

PURDUE
UNIVERSITY
CALUMET

Affirmative Action Plan



For the period
October 2009 to September 2010

CALUMET CAMPUS

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I. STATEMENT OF PURPOSE

A. Description of the University

Purdue Calumet is part of a multi-site university system which includes the West Lafayette campus as well as the regional campuses of Fort Wayne and North Central. These campuses operate under the direction of a single Board of Trustees. The Chancellor of Purdue University Calumet reports directly to the President of Purdue University.

Founded in 1946, Purdue Calumet is located in the northwest corner of Indiana. Purdue Calumet enrolls more than nine thousand students in more than 100 associate, bachelor's and master's degree programs in 16 academic departments. The 16 building campus is situated on 167 wooded acres, less than one hour from Chicago, Illinois.

Purdue Calumet maintains an Affirmative Action Compliance Program for all employees. This plan is a part of that program.

B. Purpose and Applicability of the Affirmative Action Plan

1. Purpose

This Affirmative Action Plan is published to reaffirm Purdue Calumet's continuing commitment to the principles of equal employment opportunity, and to increase Purdue Calumet's effectiveness in reaching affirmative action goals. This plan sets forth current and future action to be taken by the University concerning equal employment opportunities, and provides for implementation and monitoring of these actions.

2. Access to the Plan

Purdue Calumet prepares and renews this plan annually. Purdue West Lafayette provides data from which workforce utilization reports are drawn. This plan is available online at <http://www.calumet.purdue.edu/hr/aaplan.pdf>. Questions regarding this plan should be directed to the Office of the Associate Director Equal Employment Opportunity/Diversity at 219-989-3169.

3. Applicability

Each regional campus of Purdue University develops and maintains its own affirmative action program with support from the West Lafayette Affirmative Action Office. This plan applies to all organizational units managed by or affiliated with the Purdue Calumet campus and reflects the plan adopted by the Purdue system.

4. Exclusion of Students

Federal regulations do not mandate affirmative action for students; thus, they are excluded from this plan.

C. Definitions

Discrimination, within the context used in this Affirmative Action Plan, refers to the process of illegally differentiating between people on the basis of group membership, rather than individual merit. **Systemic discrimination** may occur when unequal treatment results from "neutral" institutional practices that continue the effect of past discrimination. **Individual discrimination** may result when a person is subjected to unequal treatment on the basis of race, color, sex, disability, age, veteran status, religion, national origin, or ancestry.

The concept of **equal employment opportunity** proclaims the right of each person to apply and be evaluated for employment opportunities without regard to race, color, sex, religion, age, national origin, ancestry, disability, or veteran status. It guarantees everyone the right to be considered solely on the basis of his/her ability to perform the duties of the job in question, with or without reasonable accommodations.

The principle of **affirmative action** requires that aggressive efforts be utilized to employ and advance women and minorities in areas where they are employed in fewer numbers than is consistent with their availability in the relevant labor market. The University's objective is to employ and promote the best person for the job. Consistent with this practice, **affirmative action** requires that where the candidates for a position appear to be equally well qualified, the person selected should be the one who will contribute to the achievement of affirmative action goals.

D. Equal Employment Opportunity Objectives

Purdue Calumet's affirmative action plan is a management tool designed to help the University ensure equal employment opportunity for all persons. Purdue Calumet adopts the premise that, with effective implementation of affirmative action policies, over time the demographics of the workforce will reflect the gender, racial and ethnic profiles of the relevant workforce.

This plan incorporates a descriptive component through which Purdue Calumet employment data are presented and compared to data reflecting the relevant workforce population. Prescriptive components are presented in findings and recommendations sections found throughout.

In support of these considerations, specific objectives of the Purdue Calumet affirmative action plan include:

1. Recruiting, hiring, training, and promoting persons in all job classifications without regard to race, color, religion, national origin, ancestry, marital status, parental status, sexual orientation, veteran's status, or physical or mental disability, age, or sex, except where age or sex is a *bona fide* occupational qualification.
2. Making decisions within all stages of the employment process that will further the principles of equal employment opportunity.
3. Ensuring that criteria for all personnel actions, including recruitment, hiring, promotion, granting of tenure, compensation, employee benefits, company sponsored training, selection for training, tuition assistance, recreation programs, transfer, demotion, layoff, return from layoff, discipline, termination, and all other terms, conditions and privileges of employment, are job-related and realistic.
4. Applying vigorously the principles of affirmative action to correct problems if they arise and ensure equal opportunity in areas where underutilizations of women or minorities are found.

E. Legal Basis

This Affirmative Action Plan has been developed in accordance with the requirements of Executive Order 11246 (as amended), and the implementation guidelines published by the Office of Federal Contract Compliance Programs (OFCCP) in 41 CFR 60-2. The plan is also adopted and implemented in good faith, in conformity with, and in reliance upon, the language of the Equal Employment Opportunity Commission Affirmative Action Guidelines (29 CFR 1608.5).

Pursuant to 41 CFR 60-2.16, whenever the term "goal" is used, it is expressly intended that it should not be used to discriminate against any applicant or employee because of race, color, religion, sex, veteran status or national origin. Quotas are expressly forbidden and all goals are voluntarily adopted in a good faith effort to support affirmative action efforts.

II. REAFFIRMATION OF POLICY

At its meeting on January 21, 1970, the Board of Trustees reaffirmed and reinforced Purdue University's general policy of equal opportunity by approving the following statement of policy and responsibility:

"Purdue University is committed to maintaining an inclusive community which recognizes and values the inherent worth and dignity of every person; fosters tolerance, sensitivity, understanding, and mutual respect among its members; and encourages each individual to strive to reach his or her own potential. In pursuit of its goal of academic excellence, Purdue University seeks to develop and nurture diversity. The University believes that variety among its many members strengthens the institution, stimulates creativity, promotes the exchange of ideas, and enriches campus life.

Acts of discrimination against any individual or group are wrong because they foster intolerance, incivility and intimidation. Purdue University does not condone and will not tolerate discrimination, harassment or intimidation of any individual in the University community for any reason. The University, through its actions, seeks to assure all its members of their rights to protections from the harmful effects of discrimination.

To meet its commitment under federal and state laws, Purdue University also promulgates policies and programs to ensure that all persons have equal access to its educational programs, employment opportunities, facilities, and all other University activities without regard to race, religion, sex, color, national origin, ancestry, marital status, parental status, sexual orientation, disability, status as a Vietnam era veteran, or age. Additionally, Purdue University promotes the full realization of equal employment opportunity through its affirmative action program.

The President of Purdue University is charged with overall responsibility for nondiscrimination and equal opportunity."

The President has implemented this policy through a number of actions, including issuance of a revised Executive Memorandum D-1 (Revised); Reaffirmation of University Policy on Equal Employment Opportunity and Affirmative Action.

III. INTERNAL AND EXTERNAL DISSEMINATION

The University disseminates its Affirmative Action/Equal Employment Policy both internally and externally utilizing the following procedures:

A. Internal Dissemination [41 CFR 60-2.17(d)]

1. Published Documents and Postings

Purdue University's equal opportunity employment/affirmative action policy is annually communicated to all employees via the President's Executive Memorandum D-1 (Revised). A copy of D-1 (Revised) is provided for each new employee as part of the packet of introductory information.

The policy is included in the Faculty and Staff Handbook, an employee policies and procedures manual; Inside Purdue and other employee newspapers; the University Policies Website; the Academic Procedures Manual; and Fostering Respect, Creating Community, Purdue's Equal Opportunity handbook.

Equal employment opportunity posters and other required notices are displayed in locations where resumes are received, where employment interviews are routinely conducted, and on public bulletin boards in campus buildings.

2. Programs and Presentations

Orientation programs for new employees and training workshops for current employees and search committee meetings are frequently conducted by Human Resources and the Office of EEO/Diversity, during which the policy is discussed, and responsibilities and procedures are explained. Further, all persons with administrative supervisory authority are required to attend and participate in the "Supervise for Success" training program which is designed to educate them on University policies and procedures, as well as laws related to Affirmative Action/Equal Employment Opportunity (AA/EEO).

The Chancellor and senior staff regularly emphasize this policy in meetings with directors, department heads, faculty and staff, and advisory groups including search committees. Meetings with the Vice Chancellor's and HR departmental staff periodically include discussion of AA/EEO to insure that all staff/direct reports are aware of their responsibilities, and to determine if AA/EEO progress is being made.

The Associate Director of EEO/Diversity meets with Faculty Search Committees and Human Resources meets with Administrative Staff Search Committees to ensure committee members understand Affirmative Action/Equal Employment Opportunity procedures and guidelines. In addition, all requests to fill new and existing positions must be authorized on Chancellor's Office Form 9. Before creation or filling of the position is authorized, the Form 9 is presented to the Office of the Associate Director of EEO/Diversity to ascertain whether there is underutilization for the position or opening. If the job classification is one in which women or minorities are underutilized, this will appear on the Form 9.

This Affirmative Action Plan is distributed annually to Purdue Calumet administrators and is used in Affirmative Action training programs.

B. External Dissemination

1. Advertisements and Notices

Each advertisement of a vacant position placed by the University must state in clear distinguishable type: "Purdue University is an Equal Access/Equal Opportunity/Affirmative Action Employer, fully committed to a Diverse Workplace."

Applicants are informed of the AA/EEO policy through posters displayed in the proximity of Human Resources, campus buildings, and in materials included in the employment application packet. All new employees receive a soft-bound copy of "Fostering Respect, Creating Community," articulating Purdue University's commitment to affirmative action, setting forth Purdue University's affirmative action policy, and outlining procedures for filing formal and informal complaints relating to discrimination or harassment.

The Purchasing Department sends written notification of the policy, including the equal opportunity clause to all sub-contractors, vendors, and suppliers doing business with Purdue Calumet (Purchasing Form 15W with attachments 15A and 15B).

The Facilities Services Department includes the university policy and equal opportunity clause in the general conditions of all contracts to be let for bid.

2. Other Methods

The Associate Director of EEO/Diversity communicates with organizations representing minorities, women, people with disabilities, veterans, and community agencies and leaders about the Affirmative Action Plan and Purdue Calumet's EEO policy.

Copies of the Affirmative Action Plan are available at the Office of the Associate Director of EEO/Diversity located in room #206 of Lawshe Hall.

Attention is given during preparation of handbooks, brochures and other publications to include information and pictures reflecting the participation of women, minorities, and people with disabilities in a wide range of campus activities. The Office of University Relations shares this responsibility.

Purdue Calumet's affirmative action and EEO policy can be found on the internet website link at:

<http://webs.calumet.purdue.edu/hr/affirmative-actioneeo/>

IV. IMPLEMENTATION AND RESPONSIBILITY

Ultimate responsibility for compliance with applicable nondiscrimination and affirmative action laws and policies rests with the Board of Trustees.

Dr. Howard Cohen, Chancellor of Purdue Calumet, assumes responsibility, under the President of Purdue University, for the successful implementation of this policy, and delegates the following authority:

There is a designated Associate Director of EEO/Diversity. In this capacity, one provides day to day responsibility, and general oversight and leadership for the University's overall compliance efforts for all members of the university community, including compliance with Title VI, Title VII, Title IX, Section 504, the Age Discrimination regulations, Executive Order 11246, and state civil rights' statutes.

V. UTILIZATION ANALYSES

A. Job Classifications

Purdue Calumet's job classifications are determined through Human Resources. A description of that determination is included below.

1. EEO-6 Categories

For the purpose of conducting meaningful workforce analyses, the Purdue Calumet staff is first grouped by occupational duties into segments having broad similarities. These macro-groupings, called EEO-6 categories, are defined in the "Higher Education Staff Information (EEO-6) Report for Public/Private Institutions of Higher Education" issued by the Equal Employment Opportunity Commission. The categories and their corresponding 2-digit identification codes used by Purdue Calumet are:

01	Ladder Rank Faculty (Tenure)
03	Non-Ladder Rank Instructional (Non-tenure) ¹
04	Student Assistants ²
05	Executive, Administrative, Managerial
06	Professional
07	Secretarial and Clerical
08	Technical and Paraprofessional
09	Skilled Crafts
10	Service and Maintenance

2. Job Groups (POCs)

Within each major category, staff is subdivided into job groups, breaking them into segments with greater similarities, based on the criteria outlined in 41 CFR 60-2.12(b) and five additional criteria:

- a) Jobs within a group have similar content, promotional opportunities, and wage rates or salary patterns.
- b) Jobs within a group exhibit similar patterns for utilizing males, females, and minorities.
- c) In order to provide meaningful comparisons, job groups closely parallel the employment categories used in published data on the availability of minorities and women.
- d) Job groups should take into consideration the reporting structure of the organization.
- e) The University strives to have each job group contain a number of employees sufficient for valid statistical analyses.

Job group definitions are developed jointly by the staff of the Affirmative Action Office and Human Resource Services. More than 3000 individual job titles in the University's salary administration system are assigned to approximately 90 job groups.

Each job group is assigned a three-digit identification code, referred to as the "POC" or Purdue Occupational Code. A synopsis of the job groups within EEO-6 categories may be found at http://www.purdue.edu/ethics/contribute_pdf_docs/EEO06CategoriesPOCCodes.pdf.

¹ Individuals appointed as visiting faculty, post-doctoral research associates, or other non-ladder (non-tenure track) positions labeled EEO-6 category 03, are included as part of the workforce summaries, but placement goals are not established for this group. By definition, the positions are of a limited duration.

² Graduate student assistants, designated as EEO-6 category 04, are included in certain workforce reports primarily to account for all staff listed on the University payroll. However, placement goals are not set for job groups in the student assistant category because student appointments are related solely to academic programs and are not part of the normal hiring procedures.

Purdue University continues the project of reviewing and updating its POC system in order to make changes and adjustments in order to properly manage the University's current workforce.

B. Determination of Availability

In accordance with Department of Labor guidelines, the following factors are considered in developing an estimate of the availability of women and minorities for each job group:

1. The percentage of minorities and women in the population of the labor area surrounding the facility and among those seeking employment in the labor area or recruitment area.
2. The percentage of minorities and women among the unemployed in the labor area surrounding the facility.
3. The percentage of minorities and women in the total workforce in the immediate labor area or recruitment area.
4. The percentage of minorities and women among those having requisite skills in the immediate labor area or recruitment area.
5. The percentage of minorities and women among those having requisite skills within a reasonable recruitment area.
6. The percentage of minorities and women among those promotable, or transferable from within the facility.
7. The percentage of minorities and women at institutions providing education in requisite skills.
8. The percentage of minorities and women among those at the facility whom the University can train in requisite skills.

Availability estimates are determined in the following manner: data is sought from reliable published sources on the race, ethnicity, and sex composition of the potential pool relevant to the job group in question. For example, sources for the data used to calculate the availability estimates may include: counts of doctorate degrees by field (faculty); counts of master's and bachelor's degrees in relevant fields (administrative and professional); union members and technical school graduates (skilled crafts); and census data and local employment counts (technical, clerical, and service). The raw data by race, ethnicity, and sex is then weighted according to the best estimates of the proportions of hires made from each pool, so that the sum of factor weights (expressed as a percentage) is 100 percent.

An estimation of the proportion drawn from each pool is done by the Affirmative Action Office, using input from all units having substantial numbers of staff in the job group. Then, computer files are built containing basic information on raw percentages and the weighting factors. A computer program is used to calculate weighted estimates for each job group, incorporating the required factors.

In the determination of weights, the relevance and applicability of the data obtainable for each pool are important considerations. Specifically, if the source combines several disciplines, because of the small total numbers involved in each, and the proportions of each protected class in the different disciplines are widely spread, the reliability of the source to reflect the true composition of the pool is in question. In such cases, the weighting of that pool would be lowered and the weighting of a more accurate pool would be increased, until better data becomes available.

Once they are computed, the availability estimates give participation standards against which to measure proportions of females and minorities in each job group in the University's workforce.

C. Utilization Analysis

1. Declaring Underutilization

Once availability has been determined, the utilization analysis is a simple yes or no query. Each job group's minority and female availability figure (a percentage) is compared to the percentage of minority and female incumbents in that job group. If the percentage of incumbents is equal to or greater than the relevant availability figure, then that job group is at "parity" with availability, and no underutilization has occurred. If the percentage of female or minority incumbents falls below availability, the job group is "underutilized" and placement goals are set equal to the percentage of underutilization.

2. The "Whole Person" Rule

In every job group where a deficiency is found, placement goals are set for the entire campus and for each major organizational unit. A placement goal (underutilization) is defined as the University established target, which the University makes a good-faith effort to achieve. Separate annual placement goals are set for minorities and women.

A job group is considered underutilized, and a placement goal is set, according to the "whole person" rule, that is, where the underutilization for women, or for minorities, respectively, rounds to at least one person.

a) Placement goals for Ladder Rank Faculty (Tenure)

For ladder rank faculty, the utilization analysis will determine whether minorities and/or women are underutilized in the various academic departments.

b) Placement goals for Non-Ladder Rank Instructional Faculty (Non-tenure)

Non-ladder rank faculty hold positions of a limited duration. Pursuant to OFCCP guidelines, setting placement goals for temporary employees is not required. Accordingly, no placement goals are set for non-ladder rank faculty.

c) Placement goals for Non-Faculty Areas

Placement goals are established for all regular non-faculty job groups campus-wide and in each unit where there is underutilization of minorities and/or women. Each unit should be aware of unit and campus placement goals and consider them in their hiring efforts.

3. Three-Year Placement Goals

Pursuant to 41 CFR 60-2.16, whenever the term "placement goal" is used, it is expressly intended that it should not be used to discriminate against any applicant or employee because of race, color, religion, sex, national origin, or ancestry. All placement goals are voluntarily adopted in a good-faith effort to support affirmative action efforts. Where placement goal commitments exceed the percentage estimates of availability, the University acknowledges that these are not required by OFCCP or by order of any court.

Affirmative action placement goal setting at the University is done on a three-year cycle. This cycle grants each unit a longer horizon in which to develop and carry out their objectives and reduces paperwork.

Each organizational unit must adopt one or more specific, realistic commitments to be accomplished during the three-year period. Commitments include both percentage placement goals for any job groups that are significantly underutilized and programmatic goals. Other problem areas should also be targeted for commitment and action on behalf of women, minorities, veterans, and persons with disabilities.

Tables which summarize campus-wide placement goals for the current Affirmative Action Plan year are displayed after the section covering "Identification of Problem Areas and Corrective Action." The tables also display the percentage of women and/or minorities required to achieve full utilization.

D. Dissemination of Placement Goals to Units

Following the generation of the utilization analysis programs, the Associate Director of EEO/Diversity meets with each Dean and Vice Chancellor to discuss the results of the previous year and new underutilization/placement goals. Consistent with Executive Memorandum D-1 (Revised), the responsibility for disseminating this information to Department and Unit Heads and to hiring supervisors rests with the respective Deans and Vice Chancellors.

E. Corporate Selection Decisions

OFCCP Order No. 830a1 (June 14, 1988) requires that affirmative action analysis and efforts will be focused where the authority and responsibility for filling positions is located. This means that high level executive and managerial titles are to be pooled together regardless of locality for review in this document.

The University is a multi-site university system, which includes the regional campuses of Fort Wayne, Calumet, and North Central. While these campuses function with a degree of autonomy, as granted by the Board of Trustees, hiring decisions for certain high level positions are made from the President's, or Executive Vice President and Treasurer's offices in West Lafayette.

When a vacancy occurs in the Office of the Chancellor, the Faculty Senate of the respective campus elects a committee to aid the President in filling the vacancy. Typically, this committee assists in the recruitment of candidates, is involved in the interviewing process, and ultimately makes a recommendation to the President with regard to their ranking of the candidates for final approval.

The appointment of the Chief Business Officer of each regional campus is a shared hiring decision. Each of the Chief Business Officers, who hold the title of Vice Chancellor, has a joint appointment with, and reports directly to, the Chancellor of the respective campus and the Executive Vice President and Treasurer located at the West Lafayette Campus. Recruitment, interviewing, and selection activities are mutually coordinated between the campuses.

The affirmative action analysis of recruitment efforts for these positions is addressed at the West Lafayette campus. The availability statistics are derived from data based on the number of people in executive positions nationwide and the number of people at the University that are eligible for promotion to this level.

The following includes those positions that report directly to the Chancellor. It is based on the data as of November 1, 2009.

**Utilization Statistics of Executives Reporting
Directly to the Chancellor at Purdue University Calumet**

	<u>Total</u>	<u>Men</u>	<u>Women</u>	<u>Minorities</u>
<u>Chancellor</u>				
Vice Chancellor of Student Affairs	1	0	1	0
Vice Chancellor of Academic Affairs	1	1	0	0
Vice Chancellor of Advancement	1	1	0	0
Vice Chancellor of Administrative Services	1	1	0	0
Vice Chancellor of Information Services	1	1	0	0
Executive Assistant to the Chancellor for Engagement	1	0	1	1
Total	6	4	2	1
Current Utilization			33.33%	16.67%

VI. IDENTIFICATION OF PROBLEM AREAS AND CORRECTIVE ACTION

In order to identify problem areas, an in-depth analysis of several reports and processes is customarily made, paying particular attention to the patterns revealed by the distribution of minorities and women in various job groups. This section lists the analytical steps used to identify potential problem areas within the faculty job group, the executive, administrative, and managerial job group, and non-faculty and non-administrative job groups, and briefly summarizes some of the findings and corrective actions to be taken.

A. Workforce Array and Workforce Analysis

The workforce array provides an overview of areas where women and minorities are and are not employed. This listing is mandated by OFCCP, and displays all job titles in each department ranked from lowest to highest paid within each EEO-6 category. Each job title line gives the salary range, the total number of incumbents, and the total number of male and female incumbents for each racial group. The workforce analysis is based on an annual October snapshot file³.

This analysis is reviewed for potential problem areas, such as underrepresentation of minorities and women. Pay differences, concentrations, and focus job titles may also be determined from the workforce array.

1. Faculty

The faculty job group is comprised of individuals who engage in teaching, research, or hold academic positions that directly support these activities.

Findings:

- Ladder Rank Faculty underutilization remains three (3) in total minority. There was no change in this category from 2008.
- Ladder Rank Faculty are underutilized by five (5) in total females. This number decreased by three (3), indicating progress is being made in this area.

Corrective Action:

- The Office of EEO/Diversity will continue to monitor placement goal setting activity in each academic school.
- Progress toward achieving placement goals will be monitored by the Office of EEO/Diversity and reported annually to each Dean and Vice Chancellor.
- Each Department Head or search committee chair will be informed by the Office of EEO/Diversity of departmental affirmative action placement goals at the start of each search for a new faculty member.
- The Office of EEO/Diversity will provide recruitment resources and education regarding effective and affirmative recruitment and retention activities.
- Each academic department will be strongly encouraged to develop recruitment strategies for attracting more women and minority candidates.
- The Office of EEO/Diversity will work with the Vice Chancellor for Academic Affairs to develop a recruitment model that involves developing and fostering relationships with regional and national institutions of Higher Education to use as potential recruitment resources.

2. Executive, Administrative, and Managerial

Findings:

- Executive, Administrative, and Managerial are underutilized by one (1) for minorities and eight (8) for females.

³ The October Snapshot File is an annual file that contains information on all employees as of September 30.

Corrective Action:

- As positions become available, the Chancellor and Vice Chancellors will be made aware of the opportunity and need to meet placement goals.
- The Office of EEO/Diversity and Human Resources will assist to develop appropriate recruitment resources.

3. Professional Non-Faculty, Clerical and Secretarial, Technical and Paraprofessional, Skilled Crafts, and Service and Maintenance Staff

Findings:

- The professional, secretarial and clerical categories show underutilization by seven (7) for minorities and three (3) for females.
- The technical, skilled crafts and service categories shows an underutilization of four (4) for minorities and twelve (12) for females.

Corrective Action:

- The Office of EEO/Diversity and Human Resources will continue to expand recruitment resources for all job categories.
- The Human Resources will monitor openings for which there is a placement goal, and demonstrate good faith efforts to find qualified minority and/or female candidates.

B. Job Group Analysis

Human Resources has developed a system of classification for jobs called the job interest code. In this system, jobs are grouped on the basis of similar skills, similar pay, and potential for upward mobility. The job classification codes are, in turn, clustered to form job groups (POCs). The Job Group Analysis lists each employee in the job group, and is the only report currently produced which shows each person's educational level and discipline along with job title and salary. This analysis is also completed during the yearly report generating cycle.

C. Evaluation of Selection Process

Purdue Calumet observes the requirements of the Uniform Guidelines on Employee Selection Procedures (UGESP). Where adverse impact is found, the applicant flow data, selection criteria, and all elements of the selection process will be reviewed to ensure that only job-related, non-discriminatory factors are considered in making employment decisions, and that minorities and females have been considered. Selected officials will be informed of the need to take corrective action when adverse impact is found in the recruitment or selection process.

1. Job Requirements and Descriptions

Human Resources maintains a job description book which lists the requirements for every regular position at Purdue Calumet and reviews them when there is a position vacancy and when other circumstances dictate. In addition, reviews may be requested by a unit supervisor or by the Office of EEO/Diversity.

2. Referral Procedures

After a faculty position has been posted and/or advertised, the Deans, Department Heads, and/or Search and Screen Committee Chairs refer the credentials of all applicants to the Search and Screen Committee in the relevant academic department.

For the Executive, Administrative, and Managerial job group and the non-faculty and non-administrative job groups, Human Resources refers the credentials of the best qualified applicants, including those who may fulfill affirmative action placement goals, to the hiring department (unless the department does not desire a screening of applicants for administrative and professional positions as specified in Executive Memorandum B-24 which can be found at http://www.purdue.edu/Business/Executive_Memoranda/). Applicants who make initial contact with a department are to be directed to Human Resources.

3. Pre-employment Inquiries

Federal laws do not expressly prohibit inquiries concerning race, color, religion, sex, ancestry, or national origin, but the EEOC regards such inquiries as potentially discriminatory. Both Sections 503 and 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 limit the use of pre-employment inquiries and medical examinations. Specifically, any identification of a disability by inquiry or examination during the pre-offer stage, including all job pre-tests, reference checks, interview form/questions, and other information gathering procedures, is prohibited.

Findings:

- Search and Screen Committees possess greater awareness that they are responsible for promoting equal employment opportunity and making good faith efforts to achieve affirmative action. All Search and Screen Committees receive consistent education regarding the process to use in effectively communicating the University's commitment to equal employment opportunity. Reinforcement of this process occurs through the Multi-Cultural Campus Council sub-committee on Search and Screen.
- The Office of EEO/Diversity and Human Resources has developed a check list regarding *Search & Screen Procedures* to members of all Search and Screen Committees and will continue to provide education to each committee regarding effective employment practices that promote and support equal employment opportunity and affirmative action.

Corrective Action:

- Search and Screen committees should continue to utilize the resources available to them in adhering to EEO laws, policies, and procedures to ensure equitable evaluation of all potential candidates. The Office of EEO/Diversity will monitor progress through annual evaluation and reporting. This information will be shared with each respective Dean and Vice Chancellor.
- A manual has been developed outlining Search Committee responsibilities, and all Hiring Supervisors and Search Chairs will be strongly encouraged to make use of it.

D. Recruitment

1. Appropriateness of Outreach

The Office of EEO/Diversity reviews recruitment efforts for faculty position vacancies. Recruitment of Administrative/Professional staff is a joint responsibility of the hiring department and Human Resources. Recruitment efforts are judged on the scope of advertising for the position. Departments are to make good faith efforts in their recruitment processes, actively seeking out minorities and women, particularly in those areas where they are underutilized.

Findings:

- Applicant Self-Identification forms are distributed to each employee who has submitted an application or resume for a posted opening. These Self-Identification forms, which allow said applicants to indicate their race/ethnicity and gender, are submitted by each applicant to the Department of Human Resources or the Office of EEO/Diversity. The responses are collected and maintained, and are manually reviewed in order to obtain applicant response information for Faculty positions.

Corrective Action:

- Continue tracking information that will include: entering self-identification responses into a spreadsheet regularly for faculty positions; reviewing the data on a periodic basis to identify whether recruitment efforts (including minority outreach efforts) need to be revised in order to increase responses for minority and female applicants.

2. Review of Sources

The Office of EEO/Diversity maintains a list of recruitment sources to assist departments in their recruitment efforts. Departments, however, should be familiar with the principal sources specific to their particular area of expertise and respective disciplines.

Findings:

- Academic departments are becoming more familiar with the full range of recruitment sources.
- Over the past year, committee Chairs have shown due diligence in posting position vacancies in more minority and gender specific publications.
- Although much improved, comprehensive analysis regarding the use of recruitment sources and their subsequent effectiveness continues to present difficulties.

Corrective Action:

- The recruitment resource listing will continue to be updated with current information.
- Applicable recruitment resources will be distributed to Deans and Department Heads, such as the Minority & Women Doctoral Directory.
- The Office of EEO/Diversity will work with the Multicultural Campus Council to inform Search and Screen Committees of the availability of recruitment resources and potential members to sit on respective search committees.

E. Composition of Applicant Pools

Applicant flow data for ladder rank, or tenure track faculty, is completed by individual departments on Hiring Recommendation Forms that are forwarded to the Office of EEO/Diversity. Procedures will be specified in the *Search & Screen Procedures*. In order to determine areas of possible adverse impact on protected groups, an analysis of the selection rates is conducted each year by race, ethnicity, and gender within each EEO-6 category, using the format outlined in Section 3N02 of the OFCCP Compliance Manual.

Human Resources maintains information on the flow of all non-faculty applicants. Procedures regarding promotions, transfers, and job postings are outlined in Executive Memorandum B-24 and Business Office Memorandum 173. These memorandums may be found at http://www.purdue.edu/Business/Executive_Memoranda/ and http://www.purdue.edu/policies/pages/human_resources/vpbs_173.html, respectively. In order to determine areas of possible adverse impact on protected groups, an analysis of the selection rates is conducted each year, by race, ethnicity, and sex within each EEO-6 category, using the format outlined in section 3N02 of the OFCCP Compliance Manual.

F. Salary Studies

The Senior Leadership Team (SLT) reviews merit increase data to determine if there is any disparity that cannot be justified. Any reports of salary inequities based on gender, race, and ethnicity are handled on a case by case basis.

The Office of EEO/Diversity will work with Human Resources to begin conducting more accurate adverse impact analysis with regard to salaries.

G. Benefits

Purdue Calumet offers a generous benefit package which can be tailored to the personal needs of the employee. Access to benefits is available to each member of faculty and staff without regard to gender, race or other protected class status. When appropriate, the Associate Director of EEO/Diversity will meet with the benefits administrator or designee to ensure that protected class members are equally informed of relevant aspects of the benefits program and to identify aspects of the program most advantageous to protected class members.

H. Seniority Practices, Union Agreements and Lines of Progression

Purdue Calumet has no seniority system, no current union contracts, and maintains no lines of progression.

I. Apprenticeship Programs

The University currently has no operative formal apprenticeship programs. If any are created or reactivated, minority and female selection ratio analysis will be conducted.

J. Education

1. Faculty

All educational opportunities for faculty are open to participation by women and minorities. The Vice Chancellor for Academic Affairs offers numerous professional development programs, such as the Faculty Club, Sponsored Programs, and Summer Institute on Teaching Excellence, which helps faculty to improve and innovate their teaching. In addition, academic departments offer professional development opportunities to faculty including attendance to seminars and workshops locally, regionally, and nationally.

Findings:

- Reports showing the attendance or participation of faculty in these programs are submitted annually through the Office of the Vice Chancellor of Academic Affairs and reviewed by the Associate Director of EEO/Diversity to ensure equitable inclusion. This year, reporting indicated participation and attendance remains consistent.

2. Executive, Administrative, and Managerial and Professional Non-Faculty, Clerical and Secretarial, Technical and Paraprofessional, Skilled Crafts, and Service and Maintenance Staff

All educational programs offered through the University are open to participation by women and minorities. The programs available include: New Employee Orientation; Supervise for Success; Clerical Staff Ambassador Program, a program for new staff hires; and On-Boarding, a program for all new employees. In addition, departments at the University offer additional educational opportunities for their staff including attendance at local, regional, and national conferences and workshops.

Findings:

- A review of professional development is being conducted to ensure equitable distribution of professional development funds.

Corrective Action:

- The Office of EEO/Diversity will continue to track this data annually to ensure equitable distribution of professional development options.

K. Workforce Attitudes

Frequent dissemination of the University's policy on affirmative action, and distribution of affirmative action and diversity related documents (such as *Fostering Respect, Creating Community*).

Findings:

- The Multicultural Campus Council has been charged with assisting in the development of programs on valuing diversity for PUC employees. These programs dealing with issues of race/ethnicity, culture, gender, and ability will continue to be held to reinforce positive attitudes that contribute to a greater sense of community.

Corrective Action:

- The Multi-Cultural Campus Council contracted with a vendor to conduct a "Campus Climate Assessment". The assessment was completed in Spring 2008 and results disseminated to the campus community in the Fall 2008. Since then, the University contracted with a second vendor and another survey was disseminated, and presently the University is awaiting those results. It is believed that through this continued process of quality improvement, effective strategies will be developed to address identified areas of concern.

L. Complaints and Grievances

All employees have access to the University grievance procedures as outlined by Grievance policy for Administrative/Professional and Clerical/Service Staff Members. (See http://www.purdue.edu/oop/policies/pages/human_resources/c_19_print.html.)

All employees may bring complaints of discrimination and harassment in accordance with Executive Memorandum D-1 (Revised), which contains the University's Nondiscrimination Policy Statement, Executive Memorandum C-33, the Antiharassment Policy, and the "Procedures for Resolving Complaints of Discrimination and Harassment". The Assistant Vice Chancellor of Human Resources is responsible for overseeing and coordinating the enforcement of policies and procedures that deal with discrimination and harassment for all campuses and operations in the University system. In these cases, the Office of EEO/Diversity may participate in investigating and resolving the issue. (See http://www.purdue.edu/oop/policies/pages/human_resources/d_1_print.html for a copy of Executive Memorandum D-1. A copy of Executive Memorandum C-33 is at http://www.purdue.edu/oop/policies/pages/human_resources/c_33.html. The "Procedures for Resolving Complaints of Discrimination and Harassment" is at http://www.purdue.edu/oop/policies/pages/human_resources/discrim_pol_resolve_print.html.)

The Office of EEO/Diversity monitors complaints or requests for assistance. In addition, it pursues any patterns or trends that suggest areas requiring remedial actions. For example, a disproportionately high

number of complaints from a particular school, department, or unit may trigger a special investigation by the Office of EEO/Diversity.

Findings:

- The Office of EEO/Diversity is the point of contact for all complaints for University academic and nonacademic areas.
- A trend analysis, completed by this office, indicates a more frequent usage of the procedures for resolving complaints informally, over the past six years.

Corrective Action:

- Continued efforts will be made to educate and inform the entire campus their rights to file complaints should they experience or observe actions that violate the University's anti-harassment or non-discrimination policies.

M. Posters and Notices

Required posters and notices with information on equal employment opportunity and affirmative action policies are placed in all campus buildings. Human Resources and the Office of EEO/Diversity conduct routine checks of employee bulletin boards and other relevant areas for required affirmative action posters and notices.

Findings:

- Every campus building contains the required posters and notices, visible to the campus community.

Corrective Action:

- The Office of EEO/Diversity and Human Resources will continue to inspect each building on a regular basis to ensure compliance.

N. Contract Compliance

Purdue University Calumet seeks, identifies, and encourages women and minority owned and operated firms to participate in providing Purdue with goods and services.

Findings:

- The University collaborates with regional agencies to be a useful tool in creating awareness, providing clarification, and establishing relationships with minority and women business owners.

Corrective Action:

- The University will work with local constituent groups to maintain an accurate list of available minority and women contractors, vendors, and suppliers.
- The University will develop a tracking tool that identifies the volume of business contracted out to minority and women business owners.

O. Changes in the Workforce for Tenured and Tenure Track Faculty

1. Workforce Composition

For the period between October 2008 and September 2009⁴, data for the Calumet campus shows the following for tenured and tenured-track faculty:

- a) The number of female faculty in tenure track positions increased by seven (7) this year (from 93 to 100) and now represent 44.25% of tenure track positions.
- b) In fall 2009, minority faculty in tenure track positions was distributed as follows: African Americans comprised 2.66%, Hispanics 4.87%, and Asian 21.24%. There were slight percentage increases from last year in the Hispanic and Asian categories, and a very slight decrease in the Black category.

⁴ Movements are measured using the October 2009 workforce data.

2. Hires

There were 14 faculty hired in 2008-2009³. Of these, ten (10) were women and seven (7) were minorities.

Findings:

- There was a significant increase in the hiring of Asian faculty this past year.

Corrective Action:

- The category will continue to be monitored to assure that the selection process is non-discriminatory and recruitment outreach activities become more strategic.

3. Promotions

Faculty promotions in 2008-2009⁴ consisted of the following:

- Associate to Full: There were four (4) promotions from Associate Professor to Full Professor. Of these, two (2) are minorities (both being Asian).
- Assistant to Associate: Four (4) Assistant Professors were promoted to Associate Professor. Of these, three (3) are females; and within the minority categories, one (1) is Asian, and one (1) is Hispanic

4. Layoffs and Recalls

If the University has any layoffs, or recalls, the Office of EEO/Diversity and Human Resources will monitor the proceedings to ensure fair application of those procedures.

There were no layoffs of faculty.

5. Terminations

The Human Resources Office monitors terminations.

Findings:

- There were a total of six (6) faculty terminations in 2008-2009. Of these, five (5) were due to resignation, and one (1) retired.
- Regarding the minority and female breakdown, none of the terminations were minorities and three (3) were females.

Corrective Action:

- The individual reasons for termination will be examined. If there is a pattern or questionable activities, additional information will be requested.

P. Changes in the Workforce for Non-Tenure Track Instructional Faculty

Workforce Composition

For the period between October 2008 and September 2009⁵, data shows the following for non-tenure track instructional faculty:

- a) There are 312 non-tenure track instructional faculty. The number of female non-tenure track faculty increased from 145 to 163, and now represent 52.24% of that pool.
- b) The distribution of minority non-tenure track instructional faculty is as follows: Black 7.69%; Hispanic 2.56%; Asian 5.77%; and American Indian .32%. Black and Asian

³ *Id.*

⁴ *Id.*

⁵ *Id.*

groups increased nearly 1% from last year, while Hispanic and American Indian groups decreased ever so slightly.

Q. Changes in the Workforce for Clinical and Professional Faculty

Workforce Composition

There is not a significant number of clinical and professional faculty employed by Purdue University Calumet to adequately study this category.

R. Progress Toward Three-Year Placement Goals for Tenured and Tenure Track Faculty

The final step in the analysis of problem areas in employment is to establish placement goals for the elimination of underutilization and the action to be taken to achieve placement goals. The applicable regulations provide that “placement goals may not be rigid and inflexible quotas which must be met,” but must be “targets reasonably attainable by means of applying every good faith effort to make all aspects of the entire affirmative action program work.” (41 CFR 60-2.16.)

The establishment of such timetables requires specific consultation with those who have primary hiring responsibility, asking them to establish reasonable estimates of placement goal attainment in light of the magnitude of the discrepancy and their anticipated vacancies. A meaningful timetable must involve a collaborative effort based upon complete information, and the 2009-2010 plan will do so.

Ladder Rank Faculty:

The office of EEO/Diversity has continued to review and revise the tools used to assist the faculty in achieving its placement goals. Over the last three years, the Office of EEO/Diversity has accomplished the following:

- Met with each faculty search and screen committee.
- Met with the Chancellor, Vice Chancellor of Academic Affairs, and respective Deans to discuss search strategies.
- Developed a sub-committee to assist in review of potential candidates.
- Developed a database to track minority and women PhD recipients (by discipline)
- Began utilizing a national listing of available minority and women PhD candidates.
- Posted position vacancies in non-traditional minority focused national publications.

S. Changes in the Workforce for Executive, Administrative, and Managerial

1. Workforce Composition

For the period between October 2008 and September 2009⁶, data for the Calumet campus shows the following for executive, administrative, and managerial staff:

- a) The number of females at the executive, administrative, and managerial level decreased by three (3), and represent 38.030% of this population.
- b) Minority staff in the executive, administrative, and managerial category decreased by two (2) and now are distributed as follows: African Americans comprise 11.27%; Hispanics comprise 8.45%; Asians comprise 4.23%; and Native Americans comprise 1.41%

Findings:

- Collectively, there was a 7.05% decrease for minorities.

Corrective Action:

- This category will continue to be monitored for growth opportunity.

⁶ *Id.*

2. Promotions and Transfers

It is University policy to encourage transfers and promotions to further employee growth and development. Whenever a regular vacancy occurs, including promotion and transfer opportunities, the department head and/or supervisor must make this known to his/her regular staff members by the most effective means.

Findings:

- There were three (3) women in this area of four (4) promotions and transfers.

Corrective Action:

- The category will continue to be monitored to ensure that equitable evaluation of women and minorities occurs.

3. Layoffs and Recalls

If the University has any layoffs or recalls, the Office of EEO/Diversity should monitor the proceedings to ensure fair application of those procedures.

Findings:

- There was one (1) reduction in force at the executive, administrative, and managerial level; however, this individual was neither a minority nor female.

Corrective Action:

- The Office of EEO/Diversity will continue to monitor layoffs for adverse impact.
- Human Resources will provide a list of staff placed in RIF (reduction in force) status on an annual basis.

4. Terminations

Human Resources and the Office of EEO/Diversity monitor terminations. In addition, all cases of involuntary termination are referred to Employee Relations for review.

Findings:

- There were a total of seven (7) terminations at the Executive, Administrative, and Managerial level. Of those, three (3) were female and two (2) were Asian; and regarding the reasons for separation, two (2) were retirement and two (2) were resignations.

Corrective Action:

- The individual reasons for termination will be examined to assure that terminations were made for non-discriminatory purposes. In the event there is a pattern of adverse impact, additional information will be requested.

T. Progress Toward Three-Year Placement Goals for Executive, Administrative, and Managerial

The final step in the analysis of problem areas in employment is to establish placement goals for the elimination of underutilization and the action to be taken to achieve these placement goals. The applicable regulations provide that "placement goals may not be rigid and inflexible quotas which must be met," but must be "targets reasonably attainable by means of applying every good faith effort to make all aspects of the entire affirmative action program work." (41 CFR 60-2.16.)

The establishment of such timetables requires specific consultation with those who have primary hiring responsibility, asking them to establish reasonable estimates of placement goal attainment in light of the magnitude of the discrepancy and their anticipated vacancies. A meaningful timetable must involve a collaborative effort based upon complete information, and the 2009-2010 Plan will do so.

Executive, Administrative, and Managerial:

The two (2) job groups showing underutilization were African American and females.

U. Changes in the Workforce for Professional Non-Faculty, Clerical and Secretarial, Technical and Paraprofessional, Skilled Crafts, and Service and Maintenance Staff

1. Workforce Composition

For the period between October 2008 and September 2009⁷, data for the Calumet campus shows the following for professional non-faculty, clerical and secretarial, technical and paraprofessional, skilled crafts, and service/maintenance.

- a) For consecutive years, the total workforce (headcount) increased. This past year, the University employed nine (9) additional persons, bringing the total to 455.
- b) The number of women remained the same (310 or 68.13%) across all five (5) EEO-6 categories, while the number of total minorities increased by eight (8), which now brings the minority representation to 31.65%.
- c) Professional Staff - The number of females in this category increased from 106 to 117, now comprising 74.52%. Of the professional staff, 17.20% are African American, 5.73% are Hispanic, 1.27% are Asian, and 0.64%.
- d) Secretarial/Clerical - The number of females in this category decreased from 152 to 146, now comprising 95.42%. Of this staff, 12.42% are African American, 16.34% are Hispanic and 0.65% are Asian.
- e) Technical and Paraprofessional – The number of women in this area decreased from fifteen (15) to eleven (11), which now makes up 23.40%. Additionally, among this staff, 19.15% are African American and 4.26% are Hispanic.
- f) Skilled Crafts – The number of women in this area dropped from two (2) to one (1), and she now represents 11.11%. Of the skilled crafts staff, 12.50% are African American and 12.50% are Hispanic. The number of African American employees in this category decreased from the previous year.
- g) Service and Maintenance – The number of females in this category remained the same at 35, which is now 39.33%. Of the service and maintenance staff, 35.96% are African American and 16.85% are Hispanic.

Findings:

- The numbers have increased in most categories.

Corrective Action:

- Careful evaluation of these areas will continue, to assure that the basis of hiring decisions is non-discriminatory.

2. Promotions and Transfers

It is the University's practice to encourage transfers and promotions to further employee growth and development. Whenever a regular vacancy occurs, including promotion and transfer opportunities, the department head and/or supervisor must make this known to his/her regular staff members by the most effective means.

Findings:

- There were sixteen (16) promotions and transfers. Of those, 81.25% were females and 43.75% were minority. Both increases are significant.

Corrective Action:

⁷ *Id.*

- The category will continue to be monitored to assure that these decisions are non-discriminatory.

3. Layoffs and Recalls

If the University has any layoffs or recalls, the Office of EEO/Diversity should monitor the proceedings to ensure fair application of those procedures.

Findings:

- There were three (3) reductions in force in this group. All were female, and none were minorities.

Corrective Action:

- The Office of EEO/Diversity will continue to monitor layoffs for adverse impact.
- Departments will consult with Human Resources prior to making a RIF (reduction in force).

4. Terminations

Human Resources and the Office of EEO/Diversity monitor terminations. In addition, all cases of involuntary termination are referred to Employee Relations for review.

Findings:

- There were twenty-one (21) terminations/separations for this group. Of these, fourteen (14) were females and six (6) were minorities.

Corrective Action:

- Each category will be examined closely to see if there is a pattern indicating possible discrimination.

V. **Progress Toward Three-Year Placement Goals for Professional Non-Faculty, Clerical and Secretarial, Technical and Paraprofessional, Skilled Crafts, and Service and Maintenance Staff**

The final step in the analysis of problem areas in employment is to establish placement goals for the elimination of underutilization and the action to be taken to achieve these placement goals. The applicable regulations provide that “placement goals may not be rigid and inflexible quotas which must be met,” but must be “targets reasonably attainable by means of applying every good faith effort to make all aspects of the entire affirmative action program work.” (41 CFR 60-2.16.)

The establishment of such timetables requires specific consultation with those who have primary hiring responsibility, asking them to establish reasonable estimates of placement goal attainment in light of the magnitude of the discrepancy and their anticipated vacancies. A meaningful timetable must involve a collaborative effort based upon complete information, and the 2009-2010 plan will do so.

See 2009 Utilization and Underutilization Charts for each organizational unit.

Table VI - 1
Status of Female and Minority Faculty
Purdue University Calumet
October 2009

NEW FACULTY HIRES BY GENDER AND RACE/ETHNICITY

	Sex		Race	
Professor	Female	0	Black	0
	Male	0	Hispanic	0
			Asian	0
			American Indian	0
			White	0
Total Professor		0		0
Associate Professor	Female	1	Black	0
	Male	0	Hispanic	0
			Asian	1
			American Indian	0
			White	0
Total Associate Professor		1		1
Assistant Professor	Female	8	Black	0
	Male	4	Hispanic	1
			Asian	5
			American Indian	0
			White	6
Total Assistant Professor		12		12
Instructor	Female	1	Black	0
	Male	0	Hispanic	0
			Asian	0
			American Indian	0
			White	1
Total Instructor		1		1

Table VI - 2
Status of Female and Minority Faculty
Purdue University Calumet
October 2009
PROMOTIONS BY GENDER AND RACE/ETHNICITY

	Sex		Race	
Department Head	Female	0	Black	0
	Male	1	Hispanic	0
			Asian	0
			American Indian	0
			White	1
Total Professor		1		1
Professor	Female	0	Black	0
	Male	4	Hispanic	0
			Asian	2
			American Indian	0
			White	2
Total Professor		4		4
Associate Professor	Female	3	Black	0
	Male	1	Hispanic	1
			Asian	1
			American Indian	0
			White	2
Total Associate Professor		4		4
Assistant Professor	Female	0	Black	0
	Male	2	Hispanic	0
			Asian	2
			American Indian	0
			White	0
Total Assistant Professor		2		2

Table VI – 3
Status of Female and Minority Faculty
Purdue University Calumet
October 2009

TERMINATIONS BY GENDER AND RACE/ETHNICITY

	Sex		Termination Reason		F M		Race		Termination Reason		Blk	His	Asn	Aln	Wht
Professor	Female	0	Resignation	0	1	Black	0	Resignation	0	0	0	0	0	0	1
	Male	1	Retirement	0	0	Hispanic	0	Retirement	0	0	0	0	0	0	0
			Deceased	0	0	Asian	0	Deceased	0	0	0	0	0	0	0
			Discharged	0	0	American Indian	0	Discharged	0	0	0	0	0	0	0
			Other/Unknown	0	0	White	1	Other/Unknown	0	0	0	0	0	0	0
Total Professor		1													
Associate Professor	Female	2	Resignation	1	0	Black	0	Resignation	0	0	0	0	0	0	1
	Male	0	Retirement	1	0	Hispanic	0	Retirement	0	0	0	0	0	0	1
			Deceased	0	0	Asian	0	Deceased	0	0	0	0	0	0	0
			Discharged	0	0	American Indian	0	Discharged	0	0	0	0	0	0	0
			Other/Unknown	0	0	White	2	Other/Unknown	0	0	0	0	0	0	0
Total Associate Professor		2													
Assistant Professor	Female	1	Resignation	1	2	Black	0	Resignation	0	0	0	0	0	0	3
	Male	2	Retirement	0	0	Hispanic	0	Retirement	0	0	0	0	0	0	0
			Deceased	0	0	Asian	0	Deceased	0	0	0	0	0	0	0
			Discharged	0	0	American Indian	0	Discharged	0	0	0	0	0	0	0
			Other/Unknown	0	0	White	3	Other/Unknown	0	0	0	0	0	0	0
Total Assistant Professor		3													
Instructor	Female	0	Resignation	0	0	Black	0	Resignation	0	0	0	0	0	0	0
	Male	0	Retirement	0	0	Hispanic	0	Retirement	0	0	0	0	0	0	0
			Deceased	0	0	Asian	0	Deceased	0	0	0	0	0	0	0
			Discharged	0	0	American Indian	0	Discharged	0	0	0	0	0	0	0
			Other/Unknown	0	0	White	0	Other/Unknown	0	0	0	0	0	0	0
Total Instructor		0													

Table VI - 4
Status of Female and Minority Faculty
Purdue University Calumet
October 2009

FACULTY RANK BY GENDER AND RACE/ETHNICITY

	Total	Female	Black	Hispanic	Asian	American Indian	Total Minority
Dean	6	2 33.33%	0 0.00%	0 0.00%	1 16.67%	0 0.00%	1
Department Head	16	5 31.25%	1 0.00%	1 6.25%	1 0.00%	0 0.00%	3
Professor	74	18 24.32%	1 1.35%	5 6.76%	15 20.27%	0 0.00%	21
Associate Professor	90	53 58.89%	4 4.44%	4 4.44%	10 11.11%	0 0.00%	18
Assistant Professor	62	29 46.77%	1 1.61%	2 3.23%	23 37.10%	0 0.00%	26
Instructor	312	163 52.24%	24 7.69%	8 2.56%	18 5.77%	1 0.32%	51
Total	560	270	31	20	68	1	120

Table VI - 5
Status of Female and Minority Faculty
Purdue University Calumet
October 2009
UTILIZATION COMPARISON BY RANK-FEMALE FACULTY

	Total Faculty		Female Faculty				
	2008	2009	2008		2009		Change 2008 to 2009
Professor	68	74	14	20.59%	18	24.32%	3.74%
Associate Professor	92	90	50	54.35%	53	58.89%	4.54%
Assistant Professor	55	62	29	52.73%	29	46.77%	-5.95%
Instructor	286	312	145	50.70%	163	52.24%	1.54%
Total	501	538	238		263		

Table VI - 6
Status of Female and Minority Faculty
Purdue University Calumet
October 2009
UTILIZATION COMPARISON BY RANK-MINORITY
FACULTY

		2008	2009	Change 2008 to 2009
Professor	Black	1	1	0
	Hispanic	4	5	1
	Asian	13	15	2
	American Indian	0	0	0
Total Professor		18	21	3
Associate Professor	Black	4	4	0
	Hispanic	3	4	1
	Asian	10	11	1
	American Indian	0	0	0
Total Associate Professor		17	19	2
Assistant Professor	Black	1	1	0
	Hispanic	1	2	1
	Asian	18	23	5
	American Indian	0	0	0
Total Assistant Professor		20	26	6
Instructor	Black	19	24	5
	Hispanic	7	8	1
	Asian	14	18	4
	American Indian	1	1	0
Total Instructor		41	51	10

Table VI - 7
Status of Female and Minority Faculty
Purdue University Calumet
October 2009

SCHOOL DISTRIBUTION BY GENDER AND RACE/ETHNICITY

	Total	Female	Black	Hispanic	Asian	American Indian
Liberal Arts and Social Sciences	76	39	3	6	8	0
Engineering, Mathematics, & Science	44	15	1	1	15	0
Technology	39	5	0	2	15	0
Management	31	10	1	1	9	0
Nursing	17	16	0	0	0	0
Education & Library	19	15	1	1	1	0

Table VI - 8
Utilization Comparison
2008 vs. 2009
Purdue University Calumet
October 2009

LADDER RANK FACULTY								
		Female (%)	Black (%)	Hispanic (%)	Asian (%)	Amer Indian (%)	Total Minority (%)	
Ladder Rank Faculty								
	2008	215	93 43.26%	6 2.79%	8 3.72%	42 19.53%	0 0.00%	56 26.05%
	2009	226	100 44.25%	6 2.66%	11 4.87%	48 21.24%	0 0.00%	65 28.76%
Percent Change			0.99%	-0.13%	1.15%	1.71%	0.00%	2.71%

Table VI - 9
2009 Faculty and Staff Utilization
Purdue University Calumet
October 2009

	Total	% Minority Available	Present Minority Utilization	Present % Utilization	Present # Under-Utilization	% Females Available	Present Female Utilization	Present % Utilization	Present # Under-Utilization
Liberal Arts and Social Sciences	189	15.60	32	16.93%	2	54.10	107	56.61%	3
Engineering, Mathematics, & Science	96	20.90	23	23.96%	5	26.70	38	39.58%	0
Technology	88	30.50	27	30.68%	5	14.10	16	18.18%	1
Management	72	18.60	22	30.56%	0	35.20	20	27.78%	5
Nursing	42	10.50	2	4.76%	3	91.10	39	92.86%	0
Education & Library	51	20.70	10	19.61%	1	65.40	41	80.39%	0

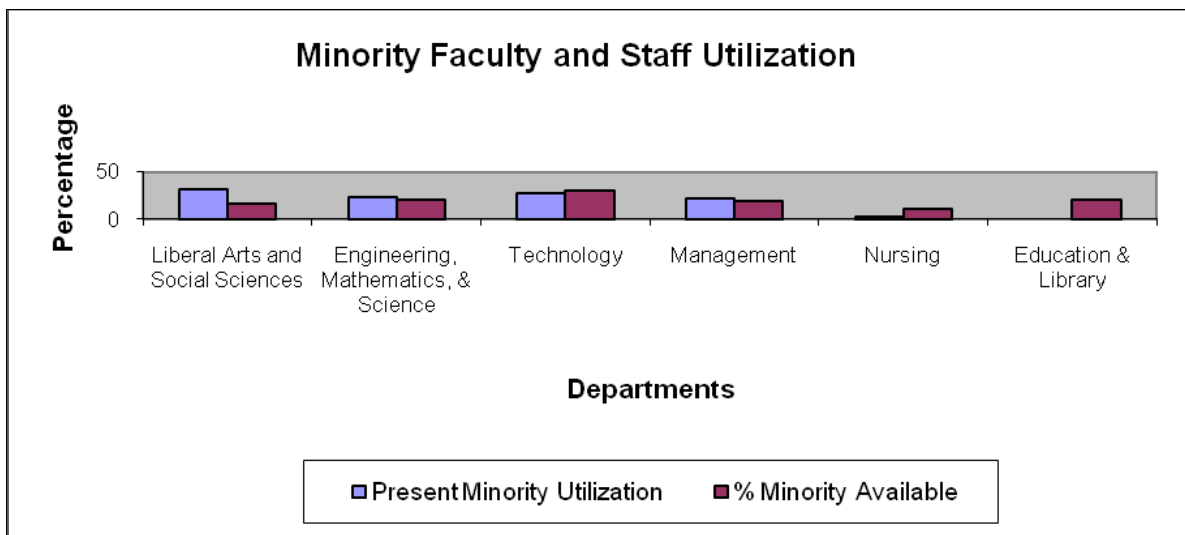
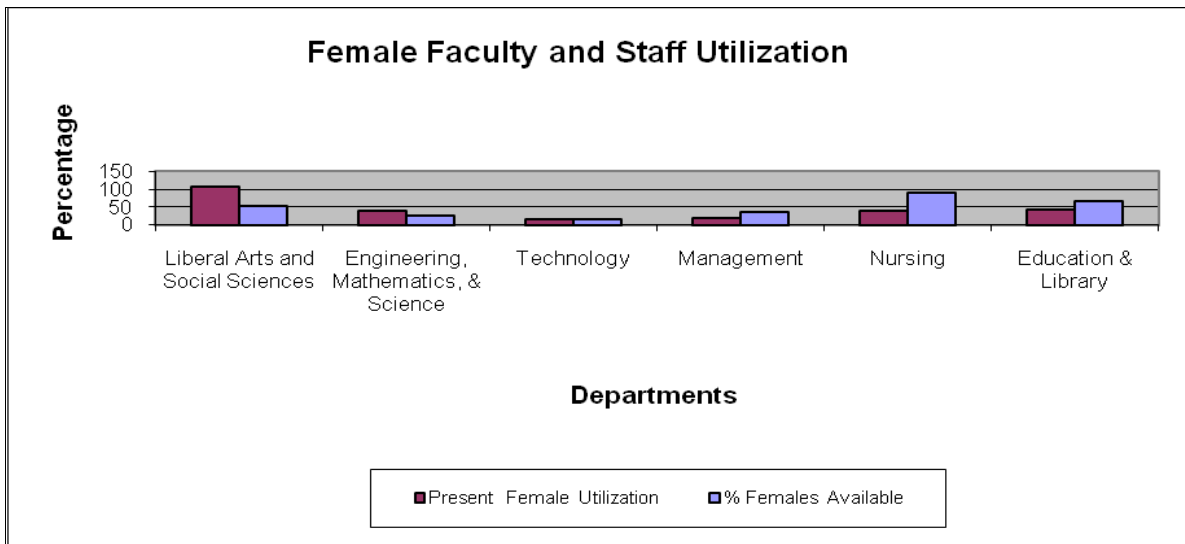


Table VI - 10
2009 Underutilization
Purdue University Calumet
October 2009
LADDER RANK FACULTY

	Minority Total			Female Total		
	% Avail	Under-Utilized	% Annual Goal	% Avail	Under-Utilized	% Annual Goal
Faculty						
161 Liberal Arts and Social Sciences	15.6	No		54.1	No	
163 Engineering, Mathematics, and Science	20.9	No		26.7	No	
164 Technology	30.5	No		14.1	No	
165 Management	18.6	No		35.2	Yes	35.2
166 Nursing	10.5	Yes	10.5	91.1	No	
167 Education & Library	20.7	Yes	20.7	65.4	No	

Table VI - 11
Progress Toward Placement Goals
2008 - 2009
Purdue University Calumet
October 2009
TENURE AND TENURE TRACK FACULTY

	Total Staff	Minority			Female		
		# Under-utilized	# Under-utilized	Progress Toward Goal?	# Under-utilized	# Under-utilized	Progress Toward Goal?
EEO6/Job Title	09	08	09		08	09	
01 - Tenure Track Faculty							
161 Liberal Arts and Social Sciences	76	0	0		5	3	Yes
163 Engineering, Mathematics, and Science	43	0	0		0	0	
164 Technology	39	0	0		0	1	No
165 Management	31	0	0		3	1	Yes
166 Nursing	17	2	2	No	0	0	
167 Education & Library	19	1	1	No	0	0	

Table VI - 12
Utilization Comparison
2008 vs. 2009
Purdue University Calumet
October 2009
EXECUTIVE, ADMINISTRATIVE, AND MANAGERIAL

		Total	Female (%)	Black (%)	Hispanic (%)	Asian (%)	Native American (%)
Exec/Admin/Mgmt	2009	71	27 38.03%	8 11.27%	6 8.45%	3 4.23%	1 1.41%
	2008	71	30 42.25%	5 7.04%	8 11.27%	6 8.45%	1 1.41%
Percent Change			-4.23%	4.23%	-2.82%	-4.23%	0.00%

Table VI - 13
2009 Utilization and Underutilization
Purdue University Calumet
October 2009
ACADEMIC AFFAIRS

	Total	(%) Minority Available	Present Minority Utilization	Present % Utilization	Present # Under- utilized	% Females Available	Present Female Utilization	Present % Utilization	Present # Under- utilized
Academic Affairs									
Ladder Rank Faculty									
Engineering, Mathematics & Science	44	20.9	17	38.6	0	26.7	15	34.1	0
Technology	39	30.5	17	43.6	0	14.1	5	12.8	1
Nursing	17	10.5	0	0.0	2	91.1	16	94.1	0
Management	31	18.6	11	35.5	0	35.2	10	32.3	1
Liberal Arts & Social Sciences	76	15.6	17	22.4	0	54.1	39	51.3	3
Education/Library	15	20.7	2	13.3	1	65.4	11	73.3	0
Executive, Admin., and Mgmt.	38	15.7	9	23.7	0	50.6	17	44.7	1
Professional	91	13.5	20	22.0	0	64.8	71	78.0	0
Secretarial and Clerical	86	30.5	21	24.4	5	92.3	84	97.7	0
Service	10	48.3	2	20.0	3	41.2	6	60.0	0

Table VI - 13
2009 Utilization and Underutilization
Purdue University Calumet
October 2009
ACADEMIC AFFAIRS CONT.

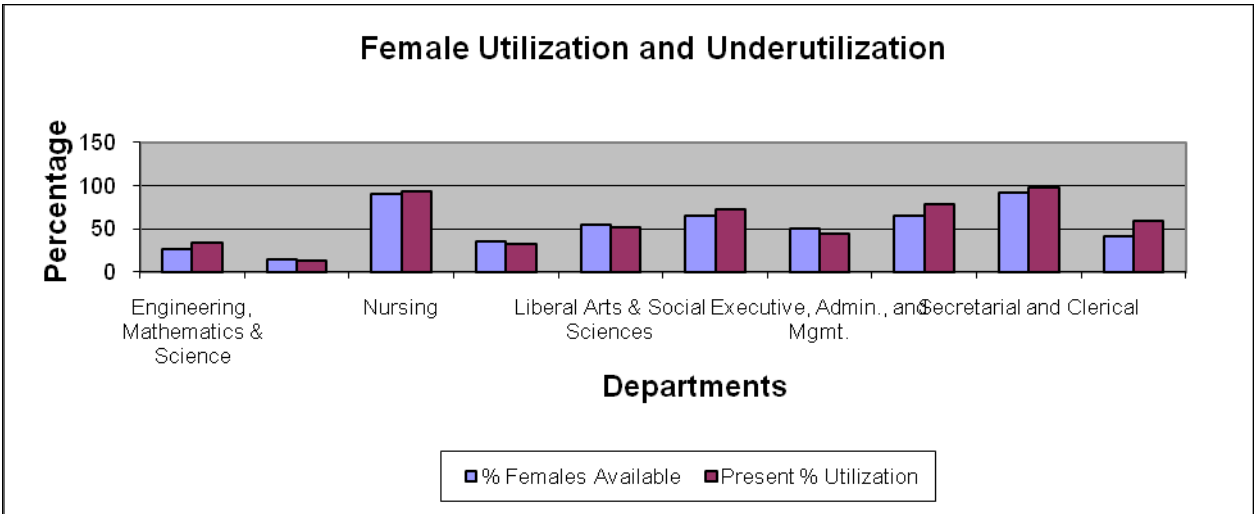
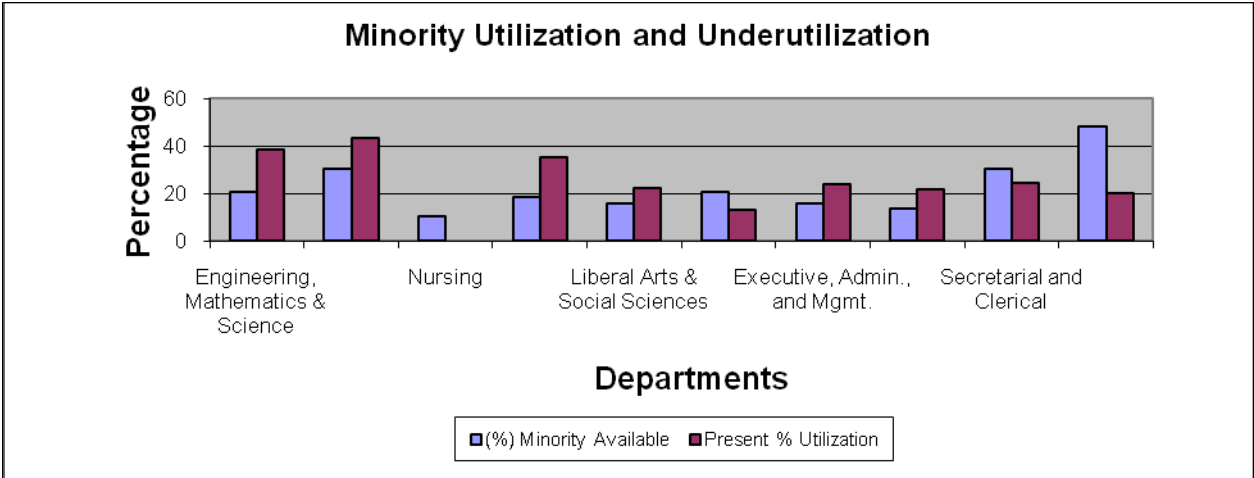


Table VI - 14
2009 Utilization and Underutilization
Purdue University Calumet
October 2009

ADMINISTRATIVE SERVICES

	Total	(%) Minority Available	Present Minority Utilization	Present % Utilization	Present # Under- utilized	% Females Available	Present Female Utilization	Present % Utilization	Present # Under- utilized
Administrative Services									
Executive, Admin, and Mgmt.	13	15.7	2	15.4	0	50.6	5	38.5	2
Professional	20	13.5	4	20.0	0	64.8	16	80.0	0
Clerical and Secretarial	23	30.5	8	34.8	0	92.3	23	100.0	0
Technical and Paraprofessional	9	17.8	3	33.3	0	39.2	1	11.1	3
Service	54	48.3	33	61.1	0	41.2	21	38.9	1
Skilled Crafts	8	32.7	2	25.0	1	13.1	0	0.0	1

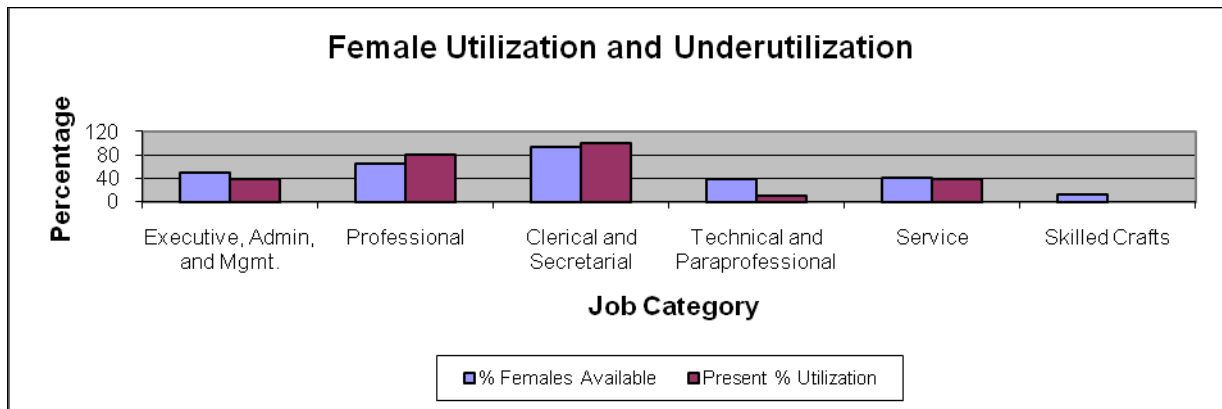
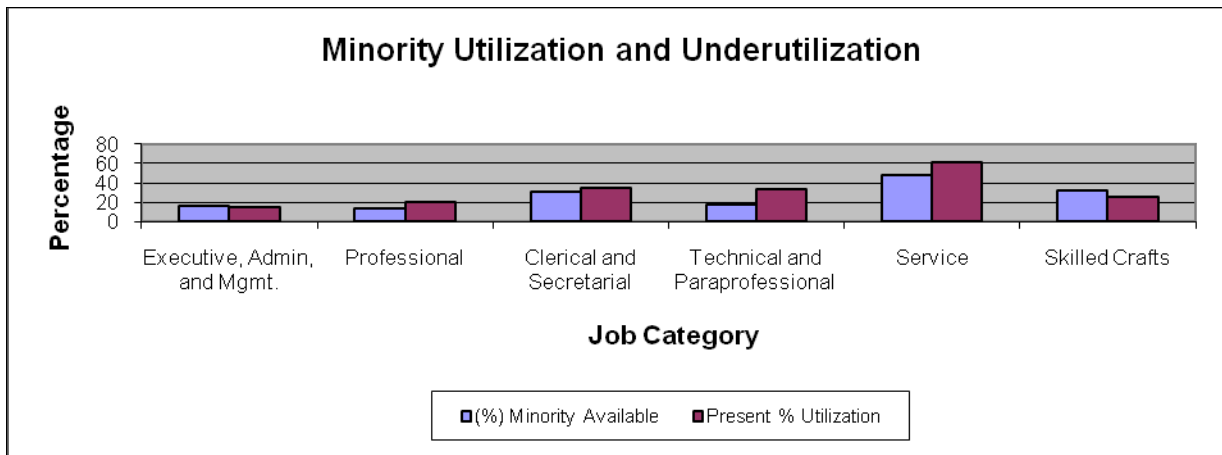


Table VI - 15
2009 Utilization and Underutilization
Purdue University Calumet
October 2009
ADVANCEMENT

	Total	(%) Minority Available	Present Minority Utilization	Present % Utilization	Present # Under- utilized	% Females Available	Present Female Utilization	Present % Utilization	Present # Under- utilized
Administrative Services									
Executive, Admin, and Mgmt.	4	15.7	0	0.0	1	50.6	0	0.0	2
Professional	6	13.5	0	0.0	1	64.8	4	66.7	0
Clerical and Secretarial	6	30.5	3	50.0	0	92.3	5	83.3	1

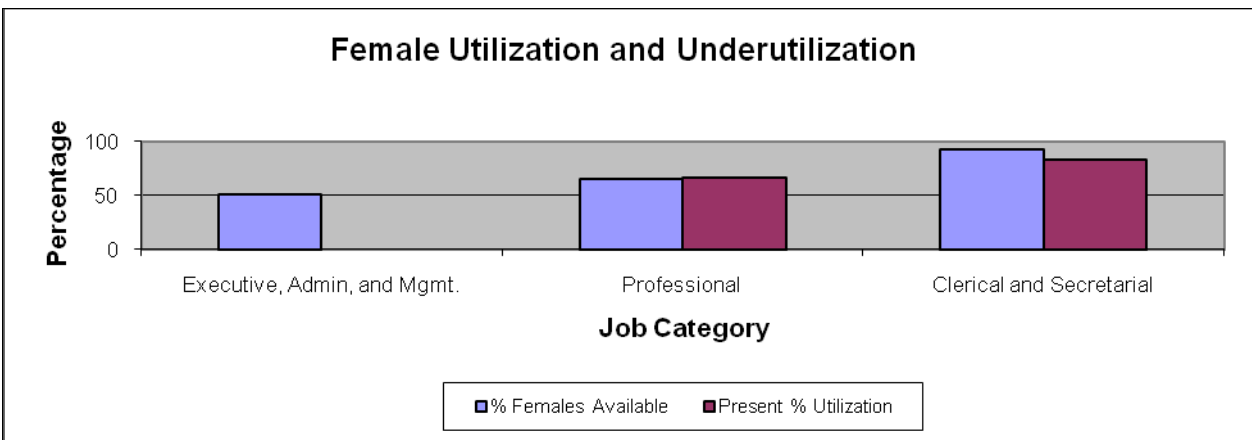
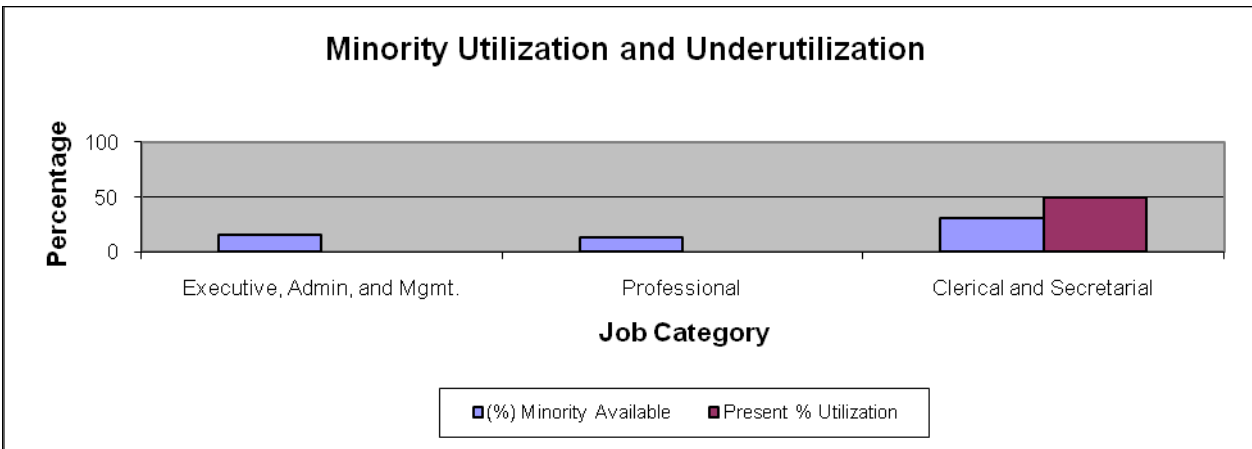


Table VI - 16
2009 Utilization and Underutilization
Purdue University Calumet
October 2009
CHANCELLOR

	Total	(%) Minority Available	Present Minority Utilization	Present % Utilization	Present # Under- utilized	% Females Available	Present Female Utilization	Present % Utilization	Present # Under- utilized
Administrative Services									
Executive, Admin, and Mgmt.	2	15.7	0	0.0	0	50.6	0	0.0	1
Professional	2	13.5	1	50.0	0	64.8	2	100.0	0
Clerical and Secretarial	4	30.5	0	0.0	1	92.3	4	100.0	0

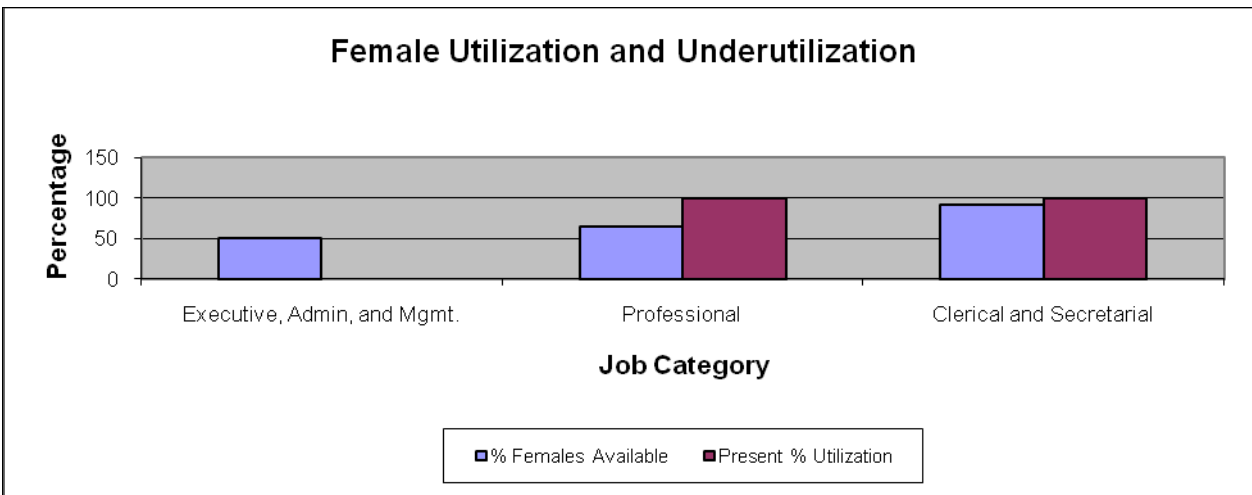
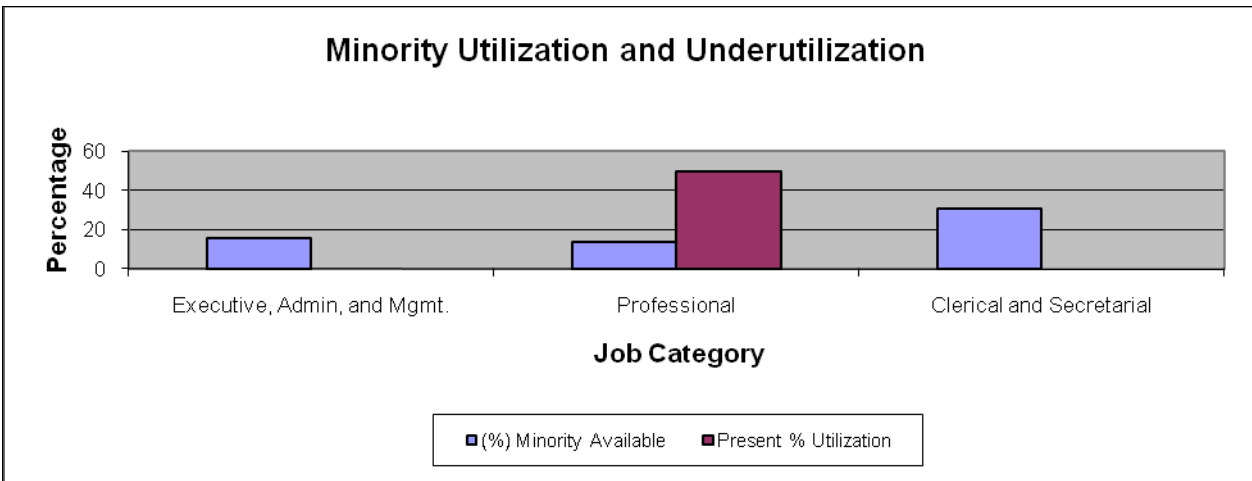


Table VI - 17
2009 Utilization and Underutilization
Purdue University Calumet
October 2009
STUDENT AFFAIRS

	Total	(%) Minority Available	Present Minority Utilization	Present % Utilization	Present # Under- utilized	% Females Available	Present Female Utilization	Present % Utilization	Present # Under- utilized
Student Services									
Executive, Admin, and Mgmt.	12	15.70%	6	50.00%	0	50.60%	4	33.30%	2
Professional	27	13.50%	12	44.40%	0	64.80%	18	66.70%	0
Clerical and Secretarial	22	30.50%	7	31.80%	0	92.30%	18	81.80%	2
Technical and Paraprofessional	1	17.80%	0	0.00%	0	39.20%	1	100.00%	0
Skilled Crafts	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0
Service	19	48.30%	10	52.60%	0	41.20%	5	26.30%	3

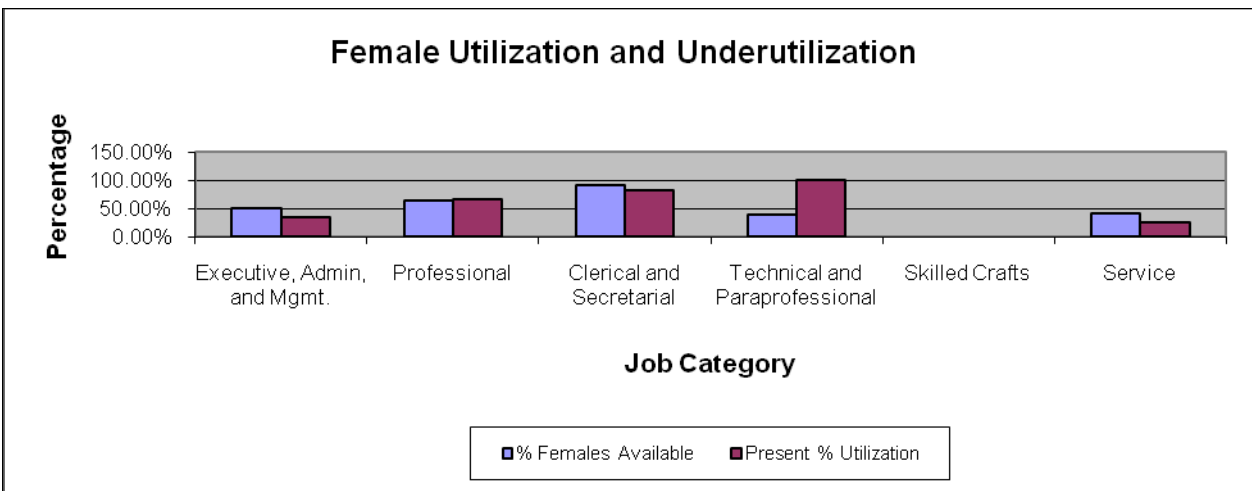
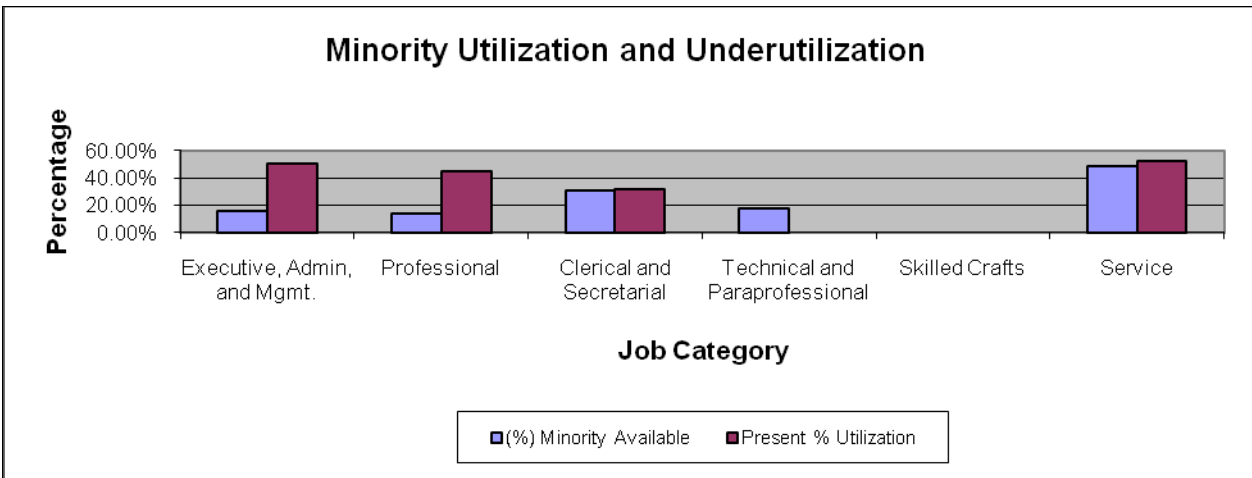


Table VI - 18
2009 Utilization and Underutilization
Purdue University Calumet
October 2009
INFORMATION SERVICES

	Total	(%) Minority Available	Present Minority Utilization	Present % Utilization	Present # Under- utilized	% Females Available	Present Female Utilization	Present % Utilization	Present # Under- utilized
Information Services									
Faculty	4	15.70%	1	25.00%	0	50.60%	4	100.00%	0
Executive, Admin, and Mgmt.	2	15.70%	1	50.00%	0	50.60%	1	50.00%	0
Professional	12	13.50%	2	16.70%	0	64.80%	6	50.00%	2
Clerical and Secretarial	12	30.50%	6	50.00%	0	92.30%	12	100.00%	0
Technical and Paraprofessional	21	17.80%	6	28.60%	0	39.20%	4	19.00%	4
Skilled Crafts	1	32.70%	0	0.00%	0	13.10%	1	100.00%	0
Service	1	48.30%	0	0.00%	0	41.20%	0	0.00%	0

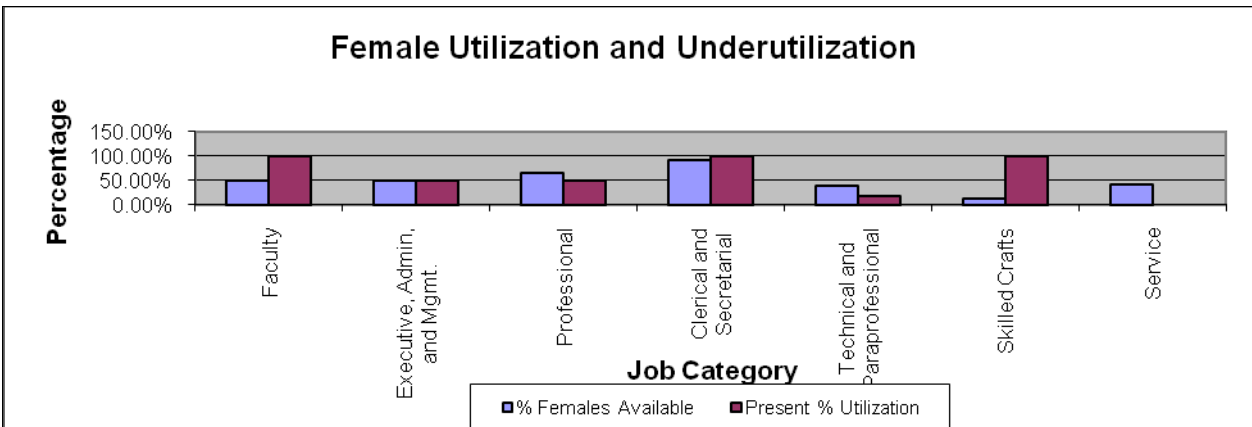
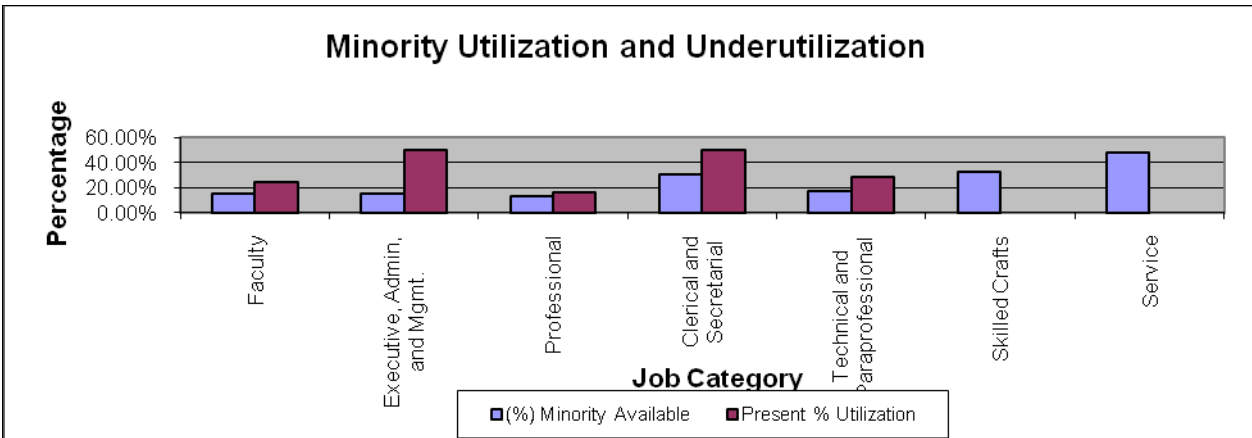


Table VI - 19
2009 Placement Goals
Purdue University Calumet
October 2009
ACADEMIC AFFAIRS

		Female	Total Minority	African American	Hispanic	Asian	American Indian
EEO Category		Underutilization					
161	Ladder Rank-LASS	3	0	1	0	0	0
161	Non Ladder Rank-LASS	0	2	0	3	0	1
163	Ladder Rank-EMS	0	0	1	1	0	0
163	Non Ladder Rank-EMS	0	5	0	2	3	0
164	Ladder Rank-Technology	1	0	2	0	0	0
164	Non Ladder Rank-Technology	0	5	0	0	7	0
165	Ladder Rank-Management	1	0	1	0	0	0
165	Non Ladder Rank-Management	4	0	0	0	0	0
166	Ladder Rank-Nursing	0	2	1	0	1	0
166	Non Ladder Rank-Nursing	0	1	0	0	1	0
167	Ladder Rank-Education & Library	0	1	1	0	0	0
167	Non Ladder Rank-Education & Library	0	0	0	0	1	0
461	Executive, Administrative & Managerial	1	0	0	0	0	0
561	Professional	0	0	0	0	0	0
661	Clerical	0	5	8	0	0	0
961	Service/Maintenance	0	3	2	0	0	0

Table VI - 20
2009 Placement Goals
Purdue University Calumet
October 2009
ADMINISTRATIVE SERVICES

		Female	Total Minority	African American	Hispanic	Asian	American Indian
EEO Category		Underutilization					
461	Executive, Administrative & Managerial	2	0	0	0	0	0
561	Professional	0	0	0	0	0	0
661	Clerical	0	0	2	0	0	0
761	Technical/Paraprofessional	3	0	0	1	0	0
861	Skilled Crafts	1	1	1	0	0	0
961	Service/Maintenance	1	0	0	0	0	0

Table VI - 21
2009 Placement Goals
Purdue University Calumet
October 2009
ADVANCEMENT

		Female	Total Minority	African American	Hispanic	Asian	American Indian
EEO Category		Underutilization					
461	Executive, Administrative & Managerial	2	1	0	0	0	0
561	Professional	0	1	1	0	0	0
661	Clerical	1	0	0	1	0	0

Table VI - 22
2009 Placement Goals
Purdue University Calumet
October 2009
CHANCELLOR

		Female	Total Minority	African American	Hispanic	Asian	American Indian
EEO Category		Underutilization					
461	Executive, Administrative & Managerial	1	0	0	0	0	0
561	Professional	0	0	0	0	0	0
661	Clerical	0	1	1	0	0	0

Table VI - 23
2009 Placement Goals
Purdue University Calumet
October 2009
STUDENT AFFAIRS

		Female	Total Minority	African American	Hispanic	Asian	American Indian
EEO Category		Underutilization					
461	Executive, Administrative & Managerial	2	0	0	0	0	0
561	Professional	0	0	0	0	0	0
661	Clerical	2	0	1	0	0	0
761	Technical/Paraprofessional	0	0	0	0	0	0
861	Skilled Crafts	0	0	0	0	0	0
961	Service/Maintenance	3	0	0	0	0	0

Table VI - 24
2009 Placement Goals
Purdue University Calumet
October 2009
INFORMATION SERVICES

		Female	Total Minority	African American	Hispanic	Asian	American Indian
EEO Category		Underutilization					
461	Faculty	0	0	0	0	0	0
461	Executive, Administrative & Managerial	0	0	0	0	0	0
561	Professional	0	0	0	0	0	0
661	Clerical	0	0	0	0	0	0
761	Technical/Paraprofessional	4	0	0	0	1	0
861	Skilled Crafts	0	0	0	0	0	0
961	Service/Maintenance	0	0	0	0	0	0

Table VI - 25
STATUS OF FEMALES AND MINORITIES
Purdue University Calumet
October 2009
PROFESSIONAL, CLERICAL, AND SERVICE STAFF

	Total	Female	Black	Hispanic	Asian	American Indian
Professional						
Administrative Assistants	2	2	0	0	0	0
Administrator	3	3	0	1	0	0
Advisor/Recruiter/Counselor	37	29	8	3	0	0
Assistants, Executive & Director	21	14	6	0	0	0
Associate Director	11	9	3	0	0	0
Coordinator	27	23	4	1	0	0
Director	9	9	0	0	0	0
Managers	19	15	3	1	0	0
Specialist	10	2	0	0	1	1
Supervisors	2	0	0	1	0	0
Not Elsewhere Class - Professional	16	11	2	2	1	0
Total Professional	157	117	26	9	2	1
Secretarial and Clerical						
Account Clerk	11	10	3	1	0	0
Administrative Assistants	11	11	1	1	0	0
Analyst	2	2	0	0	0	0
Assistants	10	10	1	0	0	0
Clerks	43	38	4	8	1	0
Library Assistant	4	4	1	2	0	0
Library Clerk	4	4	1	1	0	0
Operator	0	0	0	0	0	0
Secretary/Clerical	58	57	8	8	0	0
Teller	3	3	0	1	0	0
Not Elsewhere Class - Secretarial Clerical	7	7	0	3	0	0
Total Secretarial/Clerical	153	146	19	25	1	0
Technical and Paraprofessional						
Assistant/Associate	6	4	0	0	0	0
Coordinator	6	2	2	0	0	0
Chief of Police	1	0	1	0	0	0
Administrator	9	2	0	1	0	0
Analyst/Programmer	4	1	0	0	0	0
Operator	2	0	1	1	0	0
Police Officer	7	0	2	0	0	0
Police Sergeant	2	1	1	0	0	0
Specialist	1	0	0	0	0	0
Supervisors	3	0	1	0	0	0
Technician	2	0	0	0	0	0
User Support	0	0	0	0	0	0
Not Elsewhere Class - Technical	4	1	1	0	0	0
Total Technical and Paraprofessional	47	11	9	2	0	0

Table VI - 25
STATUS OF FEMALES AND MINORITIES
Purdue University Calumet
October 2009

PROFESSIONAL, CLERICAL, AND SERVICE STAFF CONTINUED

	Total	Female	Black	Hispanic	Asian	American Indian
Skilled Crafts						
Manager	0	0	0	0	0	0
Electrician	2	0	0	0	0	0
Painter	1	0	1	0	0	0
Plumber	1	0	0	1	0	0
Mechanic	1	0	0	0	0	0
Coordinator	0	0	0	0	0	0
Operator	1	0	0	0	0	0
Not Elsewhere Class-Skilled Crafts	3	1	0	0	0	0
Total Skilled Crafts	9	1	1	1	0	0
Service and Maintenance						
Athletic Assistant	1	0	0	0	0	0
Audio Visual	1	0	0	0	0	0
Clerk	3	1	0	1	0	0
Custodian	24	12	15	4	0	0
Deliverer	2	0	0	1	0	0
Grounds Workers	4	0	2	1	0	0
Manager	1	1	1	0	0	0
Service/Maintenance	43	19	11	7	0	0
Special Assignment	0	0	0	0	0	0
Supervisor	10	2	3	1	0	0
Total Service and Maintenance	89	35	32	15	0	0

Table VI - 26
2009 Utilization and Underutilization
Purdue University Calumet
October 2009

PROFESSIONAL, CLERICAL, AND SERVICE STAFF

	Total Staff	(%) Minority Available	Present Minority Utilization	Present % Utilization	Present # Under-utilized	% Females Available	Present Female Utilization	Present % Utilization	Present # Under-utilized
Professional	157	13.50%	39	24.80%	0	64.80%	117	74.50%	0
Secretarial/Clerical	153	30.50%	45	29.40%	2	92.30%	146	95.40%	0
Technical/Paraprofessional	47	17.80%	11	23.40%	0	39.20%	11	23.40%	7
Skilled Crafts	9	32.70%	2	22.20%	1	13.10%	1	11.10%	0
Service & Maintenance	89	48.30%	47	52.80%	0	41.20%	35	39.30%	2

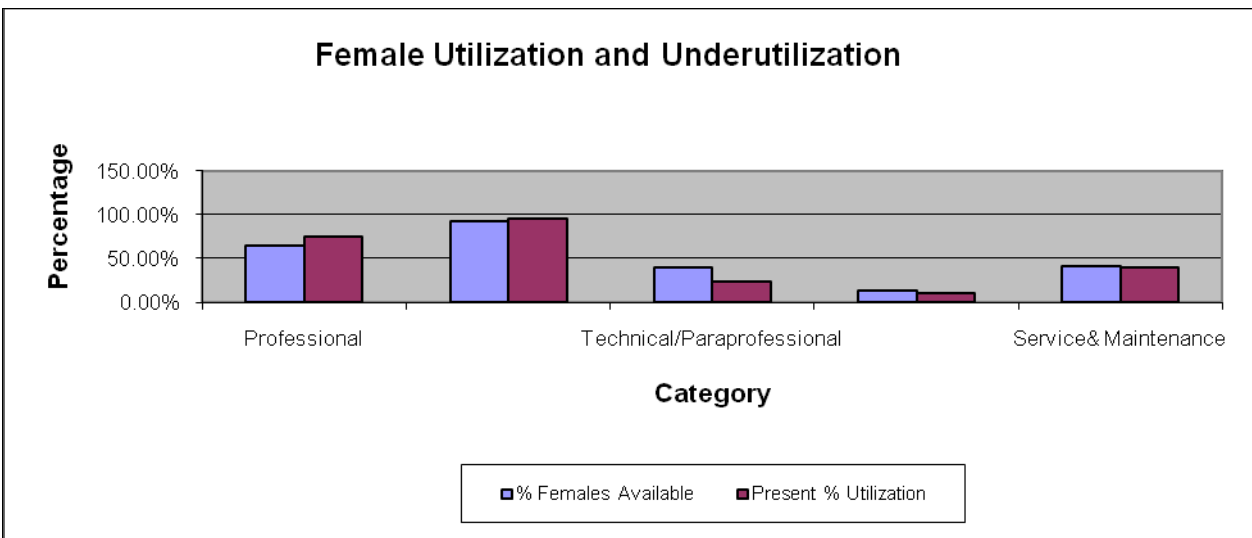
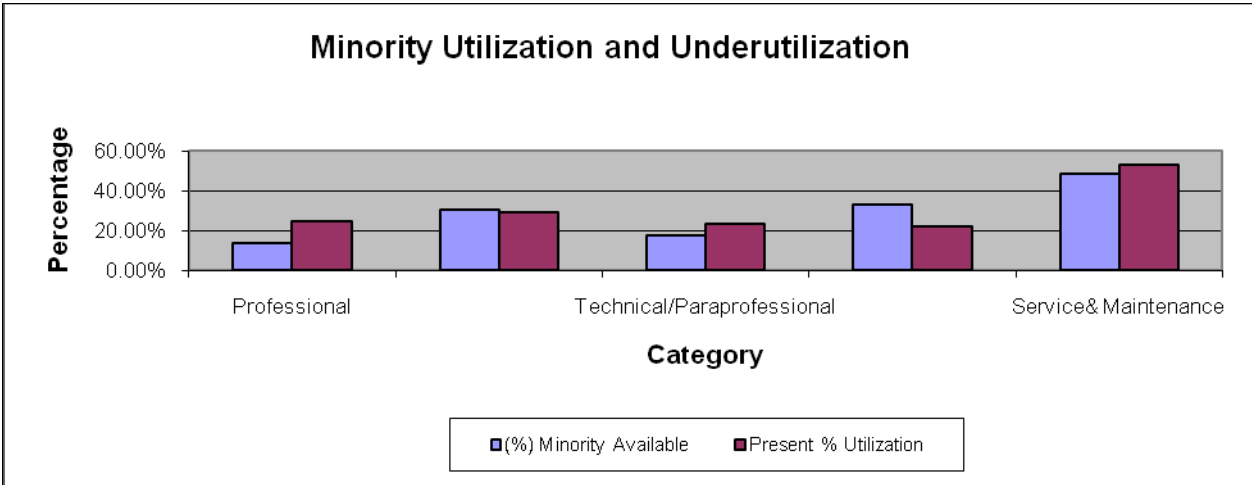


Table VI - 27
2009 Underutilization
Purdue University Calumet
October 2009

PROFESSIONAL, CLERICAL, AND SERVICE STAFF

	Minority			Female		
	% Avail	Under-Utilized	Annual Goal	% Avail	Under-Utilized	Annual Goal
561 Professional	13.50%	No	N/A	64.80%	No	N/A
661 Secretarial and Clerical	30.50%	Yes	2	92.30%	No	N/A
761 Technical and Paraprofessional	17.80%	No	N/A	39.20%	Yes	7
861 Skilled Crafts	32.70%	Yes	1	13.10%	No	N/A
961 Service and Maintenance	48.30%	No	N/A	41.20%	Yes	2

Table VI - 28
Progress Toward Placement Goals
 2008 - 2009
 Purdue University Calumet
 October 2009
PROFESSIONAL, CLERICAL, AND SERVICE STAFF

	Total Staff 09	Minority			Female		
		# Underutilized 08	# Underutilized 09	Progress Toward Goal?	# Underutilized 08	# Underutilized 09	Progress Toward Goal?
EEO6/Job Title							
561 Professional	157	0	0		0	0	
661 Secretarial and Clerical Technical and	153	0	2	No	0	0	
761 Paraprofessional	47	0	0		6	7	No
861 Skilled Crafts	9	1	1	No	0	0	
961 Service and Maintenance	89	0	0		0	2	No

Table VI - 29
Utilization Comparison
2008 vs. 2009
Purdue University Calumet
October 2009
PROFESSIONAL, CLERICAL, AND SERVICE STAFF

		Total	Female (%)	Black (%)	Hispanic (%)	Asian (%)	Amer. Indian (%)	Other (%)
Professional	2009	157	117 74.52%	27 17.20%	9 5.73%	2 1.27%	1 0.64%	0 0.00%
	2008	144	106 73.61%	24 16.67%	8 5.56%	1 0.69%	0 0.00%	0 0.00%
Percent Change			0.44%	0.42%	0.14%	0.57%	0.00%	0.00%
Secretarial/Clerical	2009	153	146 95.42%	19 12.42%	25 16.34%	1 0.65%	0 0.00%	0 0.00%
	2008	159	152 95.60%	21 13.21%	25 15.72%	2 1.26%	1 0.63%	0 0.00%
Percent Change			-0.17%	-0.79%	0.62%	-0.60%	-0.63%	0.00%
Technical/Paraprofessional	2009	47	11 23.40%	9 19.15%	2 4.26%	0 0.00%	0 0.00%	0 0.00%
	2008	53	15 28.30%	9 16.98%	2 3.77%	0 0.00%	0 0.00%	0 0.00%
Percent Change			-4.90%	2.17%	0.48%	0.00%	0.00%	0.00%
Skilled Crafts	2009	9	1 11.11%	1 12.50%	1 12.50%	0 0.00%	0 0.00%	0 0.00%
	2008	10	2 20.00%	1 10.00%	1 10.00%	0 0.00%	0 0.00%	0 0.00%
Percent Change			-8.89%	2.50%	2.50%	0.00%	0.00%	0.00%
Service & Maintenance	2009	89	35 39.33%	32 35.96%	15 16.85%	0 0.00%	0 0.00%	0 0.00%
	2008	80	35 43.75%	27 33.75%	14 17.50%	0 0.00%	0 0.00%	0 0.00%
Percent Change			-4.42%	2.21%	-0.65%	0.00%	0.00%	0.00%

Table VI – 30 Affirmative Action Placement Underutilization

October 2009
Purdue University Calumet

Chancellor		
	EEO Category	Groups Underutilized
461	Executive, Administrative & Managerial	Female
561	Professional	None
661	Clerical	African American
Academic Affairs		
161	Liberal Arts and Social Sciences	Female, African American, Hispanic
163	Engineering, Mathematics & Science	African American, Hispanic, Asian
164	Technology	Female, African American, Asian
165	Management	Female, African American
166	Nursing	African American, Asian
167	Education/Library	African American, Asian
169	General Studies	None
461	Executive, Administrative & Managerial	Female
561	Professional	None
661	Clerical	African American
761	Technical/Paraprofessional	Female, Hispanic
861	Skilled Crafts	None
961	Service/Maintenance	African American
Administrative Services		
461	Executive, Administrative & Managerial	Female
561	Professional	None
661	Clerical	African American
761	Technical/Paraprofessional	Female, Hispanic
861	Skilled Crafts	Female, African American
961	Service/Maintenance	Female
Advancement		
461	Executive, Administrative & Managerial	Female
561	Professional	African American
661	Clerical	Female, Hispanic
861	Skilled Crafts	None
Student Affairs		
461	Executive, Administrative & Managerial	Female
561	Professional	None
661	Clerical	Female, African American
761	Technical/Paraprofessional	None
961	Service/Maintenance	Female
Student Affairs		
461	Executive, Administrative & Managerial	Female
561	Professional	None
661	Clerical	Female, African American
761	Technical/Paraprofessional	None
961	Service/Maintenance	Female

Table VI – 30
Affirmative Action Placement Underutilization Cont.

October 2009
Purdue University Calumet

Information Services		
167	Education/Library	None
461	Executive, Administrative & Managerial	None
561	Professional	Female
661	Clerical	None
761	Technical/Paraprofessional	Female, Asian
861	Skilled Crafts	None
961	Service/Maintenance	None

VII. DEVELOPMENT AND EXECUTION OF PROGRAMS

A. Monitoring of Position Specifications

1. Staff

The Employment Team within Human Resources reviews all non-faculty position specifications for job-relatedness and non-discrimination on the basis of race, color, religion, national origin, ancestry, veteran status, disability, age, or sex, except where age or sex is a bona fide occupational qualification.

2. Faculty

Each academic department is responsible for monitoring its respective faculty job specifications for job-relatedness and non-discrimination. The Office EEO/Diversity assists in this evaluation process.

B. Distribution of Position Announcements

1. Staff

The PUC "Employment Website" lists current openings posted through Human Resources and is accessible at: <http://www.calumet.purdue.edu/hr/employment/>. Printed copies are also available in Lawshe Hall in Human Resource and emails are sent campus wide once a week to announce positions available. Each job opening announcement is sent to Workforce Development, the NAACP, Nation Urban League, and ARC Bridges Additionally Administrative/Professional and Management/Professional position vacancies are sent to local newspapers and an array of courier websites; in an effort to increase diversity among the applicant pool.

2. Faculty

The Office of EEO/Diversity monitors each faculty position announcement for an adequate search and recruitment plan. The office also checks for compliance with equal employment opportunity and affirmative action guidelines and disclaimers.

Faculty postings are available for viewing on the Human Resources web site <http://www.calumet.purdue.edu/hr/employment/>.

Each advertisement and search plan is also reviewed to see that it includes mechanisms likely to reach protected class members. When efforts appear inadequate, the Associate Director of EEO/Diversity immediately calls the search chair, dean, or department head to urge additional and/or alternative strategies, including networking with those colleges and universities with minority predominance.

C. Selection Process

1. Education of Selection Personnel

Deans, Department Heads and other unit managers and supervisors responsible for making hiring decisions are taught equal employment opportunity requirements in open workshops offered by Human Resources and the Office of EEO/Diversity. These include the "Faculty Search & Screen Procedures" and "Supervisor for Success".

2. Adherence to Uniform Guidelines on Employee Selection

Human Resources adhere to the Uniform Guidelines on Employee Selection in its screening and referral process. Close communication is maintained between the Human Resource Services staff handling employment and hiring supervisors. Visits with supervisors are conducted regularly by recruiters to ensure compliance with the University's policies and procedures.

D. Recruitment and Referral Sources

The Office of EEO/Diversity maintains recruitment and referral sources by female and minority classification and academic discipline. These sources of information grow through networking and identifying appropriate organizations that advocate minority and female opportunities in employment.

E. Advertising

Advertisements are prepared by the respective school or department. The Office of EEO/Diversity monitors all faculty advertisements for the inclusion of the statement: ***“Purdue University is an equal access/equal opportunity/affirmative action employer, fully committed to a diverse workplace.”*** Human Resources and when requested, the Office of EEO/Diversity, monitor the non-faculty advertisements for inclusion of this statement.

The phrase ***“an equal access/equal opportunity university”*** is used for advertising in publications pertaining to special events, programs, and activities.

The Office of EEO/Diversity advises and assists schools, departments, or units regarding wording and tone that might have greater recruitment appeal for women and minorities.

F. Publications

The Purdue Marketing Communications office ensures that University publications contain the phrase ***“an equal access/equal opportunity university.”*** They also check to see that where there are pictures of students, staff, or visitors, there is a balanced representation of women, minorities, veterans, and individuals with disabilities.

G. Social and Recreational Opportunities

For all University sponsored social and recreational functions, the University offers equal opportunity to all employees without regard to race, color, religion, national origin, ancestry, veteran status, disability, age, or sex.

Also, institutional facilities will continue to be provided for all employees on an equal basis. Where segregation is necessary by sex, for example locker rooms or rest rooms, facilities will be substantially equal for males and females.

H. Career Counseling

The Office of EEO/Diversity will periodically monitor these activities to determine if a significant number of protected class members are enrolling in these programs and to ensure that counseling sessions address informal lines of progress, upward mobility, and transfer opportunities which enhance development for protected class members.

I. Special Initiatives by Organizational Units

The following is a list of some of the special initiatives schools and departments have engaged in to promote equal opportunity for women and minorities. The list is not exhaustive, but can be considered representative.

Multi-cultural Campus Council:

The Multi-Cultural Campus Council (MCCC) was developed by Chancellor Howard Cohen September 16, 2005. The purpose of the council is to encourage a more engaged multicultural campus by using training and professional development, and to serve as a resource for the campus search and screen committees. The mission of the council is as follows: *“As change agents we seek to educate and engage the campus community on the value of respecting and embracing cultural difference while promoting inclusion.”*

During the Fall 2007 semester, the council contracted with The Survey Research Center Workgroup to conduct a Climate Assessment. Results from the assessment were shared with the campus community during the Fall 2008 semester. Afterwards, a second vendor was contracted to perform another climate assessment. The survey was recently distributed, and we are currently awaiting results and recommendation. An additional initiative of MCCC is the charge to establish and maintain a university-wide diversity center on our campus.

✚ The School of Education Diversity Committee:

The School of Education Diversity Committee exists to develop diversified programs and activities that support students, faculty, and staff, and to encourage compliance with diversity accreditation standards. The committee's website may be viewed at <http://www.tommihail.net/diversity.html>.

✚ The Building Community Through the Arts:

This program was established as a community outreach project designed to reach the diverse external communities served by Purdue University Calumet.

As a regional university, it is extremely important that we are engaged with our community in a variety of ways. Artistic expression is a universal attribute of human beings. By providing innovative, comprehensive and excellent programs, we facilitate growth as a university. The initial motivation for this program stemmed from a recognition that diverse cultures have important perspectives for all of us and it is vital to maintain that framework.

The "Building Community Through the Arts" program is directed by an advisory committee whose members represent diverse areas from across the campus community.

✚ Cultural Awareness Advisory Committee:

The purpose of this initiative is to encourage the development of a friendly campus climate conducive to the nurturing and support of every student, staff, and faculty member so that each may achieve his/her full potential.

Among many other events, this committee is responsible for the annual coordination of the Martin Luther King, Jr. celebration, Hispanic Heritage Month Celebration, Cinco de Mayo, and Women's History Month Celebration.