

## **SECTION FIVE – AFFIRMATIVE ACTION PLAN 2010-2012**

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## SCSU Organizational Chart

**President: Earl H. Potter III**

Provost/Vice President for [Academic Affairs](#): Devinder Malhotra

Vice President for [Administrative Affairs](#): Steve Ludwig

Vice President for [Student Life and Development](#): Wanda Overland

Vice President for [University Advancement](#): Craig Wruck

Special Advisor to the President: Judith Siminoe

[Equity and Affirmative Action](#) Officer: Ellyn L. Bartges

Director of [Athletics](#): Morris Kurtz

Director of University Relations: Bernie Omann

Assistant Vice President for [Institutional Effectiveness](#): Lisa Foss

Assistant Vice President for [University Communications](#): Loren Boone

**Provost/Vice President for Academic Affairs: Devinder Malhotra**

[G.R. Herberger College](#) of Business Dean: Diana Lawson

[College of Education](#) Dean: Glen Palm (interim)

[College of Fine Arts and Humanities](#) Dean: Mark Springer (interim)

[College of Science and Engineering](#) Dean: David DeGroote

[College of Social Sciences](#) Dean: Frank Harrold

[Learning Resources and Technology Services](#) Dean: Kristi Tornquist

[Continuing Studies](#) Dean: John Burgeson

Associate Provost for [Research](#) and Dean of [Graduate Studies](#): Dan Gregory (interim)

Associate Provost for [Undergraduate Studies and Student Support Services](#): Tracy Ore (interim)

Assistant Provost for Student Support Services: Freddie Walker (interim)

Associate Provost for Organizational and Faculty Development: John Palmer (interim)

Associate Vice President, Enrollment Management: Mahmoud Saffari

Associate Vice President, [International Studies](#): Ann Radwan

**Vice President for Administrative Affairs: Steve Ludwig**

Associate Vice President, Administrative Affairs: Diana Burlison

Buildings and Grounds: John Frischmann (acting Director)

Business Services: Jeff Wagner (Director)

Campus Dining Services: Stephen Miller (Food Services Director)

Human Resource Management: Larry Chambers (Director)

Husky Bookstore: Ted Mears (Store Manager)

Information Systems, Center for: Ilya Yakovlev (Director)

Printing Services: Jeff John (Director)

Public Safety Department: Miles Heckendorn (Director)

Scholarships and Financial Aid: Michael Uran (Director)

**Vice President for Student Life and Development: Wanda Overland**

Assistant Dean of Students for Judicial Affairs: Gerald Bulisco

American Indian Center: Jim Knutson-Kolodzne (Director)

Atwood Center: Margaret Vos (Director)

Career Services: Addie Turkowski (Director)

Counseling and Psychological Services: John Eggers (Director)

LGBT Resource Center: Heidi Aldes (Director)

Lindgren Child Care Center: Debra Carlson (Director)

Multicultural Student Services: Shahzad Ahmad (Director)

Campus Recreation:	Ron Seibring (Director)
Residential Life (Housing):	Dan Pedersen (Director)
Student Disability Services:	Owen Zimpel (Director)
Student Health Services:	Corie Beckermann (Director)
Student Organizations and Leadership Development:	Matt Trombley (Director)
University Programming:	Jessica Ostman (Director)
Volunteer Connection:	Beth Knutson-Kolodzne (Coordinator)
Women's Center:	Jane Olsen (Director)

**Vice President for University Advancement: Craig Wruck**

Constituent Engagement:	Terri Mische (Director)
SCSU Foundation - Finance:	Roger Lewis (Director)
SCSU Foundation - Research:	Sharon Carter (Director)
Associate Vice President, Development:	Eric Kautzman
Annual Giving, President's Club:	Kurt Stelten (Director)
Athletics Development:	Sara Granheim (Director)
College of Education Development/Planned Giving:	Chad Marolf (Director)
College of Fine Arts and Humanities and College of Social Sciences Development:	Steve Crandall (Interim Director)
College of Science and Engineering Development	Bob Beumer (Director)

## MnSCU Policy 1B.1 Nondiscrimination in Employment and Education Opportunity

**Part 1. Policy Statement.** Minnesota State Colleges and Universities is committed to a policy of nondiscrimination in employment and education opportunity. No person shall be discriminated against in the terms and conditions of employment, personnel practices, or access to and participation in, programs, services, and activities with regard to race, sex, color, creed, religion, age, national origin, disability, marital status, status with regard to public assistance, or sexual orientation. In addition, discrimination in employment based on membership or activity in a local commission as defined by law is prohibited.

Harassment on the basis of race, sex, color, creed, religion, age, national origin, disability, marital status, status with regard to public assistance, or sexual orientation is prohibited. Harassment may occur in a variety of relationships, including faculty and student, supervisor and employee, student and student, staff and student, employee and employee, and other relationships with persons having business at, or visiting the educational or working environment.

This policy is directed at verbal or physical conduct that constitutes discrimination /harassment under state and federal law and is not directed at the content of speech. In cases in which verbal statements and other forms of expression are involved, Minnesota State Colleges and Universities will give due consideration to an individual's constitutionally protected right to free speech and academic freedom. However, discrimination and harassment are not within the protections of academic freedom or free speech.

The system office, colleges, and universities shall maintain and encourage full freedom, within the law, of expression, inquiry, teaching and research. Academic freedom comes with a responsibility that all members of our education community benefit from it without intimidation, exploitation or coercion.

This policy shall apply to all individuals affiliated with Minnesota State Colleges and Universities, including but not limited to, its students, employees, applicants, volunteers, agents, and Board of Trustees, and is intended to protect the rights and privacy of both the complainant and respondent and other involved individuals, as well as to prevent retaliation or reprisal. Individuals who violate this policy shall be subject to disciplinary or other corrective action.

This policy supersedes all existing system, college, and university non-discrimination policies.

### **Part 2. Definitions.**

**Subpart A. Consensual Relationship.** A sexual or romantic relationship between two persons who voluntarily enter into such a relationship. Employees who are members of the same household should also refer to the Board of Trustees Nepotism policy 4.10.

**Subpart B. Discrimination.** Discrimination is defined as conduct that is directed at an individual because of his or her protected class and that subjects the individual to different treatment by agents or employees so as to interfere with or limit the ability of the individual to participate in, or benefit from, the services, activities, or privileges provided by the system or colleges and universities or otherwise adversely affects the individual's employment or education.

**Subpart C. Discriminatory harassment.** **Discriminatory** harassment is defined as verbal or physical conduct that is directed at an individual because of his or her protected class, and that is

sufficiently severe, pervasive, or persistent so as to have the purpose or effect of creating a hostile work or educational environment.

**As required by law, Minnesota State Colleges and Universities has further defined** sexual harassment as a form of sexual discrimination, which is prohibited by state and federal law.

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct, and other verbal or physical conduct of a sexual nature when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or education, evaluation of a student's academic performance, or term or condition of participation in student activities or in other events or activities sanctioned by the college or university; or
2. Submission to or rejection of such conduct by an individual is used as the basis for employment or academic decisions or other decisions about participation in student activities or other events or activities sanctioned by the college or university; or
3. Such conduct has the purpose and effect of threatening an individual's employment; interfering with an individual's work or academic performance; or creating an intimidating, hostile, or offensive work or educational environment.

**Subpart D. Employee.** Minnesota State Colleges and Universities personnel include all faculty, staff, administrators, teaching assistants, graduate assistants, residence directors and student employees.

**Subpart E. Protected Class.** Protected class for the purpose of this policy means that discrimination and harassment in employment and education are prohibited on the basis of: race, sex, color, creed, religion, age, national origin, disability, marital status, status with regard to public assistance or sexual orientation. In addition, membership or activity in a local human rights commission is a protected class in employment.

**Subpart F. Retaliation.** Retaliation includes, but is not limited to, intentionally engaging in any form of intimidation, reprisal or harassment against an individual because he or she made a complaint under this policy or assisted or participated in any manner in an investigation, or process under this policy, regardless of whether a claim of discrimination or harassment is substantiated; or associated with a person or group of persons who are disabled or are of a different race, color, creed, religion, sexual orientation or national origin. Retaliation may occur whether or not there is a power or authority differential between the individuals involved.

**Subpart G. Sexual harassment and violence as sexual abuse.** Under certain circumstances, sexual harassment or violence may constitute sexual abuse according to Minnesota law. In such situations, the system office and colleges and universities shall comply with the reporting requirements in Minnesota Statutes Section 626.556 (reporting of maltreatment of minors) and Minnesota Statutes Section 626.557 (Vulnerable Adult Protection Act). Nothing in this policy will prohibit the system office or any college or university from taking immediate action to protect victims of alleged sexual abuse. Minnesota State Colleges and Universities 1B.3 Sexual Violence Policy addresses sexual violence.

**Subpart H. Student.** "Student" means an individual who is:

1. admitted, enrolled, registered to take or is taking one or more courses, classes, or seminars, credit or noncredit, at any System college or university; or
2. between terms of a continuing course of study at the college or university, such as summer break between spring and fall academic terms; or

3. expelled or suspended from enrollment as a student at the college or university, during the pendency of any adjudication of the student disciplinary action.

**Part 3. Consensual Relationships.** An employee of Minnesota State Colleges and Universities shall not enter into a consensual relationship with a student or an employee over whom he or she exercises direct or otherwise significant academic, administrative, supervisory, evaluative, counseling, or extracurricular authority or influence. In the event a relationship already exists, each college and university and system office shall develop a procedure to reassign evaluative authority as may be possible to avoid violations of this policy. This prohibition does not limit the right of an employee to make a recommendation on personnel matters concerning a family or household member where the right to make recommendations on such personnel matters is explicitly provided for in the applicable collective bargaining agreement or compensation plan.

**Part 4. Retaliation.** Retaliation as defined in this policy is prohibited in the system office, colleges and universities. Any individual subject to this policy who intentionally engages in retaliation shall be subject to disciplinary or other corrective action as appropriate.

The chancellor shall establish procedures to implement this policy. The nondiscrimination in employment and education opportunity policy and procedures of colleges and universities shall comply with Policy 1B.1 and Procedure 1B.1.1.

*Date of Implementation: 09/20/94*

*Date of Adoption: 09/20/94*

*Date and Subject of Revision:*

*6/21/06 – Amended policy to streamline and clarify language. Part 3 was amended to prohibit relations between employees and students or employees over whom the employee exercises direct or significant authority or influence. Amendments do not take effect until November 1, 2006*

*12/20/95 Added everything after the first paragraph.*

# **MnSCU Policy Procedure 1B.1.1 - Report/Complaint of Discrimination/Harassment Investigation and Resolution**

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## **Part 1. Purpose and applicability.**

**Subpart A. Purpose.** This procedure is designed to further implement Minnesota State Colleges and Universities policies relating to nondiscrimination by providing a process through which individuals alleging violation of Board Policy 1B.1 Nondiscrimination in Employment and Education Opportunity may pursue a complaint. This includes allegations of retaliation, or discrimination or harassment based on sex, race, age, disability, color, creed, national origin, religion, sexual orientation, marital status, or status with regard to public assistance. In addition, discrimination in employment based on membership or activity in a local commission as defined by law is prohibited.

**Subpart B. Applicability.** This procedure shall apply to all individuals affiliated with Minnesota State Colleges and Universities, including its students, employees, and applicants for employment, and is intended to protect the rights and privacy of both the complainant and respondent and other involved individuals, as well as to prevent retaliation/reprisal. Individuals who violate this procedure shall be subject to disciplinary or other corrective action.

A single act of discrimination or harassment may be based on more than one protected class status. For example, discrimination based on anti-Semitism may relate to religion, national origin, or both; discrimination against a pregnant woman might be based on sex, marital status, or both; discrimination against a transgender or transsexual individual might be based on sex or sexual orientation.

Not every act that may be offensive to an individual or group constitutes discrimination or harassment. Harassment includes action beyond the mere expression of views, words, symbols or thoughts that another individual finds offensive. To constitute a violation of Board Policy 1B.1, conduct must be considered sufficiently serious to deny or limit a student's or employee's ability to participate in or benefit from the services, activities, or privileges provided by Minnesota State Colleges and Universities.

**Subpart C. Scope.** This procedure is not applicable to allegations of sexual violence; allegations of sexual violence are handled pursuant to Board Policy 1B.3 Sexual Violence and System Procedure 1B.3.1. In addition, harassment and discrimination complaints not arising from alleged violations of Board Policy 1B.1, are to be addressed under other appropriate policies and established practices.

**Part 2. Definitions.** The definitions in Board Policy 1B.1 also apply to this procedure.

**Subpart A. Designated officer.** Designated officer means an individual designated by the president or chancellor to be primarily responsible for conducting an initial inquiry, determining whether to proceed with an investigation under this procedure, and investigating or coordinating the investigation of reports and complaints of discrimination/harassment in accordance with this procedure.

Prior to serving as the designated officer, the individual must complete investigator training provided by the Office of the Chancellor.

**Subpart B. Decision maker.** Decision maker means a high level administrator designated by the president or chancellor to review investigative reports, to make findings whether Board policy 1B.1 has been violated based upon the investigation, and to determine the appropriate action for the institution to take based upon the findings. Prior to serving as a decision maker for complaints under this procedure, administrators must complete decision maker training provided by the Office of the Chancellor.

**Subpart C. Retaliation.** Retaliation means any action against a complainant or other individual because the individual:

1. Participated in the investigation or resolution of a complaint under this procedure;
2. Opposed conduct the individual believes was in violation of Board policy 1B1.; or
3. Associates with another individual who is protected from discrimination under Policy 1B.1.

**Part 3. Consensual relationships.** Board Policy 1B.1 Nondiscrimination in Employment and Education Opportunity prohibits consensual relationships between an employee and a student or another employee over whom he or she exercises direct or otherwise significant academic, administrative, supervisory, evaluative, counseling, or extracurricular authority or influence, whether or not both parties appear to have consented to the relationship, except as noted.

Examples of prohibited consensual relationships include, but are not limited to:

- An employee and a student if the employee is in a position to evaluate or otherwise significantly influence the student's education, employment, housing, participation in athletics, or any other college or university activity (employee includes, for example, graduate assistants, administrators, coaches, advisors, program directors, counselors and residence life staff);
- A faculty member and a student who is enrolled in the faculty member's course, who is an advisee of the faculty member, or whose academic work is supervised or evaluated by the faculty member; and
- A supervisor and an employee under the person's supervision.

A faculty member or other employee is prohibited from undertaking a romantic or sexual relationship or permitting one to develop with a student or supervisee who is enrolled in the person's class or is subject to that person's supervision or evaluation.

If a consensual, romantic or sexual relationship exists between an employee and another individual and subsequent events create a supervisor/supervisee, faculty/student or similar relationship between them, the person with evaluative or supervisory authority is required to report the relationship to his or her supervisor so that evaluative functions can be reassigned if possible.

This procedure does not cover consensual relationships between individuals that do not require one to exercise direct or otherwise significant academic, administrative, supervisory, evaluative, counseling, or extracurricular authority or influence over the other.

This prohibition does not limit the right of an employee to make a recommendation on personnel matters concerning a person with whom they have a consensual relationship where the right to make recommendations on such personnel matters is explicitly provided for in the applicable collective bargaining agreement or compensation plan.

#### **Part 4. Reporting incidents of discrimination/harassment**

**Subpart A. Reporting an incident.** Any individual who believes she or he has been or is being subjected to conduct prohibited by Board Policy 1B.1 is encouraged to report the incident to the designated officer (Equity & Affirmative Action Officer). The report/complaint should be brought as soon as possible after an incident occurs.

Any student, faculty member or employee who knows of, receives information about or receives a complaint of discrimination/harassment is strongly encouraged to report the information or complaint to the designated officer of the Office of the Chancellor, college, or university.

**Subpart B. Duty to report.** Administrators and supervisors shall refer allegations of conduct that they reasonably believe may constitute discrimination or harassment under Board Policy 1B.1 to the designated officer, or in consultation with the designated officer may inquire into and resolve such matters.

**Subpart C. Reports against a president.** A report/complaint against a president of a college or university shall be filed with the Office of the Chancellor. However, the college or university shall process complaints against a president if the president's role in the alleged incident was limited to a decision on a recommendation made by another administrator, such as tenure, promotion or non-renewal, and the president had no other substantial involvement in the matter.

**Subpart D. Reports against Office of the Chancellor employees or Board of Trustees.** For reports/complaints that involve allegations against Office of the Chancellor employees, the responsibilities identified in this procedure as those of the president are the responsibilities of the chancellor. Reports/complaints that involve allegations against the chancellor or a member of the Board of Trustees shall be referred to the chair or vice chair of the Board for processing. Such reports/complaints may be assigned to appropriate system personnel or outside investigatory assistance may be designated.

**Subpart E. False statements prohibited.** Any individual who is determined to have provided false information in filing a discrimination report/complaint or during the investigation of such a report/complaint may be subject to disciplinary or corrective action.

**Subpart F. Withdrawn complaints.** If a complainant no longer desires to pursue a complaint, the Office of the Chancellor, colleges, and universities reserve the right to investigate and take appropriate action.

**Part 5. Right to representation.** In accordance with federal law and applicable collective bargaining agreement and personnel plan language, represented employees may have the right to request and receive union representation during an investigatory meeting.

Nothing in this procedure is intended to expand, diminish or alter in any manner whatsoever any right or remedy available under a collective bargaining agreement, personnel plan or law. Any disciplinary action imposed as a result of an investigation conducted under this procedure will be processed in accordance with the applicable collective bargaining agreement or personnel plan.

**Part 6. Investigation and Resolution.** The Office of the Chancellor, college or university has an affirmative duty to take timely and appropriate action to stop behavior prohibited by Board Policy 1B.1, conduct investigations and take appropriate action to prevent recurring misconduct.

**Subpart A. Personal resolution.** This procedure neither prevents nor requires the use of informal resolution by an individual who believes he or she has been subject to conduct in violation of Board Policy 1B.1. In such a situation, the individual should clearly explain to the alleged offender as soon as possible after the incident that the behavior is objectionable and must stop. If the behavior does not stop or if the individual believes retaliation may result from the discussion, the individual should report to the designated officer. Under no circumstance shall an individual be required to use personal resolution to address prohibited behaviors.

**Subpart B. Information privacy.** Confidentiality of information obtained during an investigation cannot be guaranteed; such information, however, will be handled in accordance with applicable federal and state data privacy laws.

**Subpart C. Processing the complaint.** The designated officer must be contacted in order to initiate a report/complaint under this procedure. The designated officer based on the complexity of the allegations, the number and relationship of individuals' involved, and other pertinent factors shall determine the scope of the process used in each complaint/report.

1. **Jurisdiction.** The designated officer shall determine whether the report/complaint is one, which should be processed through another Office of the Chancellor, college or university procedure available to the

complainant; if appropriate, the designated officer shall direct the complainant to that procedure as soon as possible.

2. **Conflicts.** The designated officer should identify to the president or chancellor/designee any real or perceived conflict of interest in proceeding as the designated officer for a specific complaint. If the president or chancellor/designee determines that a conflict exists, another designated officer shall be assigned.
3. **Information provided to complainant.** At the time the report/complaint is made, the designated officer shall:
  - a.) inform the complainant of the provisions of the Board Policy 1B.1 and this procedure;
  - b.) provide a copy of or Web address for Board Policy 1B.1 and this procedure to the complainant;
  - c.) determine whether other individuals are permitted to accompany the complainant during investigatory interviews and the extent of their involvement; and
  - d.) inform the complainant of the provisions of Board policy 1B.1 prohibiting retaliation.
4. **Complaint documentation.** The designated officer shall insure that the complaint is documented in writing. The designated officer may request, but not require the complainant to document the complaint in writing using the complaint form of the Office of the Chancellor, college or university.
5. **Information provided to the respondent.** At the time initial contact is made with the respondent, the designated officer shall inform the respondent in writing of the existence and general nature of the complaint and the provisions of the nondiscrimination policy. At the initial meeting with the respondent, the designated officer shall:
  - a) provide a copy of or Web address for Board Policy 1B.1 and this procedure to the respondent;
  - b.) provide sufficient information to the respondent consistent with federal and state data privacy laws to allow the respondent to respond to the substance of the complaint;
  - c.) explain to the respondent that in addition to being interviewed by the designated officer, the respondent may provide a written response to the allegations;
  - d.) determine whether other individuals are permitted to accompany the respondent during investigative interviews and the extent of their involvement; and
  - e.) inform the respondent of the provisions of Board policy 1B.1 prohibiting retaliation.
6. **Investigatory process.** The designated officer shall:
  - a.) conduct a fact-finding inquiry or investigation into the complaint, including appropriate interviews and meetings;
  - b.) inform the witnesses and other involved individuals of the prohibition against retaliation;
  - c.) create, gather and maintain investigative documentation as appropriate;
  - d.) disclose appropriate information to others only on a need to know basis consistent with state and federal law, and provide a data privacy notice in accordance with state law; and
  - e.) handle all data in accordance with applicable federal and state privacy laws.
7. **Interim Actions.**
  - a.) Employee reassignment or administrative leave.** Under appropriate circumstances, the president or chancellor may, in consultation with system legal counsel and labor relations, reassign or place an employee on administrative leave at any point in time during the report/complaint process. In determining whether to place an employee on administrative leave or reassignment, consideration shall be given to the nature of the alleged behavior, the relationships between the parties, the context in which the alleged incidents occurred and other relevant factors. Any action taken must be consistent with the applicable collective bargaining agreement or personnel plan.
  - b.) Student summary suspension or other action.** Under appropriate circumstances, the president or designee may, in consultation with system legal counsel, summarily suspend a student at any point in time during the report/complaint process. A summary suspension may be imposed only in accordance with Board Policy 3.6 and associated system procedures. After the student has been summarily suspended, the report/complaint process should be completed within the shortest reasonable time period, not to exceed nine (9) class days. During the summary suspension, the student may not enter the campus or participate in any college or university activities without obtaining prior permission from the president or designee. Other temporary measures may be taken in lieu of summary suspension where the president or designee determines such measures are appropriate.

8. **No basis to proceed.** At any point during the processing of the complaint, the designated officer may determine that there is no basis to proceed under Board Policy 1B.1. The designated officer shall refer the complaint as appropriate. The designated officer shall notify the complainant and respondent of the outcome as appropriate, in accordance with applicable data privacy laws.

**Subpart D. Resolution.** After processing the complaint the designated officer may consider one or more of the following methods to resolve the complaint as appropriate:

1. conduct or coordinate education/training;
2. facilitate voluntary meetings between the parties;
3. recommend separation of the parties, after consultation with appropriate Office of the Chancellor, college or university personnel;
4. other possible outcomes may include recommending changes in workplace assignments, enrollment in a different course or program, or other appropriate action;
5. the Office of the Chancellor, college or university may use alternative dispute resolution or mediation services as a method of resolving discrimination or harassment complaints. Alternative dispute resolution and mediation options require the voluntary participation of all parties to the complaint;
6. upon completion of the inquiry, the designated officer may dismiss or refer the complaint to others as appropriate.

**Subpart E. Decision process.** If the above methods have not resolved the complaint within a reasonable period of time to the satisfaction of the designated officer, or the designated officer feels additional steps should be taken, the procedures in this subpart shall be followed.

1. **Designated officer.** The designated officer shall:
  - a.) prepare an investigation report and forward it to the decision maker for review and decision;
  - b.) take additional investigative measures as requested by the decision maker; and
  - c.) be responsible for coordinating responses to requests for information contained in an investigation report in accordance with the Minnesota Government Data Practices Act and other applicable law including, but not limited to, the Family Educational Rights and Privacy Act (FERPA). In determining the appropriate response, the designated officer shall consult with the campus data practice compliance official and/or the Office of General Counsel.
2. **Decision maker.** After receiving the investigation report prepared by the designated officer, the decision maker shall:
  - a.) determine whether additional steps should be taken prior to making the decision. Additional steps may include:
    1. a request that the designated officer conduct further investigative measures;
    2. a meeting with the complainant, respondent or other involved individuals. If a meeting involving a represented employee is convened, the complainant or respondent may choose to be accompanied by the bargaining unit representative, in accordance with the applicable collective bargaining agreement and federal and state law; and
    3. a request for additional information, which may include a written response from the complainant or respondent relating to the allegations of the complaint.
  - b.) take other measures deemed necessary to determine whether a violation of Policy 1B.1 has been established;
  - c.) when making the decision, take into account the totality of the circumstances, including the nature and extent of the behaviors, the relationship(s) between the parties, the context in which the alleged incident(s) occurred, and other relevant factors;
  - d.) determine the nature, scope and timing of disciplinary or corrective action and the process for implementation if a violation of the nondiscrimination policy occurs. This may include consultation with human resources or supervisory personnel to determine appropriate discipline;

e.) As appropriate, consistent with applicable state and federal data privacy laws, report in writing to the complainant, respondent and the designated officer her or his findings, and the basis for those findings, as to whether Board policy 1B.1 has been violated. The written response to the complainant shall be provided within 60 days after a complaint is made unless reasonable cause for delay exists.

f.) Conduct that is determined not to have violated Board policy 1B.1 shall be referred to another procedure for further action, if appropriate.

**Part 7. Office of the Chancellor, college, or university action.** The Office of the Chancellor, college, or university shall take the appropriate corrective action based on results of the investigation, and the designated officer shall make appropriate inquiries to ascertain the effectiveness of any corrective or disciplinary action. Complainants are encouraged to report any subsequent conduct that violates Board policy 1B.1, as well as allegations of retaliation.

Written notice to parties relating to discipline, resolutions, and/or final dispositions resulting from the report/complaint process is deemed to be official correspondence from the Office of the Chancellor, college or university. In accordance with state law, the Office of the Chancellor, college or university is responsible for filing the complaint disposition concerning complaints against employees with the Commissioner of Employee Relations within 30 days of final disposition.

## **Part 8. Appeal.**

**Subpart A. Filing an appeal.** The complainant or the respondent may appeal the decision of the decision maker. An appeal must be filed in writing with the president or designee within ten (10) business days after notification of the decision. The appeal must state specific reasons why the complainant or respondent believes the decision was improper. In a complaint against a president or other official who reports directly to the chancellor, the chancellor may consider an appeal whether or not the chancellor served as the decision maker.

**Subpart B. Effect of review.** For employees represented by a collective bargaining agreement, an appeal under this procedure is separate and distinct from, and is not in any way related to, any contractual protections or procedures. During the pendency of the appeal disciplinary or corrective action taken as a result of the decision shall be enforced. In addition, in cases involving sanctions of suspension for ten (10) days or longer, students shall be informed of their right to a contested case hearing under Minnesota Statutes Chapter 14.

**Subpart C. Appeal process.** The president or designee shall review the record and determine whether to affirm or modify the decision. The president or designee may receive additional information if the president or designee believes such information would aid in the consideration of the appeal. The decision on appeal shall be made within a reasonable time and the complainant, respondent and designated officer shall be notified in writing of the decision, consistent with applicable state and federal data privacy laws. The decision on appeal exhausts the complainant's and respondent's administrative remedies under this procedure except as provided herein.

**Part 9. Education and training.** The Office of the Chancellor, colleges and universities shall provide education and training programs to promote awareness and prevent discrimination/harassment, such as educational seminars, peer-to-peer counseling, operation of hotlines, self-defense courses, and informational resources. Education and training programs should include education about Board policy 1B.1 and this procedure. All colleges and universities and the Office of the Chancellor shall promote awareness of Board policy 1B.1 and this procedure, and shall publicly identify the designated officer.

**Part 10. Distribution of board policy 1B.1 and this procedure.** Information regarding Board Policy 1B.1 and this procedure shall, at a minimum, be distributed to students at the time of registration and to employees at the beginning of employment. Distribution may be accomplished by posting on an internet Web site, provided all students and employees are directly notified of how to access the policy and procedure by an exact address, and that they may request a paper copy. Copies of the policy and procedure shall be conspicuously posted at

appropriate locations at the Office of the Chancellor and on college and university campuses at all times and shall include the designated officers' names, locations and telephone numbers.

Name, location and phone number in informational publications such as student catalogs, student and employee handbooks, bulletin boards, campus Web sites and other appropriate public announcements also must identify designated officers.

**Part 11. Maintenance of report/complaint procedure documentation.** During and upon the completion of the complaint process, the complaint file shall be maintained in a secure location in the office of the designated officer for the Office of the Chancellor, college or university in accordance with the applicable records retention schedule. Access to the data shall be in accordance with the respective collective bargaining agreement or personnel plan, the Minnesota Government Data Practices Act, the Family Educational Rights and Privacy Act or other applicable law.

*Effective date:* February 17, 1997

*Date & Subject of Revisions:*

*January 31, 2007- Procedure completely reviewed – Technical changes throughout. Part 3 – Revised to support the change in the 1B.1 policy concerning consensual relationships.*

*April 2, 2003- amended portions of the policy*

*Part 1. - added second paragraph Part 2, Subpart A - added second paragraph*

*Part 2, Subpart B - added second paragraph*

*Part 3, Subpart D, 1, 2. - slight modifications*

*Part 5, Subpart G, 3. - slight modification*

*Part 6 - deleted last sentence*

*Part 7, Subpart A - deleted a sentence*

*Part 7, Subpart C - slight addition*

*Part 10 - added second paragraph*

*December 18, 2000 - amended the entire procedure*

**Classified Vacancies** <http://www.stcloudstate.edu/employeeprocedures>

The Human Resources Office conducts the recruitment of University classified employees. Consistent with Minnesota State Colleges and Universities Board Policies on Nondiscrimination in Employment and Education Opportunity and Affirmative Action, St. Cloud State University has established the following selection process:

1. Position becomes vacant. Supervisor informs Human Resources that there will be a vacancy.
2. Human Resources contact the appropriate supervisor to determine whether position should be filled. If it is determined that a position will be filled, Human Resources provides the appropriate supervisor with a Request to Hire Approval form (Appendix E). Before a position is filled, this form must be approved (signed) by the Supervisor, Dean or Director of Area, Assistant Human Resources Director, appropriate Vice-President, and the President.
3. Human Resources and Supervisor review position description to see if any changes are needed.
4. The job announcement is posted for bidding, interest bidding, or expressions of interest according to applicable [Collective Bargaining Agreement \(CBA\)](#). If there are eligible bidders, bidder interviews are scheduled (check appropriate bargaining agreement).
5. Claimers get first priority, work comp and layoff lists are second and then (in no particular order), promotional list, open competitive list, transfers, demotions, reassignment, reinstatement are other options. (May be different depending on CBA; check appropriate bargaining agreement for details.)

**Information from these lists pertaining to protected group status such as race, disability, etc., is private information and may not be released to the prospective supervisor or members of the interview committee. Only public personnel data as defined by the Minnesota Data Government Practices Act, Section 13.43, Subd. 2, may be released.**

6. A list of job related questions is devised by the Supervisor and reviewed by Human Resources to ensure that the questions are uniform, appropriate, and job-related. Human Resources meet with the Supervisor and others to review procedures for an objective interview.
7. The Supervisor, using uniform job-related questions, conducts interviews. Other staff members may be involved in the interviews at the Supervisor's discretion. Every staff member involved in the interview will complete an evaluation form for each candidate, which contains job-related criteria.  
For AFSCME only: AFSCME employees may not be on interview committees when current AFSCME employees are interviewing for promotions (This was requested by Local AFSCME leadership and agreed to by SCSU administration).  
For all CBA's: Every member on the interview committee will sign a confidentiality form prior to viewing applicant materials.
8. Supervisor gives recommendation for hire. If a member of a protected class group where there is a disparity is not selected, a written justification will be given as to why all non-selected finalists were not hired.
9. If the Human Resources Office concurs with the selection, all candidates are notified of the hiring decision. The written justification is attached to the Protected Group Report.
10. If the HR Office does not concur with the decision, the Assistant Director of HR will review the file and make a final recommendation to reaffirm or to reconsider. All candidates are notified of the hiring decision.



**Unclassified Vacancies** <http://www.stcloudstate.edu/employeeprocedures>

1. The Equity & Affirmative Action Office provides guidance and assists hiring departments across the university in the recruitment of University unclassified employees (faculty and administrative) consistent with MnSCU Board policies on Nondiscrimination in Employment and Education Opportunity and Affirmative Action. A search is conducted for all hires of 50% or more FTE. The EAAO tracks all steps of the search and hire process on a Search Checklist (Appendix D), including screening committee demographic composition, meeting date with EAAO and applicant gender and ethnicity. Following is the search process (see Appendices for ~~a link to~~ a sample of each form):
2. Request to Hire form (Appendix E), the current position description (draft of notice of vacancy for faculty) and unit organizational chart must be submitted as a packet to the appropriate Vice-Presidential area. Once approved by the Vice-President, Equity & Affirmative Action Office, Human Resources approves position and Budget Officer approves budget line for position. The HR Position Description Tracking site is located at: <http://scsusp02/default.aspx>.
3. In conjunction with the EAAO, the department and screening committee chair create an Affirmative Action Recruitment Plan (Appendix F), which is sent to the Equity & Affirmative Action Officer for approval.
4. Any changes to the Notice of Vacancy (NOV-Appendix G) by the department or supervisor should be sent to the EAAO for approval.
5. A meeting of the screening committee with the EAAO is scheduled to discuss uniform hiring guidelines, committee ground rules, search process, recruitment strategies and equal employment opportunity.
6. The committee develops an initial applicant screening form, phone, reference and on-campus interview questions and departmental or open session evaluation feedback forms, as needed, based on the advertised qualifications and responsibilities posted in the NOV. All of these forms must be approved through the EAAO prior to use by the committee.
7. As applications are received, the committee chair or assigned clerical staff person, shall send acknowledgement letter indicating receipt of materials, which includes a checklist of any missing applicant materials. Additionally, in **all** searches, SCSU is required by federal law ([41 CFR, 60-3.15](#)) to send each applicant a voluntary Equal Employment Opportunity (EEO) Data form (Appendix H). The letter containing the checklist and the EEO Data form should be delivered electronically to each applicant on the date the application is received by the department.
8. Each applicant's first and last name, regardless of the status of the application (complete or incomplete), must be added to the Applicant Flow Analysis (AFA) (Appendix I), and each applicant is sent an EEO Data form to be returned directly to the Equity & Affirmative Action Office. If no email address is available, a print copy shall be sent to the applicant's mailing address.
9. Each application should be read by all screening committee members and discussed by the full committee. Initial screening of the applicant pool should cut only applicants who do not meet the advertised required qualifications published in the NOV. The screening committee chair, using the list of applicants already contained in the AFA, will in column 'I' provide specific reasons for non-selection for each person cut. Additionally, the committee should indicate what their next step in the search process would be (phone interview, reference calls or campus interview). The updated information on the applicant pool will be sent to the EAAO for review and any necessary discussion. No formal or informal offers of interview,

reference check or employment/hire may be extended prior to unit supervisor and EAAO approval.

10. Second round of screening will be conducted by the screening committee after fully reviewing each remaining applicant's file and discussing each applicant as a committee to determine non-discriminatory reasons for non-selection for those not advanced to the next level of screening. An updated version of the AFA with specific reasons for non-selection for those applicants eliminated during the second round of cuts must be sent the EAAO for review. At this point the EAA Officer, after reviewing the reasons for non-selection, may choose to review all applicant files. If requested, the committee shall provide access to the applicant pool files and the evaluation tool each committee member used to evaluate each applicant file. Questions from the EAA Officer will be directed to the chair and the screening committee initially, but may include deans and/or directors if Equal Access and Opportunity or Equal Employment Opportunity questions are not adequately resolved. No formal or informal offers of interview, reference or employment/hire may be extended prior to unit supervisor and EAAO approval.
11. A Memo of strengths and weaknesses (Appendix J) for each of the remaining applicants is prepared and sent along with the most current AFA to the EAAO and the hiring authority for review and approval prior to any formal or informal offers of interview or employment/hire.
12. All interviews questions and forms should have been previously approved by EAAO. Itineraries for each interviewee should be thoughtfully constructed to make the best use and opportunity of the candidate's time on campus. The interview experience for each applicant should be as close to identical as possible, acknowledging schedules vary wildly. Time should be built into the schedule to move the interviewee from location to location and for daylong interviews, a short 15-minute break is a thoughtful consideration in scheduling.
13. The screening committee will convene to discuss each of the interviewees and construct a written summary of strengths and weaknesses after on-campus interviews are complete. The summary should be forwarded as quickly as possible to the hiring authority and the EAAO for approval. At this point, the screening committee's work should be completed.
14. The screening committee chair shall collect all rubrics and/or evaluation sheets from the members of the screening committee as well as all public feedback forms, and place them with all of the applicant files in a locked secured place. A cover sheet containing the name of the person hired, the title of the position and the completion date of the search as well as the date three years forward from the completion of the search should be placed with the official search documents. All completed search documents should be shredded three (3) years after the date of hire.

A search committee serves the function of a screening committee; it does not serve the role as the hiring authority. A screening committee (as a whole, not individually) acts as an agent of the university and is obligated to follow law and policy applying to personnel matters in carrying out the President's authority to hire, which is delegated, in writing, to the Provost. The summary of strengths and weaknesses for those interviewed is intended to provide the best available professional assessment of the screening committee to the respective hiring authority. A screening committee should note if an applicant is acceptable or unacceptable, based on non-discriminatory professional qualifications, with specific reasons and examples for their findings. The final summary of strengths and weaknesses should contain greater depth and breadth for the hiring authority based on the composite application, reference, and interview experience as part of final discussions among the screening committee membership. The hiring of new colleagues is an integral avenue for the university to expand the knowledge base of a department, as well as contributing to the overall diversity of the university community. A commitment to accepting

differences of background, experience, research, and service are vital to St. Cloud State University's diversification goals.

**SEARCH CHECKLIST**

Search Closed \_\_\_\_\_

Position

Position #  AY  Replacing

Department

College/Unit  Position Closing Date

I/O -- Prob.	<input type="text"/>	Fixed-term	<input type="text"/>	Contact person(s)	<input type="text"/>	X
MSUAASF -- Prob.	<input type="text"/>	Fixed-term	<input type="text"/>			X
MnSCU Administrator	<input type="text"/>			Search Committee demographic make-up	<input type="text"/>	
Request to Hire Auth. Received	<input type="text"/>			Met w/Search Chair	<input type="text"/>	
Search Packet Sent	<input type="text"/>			Screening/Evaluation Form Approved	<input type="text"/>	
AA Recruit Plan Rec'd/Approved	<input type="text"/>			Phone Interview Questions Approved	<input type="text"/>	
	<input type="text"/>			Campus Interview Questions Approved	<input type="text"/>	
Position Description checked Y/N	<input type="text"/>	(Administrative searches only)				
NOV/Ad Approved	<input type="text"/>	Applicant Flow Analysis Approved with	<input type="text"/>			
Memo/MnSCU link to Search Chair	<input type="text"/>	Memo of Strengths & Weaknesses	<input type="text"/>			
NOV's distributed on campus	<input type="text"/>					
NOV placed SCSU site	<input type="text"/>	HEJ	<input type="text"/>	<b>HIRED/DATE</b>	<input type="text"/>	
MnSCU	<input type="text"/>	MnDiv.com	<input type="text"/>	<b>GENDER</b>	<input type="text"/>	
Other:	<input type="text"/>	HERC	<input type="text"/>	<b>ETHNICITY CODE</b>	<input type="text"/>	
<b>Paid Ad/Posting:</b>	<input type="text"/>			<b>HIRE AD SOURCE</b>	<input type="text"/>	
Publication & Edition/Website	<input type="text"/>					

**EQUAL EMPLOYMENT OPPORTUNITY DATA INFORMATION COLLECTED**

						Total - Self Identified
<b>FEMALES</b>						
Unknown						
Black						
Asian						
White						
Hispanic	H-B:	H-A:	H-W:	H-NHPI:	H-AI:	
Native HI/Pac Islander						
American Indian						

<b>MALES</b>						
Unknown						
Black						
Asian						
White						
Hispanic	H-B:	H-A:	H-W:	H-NHPI:	H-AI:	
Native HI/Pac Islander						
American Indian						

Total Applicants

Unknown Gender

Total EEO Forms Rec'd

**Where was vacancy learned about:**

SCSU Job Opp: \_\_\_\_\_ MnSCU Emp Opp: \_\_\_\_\_

MinnesotaDiversity.com: \_\_\_\_\_ HERC: \_\_\_\_\_

Chronicle of Higher Ed: \_\_\_\_\_ HigherEdJobs.com \_\_\_\_\_

Invited to apply by \_\_\_\_\_:

Newspaper/Print Ad: \_\_\_\_\_

Other: \_\_\_\_\_

**St. Cloud State University  
Request to Hire Approval Form**

Date \_\_\_\_\_ Job Title \_\_\_\_\_

College/Hiring Unit \_\_\_\_\_ Department \_\_\_\_\_

Our department would like to request:

- |  |  |
|--|--|
| <input type="checkbox"/> Classified (i.e. AFSCME, MAPE, MMA) | <input type="checkbox"/> Emergency/Temporary/Fixed Term                                    |
| <input type="checkbox"/> MSUAASF                             | <input type="checkbox"/> for permanent employee on leave                                   |
| <input type="checkbox"/> MnSCU Administrator                 | <input type="checkbox"/> for additional help   |
|  | <input type="checkbox"/> to replace existing employee due to transfer, bid, or resignation |

Is the position description current?  
(within 3 years) \_\_\_\_\_

\_\_\_\_\_ Proposed dates of employment\*  
beginning & end dates

- New Position  
-include Position Description, Position Analysis  
Questionnaire (MSUAASF & Administrator),  
And Organizational Chart

Permanent/Probationary  
\_\_\_\_\_ Proposed start date

Name of employee that vacated the position \_\_\_\_\_

- employee transferred to another dept.  employee left SCSU employment  
 other \_\_\_\_\_

Position Number \_\_\_\_\_ Cost Center to be charged \_\_\_\_\_

Comments:  
\_\_\_\_\_

**Signatures/Routing:**

**Recommendation:**

Supervisor Signature _____	Date _____	Approved _____	Not Approved _____
Dean/Director Signature _____	Date _____	Approved _____	Not Approved _____
Vice President of Hiring Unit Signature _____	Date _____	Approved _____	Not Approved _____
HR Director (Unclassified) _____	Date _____	Approved _____	Not Approved _____
Asst. HR Director (Classified) _____	Date _____	Approved _____	Not Approved _____
Budget Officer _____	Date _____	Approved _____	Not Approved _____
President _____	Date _____	Approved _____	Not Approved _____

Comments:

\*If requesting a temporary/fixed term appointment extending beyond 12 months, please explain reason in the top comment box.

cc: Immediate Supervisor – If a Search Committee requires or would like to request representation from MSUAASF, AFSCME, MAPE or MMA, contact the Office of Administrative Affairs.

Revised 12/08



ST. CLOUD STATE UNIVERSITY  
AFFIRMATIVE ACTION RECRUITMENT PLAN

Indicate type of search:

<input type="checkbox"/> MnSCU ADMINISTRATOR	<input type="checkbox"/> MSUAASF
<input type="checkbox"/> At Will <input type="checkbox"/> Interim/Fixed-Term	<input type="checkbox"/> Probationary <input type="checkbox"/> Interim/Fixed-Term

Position #: \_\_\_\_\_ Position Title: \_\_\_\_\_

College/Unit: \_\_\_\_\_ Dept/Program: \_\_\_\_\_

Incumbent (If new, indicate "new"): \_\_\_\_\_

Search Committee Chair: \_\_\_\_\_ Chair Email: \_\_\_\_\_

Chair Phone #: 308- \_\_\_\_\_

Committee Members: \_\_\_\_\_

Recruitment Strategies:

The Office of Equity & Affirmative Action posts the NOV/ad on the –

- SCSU and MnSCU Employment Opportunities websites - MinnesotaDiversity.com website
- HigherEdJobs.com website - HERC (Higher Ed Recruit Consortium) website

Contact the Office of Equity & Affirmative Action (308-5123) for assistance regarding other recruitment strategies.

(1) Organizational Advertising (no cost or cost assumed by the department/unit and ad placed by the department/unit):

(2) Paid Advertising (Academic Affairs will assume responsibility for one paid advertisement; all advertisements must be approved by the Office of Equity & Affirmative Action. (Note: All advertisements paid for by Academic Affairs must be placed by the Office of Affirmative Action)):

(3) Other Affirmative Action efforts implemented by department:

(4) Department sends 27 copies of the printed Notice of Vacancy to the OEAA (AS208) for campus posting.

(5) Present department/unit composition (in full-time FTE):

\_\_\_\_\_ Males    \_\_\_\_\_ Females    \_\_\_\_\_ Minorities

(6) Proposed Affirmative Action GOAL for this Vacancy:

(7) Proposed timeline for Search (fill in date for each step):

- |                              |                                  |
|------------------------------|----------------------------------|
| 1. Applications closed _____ | 3. Interviews completed _____    |
| 2. Finalists selected _____  | 4. Recommendation for hire _____ |

Approvals:

_____ Unit Director/Supervisor	_____ Date	_____ Vice President	_____ Date
-----------------------------------	---------------	-------------------------	---------------

_____ Equity & Affirmative Action Officer	_____ Date
--	---------------

(Submit signed form to the Office of Equity & Affirmative Action. Copies of approved form will be emailed to the department/unit and VP.)  
(Revised 04/10)

**ST. CLOUD STATE UNIVERSITY  
AFFIRMATIVE ACTION RECRUITMENT PLAN  
- FACULTY SEARCHES -**

College/Unit: \_\_\_\_\_ Position #: \_\_\_\_\_  
Dept/Program: \_\_\_\_\_

Position available: \_\_\_\_\_ Rank: \_\_\_\_\_  
Type of Position:  Fixed Term  Probationary/Tenure-Track  
Incumbent (If new, indicate "new"): \_\_\_\_\_

Search Committee Chair: \_\_\_\_\_ Chair Email: \_\_\_\_\_  
Chair Phone: 308- \_\_\_\_\_

Committee Members: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Recruitment Strategies:**

The Office of Equity & Affirmative Action posts all NOV/ads on:

- SCSU and MnSCU Employment Opportunities
  - HigherEdJobs.com \*
  - National Minority Faculty ID Program website\*
  - HERC (Higher Ed Recruit Consortium)
  - MinnesotaDiversity.com \*
  - TAN/Minority Faculty Appl. Database\*
- \*Contact the OEAA (308-5123) to receive instructions to search the candidate database at this website.

(1) Organizational Advertising (no cost or cost assumed and ads placed by the department):

\_\_\_\_\_  
(2) Paid Advertising - Academic Affairs will assume responsibility for **one** paid advertisement/posting; all advertisements must be approved by the Office of Equity & Affirmative Action. **(Note: All advertisements paid for by Academic Affairs must be placed by the Office of Equity & Affirmative Action)**

(3) Other Affirmative Action efforts implemented by department:

(4) Department sends 27 copies of the printed Notice of Vacancy to the OEAA (AS208) for campus posting.

(5) Present department/unit composition (in full-time FTE):

\_\_\_\_\_ Males \_\_\_\_\_ Females \_\_\_\_\_ Minorities

(6) Proposed Affirmative Action GOAL for this Vacancy:

(7) Proposed timeline for Search (fill in date for each step):

1. Applications closed \_\_\_\_\_ 3. Interviews completed \_\_\_\_\_  
2. Finalists selected \_\_\_\_\_ 4. Recommendation for hire \_\_\_\_\_

Approvals:

\_\_\_\_\_  
Unit Director/Supervisor Date Vice President Date

\_\_\_\_\_  
Equity & Affirmative Action Officer

\_\_\_\_\_  
Date

(Submit signed form to the Office of Equity & Affirmative Action. Copies of approved form will be emailed to the department/unit and VP.)

(Revised 04/10)





NOTICE OF VACANCY

Position available:  
Salary:  
Date of appointment:  
Responsibilities:

For Faculty PROBATIONARY/TENURE-TRACK SEARCHES ONLY, please include the following near the end of the "Responsibilities" section:

In order to be considered for tenure, the successful candidate will demonstrate the ability to: 1) teach and/or perform assignment effectively; 2) conduct scholarly achievement or research; 3) continue preparation and study in discipline; 4) contribute to student growth and development; and 5) provide service to the university and community.

Qualifications and experience:

Required:

- 
- 
- 

Preferred:

- 
- 

- Demonstrated ability to teach and work with persons from culturally diverse backgrounds.

Apply to:

Name \_\_\_\_\_  
Department \_\_\_\_\_  
St. Cloud State University  
720 Fourth Avenue South  
St. Cloud MN 56301-4498  
Phone (320) \_\_\_\_\_; Fax (320) \_\_\_\_\_  
Email: \_\_\_\_\_

Application information and deadline:

SCSU is committed to excellence and actively supports cultural diversity. To promote this endeavor, we invite individuals who contribute to such diversity to apply, including minorities, women, GLBT, persons with disabilities. SCSU is a member of Minnesota State Colleges and Universities System.

# APPENDIX H

Vacancy No. \_\_\_\_\_

## ST. CLOUD STATE UNIVERSITY Equal Employment Opportunity (EEO) Data for Affirmative Action Recruitment

St. Cloud State University is an Equal Opportunity Employer committed to the policies and principles of affirmative action in its recruitment procedures. To advance the implementation of these policies and to assist the University in responding to valid inquiries by federal and state agencies relative to equal opportunity and affirmative action, you are being asked to complete this form. The information you are being asked to provide will be used for affirmative action purposes and will be available only to authorized personnel for meeting affirmative action requirements or reporting requirements of federal or state agencies. Failure to comply or submit the information will in no way disqualify you for present or future employment.

Name: \_\_\_\_\_

Position applied for: \_\_\_\_\_ Application date: \_\_\_\_\_

Department/unit in which vacancy exists: \_\_\_\_\_

### 1. RACE AND ETHNIC BACKGROUND:

**Are you Hispanic or Latino** (a person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture, regardless of race)?  Yes  No

#### Select one or more:

**American Indian or Alaskan Native** - A person having origins in any of the original peoples of North, Central or South America and who maintains tribal affiliation or community attachment

**Asian** - A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent

**Black or African-American** - A person having origins in any of the black racial groups of Africa

**Native Hawaiian or Other Pacific Islander** - A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands

**White** - A persons having origins in any of the original peoples of Europe, the Middle East or North Africa

**Unknown**

If you have selected more than one race and ethnic background above, please state which you wish to identify as primary: \_\_\_\_\_

3. **GENDER:**  Female  Male

### 4. HOW DID YOU LEARN ABOUT THIS VACANCY:

SCSU Employment Opportunities  MnSCU Job Opportunities  MinnesotaDiversity.com

HigherEdRecruitmentConsortium.com  HigherEdJobs.com  Chronicle of Higher Ed (print or web)

Invited to apply by: \_\_\_\_\_ Other: \_\_\_\_\_

---

**Note:** The completed form should be sent by e-mail as an attached file to The Office of Equity & Affirmative Action, [affirmativeaction@stcloudstate.edu](mailto:affirmativeaction@stcloudstate.edu), Tel: (320) 308-5123. **DO NOT** send to the department or Search Committee. May also mail completed form to: Office of Equity & Affirmative Action, St. Cloud State University, 720 Fourth Avenue South-AS208, St. Cloud MN 56301-4498.

Rev. 6/28/10

**APPLICANT FLOW ANALYSIS**

- UNCLASSIFIED SEARCHES -

POSITION # \_\_\_\_\_

Page \_\_\_\_\_ of \_\_\_\_\_

Department/Hiring Unit \_\_\_\_\_

Search Chair \_\_\_\_\_

Position \_\_\_\_\_

Application Review Begins Date \_\_\_\_\_

	A	B*	C*	D	E	F	G	H	I
	NAME	Gender M/F	Ethnic Code	Date Sent EEO form	Date Application Received	Complete File Y/N	Telephone Interview Y/N	Campus Interview Y/N	Detailed Reason for Non-Selection
1									
2									
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									
15									
16									
17									
18									
19									
20									

**NOTES:**

- This form is to be filled out by the Chair of the search committee. Contact EAAO with questions.
- This form must include all applicants for the position, regardless of application status.

\* Columns B & C are filled out by the Equity & Affirmative Action Office.

- SAMPLE -

Memo of Strengths and Weaknesses

To: Dean & Director of Affirmative Action  
From: Search Committee Chair  
Date:  
Re: Name position Search – memo of strengths/weaknesses

The search committee for the xxxxxxxxxxxxx position in the Department of xxxxxxxxxxxxxxxxxxxxx has reviewed the applications for this search. The list below identifies the three candidates the committee has identified as Best Qualified "A-List" candidates for on-campus interview and the top Well Qualified candidates "B-List" (listed alphabetically).

**Best Qualified "A-List":**

**Name of Candidate**

Strengths:

- 
- 

Weaknesses

- 
- 

**Name of Candidate**

Strengths:

- 
- 

Weaknesses

- 
- 

**Name of Candidate**

Strengths:

- 
- 

Weaknesses

- 
- 

**Well-Qualified "B-List":**

**Name of Candidate**

Strengths:

- 
- 

Weaknesses

- 
- 

**Name of Candidate**

Strengths:

- 
- 

Weaknesses

- 
- 

**Name of Candidate**

Strengths:

- 
- 

Weaknesses

- 
-

**St. Cloud State University**  
**Employee Request for ADA Reasonable Accommodation**

Employee Name: \_\_\_\_\_ Date: \_\_\_\_\_  
Job Title: \_\_\_\_\_ Department: \_\_\_\_\_

Human Resources and any other person who is authorized by my employer to will use this information handle medical information for ADA purposes and, any information concerning my physical or mental condition, that is necessary to determine whether I have a disability as defined by the American with Disabilities Act, and to determine whether any reasonable accommodations can be made. The provision of this information is voluntary, however if you refuse to provide it, your employer may refuse to provide reasonable accommodation.

1. Please describe the nature of your limitations, what life activity(s) it substantially limits, and how this life activity is substantially limited.

---

---

---

2. How does it affect your ability to perform your job?

---

---

---

3. Type of accommodation you are requesting:

Making facilities readily accessible  Modification of equipment or devices  
 Job restructuring  Qualified reader or interpreter  
 Part time or modified work schedule  Acquisition of equipment or devices  
 Modification to a rule, policy or practice  Other: \_\_\_\_\_

Please describe in detail the accommodation you are requesting:

---

---

---

4. How will the requested accommodation be effective in allowing you to perform the essential functions of your job?

---

---

---

5. Additional comments:

---

---

---

\_\_\_\_\_  
Signature of Employee Date

**APPENDIX L**

<b>PROTECTED GROUP: WOMEN</b>									
<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>	<b>F</b>	<b>G</b>	<b>H</b>	<b>I</b>	<b>J</b>
<b>EEO JOB GROUP</b>	<b>Total Number in Group</b>	<b>Total Number of WOMEN in Group</b>	<b>% WOMEN in the Group</b>	<b>Availability % (Census Table) MN Statewide</b>	<b>Availability Number</b>	<b>AAP 2010-2012 Number Underutilized</b>	<b>AAP 2008-2010 Number Underutilized</b>	<b>Improved, Not Improved, Same</b>	<b>Numerical Difference</b>
Officials and Administrators	41	13	31.7%	37.8%	15	-2	-1	Not Improved	1
Professionals	787	368	46.8%	53.8%	423	-55	-72	Improved	17
Technicians	35	27	77.1%	63.1%	22	0	0	Same	0
Paraprofessionals	134	45			0	0	0		
Office/Clerical	209	200	95.7%	67.7%	141	0	0	Same	0
Skilled Craft	46	1	2.2%	7.8%	4	-3	-3	Same	0
Service Maintenance	118	43	36.4%	43.6%	51	-8	-8	Same	0

<b>PROTECTED GROUP: PEOPLE OF COLOR / MINORITIES</b>									
<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>	<b>F</b>	<b>G</b>	<b>H</b>	<b>I</b>	<b>J</b>
<b>EEO JOB GROUP</b>	<b>Total Number in Group</b>	<b>Total Number of MINORITIES in Group</b>	<b>% MINORITIES in the Group</b>	<b>Availability % (Census Table) MN Statewide</b>	<b>Availability Number</b>	<b>AAP 2010-2012 Number Underutilized</b>	<b>AAP 2008-2010 Number Underutilized</b>	<b>Improved, Not Improved, Same</b>	<b>Numerical Difference</b>
Officials and Administrators	41	5	12.2 %	5.1%	2	0	0	Same	0
Professionals	787	142	18.0 %	8.0%	63	0	0	Same	0
Technicians	35	1	2.9%	6.8%	2	-1	-1	Same	0
Paraprofessionals	134	3			0	0			
Office/Clerical	209	4	1.9%	8.2%	17	-13	-13	Same	0
Skilled Craft	46	0	0.0%	7.1%	3	-3	-3	Same	0
Service Maintenance	118	3	2.5%	14.3%	17	-14	-13	Not Improved	1

**APPENDIX M**

**UNIT UTILIZATION ANALYSIS - St. Cloud State University**

<b>ACADEMIC AFFAIRS</b>		Protected Group: <b>WOMEN</b>					
<b>EEO Job Group</b>	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>	<b>F</b>	<b>%</b>
	Total Number in Group	Total Number of Women in Group	% Women in the Group	Availability % (from Census Tables)	Availability Number	Number (-) Underutilized	
Officials and Administrators	26	7	26.9%	37.8%	10	-3	-10.9%
Professionals	654	304	46.5%	53.8%	352	-48	-7.3%
Technicians	20	14	70.0%	63.1%	13	1	6.9%
Paraprofessionals	89	25	28.1%	0.0%	0	25	28.1%
Office/Clerical	108	108	100.0%	67.7%	73	35	32.3%
Skilled Craft	1	0	0.0%	7.8%	0	0	-7.8%
Service Maintenance	1	0	0.0%	43.6%	0	0	-43.6%
Totals	899	458	50.9%				

<b>ADMINISTRATIVE AFFAIRS</b>		Protected Group: <b>WOMEN</b>					
<b>EEO Job Group</b>	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>	<b>F</b>	<b>%</b>
	Total Number in Group	Total Number of Women in Group	% Women in the Group	Availability % (from Census Tables)	Availability Number	Number (-) Underutilized	
Officials and Administrators	6	1	16.7%	37.8%	2	-1	-21.1%
Professionals	17	13	76.5%	53.8%	9	4	22.7%
Technicians	6	4	66.7%	63.1%	4	0	3.6%
Paraprofessionals	29	11	37.9%	0.0%	0	11	37.9%
Office/Clerical	58	49	84.5%	67.7%	39	10	16.8%
Skilled Craft	44	1	2.3%	7.8%	3	-2	-5.5%
Service Maintenance	112	42	37.5%	43.6%	49	-7	-6.1%
Totals	272	121	44.5%				

<b>PRESIDENT / ATHLETICS*</b>		Protected Group: <b>WOMEN</b>					
<b>EEO Job Group</b>	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>	<b>F</b>	
	Total Number in Group	Total Number of Women in Group	% Women in the Group	Availability % (from Census Tables)	Availability Number	Number (-) Underutilized	%
Officials and Administrators	6	4	66.7%	37.8%	2	2	28.9%
Professionals	46	13	28.3%	53.8%	25	-12	-25.5%
Technicians	0	0	0.0%	63.1%	0	0	-63.1%
Paraprofessionals	3	1	33.3%	0.0%	0	1	33.3%
Office/Clerical	7	7	100.0%	67.7%	5	2	32.3%
Skilled Craft	0	0	0.0%	7.8%	0	0	-7.8%
Service Maintenance	2	1	50.0%	43.6%	1	0	6.4%
Totals	64	26	40.6%				

<b>STUDENT LIFE &amp; DEVELOPMENT</b>		Protected Group: <b>WOMEN</b>					
<b>EEO Job Group</b>	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>	<b>F</b>	
	Total Number in Group	Total Number of Women in Group	% Women in the Group	Availability % (from Census Tables)	Availability Number	Number (-) Underutilized	%
Officials and Administrators	1	1	100.0%	37.8%	0	1	62.2%
Professionals	64	35	54.7%	53.8%	34	1	0.9%
Technicians	8	8	100.0%	63.1%	5	3	36.9%
Paraprofessionals	9	5	55.6%	0.0%	0	5	55.6%
Office/Clerical	30	30	100.0%	67.7%	20	10	32.3%
Skilled Craft	1	0	0.0%	7.8%	0	0	-7.8%
Service Maintenance	3	0	0.0%	43.6%	1	-1	-43.6%
Totals	116	79	68.1%				



UNIVERSITY ADVANCEMENT		Protected Group: <b>WOMEN</b>					
EEO Job Group	A	B	C	D	E	F	
	Total Number in Group	Total Number of Women in Group	% Women in Group	Availability % (from Census Tables)	Availability Number	Number (-) Underutilized	%
Officials and Administrators	2	0	0.0%	37.8%	1	-1	-37.8%
Professionals	6	3	50.0%	53.8%	3	0	-3.8%
Technicians	1	1	100.0%	63.1%	1	0	36.9%
Paraprofessionals	4	3	75.0%	0.0%	0	3	75.0%
Office/Clerical	6	6	100.0%	67.7%	4	2	32.3%
Skilled Craft	0	0	0.0%	7.8%	0	0	-7.8%
Service Maintenance	0	0	0.0%	43.6%	0	0	-43.6%
Totals	19	13	68.4%				

GRAND TOTALS							
EEO Job Group	A	B	C	D	E	F	
	Total Number in Group	Total Number of Women in Group	% Women in Group	Availability % (from Census Tables)	Availability Number	Number (-) Underutilized	%
Officials and Administrators	41	13	31.7%	37.8%	15	-2	-6.1%
Professionals	787	368	46.8%	53.8%	423	-55	-7.0%
Technicians	35	27	77.1%	63.1%	22	5	14.0%
Paraprofessionals	134	45	33.6%	0.0%	0	45	33.6%
Office/Clerical	209	200	95.7%	67.7%	141	59	28.0%
Skilled Craft	46	1	2.2%	7.8%	4	-3	-5.6%
Service Maintenance	118	43	36.4%	43.6%	51	-8	-7.2%
Totals	1370	697	50.9%				

* ATHLETICS		Protected Group: <b>WOMEN</b>					
EEO Job Group	A	B	C	D	E	F	
	Total Number in Group	Total Number of Women in Group	% Women in the Group	Availability % (from Census Tables)	Availability Number	Number (-) Underutilized	%
Officials/Administrators	2	1	50.0%	37.8%	1	0	12.2%
Professionals	39	11	28.2%	53.8%	21	-10	-25.6%
Technicians	0	0	0.0%	63.1%	0	0	-63.1%
Paraprofessionals	0	0	0.0%	0.0%	0	0	0.0%
Office/Clerical	2	2	100.0%	67.7%	1	1	32.3%
Skilled Craft	0	0	0.0%	7.8%	0	0	-7.8%
Service Maintenance	2	1	50.0%	43.6%	1	0	6.4%
Totals	45	15	33.3%				

**APPENDIX M**

**UNIT UTILIZATION ANALYSIS for St. Cloud State University**

<b>ACADEMIC AFFAIRS</b>		Protected Group: <b>People of Color/Minorities</b>					
<b>EEO Job Group</b>	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>	<b>F</b>	
	Total Number in Group	Total Number of People of Color in Group	% People of Color in the Group	Availability % (from Census Tables)	Availability Number	Number (-) Underutilized	%
Officials and Administrators	26	3	11.5%	5.1%	1	2	6.4%
Professionals	654	133	20.3%	8.0%	52	81	12.3%
Technicians	20	0	0.0%	6.8%	1	-1	-6.8%
Paraprofessionals	89	1	1.1%	0.0%	0	1	1.1%
Office/Clerical	108	2	1.9%	8.2%	9	-7	-6.3%
Skilled Craft	1	0	0.0%	7.1%	0	0	-7.1%
Service Maintenance	1	0	0.0%	14.3%	0	0	-14.3%
Totals	899	139	15.5%				

<b>ADMINISTRATIVE AFFAIRS</b>		Protected Group: <b>People of Color/Minorities</b>					
<b>EEO Job Group</b>	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>	<b>F</b>	
	Total Number in Group	Total Number of People of Color in Group	% People of Color in the Group	Availability % (from Census Tables)	Availability Number	Number (-) Underutilized	%
Officials and Administrators	6	2	33.3%	5.1%	0	2	28.2%
Professionals	17	0	0.0%	8.0%	1	-1	-8.0%
Technicians	6	0	0.0%	6.8%	0	0	-6.8%
Paraprofessionals	29	1	3.4%	0.0%	0	1	3.4%
Office/Clerical	58	1	1.7%	8.2%	5	-4	-6.5%
Skilled Craft	44	0	0.0%	7.1%	3	-3	-7.1%
Service Maintenance	112	3	2.7%	14.3%	16	-13	-11.6%
Totals	272	7	2.6%				

<b>PRESIDENT / ATHLETICS *</b>		Protected Group: <b>People of Color/Minorities</b>					
<b>EEO Job Group</b>	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>	<b>F</b>	
	Total Number in Group	Total Number of People of Color in Group	% People of Color in the Group	Availability % (from Census Tables)	Availability Number	Number (-) Underutilized	%
Officials and Administrators	6	0	0.0%	5.1%	0	0	-5.1%
Professionals	46	2	4.3%	8.0%	4	-2	-3.7%
Technicians	0	0	0.0%	6.8%	0	0	-6.8%
Paraprofessionals	3	0	0.0%	0.0%	0	0	0.0%
Office/Clerical	7	0	0.0%	8.2%	1	-1	-8.2%
Skilled Craft	0	0	0.0%	7.1%	0	0	-7.1%
Service Maintenance	2	0	0.0%	14.3%	0	0	-14.3%
Totals	64	2	3.1%				

<b>STUDENT LIFE &amp; DEVELOPMENT</b>		Protected Group: <b>People of Color/Minorities</b>					
<b>EEO Job Group</b>	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>	<b>F</b>	
	Total Number in Group	Total Number of People of Color in Group	% People of Color in the Group	Availability % (from Census Tables)	Availability Number	Number (-) Underutilized	%
Officials and Administrators	1	0	0.0%	5.1%	0	0	-5.1%
Professionals	64	6	9.4%	8.0%	5	1	1.4%
Technicians	8	1	0.0%	6.8%	1	0	-6.8%
Paraprofessionals	9	0	0.0%	0.0%	0	0	0.0%
Office/Clerical	30	1	3.3%	8.2%	2	-1	-4.9%
Skilled Craft	1	0	0.0%	7.1%	0	0	-7.1%
Service Maintenance	3	0	0.0%	14.3%	0	0	-14.3%
Totals	116	8	6.9%				

UNIVERSITY ADVANCEMENT		Protected Group: <b>People of Color/Minorities</b>					
EEO Job Group	A	B	C	D	E	F	
	Total Number in Group	Total Number of People of Color in Group	% People of Color in the Group	Availability % (from Census Tables)	Availability Number	Number (-) Underutilized	%
Officials and Administrators	2	0	0.0%	5.1%	0	0	-5.1%
Professionals	6	1	16.7%	8.0%	0	1	8.7%
Technicians	1	0	0.0%	6.8%	0	0	-6.8%
Paraprofessionals	4	1	25.0%	0.0%	0	1	25.0%
Office/Clerical	6	0	0.0%	8.2%	0	0	-8.2%
Skilled Craft	0	0	0.0%	7.1%	0	0	-7.1%
Service Maintenance	0	0	0.0%	14.3%	0	0	-14.3%
<b>Totals</b>	<b>19</b>	<b>2</b>	<b>10.5%</b>				

GRAND TOTALS		A	B	C	D	E	F	
EEO Job Group	Total Number in Group	Total Number of People of Color in Group	% People of Color in the Group	Availability % (from Census Tables)	Availability Number	Number (-) Underutilized	%	
	Officials and Administrators	41	5	12.2%	5.1%	2	3	7.1%
Professionals	787	142	18.0%	8.0%	63	79	10.0%	
Technicians	35	1	0.0%	6.8%	2	-1	-6.8%	
Paraprofessionals	134	3	2.2%	0.0%	0	3	2.2%	
Office/Clerical	209	4	1.9%	8.2%	17	-13	-6.3%	
Skilled Craft	46	0	0.0%	7.1%	3	-3	-7.1%	
Service Maintenance	118	3	0.0%	14.3%	17	-14	-14.3%	
<b>Totals</b>	<b>1370</b>	<b>158</b>	<b>11.5%</b>					

<b>* ATHLETICS</b>		Protected Group: <b>People of Color/Minorities</b>					
<b>EEO Job Group</b>	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>	<b>F</b>	
	Total Number in Group	Total Number of People of Color in Group	% People of Color in the Group	Availability % (from Census Tables)	Availability Number	Number (-) Underutilized	%
Officials and Administrators	2	0	0.0%	5.1%	0	0	-5.1%
Professionals	39	2	5.1%	8.0%	3	-1	-2.9%
Technicians	0	0	0.0%	6.8%	0	0	-6.8%
Paraprofessionals	0	0	0.0%	0.0%	0	0	0.0%
Office/Clerical	2	0	0.0%	8.2%	0	0	-8.2%
Skilled Craft	0	0	0.0%	7.1%	0	0	-7.1%
Service Maintenance	2	0	0.0%	14.3%	0	0	-14.3%
<b>Totals</b>	<b>45</b>	<b>2</b>	<b>4.4%</b>				

<u>Key: EEO Job Group</u>	<u>B.U. Code</u>	<u>Barg. Unit Description</u>
1. Officials and Mgers	220	MnSCU Administrators - VPs, AVPs, deans
2. Professionals-Faculty	209	IFO - faculty
2. Professionals-ASF	211	MSUAASF
2. Professionals-Health	213	Health Professionals
3. Technicians	204	AFSCME - LPNs
3. Technicians	205	AFSCME - Nurse Practitioners
3. Technicians	207	AFSCME - technical
5. Paraprofessionals	214	MAPE - support staff
5. Paraprofessionals	216	Supervisory MMA - middle-management supervisors
6. Office/Clerical	206	AFSCME - clerical
6. Office/Clerical	217	Confidential/Commissioner's Plan - clerical
7. Skilled Craft Worker	202	AFSCME - crafts, maintenance, labor
8. Service-Maintenance	203	AFSCME - custodians (GMW)