

## Affirmative Action Plan Summary

A summary of Nazareth College's responsibilities in the area of equal employment opportunity and the good faith efforts toward these responsibilities are outlined below:

1. To review and analyze the employment and personnel policies of the College and to recommend new policies and affirmative action programs for equal employment opportunity:
  - ❑ Nazareth College Diversity Plan developed for use as a guide in maintaining an ongoing presence of fair representation at the College. **(Exhibit 1)**
  - ❑ Applicant Appraisal Form was developed to ensure the College conforms to Equal Employment Opportunity policies in hiring practices. **(Exhibit 2)**
  - ❑ Racial/Ethnic Reporting Form was developed to identify the race of applicants who complete an Employment Application. Race code is entered into Applicant Flow database. **(Exhibit 3A)**
  - ❑ Applicant Referral Form was developed to better assist with the referral and identification process of qualified minority candidates for employment consideration. **(Exhibit 3B)**
  - ❑ Human Resources will be responsible for maintaining and monitoring the applicant pool by insuring that at least one or more qualified underrepresented candidates are included in the screening and interview process for all staff positions.
  - ❑ Applications/resumes of candidates who apply for both administrative and support staff positions are pre-screened by the Multicultural Staff Recruiter in an effort to identify qualified minority applicants. Qualified candidates are also referred and/or recommended by outside minority-focused organizations. Upon referral, those candidates are contacted and telephone screened to further determine interest and salary expectations.
  - ❑ Guidelines for faculty recruitment include affirmative actions (e.g., advertising in Black Issues in Higher Education and Hispanic Outlook).
  - ❑ Director of Multicultural Affairs meets with faculty search committees following their formation.
  - ❑ Multicultural Staff Recruiter meets with staff search committees following their formation to discuss the College's diversity initiatives and goals.
  - ❑ The Faculty Welfare Committee has recommended to senior management a Domestic Partner Benefits Program.
  
2. To assure communication of equal employment opportunity and affirmative action policies and programs to all sections of the College:
  - ❑ Notice of Non-Discriminatory Policy appears annually in the Democrat and Chronicle. **(Exhibit 4)**
  - ❑ Nondiscrimination Policy appears annually in the Gleaner. **(Exhibit 5)**

- ❑ Nondiscrimination Policy and Procedures brochure is distributed to all new faculty and staff and posted on the Human Resources Bulletin Board. **(Exhibit 6)**
  - ❑ Nondiscrimination Policy includes a statement on carrier status and genetic predisposition. **(Exhibit 6)**
  - ❑ Equal Employment Opportunity and Affirmative Action Policy appears in the Staff Human Resources Policy Manual. **(Exhibit 7)**
  - ❑ A copy of the College's Affirmative Action Plan is distributed at Staff Assembly Day and is included in all new hire packets. **(Exhibit 8)**
  - ❑ Help Wanted Advertisements and Job Postings include Equal Opportunity/Affirmative Action Employer statement. **(Exhibit 9)**
  - ❑ Poster regarding Harassment is distributed throughout campus. **(Exhibit 10)**
  - ❑ A Statement of Respect & Diversity and the Nondiscrimination Policy has been developed and is printed in the student handbook, catalogs, concise schedules and posters throughout the institution.
  - ❑ Advisors for Concerns of Harassment and Victimization are trained and advised on how to assist individuals in their attempts to resolve problems.
  - ❑ Workshops and faculty assemblies have focused on issues of diversity and inclusive community.
3. To provide liaison between the College and government agencies, minority groups and women's organizations, and community action groups:
- ❑ Job Posting List has been enhanced to include 55 recipients who receive our job postings. **(Exhibit 11)**
  - ❑ Job posting recipients receive a letter providing an overview of the College and Benefits Program. **(Exhibit 12)**
  - ❑ Director of Human Resources was a committee member for the United Nations Association of Rochester Gala in October 1999 and continues to volunteer for Action for a Better Community committees, e.g., 35<sup>th</sup> anniversary event and annual Rochester events.
  - ❑ Multicultural Staff Recruiter conducts monthly onsite presentations/interviews for current openings at Department of Social Services and Rochester Equal Opportunity Center.
  - ❑ Multicultural Staff Recruiter serves on Urban League's Black Scholar Screening and Selection Committee, which may identify candidates for future internships and full-time employment at the College.
  - ❑ Multicultural Staff Recruiter serves on the Greater Rochester Diversity Conference Planning Committee and will attend the event in May 2002.
  - ❑ Multicultural Staff Recruiter has served as a committee member on the Rochester Educational Opportunity Center (REOC) Advisory Council since 2002.
  - ❑ Multicultural Staff Recruiter worked with Alumni Office to help identify minority alumni of the College. Some contacts were made and resulted in hires.

- ❑ Multicultural Staff Recruiter has contacted and met with 14 community organizations in an effort to identify qualified minority candidates for employment consideration, which has resulted in at least 8 hires.
  - ❑ Multicultural Staff Recruiter has attended (in the last year), 10 or more career fairs/job fairs, resulting in an increase of minority responses and hires.
  - ❑ Contact and information is sent to local churches, which has also resulted in an increase of minority applicants.
  - ❑ Multicultural Staff Recruiter assists HEOP and the Admissions Office by networking and identifying potential minority student applicants for enrollment.
  - ❑ Multicultural Affairs Department maintains membership in Minority Faculty Identification Program.
  - ❑ Numerous special interest minority organizations are targeted for distribution of information on employment opportunities.
4. To prepare annual reports on the College's affirmative action efforts and to evaluate those efforts, identify deficiencies, and project new programs, including specific goals and reasonable timetables:
- ❑ A Minority Summary Report, which summarizes the faculty and staff population on campus, is prepared and distributed quarterly.
  - ❑ Emphasis on increasing minority staff representation in each division has been successful, and we are now focusing at the departmental level.
5. To seek advice and counsel of individuals and groups on the campus in the development and improvement of the Affirmative Action Plan:
- ❑ Multicultural Staff Recruiter meet with Directors to share the Diversity Plan Vision of Nazareth College and discuss their individual involvement and support as it relates to the hiring process. These actions have resulted in the increase of overall minority representation.
  - ❑ Solicited referrals and recommendations from employees have resulted in more minority hires.
  - ❑ Women's Studies Committee, Multicultural Studies Committee, Task Force on International Education, various faculty and staff committees offer advice and counsel.
  - ❑ The Director of Multicultural Affairs obtains ideas, advice and counsel of faculty through sponsored faculty lunches.
6. To initiate special recruitment and faculty/staff development programs to enhance employment and advancement opportunities for minorities and women:
- ❑ Staff training programs are coordinated through the Staff Professional Development Committee. These programs are generally offered twice per year and are designed to create learning experiences that will heighten the

professional performance and satisfaction of staff employees. There have been some programs dedicated to diversity and harassment. **(Exhibit 13)**

- ❑ Self help tapes and books, for staff development, are available through the Human Resources Department.
- ❑ On an “as needed basis”, training seminar brochures are distributed to those in need of training.
- ❑ The Director of Human Resources conducts individual training sessions, as needed, on such topics as interviewing techniques, corrective action, supervisory skills, etc.
- ❑ A Diversity Workshop entitled “Opening the Lines of Cross-Cultural Communications” was conducted for Campus Safety employees. **Exhibit 14)**
- ❑ Diversity and Harassment Training is scheduled for 2004.
- ❑ A Staff Mentor Program for all employees was implemented in 2002 to help new staff personnel understand and feel part of the College culture.
- ❑ In line with the President’s Academic Vision Plan, a minority staff recruiter was hired in an effort to further diversify Nazareth College staff.
- ❑ Faculty assembly programs and special events heighten sensitivity to culture and cultural issues, which affects the hiring practice.

7. To ensure that strictly non-discriminatory procedures are followed in hiring, promotion and salary decisions. Comparative data will be maintained on all candidates considered for hire and promotion with decisions based solely upon an individual’s qualifications for the position. Additionally, salary equity is measured and maintained based on performance of faculty and staff. Survey data for faculty and staff, applicable to higher education, is used to insure equity of salaries:

- ❑ All staff and faculty positions are posted on the College web site and sent to College personnel via email distribution.
- ❑ Human Resources Department interviews candidates for staff positions and conducts reference checks to ensure the most qualified candidate is hired, with decisions based solely upon an individual’s qualifications for the position.
- ❑ An Applicant Appraisal Form is completed for all staff applicants before an offer of employment is extended. This form was developed to ensure that the College conforms to Equal Employment Opportunity policies in hiring practices.
- ❑ Director of Human Resources oversees the Support Staff salary increases to ensure salary equity is based on performance.
- ❑ The appropriate Vice President and President oversee the Administrative salary increases to ensure salary equity is based on performance.
- ❑ The College participates in Salary Surveys through CUPA, IPEDS and AAUP, and surveys with other colleges similar to Nazareth to ensure salary equity.
- ❑ Salary ranges for Support Staff are reviewed and usually adjusted annually.

- A Salary Study, by an outside consultant, was conducted in July 2000 for Support Staff and 2001 for Administrative Staff to ensure internal salaries were competitive and job descriptions were current.
8. To prepare Federal and State reports to meet basic compliance reporting needs for faculty and staff. The major report is the EE0-6 (Higher Education Staff Information) that is updated periodically as required by law and copies are on file in the Human Resources Department.
- As required by law, the Human Resources Department annually completes the IPEDS Report, which now includes the EE0-6 Report.

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