment to eliminate unfair discriminatory barriers in all of its operations. The University promotes the continuation and expansion of non-discriminatory policies and procedures and pledges to take positive actions to ensure the prohibition of injustices in every aspect of its functioning.

The University is required by law not to discriminate against individuals or groups based on race, color, creed or religion, sex, national origin, age or handicap (see Appendix B). The law also requires affirmative action to be taken when the legally protected groups are underutilized or when there is evidence of adverse impact. Southern Illinois University at Edwardsville, therefore, is committed to comply fully with all applicable legislation, rules and guidelines, and court decisions. Further, the University pledges to revise any of its policies and procedures as future changes in non-discrimination and affirmative action legislation may dictate.

While the law sets minimal standards for non-discrimination and affirmative action, Southern Illinois University at Edwardsville recognizes further obligations based upon its location, structure and clientele. As a major public institution of higher learning, the University seeks to play an active role in the social and economic development of the region it serves. It is the objective of the University to become a positive influence in its surrounding community. The teachings of the University and the examples set by its conduct can have far-reaching effects. Thus, at Southern Illinois University at Edwardsville, the commitment aspires to the highest ideals of a free and democratic society and prohibits discrimination against individuals or groups based upon sexual preference, political beliefs, and other factors irrelevant to fostering a wholesome intellectual community.

The Affirmative Action Plan reflects the commitment of Southern Illinois University at Edwardsville to establish more adequate procedures for ensuring equal access to all and informs each member of the University community of the individual responsibilities that must be taken to realize fulfillment of the goal to eliminate discrimination.

II. Implementation and Responsibilities

The ultimate authority and responsibility for this Affirmative Action Plan rests with the President of the University. The President has delegated the responsibility for developing, implementing, and monitoring the Plan to the Affirmative Action Officer. Representing the President in all matters pertinent to Affirmative Action, the Affirmative Action Officer will provide technical assistance to all University populations including: students, faculty, Civil Service staff, professional staff, and administrators. Through personal discussions, meetings, and written communications, the Affirmative Action Officer will explain and clarify the principles of the Affirmative Action Programs and when appropriate strategies to facilitate equal opportunity will be recommended. The vital task will be to increase awareness in the University community and open channels of communication on non-discrimination and affirmative action matters.

Responsibilities for Affirmative Action enforcement and compliance will remain in the existing University mechanisms. Therefore, each Vice President and the Executive Assistant to the President will be accountable to the President for the implementation of Affirmative Action within each area of operation. In turn, the Executive Assistant and Vice Presidents will delegate responsibility for compliance to appropriate line officers (including: Deans, Directors, Chairpersons and unit managers). Performance evaluations of line officers at every level will take into account the extent to which efforts are made to comply fully with the spirit and letter of this Affirmative Action Plan.

The Affirmative Action Officer will have authority to gather the information necessary to apprise University officials and the University community of the ongoing compliance efforts. Further, the Affirmative Action Officer may conduct investigations and audits to ensure compliance and to recommend corrective strategies in any aspect of the University's function. In an advisory capacity, the Affirmative Action Officer will assist any University official with affirmative action compliance, explaining the rights, responsibilities and obligations of all individuals under this Plan. The Affirmative Action Officer will also assist any member of the University community by supplying information on the available rights of action and avenues for redressing complaints and grievances related to discrimination and affirmative action. More specifically, the Affirmative Action Officer will carry out the following duties:

1. Develop, in cooperation with the President and the President's staff (including the Executive Assistant to the President, the Vice Presidents and General Counsel), affirmative action policy statements and specific result-oriented procedures intended to reach the goals of this Plan.
2. Provide schools, departments, and administrative units with the information necessary to identify problem areas.
3. Assist line officers in the formulation of corrective strategies that address the identified problems.
4. Assist line officers in the setting of goals and timetables.
5. Develop and implement, in cooperation with appropriate line officers, systems and procedures for auditing and monitoring various aspects of University performance as they relate to legal compliance and the mission and scope of Affirmative Action.
6. Develop and implement an Affirmative Action education program for the University community to promote understandings of Affirmative Action policies and objectives.
7. Give technical assistance to University administrators, other employees, and students as requested.
8. Give technical assistance to any group or individual alleging to be a victim of discriminatory practices at the University.

9. Report annually to the University community the extent to which the objectives of Affirmative Action are being attained.

III. Modification of the Affirmative Action Plan

In order for this Affirmative Action Plan to remain responsive to the challenges of eliminating discrimination and taking positive actions to redress the residual effects of past discriminatory practices, constant updating of information and revision, deletion, or addition of procedures and guidelines is required. This Plan is subject to ongoing modifications of the appendices and the specific policies and procedures. Appendices will allow for the addition of relevant qualitative and quantitative data. Such data are necessary to monitor Affirmative Action efforts and evaluate their effectiveness. The specific policies and procedures will serve as a compendium of corrective strategies derived from the data in the appendices and the objectives of the Plan. As necessary, specific policies and procedures will be deleted, added, or revised to maximize the effectiveness of Affirmative Action.

As a general procedure, the Affirmative Action Officer, with input from appropriate line officers, will make recommendations for needed additions or changes in policies and/or procedures to the President. Upon acceptance by the President, such changes shall become a part of the Affirmative Action Plan. Copies of the approved modifications will then be transmitted to those officially designated as recipients of copies of the Plan. The copies will bear the date of Presidential acceptance.

Upon request, the Affirmative Action Officer will also receive and review recommendations for changes in policies and procedures from any source in the University community (special interest groups, individuals, organizations, etc.) and forward such input and suggestions to the President, with recommendation if further requested. The Affirmative Action Officer will take positive steps to remain apprised of constituency concerns; and to the extent that legal requirements and reason allow, the Affirmative Action Officer will remain responsive to such concerns.

This plan, with its supplemental data and procedures, will remain readily available for review by all groups and individuals. In addition, annual Affirmative Action reports will be sent to the following individuals and organizations for review and comment: The Vice Presidents, Executive Assistant to the President, Deans, Directors, Chairpersons, non-academic supervisors, Student Government, Faculty Senate, and the University Staff Advisory Council.

All of the comments, recommendations, and suggested emendations received from those named in the above paragraph will be forwarded to the President as part of the Annual Affirmative Action Report to the President.

IV. Provisions for Waiving Affirmative Action Policies and Guidelines

In rare instances, compelling administrative and affirmative action concerns may call for a waiver of the policies and guidelines of this Plan. The approved policies and guidelines of this Plan may, upon request, be waived by the Affirmative Action Officer. Such waivers, however, will give due consideration to the basic objectives of Affirmative Action and the probabilities of long range desirable results. Except in the most extraordinary circumstances, the policies shall be strictly observed. In those situations where the rules are clearly inappropriate or inefficient, the Affirmative Action Officer will consider waivers in light of the following:

1. The totality of the immediate circumstances surrounding the request for the policy waiver;
2. The implications of the waiver for other employees within the unit and the University at large;
3. The anticipated impact the waiver will have upon increasing the number of protected group members on the Campus;
4. The anticipated effect the waiver will have upon employee morale;
5. The ethnic, racial, and sexual composition of the unit requesting the waiver;
6. The demonstrated efforts of the requesting unit to comply fully with the spirit and letter of Affirmative Action policies and guidelines up to the time of the request;
7. The planned strategies of the requesting unit to reach clearly defined Affirmative Action goals and timetables in the future.

As a general procedure, the Affirmative Action Officer will require written justification of requests for waivers of Affirmative Action procedures.

V. Grievance Procedures at Southern Illinois University at Edwardsville

All members of the University community shall have full and equal access to the approved Southern Illinois University at Edwardsville grievance procedures. These procedures are designed to handle grievance for: faculty; professional staff; Civil Service employees; student workers; and students. Standards for

due process are defined in the procedures and implemented in accordance with governing University policies and legal requirements. The University's procedures may be used for the redress of grievances related to non-discrimination and affirmative action matters as covered by this Plan.

The role of the Affirmative Action Officer in grievance procedures related to affirmative action and non-discrimination is to assist individuals in obtaining and developing information relevant to the procedures. In addition, the Affirmative Action Officer may, at the request of the President, review affirmative action grievances that require Presidential resolution.

PART TWO

EQUAL EMPLOYMENT OPPORTUNITY AND AFFIRMATIVE ACTION

I. General Affirmative Action Policies and Guidelines for Equal Employment Opportunity

The policy of Southern Illinois University at Edwardsville is to provide equal employment opportunity through the implementation of the positive strategies outlined in this Affirmative Action Plan. This Plan addresses the major areas of employment policies, practices, and procedures that are likely to produce an adverse impact on members of the protected groups. All populations of University employees are embraced by this Plan including: faculty, professional staff, administrators, Civil Service employees, student employees, and contractors of services.

Several general employment policies shall apply:

1. Position descriptions and duties and selection criteria shall be developed in direct relationship to necessary job functioning in an effort to ensure equal opportunity for members of the protected groups.
2. Recruitment processes shall be conducted in a manner that will attract as diverse a pool of qualified applicants as possible; with lawful regard given to the protected groups to encourage their inclusion.
3. All pre-employment selection procedures, including credential reviews, interviews, and the like shall be conducted with consistent uniformity and without unlawful regard to race, color, religion, sex, national origin, age, handicap, or other factors covered by law and this Plan.
4. Offers of employment shall be made only to individuals who are legitimately qualified as measured by uniform, fair, and impartial standards.
5. Training programs shall be developed and implemented to increase the skills of individuals who, because of past discriminatory treatment, may not possess the qualifications for University employment. When such programs are not feasible for a given position, consideration will be given to hire at lower levels in promotional lines and encourage professional development.
6. Compensation, working conditions, and fringe benefits shall be provided in a non-discriminatory manner, and affirmative action shall be taken as necessary to eliminate inequities.

7. Career development and upward mobility opportunities shall be provided in a non-discriminatory manner, and affirmative action shall be taken as necessary to address underutilization of the protected groups in high level positions.
8. There shall be no prohibition of spouses or relatives in the same school or administrative unit, provided that neither spouse or relative participates in making recommendations or decisions that specifically affect such factors as the appointment, retention, tenure, work assignments, promotions, demotions, salary, or other conditions of employment of the other spouse or relative.
9. Records pertinent to employment (e.g., copies of advertisement, letters or applications, vitae, replies to applicants, interview notes, priority lists, letters offering appointments, etc.) and applicant flow data shall be maintained to demonstrate and measure compliance with Affirmative Action employment policies and related procedures.
10. The involuntary termination of employees shall be conducted in a non-discriminatory manner and only for just cause and reasons or financial exigencies. Reasons for terminations shall be unrelated to race, religion, sex, age, handicap or other factors specified by law and the Plan.
11. All employees shall have equal and ready access to the University's grievance procedures for the redress of alleged discrimination.

II. Policies and Guidelines for the Faculty

The structure of the University affords the faculty considerable autonomy in terms of academic purpose and related functions. Each school can develop a form and structure that is responsive to the specific needs of its area or concentration, students, faculty, and staff. Flexibility is, therefore, important in the development and implementation of broad governing policies. This Affirmative Action Plan is designed to allow for adaptation and use by the various Faculties within overall policies and legal requirements.

The Affirmative Action Officer, with the support and cooperation of the Vice President and Provost, Deans, and Directors, will develop the specific reporting systems and procedures to monitor and implement the following policies with the support and cooperation of the Vice President and Provost, Deans, Directors, and Chairpersons will develop specific Affirmative Action goals and strategies for each School and administrative unit in accordance with law and the policies of this Plan. Upon approval by the President, the specific goals and related strategies will become a part of this Plan.

A. Policies and Guidelines for the Full-time Faculty

1. Each unit requesting to hire a faculty member shall develop a position description and specific selection criteria that relate directly to job function and the affirmative action goals and timetables. Traditional and institutionalized requirements that produce adverse impact upon the protected groups shall be reevaluated, and to the extent that is feasible, position qualifications shall be structured to promote equal opportunity.
2. All available faculty positions shall be advertised openly for a length of time sufficient to allow interested individuals to apply. Advertisements shall be placed in media most likely to reach members of the protected groups. Hiring units shall, also, take positive and demonstrable steps to identify qualified members of the protected groups and inform them of the available positions and the University commitment to affirmative action and non-discrimination.
3. Hiring units shall affirmatively seek the participation and input of members of the protected groups during the recruitment/selection process. Every reasonable effort shall be made to diversify the composition of search and interview committees including invitation to protected group members from other units, community based organizations, and professions outside the University who are qualified to review the applicant credentials.
4. A minimum of three qualified applicants shall be interviewed for each full-time faculty position. When the hiring unit is deficient in protected group representation, qualified applicants identified as members of a protected group shall be interviewed. Such factors as race, sex, or handicap shall be considered as positive factors if there are affirmative action deficiencies.
5. The hiring unit, with the approval of the Vice President and Provost, shall determine the benefits and conditions of the appointment in a non-discriminatory manner according to law, University policies, and the spirit of this Plan. Such determinations shall be based upon such factors as the position requirements, education, experience, special abilities, and the attendant responsibilities. Equal compensation, working conditions and fringe benefits shall be provided to all individuals performing essentially the same duties with essentially the same competence.

6. Conditions and privileges of employment (e.g., research opportunities, teaching loads, committee assignments, use of facilities, etc.) shall be applied uniformly and without discrimination to all individuals performing essentially the same duties with essentially the same competence. Each unit shall provide a working environment that fosters cooperation and participation among all faculty members. Qualified members of protected groups shall be invited to participate in major research projects, serve on important committees, etc. Each unit, remaining sensitive to the special needs of members of the protected groups, shall take positive steps to remove discriminatory barriers in academic activities, physical facilities, and social settings.
7. Opportunities for career development, promotion and tenure, salary increases, and fringe benefits shall be provided on an equal basis and in accordance with the law, University policies, and the spirit of this Plan. The various units shall remain aware of and responsive to the potentials and unique abilities of the various faculty members. Members of the protected groups shall be encouraged to seek full benefit from available developmental opportunities and fringe benefits.

B. Policies and Guidelines for Part-time Faculty

1. Units requesting to employ a part-time faculty member shall develop a position description and specific selection criteria that relate directly to job functions. Traditional and institutionalized requirements that produce adverse impact upon the protected groups shall be reevaluated, and to the extent that is reasonable, position qualifications shall be formulated to promote equal opportunity.
2. All part-time faculty positions shall be advertised openly for a length of time sufficient to allow interested individuals to apply. Advertisements shall be placed in media most likely to reach members of the protected groups. Hiring units shall also take positive and demonstrable steps to identify qualified members of the protected groups and inform them of the available position and the University commitment to affirmative action and non-discrimination.

3. When the hiring unit is deficient in protected group representation, qualified applicants identified as members of a protected group shall be interviewed. Such factors as race, sex, or handicap shall be considered as positive factors when there are affirmative action deficiencies. Hiring units shall maintain clear and specific justifications for all selections and rejections.
4. The benefits, privileges, compensation, and conditions of part-time appointments and opportunities for career development, promotions, and the like shall be provided on an equal basis and in accordance with the spirit of this Plan and applicable University policies. Qualified members of protected groups shall be encouraged to seek full benefit from developmental opportunities and fringe benefits.
5. Changing the status of a part-time faculty member shall be conducted in a manner consistent with the affirmative action goals and timetables of the unit. Affirmative action deficiencies and the personnel needs of the unit shall interact to dictate the procedures for such status changes.

C. Policies and Guidelines for "Call Staff" Faculty

1. Units requesting to hire a "call staff" faculty member shall develop a position description and specific selection criteria that relate directly to job function. Traditional and institutionalized requirements that produce adverse impact upon the protected groups shall be reevaluated, and to the extent that is reasonable, position qualifications shall be formulated to promote equal opportunity.
2. All "call staff" positions shall be advertised for a length of time sufficient to allow interested individuals to apply. Advertisements shall be placed in media most likely to reach members of the protected groups. Hiring units shall also take positive and demonstrable steps to identify qualified members of the protected groups and inform them of the available position and the University commitment to affirmative action and non-discrimination.

3. The selection of qualified individuals to serve as "call staff" shall be conducted in a manner consistent with the special personnel needs of the unit and affirmative action goals and timetables. Hiring units shall maintain clear and specific justifications for all individuals selected to work as "call staff" members.
4. Qualified members of protected groups shall be encouraged to seek the full benefit of developmental opportunities that arise from their service to the University as "call staff". Benefits, compensation, privileges and conditions of the appointment shall be provided on an equal basis in accordance with University policies and the spirit of this Plan.
5. Changing the status of a "call staff" faculty member shall be conducted in a manner consistent with the affirmative action goals and timetables of the unit. Affirmative action deficiencies and the personnel needs of the unit shall interact to dictate the procedures for such status changes.

D. Policies and Guidelines for "Visiting" Faculty

1. Units employing a "visiting" faculty member shall conduct a selection process in accordance with the spirit of this Plan and the letter of University policies. Final selection shall be based upon unit needs, anticipated benefits and the scholarly contributions of the individual to be employed. Each unit shall also remain aware of the University commitment to affirmative action and seek to ensure the inclusion of qualified members of the protected groups as "visiting" faculty members. Hiring units shall maintain clear and specific justifications for all individuals selected to serve as "visiting" faculty members.
2. Qualified members of protected groups shall be encouraged to seek the full benefit of developmental opportunities that arise from their service as "visiting" faculty members. Benefits, privileges, compensation, and conditions of the appointment shall be provided on an equal basis in accordance with applicable University policies and the spirit of this Plan.

3. Changing the status of a "visiting" faculty member shall be conducted in a manner consistent with the affirmative action goals and timetables of the unit. Affirmative action deficiencies and the personnel needs of the unit shall interact to dictate the procedures for status changes.

E. Policies and Guidelines for "Acting" Academic Positions

1. When pressing administrative concerns preclude normal recruitment and selection procedures, individuals may be appointed to serve in "acting" positions. Units that need to appoint an "acting" position shall review the professional qualifications of all employees, giving particular attention to qualified members of the protected groups if the position in permanent status has traditionally excluded the protected groups. The unit shall maintain clear and specific documentation of the reasons for the "acting" appointment and a justification for the final selection.
2. The unit shall initiate an open search for the permanent position as soon as the situation allows. The unit shall follow University procedures and the guidelines of this Plan in the recruitment/selection process for the permanent position.

F. Policies and Guidelines for Academic Graduate Assistant Positions

1. Units requesting to hire an academic graduate assistant shall develop a position description and specific selection criteria that relate directly to job function. To the extent that is reasonable, the position description, qualifications, and selection criteria shall be formulated to avoid adverse impact upon the protected groups and promote equal opportunity.
2. All academic graduate assistant positions shall be advertised for a length of time sufficient to allow interested individuals to apply. Hiring units shall take positive and demonstrable steps to identify qualified members of the protected groups and inform them of the available position and the University commitment to affirmative action and non-discrimination.
3. When the hiring unit is deficient in protected group representation, qualified applicants who are identified as members of a protected group shall be interviewed. Such factors as race, sex, or handicap shall be considered as positive factors if there are affirmative action deficiencies. Hiring units shall maintain clear and specific justifications for all selections and rejections.

4. The benefits, privileges, compensation and conditions of an academic graduate assistant position shall be provided on an equal basis in accordance with applicable University policies and the spirit of this Plan.

G. Policies and Guidelines for Consultants and Contracted Services

1. Units seeking to select consultants and contract services shall base decisions upon the specific needs of the unit without unlawful regard for such factors as race, sex, age, or handicap. Further, the units shall take positive and demonstrable steps to identify members of the protected groups who are qualified to render the needed services. Units shall not contract with individuals, groups, or organizations that maintain discriminatory policies or practices.
2. Units shall maintain records of the services received, as well as, affirmative action profile data on the selected consultants.

III. Policies and Guidelines for the Administration and Professional Staff

The administration and professional staff carry out a variety of specialized managerial functions. Considerable latitude has accordingly been built into the University's administration and professional staff employment policies. The responsibilities and needs of the administration and professional staff vary extensively, and flexible policies that allow for adaptation and use by the various administrative units are essential. The policies and guidelines of this Plan that pertain to the employment of the administrators and professional staff address both the need for broad application and the requirements of law and University policies.

With the support and cooperation of the appropriate Vice President or administrator, the Affirmative Action Officer will develop the reporting systems to monitor the policies and guidelines listed below. Further, the Affirmative Action Officer, with the support and cooperation of the appropriate Vice President or administrator(s) will develop the specific goals and result oriented procedures in accordance with law and the policies of this Plan. Upon approval by the President, the specific goals and related strategies will become a part of this Plan.

A. Policies and Guidelines for Full-time Administrators and Professional Staff

1. Each unit requesting to hire a full-time administrator or professional staff employee shall develop a position description and specific selection criteria that relate directly to job function and the affirmative action goals and timetables. Traditional and institutional requirements that produce adverse impact upon the protected groups shall be reevaluated. To the extent that is feasible, position qualifications, duties and responsibilities, and desirable specialties and abilities shall be structured to promote equal opportunity.
2. All available administrator and professional staff positions shall be advertised openly for a length of time sufficient to allow interested individuals to apply. Advertisements shall be placed in media most likely to reach members of the protected groups. Hiring units shall also take positive and demonstrable steps to identify qualified members of the protected groups and inform them of the available position and the University commitment to affirmative action and non-discrimination.
3. Hiring units shall affirmatively seek the participation and input of members of the protected groups during the recruitment/selection process. Every reasonable effort shall be made to diversify the composition of search and interview committees, including invitation to protected group members from other units, community based organizations, and professions outside the University who are qualified to review the applicant credentials.
4. A minimum of three qualified applicants shall be interviewed for each full-time administrator and professional staff position. When the hiring unit is deficient in protected group representation, qualified applicants identified as members of a protected group shall be interviewed. Such factors as race, sex, or handicap shall be considered as positive factors if there are affirmative action deficiencies. Hiring units shall maintain clear and specific justifications for all selections and rejections.

5. The hiring unit, with the approval of the appropriate Vice President or administrator, shall determine the benefits and conditions of the appointment in a non-discriminatory manner in accordance with the law, University policies, and this Plan. Such determinations shall be based upon such factors as the position requirements, education, experience, skills, and responsibilities. Equal compensation, working conditions and fringe benefits shall be provided to all individuals performing essentially the same duties with essentially the same competence.
 6. Conditions and privileges of appointment (e.g., perquisites, fiscal authority, office space, support budgets, etc.) shall be applied uniformly and without discrimination to all individuals performing essentially the same duties with essentially the same competence. Each unit shall provide a working environment that fosters cooperation and participation among all employees. The units shall also remain sensitive to the needs of protected group members and take positive steps to remove discriminatory barriers, whether programmatic, physical, or social.
 7. Opportunities for career development, promotion, salary increases and fringe benefits shall be provided on an equal basis and in accordance with applicable University policies and the spirit of this Plan. The various units shall remain aware of and responsive to the potentials and unique abilities of the various administrators and professional staff employees. Members of the protected groups shall be encouraged to seek full benefit from available developmental opportunities and fringe benefits.
- B. Policies and Guidelines for Part-time Administrators and Professional Staff
1. Units requesting to employ a part-time administrator or professional staff member shall develop a position description and specific selection criteria that relate directly to job functions. Traditional and institutionalized requirements that produce adverse impact upon the protected groups shall be reevaluated, and to the extent that is feasible, position qualifications shall be formulated to promote equal opportunity.

2. All part-time administrative and professional staff positions shall be advertised openly for a length of time sufficient to allow interested individuals to apply. Advertisements shall be placed in media most likely to reach members of the protected groups. Hiring units shall also take positive and demonstrable steps to identify qualified members of the protected groups and inform them of the available position and the University commitment to affirmative action and non-discrimination.
3. When the hiring unit is deficient in protected group representation, qualified applicants identified as members of a protected group shall be interviewed. Such factors as race, sex, or handicap shall be considered as positive factors if there are affirmative action deficiencies. Hiring units shall maintain clear and specific justifications for all selections and rejections.
4. The benefits, privileges, compensation, and conditions of part-time administrative and professional staff appointments, and opportunities for career development, promotions, and the like shall be provided on an equal basis and in accordance with the applicable University policies and the spirit of this Plan. Qualified members of protected groups shall be encouraged to seek the full benefit from developmental opportunities and fringe benefits.
5. Changing the status of part-time administrators and professional staff members shall be conducted in a manner consistent with the affirmative action goals and timetables of the unit. Affirmative action deficiencies and the personnel needs of the unit shall interact to dictate the procedures for such status changes.

C. Policies and Guidelines for "Acting" Administrative and Professional Staff Positions

1. When pressing administrative concerns preclude normal recruitment and selection procedures, individuals may be appointed to serve in "acting" positions. Units that need to appoint an "acting" position shall review the professional qualifications of all employees, giving particular attention to qualified members of the protected groups if the position in permanent status has traditionally excluded the protected groups. The unit shall maintain clear and specific documentation of the reasons for the "acting" appointment and justification for the final selection.

2. The unit shall initiate an open search for the permanent position as soon as the situation allows. The unit shall follow University procedures and the guidelines of this Plan in the recruitment/selection process for the permanent position.

D. Policies and Guidelines for Fiscal Graduate Assistant Positions

1. Units requesting to hire a fiscal graduate assistant shall develop a position description and specific selection criteria that relate directly to job function. To the extent that is reasonable, the position description, qualifications, and selection criteria shall be formulated to avoid adverse impact upon the protected groups and promote equal opportunity.
2. All fiscal graduate assistant positions shall be advertised for a length of time sufficient to allow interested individuals to apply. Hiring units shall take positive and demonstrable steps to identify qualified members of the protected groups and inform them of the available position and the University commitment to affirmative action and non-discrimination.
3. When the hiring unit is deficient in protected group representation, qualified applicants who are identified as members of a protected group shall be interviewed. Such factors as race, sex, or handicap shall be considered as positive factors if there are affirmative action deficiencies. Hiring units shall maintain clear and specific justifications for all selections and rejections.
4. The benefits, privileges, compensation and conditions of a fiscal graduate assistant position shall be provided on an equal basis in accordance with applicable University policies and the spirit of this Plan.

E. Policies and Guidelines for Consultants and Contracted Services

1. Units seeking to select consultants and contract services shall base decisions upon the specific needs of the unit without unlawful regard for such factors as race, sex, age, or handicap. Further, the units shall take positive and demonstrable steps to identify members of the protected groups who are qualified to render the needed services. Units shall not contract with individuals, groups, or organizations that maintain discriminatory policies or practices.

2. Units shall maintain records of the services received, as well as, affirmative action profile data on the selected consultants.

IV. Policies and Guidelines for Civil Service Employees

The support staff of Southern Illinois University at Edwardsville, including both open range and union status employees, is governed by the State Universities Civil Service System, negotiated contracts and/or memoranda of understanding. The specific employment policies and procedures of the System vary according to position classifications. The policies and guidelines of this Plan are designed to allow for adaptation and use in conjunction with the Civil Service rules and various agreements to comply with law and University policies.

With the support and cooperation of the Vice President for Business Affairs, the Affirmative Action Officer will develop reporting systems and procedures to monitor the policies and guidelines listed below. The Affirmative Action Officer will also develop the specific affirmative action goals and strategies for the various classifications of Civil Service employees with input from the Vice President for Business Affairs and the Personnel Office. When appropriate, the Affirmative Action Officer will develop specific goals and strategies for Schools, departments, or units in consultation with appropriate line officers. All goals and strategies will be established in accordance with applicable statutes and University policies. Upon approval by the President, the specific goals and related strategies will become a part of this Plan.

A. Policies and Guidelines for Full-time Civil Service Employees

1. Each unit requesting to hire a Civil Service employee shall use the Civil Service position descriptions and qualifications appropriate for the job classification as determined by the Personnel Office under the Vice President for Business Affairs. When the hiring unit is deficient in protected group representation or if the available position classification underutilizes the protected groups, the unit shall employ an Apprentice Learner or Trainee for the available position, provided the unit has adequate personnel and resources to offer appropriate training programs.
2. With the exception of those Civil Service positions governed by contrary union agreements, negotiated contracts, or memoranda of understanding, all available Civil Service positions shall be advertised openly for a length of time sufficient to allow interested individuals to apply. When there is a protected group deficiency in

the hiring unit, the available position classification, the existing register, or promotional lines, advertisements shall be placed in media most likely to reach qualified members of the protected groups. In addition, positive and demonstrable steps shall be taken to identify qualified protected group members and inform them of the available position and the University commitment to affirmative action and non-discrimination.

3. All employment examinations and/or oral board reviews shall be conducted in accordance with Civil Service rules in a non-discriminatory manner, without regard for such factors as race, sex, handicap, or age. Special testing accommodations shall be available for qualified handicapped individuals. Reasonable and demonstrable efforts shall be made to include qualified members of the protected groups on examining boards.

The State Universities Civil Service System is responsible for the rules and regulations governing recruitment, testing and selection procedures. Recruitment efforts, register compositions, test results, and final selections shall be monitored, however, to determine the impact upon the protected groups. Positive and demonstrable steps shall be taken as necessary to eliminate adverse impact.

4. After completion of the recruitment process and the entry of applicants to the appropriate register, the hiring unit shall interview and select an applicant from those referred by the Personnel Office in accordance with Civil Service rules and the spirit of this Plan. To ensure the inclusion of qualified protected group members when affirmative action deficiencies exist, such factors as race, sex, and handicap shall be considered as positive factors in the final selection process as governed by law and the spirit of this Plan. Hiring units shall maintain clear and specific justifications for all selections and rejections.
5. Rates of compensation shall be determined by the position classification and the skills and experience of the applicant, according to Civil Service rules and University policies, without regard for such factors as race, sex, age, or handicap. Salary increases shall be provided in a non-discriminatory manner in accordance with Civil Service rules and University policies. Merit increases shall be based on clearly defined job related criteria.

6. Fringe benefits and conditions of employment (e.g., insurance programs, retirement benefits, leaves, credit union privileges, etc.) shall be provided uniformly and without discrimination to all individuals performing essentially the same duties in accordance with law, Civil Service rules, union agreements, and University policies. Each unit shall provide a working environment that fosters cooperation and participation among all employees. The units shall also remain sensitive to the special needs of protected group members and take positive steps to remove discriminatory barriers, whether programmatic, physical, or social.
7. Opportunities for career development, promotion, and retraining opportunities shall be available to all Civil Service employees in a non-discriminatory manner and in accordance with Civil Service rules, applicable University policies, and the spirit of this Plan. Members of the protected groups shall be encouraged to seek full benefit from available developmental opportunities and benefits.

B. Policies and Guidelines for Part-time Civil Service Employees

1. Units requesting to hire a part-time Civil Service employee shall use the Civil Service position descriptions and qualifications appropriate for the job classification as determined by the Personnel Office under the Vice President for Business Affairs.
2. With the exception of those Civil Service positions governed by contrary union agreements, contracts, or memoranda of understanding, all available part-time Civil Service positions shall be advertised openly for a length of time sufficient to allow interested individuals to apply. Positive and demonstrable steps shall also be taken to identify qualified members of the protected groups and inform them of the available position and the University commitment to affirmative action and non-discrimination.
3. All employment examinations and/or oral board reviews shall be conducted in accordance with Civil Service rules in a non-discriminatory manner, without regard for such factors as race, sex, handicap, or age. Special testing accommodations shall be available for qualified handicapped individuals. Reasonable and demonstrable efforts shall be made to include qualified members of the protected groups on examining boards.

4. After completion of the recruitment process and the entry of applicants to the appropriate register, the hiring unit shall interview and select an applicant from those referred by the Personnel Office in accordance with Civil Service rules and the spirit of this Plan. When affirmative action deficiencies exist, such factors as race, sex, and handicap shall be considered as positive factors in the final selection process. Hiring units shall maintain clear and specific justifications for all selections and rejections.
5. Rates of compensation shall be determined by the position classification and the skills and experience of the applicant according to Civil Service rules and University policies, without regard for such factors as race, sex, age, or handicap. Salary increases shall be provided in a non-discriminatory manner in accordance with Civil Service rules and University policies. Merit increases shall be based on clearly defined job related criteria.
6. Fringe benefits and conditions of employment (e.g., insurance programs, retirement benefits, leaves, credit union privileges, etc.) as applicable for part-time Civil Service positions shall be provided uniformly and without discrimination to all individuals performing essentially the same duties in accordance with law, Civil Service rules, union agreements, and University policies. Each unit shall provide a working environment that fosters cooperation and participation among all employees. The units shall also remain sensitive to the special needs of protected group members and take positive steps to remove discriminatory barriers, whether programmatic, physical, or social.
7. Opportunities for career development, promotion, and retraining opportunities available to part-time Civil Service employees shall be provided in a non-discriminatory manner and in accordance with Civil Service rules, union contracts, applicable University policies, and the spirit of this Plan. Members of the protected groups shall be encouraged to seek full benefit from all developmental opportunities and benefits available to part-time Civil Service employees.
8. Changing the status of part-time Civil Service employees shall be conducted in a manner consistent with Civil Service rules and the affirmative action goals and timetables of the unit.

V. Policies and Guidelines for Student Work Employees

Students are employed to perform a variety of functions throughout the University. The Vice President for Student Affairs and the Office of Student Work and Financial Assistance shall develop and implement the general policies and procedures that govern the Student Work Program in accordance with law, University policies, and the general employment policies of this Plan.

The Affirmative Action Officer, with the support and cooperation of the Vice President for Student Affairs and the Director of Student Work and Financial Assistance, will develop the specific reporting systems and procedures to monitor the following policies and guidelines for student work positions. Affirmative Action goals and strategies for the student work program will be developed by the Affirmative Action Officer with the support and cooperation of the Vice President for Student Affairs, the Director of Student Work and Financial Assistance, and line officers with hiring authority. Upon approval by the President, the specific goals will become a part of this Plan.

- A. Units desiring to hire a student worker shall develop a position description and specific selection criteria that relate directly to job function. To the extent that is reasonable, the position description, qualifications and selection criteria shall be formulated to avoid adverse impact upon the protected groups and promote equal opportunity.
- B. All student work positions shall be advertised for a length of time sufficient to allow interested individuals to apply. The Office of Student Work and Financial Assistance shall take positive and demonstrable steps to inform members of the protected groups of the available positions and the University commitment to affirmative action and non-discrimination.
- C. The Office of Student Work and Financial Assistance shall refer applicants in accordance with appropriate University policies and without unlawful regard for such factors as race, sex, age, or handicap.
- D. Hiring units shall interview all students with referrals from the Office of Student Work and Financial Assistance. Such factors as race, sex, or handicap shall be considered as positive factors if there are affirmative action deficiencies in the unit. Final selections shall be based on job related criteria without unlawful regard for race, sex, age, or handicap.

PART THREE

EQUAL EDUCATIONAL OPPORTUNITY AND AFFIRMATIVE ACTION

It is the policy of Southern Illinois University at Edwardsville to provide equal educational opportunity through the implementation of the affirmative action policies and guidelines of this Plan. This section of the Plan address the treatment of all students (whether undergraduate, graduate, professional, candidates for degrees, non-candidates for degrees, part-time, or full-time). The Affirmative Action Officer with the support and cooperation of appropriate Vice Presidents, Deans, and Directors will develop the reporting systems to monitor the equal educational and affirmative action policies.

- I. Students shall be recruited for all programs in a manner that is mindful of the mission and scope of the University; with lawful regard given to members of the protected groups to encourage a diversified and wholesome student population. Special efforts shall be made to attract qualified members of the protected groups.

Prospective students shall be informed of the University commitment to equal educational opportunity and affirmative action. All publications and brochures used to recruit students and inform them of what is available at Southern Illinois University at Edwardsville shall display approved equal opportunity/affirmative action statements.

University officers responsible for recruitment and admissions shall remain aware of programs and offerings designed to meet the needs and interests of members of the protected groups, and conscientious and demonstrable efforts shall be made to notify interested students of such programs.

- II. All admissions policies throughout the University shall be applied without unlawful regard for such factors as race, sex, color, religion, national origin, age, or handicap. Admissions policies shall be structured to fit the mission and scope of the University and the demands of the programs. To the extent that is reasonable, positive steps shall be taken to maintain admissions policies and practices that avoid adverse impact upon the protected groups.
- III. All financial assistance shall be available to students without unlawful regard for race, color, religion, sex, national origin, age, handicap, or other factors covered by law and this Plan. All awards shall be based on need and/or special abilities. Qualified members of the protected groups shall be informed of available resources and encouraged to seek the full benefits. To the extent that is reasonable, positive steps shall be taken to maintain policies and practices related to financial assistance that avoid adverse impact for the protected groups.

- IV. Students shall be treated in a non-discriminatory manner without regard for such factors as race, sex, age, or handicap. Criteria for evaluation in academic performance shall be fair and impartial. Special efforts shall be made to accommodate the special needs of the protected groups. Such efforts, however, shall only seek fair treatment and shall not lower academic standards. Every reasonable effort shall be made to avoid adverse impact upon the protected groups.
- V. All student services, facilities, and activities shall be available to interested students without regard for race, sex, age, color, religion, national origin, handicap or other factors covered by law and this Plan. Members of the protected groups shall be encouraged to participate in all services, facilities, and activities.
- VI. All students shall have equal and ready access to the University student grievance procedures for the redress of alleged discrimination or disparate treatment based upon such factors as race, sex, age, or handicap.

PART FOUR

EQUAL OPPORTUNITY AND AFFIRMATIVE ACTION IN
SERVICES RENDERED BY AND TO THE UNIVERSITY

I. General Affirmative Action Policies and Guidelines for Services Rendered by the University

Southern Illinois University at Edwardsville, as part of its mission and scope, offers a wide variety of public services to the communities which it serves. These services include but are not limited to: consultation and technical assistance; cultural activities; educational projects; health services; recreational activities; and research. In an effort to ensure that all such services are fully beneficial, the possibility of exclusionary results and disparate treatment will be considered and steps will be taken to avoid discrimination in planning, implementing, and delivering services. All services offered by the University shall be available to everyone without unlawful regard for race, religion, sex, national origin, age, handicap, or other factors covered by law and this Plan.

II. General Affirmative Action Policies and Guidelines for Services Rendered to the University

University business with outside contractors, vendors, and suppliers shall be conducted in accordance with Federal legal requirements, State regulations, University policies, and the policies of this Plan. Contracted services will be based upon specific needs and selected without unlawful regard for race, sex, age, handicap, or other factors covered by law and this Plan. Whenever possible within applicable State regulations, the University will take affirmative actions to ensure the fair representation of minority, female and handicapped contractors. Contracts with individuals, groups, agencies or companies that maintain discriminatory policies and practices shall be strictly prohibited.

University officials who contract special services shall remain aware of available businesses owned by members of protected groups and their capabilities to deliver desired services. Positive and demonstrable steps shall be taken to identify protected group enterprises and inform them of the needed University services and the commitment to non-discrimination and affirmative action. When appropriate as determined by Federal and State regulations, contractors shall demonstrate compliance with Executive Order 11246 and other applicable legal requirements to appropriate Vice Presidents.

PART FIVE

UTILIZATION AND AVAILABILITY DATA

In compliance with legal regulations and the requirements of this Plan, the Affirmative Action Officer, with the support and cooperation of the Vice Presidents, will compile employee and student utilization data. The data will be derived from the Affirmative Action reporting systems in formats consistent with law and this Plan. The utilization data will serve as a basis for ascertaining the distribution of protected categories throughout the University workforce and student body. The data will also provide a quantitative base to evaluate the effectiveness of affirmative action programs.

The Affirmative Action Officer will also collect availability data for employees and students. The availability data will be derived from several sources to include: United States Bureau of the Census; College Placement Council Enrollment/Degree Information; and Availability Data in Academic Professions and Related Occupations. By comparing utilization data to availability data, the Affirmative Action Officer, in consultation with the Vice Presidents and appropriate line officers, will be able to identify deficiencies and establish reasonable affirmative action goals, timetables, and related strategies.

APPENDIX A

Definition of Terms

The definitions listed below apply to the terms as used in this Affirmative Action Plan.

Adverse Impact - a fundamental principle underlying Federal guidelines and this Plan, the measure of which serves as a practical device to identify serious discrepancies in employment practices. Adverse impact is determined by comparing the hiring rates of the protected groups to those of the other groups. As a "rule of thumb", if the selection rate for members of a protected group is less than 80% of the selection rate for other groups, there is indication of adverse impact, which is a violation of Title VII and Executive Order 11246 unless the adverse impact is justified on grounds of business necessity.

Affirmative Action - the means of ensuring equality of access and opportunity for those individuals or groups who have been or continue to be the victims of unfair discrimination (e.g., minority groups, women, aged, veterans, and handicapped individuals). Regarding factors that pose discriminatory barriers, taking positive steps to eliminate such barriers, and being sensitive to fairness and the mission of the University are integral to the concept of Affirmative Action. The underlying premise of Affirmative Action is that in order to overcome the effects of discrimination (intentional or inadvertent), steps beyond equal treatment must be taken to avoid the perpetuation of the status quo. The scope of Affirmative Action is governed by law and the commitment of Southern Illinois University at Edwardsville as set forth in this Plan.

Affirmative Action Deficiencies - the result of underutilization of members of the protected groups. Deficiencies are determined by comparing the representation of the protected groups on the University workforce to the corresponding estimated representation of the protected groups in the available labor markets. If representation in the University is less than the representation in available labor markets, there is indication of the need for affirmative action.

Affirmative Action Plan - the document (with revision and appendices) which governs the University's efforts to eliminate discriminatory barriers. The Affirmative Action Plan sets forth the University's Affirmative Action policies, procedures, guidelines, and goals. The Plan pertains to all employment and education processes (e.g., recruitment, promotion, etc.). The Plan and adherence to the Plan are required by Federal and State law and directed by the commitment of the University,

Discrimination - the justification for implementation of the Affirmative Action Plan in the sense that the primary objective of the Plan is to eliminate discriminatory practices. The concept as used in this Plan relates to a variety of complex factors that will be used as possible indicators. Many factors have been specified in various legal regulatory guidelines including: racial or sexual imbalance, disparate treatment, adverse impact, failure to take reasonable affirmative actions. In the broadest sense, non-compliance (intentional or inadvertent) with law and the policies of this Plan constitute discrimination.

Disparate Treatment - serious discrepancies in the treatment of protected group members as compared to the treatment of other groups. Differential treatment of the protected groups may be considered an indication of discrimination unless the disparities are justified on grounds of business necessity or factors unrelated to race or color, sex, age, creed or religion, handicap, sexual preference, political beliefs, etc.

Goals and Timetables - the objectives for utilizing the protected groups and the expected dates by which it is reasonable to expect the objectives to be met based upon calculated deficiencies. Goals may be viewed as the estimated normal expectations of protected group representation in the University if there were no discrimination. The timetables represent a forecast probability within fairly wide margins of error. Failure to meet goals and timetables calls for inquiry into the reasons for the failure.

Non-discrimination - equality of treatment without regard for such factors as race, ethnicity, sex, age, or handicap. The concept of non-discrimination assumes the absence of unfair barriers and serves as the goal of affirmative action.

Protected Groups - those groups specified by law and this Plan as groups that have been and continue to be likely victims of discrimination. The following categories are among those currently protected by law: aged, women, handicapped, veterans, and minority groups (Black, Hispanic, American Indian or Alaskan Native, Asian or Pacific Islander).

APPENDIX B

Selected Supporting Laws in Equal Opportunity and Affirmative Action

The major federal laws and executive orders prohibiting discrimination in employment, programs, and services are:

Title VII of the Civil Rights Act of 1964 (as amended by the Equal Employment Opportunity Act of 1970).

Title VII prohibits discrimination because of race, color, religion, sex or national origin in any term, condition or privilege employment.

Executive Order 11246 (as amended by Executive Order 11375/further extended by Revised Order No. 4).

Executive Order 11246 requires Affirmative Action Programs by all federal contractors and subcontractors and requires that firms with contracts over \$50,000 and 50 or more employees develop and implement written programs which are monitored by an assigned federal compliance agency. These programs are to require the identification of areas of minority and female "underutilization", numerical hiring and promotion goals and other actions to increase minority and female employment in job classifications where they are currently underutilized.

The Equal Pay Act of 1963 (as extended through Title IX of the Education Amendments Act of 1972).

The Equal Pay Act requires all employers subject to the Fair Labor Standards Act to provide equal pay for men and women performing similar work.

The Age Discrimination in Employment Act of 1967 (as amended in 1972 and 1978).

The Age Discrimination in Employment Act prohibits employers of 25 or more persons from discriminating against persons 40 to 70 years of age in any area of employment.

Title VI of the Civil Rights Act of 1964

Title VI prohibits discrimination based on race, color, or national origin in all programs or activities which receive federal financial aid. Employment discrimination is prohibited if a primary purpose of federal assistance is provision of employment (such as apprenticeship, training, workstudy, or similar programs) further, discriminatory employment practices in all programs are prohibited if such practices cause discrimination in services provided to program beneficiaries.

Title IX, Education Amendments Act of 1972.

Title IX prohibits discrimination on the basis of sex against employees or students of any educational institution receiving Federal financial aid.

Section 503, Rehabilitation Act of 1973.

Section 503, requires any employer with a Federal contract of \$2,500 or more to take affirmative action to hire and promote handicapped persons, and requires any Federal contractor with contracts of \$50,000 or more and 50 or more employees to have a written Affirmative Action Program for the handicapped.

Section 504, Rehabilitation Act of 1973.

Section 504 prohibits any program or activity receiving Federal financial assistance to exclude from participation in, deny benefits to, or discriminate against any otherwise qualified handicapped individual.

The Vietnam Era Veterans' Readjustment Assistance Act of 1974.

The Veterans' Assistance Act of 1974 requires all institutions with a Federal contract of \$10,000 or more for procurement of personal property and non-personal services (including instruction) to take affirmative action to employ and advance in employment qualified disabled veterans and veterans of the Vietnam Era.

Titles VII and VIII of the Public Health Service Act.

The Public Health Act provides that the Department of Health, Education and Welfare may not make a grant, loan guarantee or interest subsidy payment to a covered institution unless the institution submits written assurance that it will not discriminate on the basis of sex in the admission of individuals to its training programs in medicine, dentistry, and similar fields.