Affirmative Action Plan
for Individual with Disabilities and Veterans

October 1, 2011—September 30, 2012
Indiana University– Bloomington

400 E. 7th Street,
Poplars 825,
Bloomington, IN
47405

(812) 855-7559
affirm@indiana.edu
www.indiana.edu/~affirm
Affirmative Action Plan
For Individuals with Disabilities & Veterans
October 2011 - September 2012

Indiana University - Bloomington Campus
# Table of Contents

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>President’s Letter of Proclamation</td>
<td>3</td>
</tr>
<tr>
<td>Provost’s Letter of Proclamation</td>
<td>4</td>
</tr>
<tr>
<td>Equal Employment Opportunity/Affirmative Action Policy of Indiana University</td>
<td>5</td>
</tr>
<tr>
<td>Statement of Purpose</td>
<td>6</td>
</tr>
<tr>
<td>- Purpose, Applicability of Plan, Access to Plan, Plan Definitions, Equal Employment Opportunity Objectives, Legal Basis</td>
<td></td>
</tr>
<tr>
<td>Responsibility for Implementation</td>
<td>9</td>
</tr>
<tr>
<td>- Trustees of Indiana University, Executive Staff, Director of Affirmative Action and Equal Opportunity</td>
<td></td>
</tr>
<tr>
<td>Equal Opportunity/Affirmative Action Policy Dissemination</td>
<td>11</td>
</tr>
<tr>
<td>- Published Documents and Postings, Programs and Presentations, Advertisements and Notices, Other Methods</td>
<td></td>
</tr>
<tr>
<td>Internal and External Audit</td>
<td>15</td>
</tr>
<tr>
<td>- Annual Internal Analysis Reports, Annual External Analysis Reports, Ongoing Monitoring of Systems and Processes</td>
<td></td>
</tr>
<tr>
<td>Identification of Problem Areas and Corrective Actions</td>
<td>17</td>
</tr>
<tr>
<td>Current VETS-100 Report</td>
<td>23</td>
</tr>
</tbody>
</table>
**President’s Letter of Proclamation**

September 2011

Indiana University is committed to Equal Employment and Affirmative Action. All employment and academic decisions will further the principle of equality. In this regard, Indiana University will recruit, hire, promote and educate persons without regard to age, color, disability, ethnicity, gender, gender identity, marital status, national origin, race, religion, sexual orientation, or veteran status. We will design and execute programs aimed at the elimination of prejudice and its effects on the lives of individuals.

The missions of Indiana University are academic distinction founded on the highest standards of teaching and research, access to an education of high quality for every student and public service, including the promotion of economic growth in Indiana. To realize these missions, we must provide a welcoming climate for all students and guarantee that faculty and staff reflect the complex world in which our students will live and work.

Indiana University aspires to eliminate discrimination in education and employment and to erase prejudice in our community. We adopt this goal not merely to comply with Federal and State laws, orders, and regulations, but with a steadfast commitment to the richness and diversity of spirit that characterize our students, faculty and staff.

The task of building a truly diverse community requires a comprehensive Affirmative Action Plan, as do Federal mandates. The President's Office is ultimately responsible for the Equal Opportunity Policy and the Affirmative Action Plan. The Director of the University Affirmative Action Office and Equal Opportunity, appointed by the President, develops the Affirmative Action Plan and oversees the coordination of Affirmative Action Programs. The director serves as liaison between the University and governmental agencies concerned with equal opportunity, and advises University departments in implementing policies and attaining goals.

This policy will be reaffirmed and reissued annually in accordance with federal guidelines and in order to assure the University’s prompt response to changing situations within our community.

*MICHAEL A. MCROBBIE*
President
Indiana University
Indiana University Bloomington
Affirmative Action Plan for Individuals with Disabilities and Veterans

PROVOST’S LETTER OF PROCLAMATION

August 2011

Indiana University-Bloomington reaffirms its long-standing commitment to nondiscrimination and affirmative action. We strive to build a diverse community in which every individual actively participates and is encouraged to achieve her or his full potential. Consistent with this commitment, the campus will continue to take steps to assure that no employee or applicant for employment is discriminated against based on arbitrary considerations of such characteristics as age, color, disability, ethnicity, gender, gender identity, marital status, national origin, race, religion, sexual orientation, or veteran status.

Specifically, the campus:

1. will take affirmative action to ensure that each and every aspect of its personnel programs for faculty and staff are administered without regard to age, color, disability, ethnicity, gender, marital status, national origin, race, religion, sexual orientation, or veteran status;

2. will make decisions consistent with the goals of equal employment opportunity and affirmative action by taking into account requirements imposed by applicable civil rights laws and their implementing regulations; and

3. will make special efforts to ensure that women, members of minority groups, individuals with disabilities, and veterans are actively recruited, given careful consideration in the screening process, and offered encouragement, assistance, and support in seeking promotions.

Ultimate responsibility for the effective implementation of the university’s equal opportunity/affirmative action program on the Bloomington campus lies with the Executive Vice President/Provost. The Campus Affirmative Action Officer will monitor all relevant matters and report them to the Executive Vice President/Provost.

LAUREN ROBEL
Interim Executive Vice President/Provost
Indiana University-Bloomington
EQUAL EMPLOYMENT OPPORTUNITY/ AFFIRMATIVE ACTION POLICY OF INDIANA UNIVERSITY

Board of Trustees, November 21, 1969;
Amended, Board of Trustees, December 4, 1992;
Reaffirmed, Board of Trustees, September 17, 2002;
Amended, Board of Trustees, June 12, 2009.

Indiana University pledges itself to continue its commitment to the achievement of equal opportunity within the University and throughout American society as a whole. In this regard, Indiana University will recruit, hire, promote, educate, and provide services to persons based upon their individual qualifications. Indiana University prohibits discrimination based on arbitrary considerations of such characteristics as age, color, disability, ethnicity, gender, gender identity, marital status, national origin, race, religion, sexual orientation, or veteran status.

Indiana University shall take affirmative action, positive and extraordinary, to overcome the discriminatory effects of traditional policies and procedures with regard to the disabled, minorities, women, and veterans.

INDIANA UNIVERSITY BOARD OF TRUSTEES
Because the Bloomington campus receives a portion of Indiana University’s more than $138 million in federal contracts, it is required by federal law to develop a written affirmative action program. Federal guidelines define an affirmative action program as “a set of specific and result-oriented procedures to which a contractor commits [itself] to apply every good faith effort . . . to achieve prompt and full utilization of minorities and women, at all levels and all segments of [its] workforce where deficiencies exist.” (41 C.F.R. 60-2.10) This process requires an analysis of the present quantity and quality of employment of women and minorities within the university to see if there are areas where women and minorities are considered to be “under utilized” when compared to the number of possible women and minority employment candidates in the recruitment area. If under utilization is found, the university must use its best efforts in good-faith to develop and implement procedures designed to increase the number of qualified women and minority employment candidates in the applicant pool, which will lead to the establishment of placement goals for women and minorities in areas where needed. A complete affirmative action plan also includes mechanisms which enable the university to continually monitor and evaluate its employment practices to ensure they are free of bias and discrimination based on age, color, disability, ethnicity, gender, gender identity, marital status, national origin, race, religion, sexual orientation, or veteran status.

The purpose of this Affirmative Action Plan for Individuals with Disabilities and Veterans at Indiana University-Bloomington is to reaffirm the university’s continuing commitment to the principles of equal employment opportunity and affirmative action. This plan provides for the implementing and monitoring of such efforts through a comprehensive affirmative action program.

This Affirmative Action Plan is complies with Section 503 of the Rehabilitation Act of 1973, as ammended and the Vietnam Era Veterans’ Readjustment Assistance Act of 1974, as ammended (38 USC 4212).

This Affirmative Action Plan applies to the operations of all schools, colleges, and departments managed on and affiliated with the Indiana University-Bloomington campus including organizational units and the central administration of Indiana University. All other campuses of Indiana University develop and maintain their own Affirmative Action programs with support from the Indiana University Office of Affirmative Action and Equal Opportunity on the Bloomington campus.

Indiana University-Bloomington maintains and renews the plan annually. This Affirmative Action Plan is available for inspection Monday through Friday 8:00 a.m. to 5:00 p.m. in the Office of Affirmative Action and Equal Opportunity, Poplars Building 825, 400 East Seventh Street, Bloomington, Indiana 47405. Copies of this plan are distributed internally to the Indiana University Board of Trustees, President, Vice Presidents, academic deans, University Human Resources, and other administrative and academic personnel. Additionally, it is on file at the Herman B. Wells Library, Business/ SPEA Library, Law Library and Education Library, Monroe County Public Library, and Indiana State Library. A complete copy of this plan can also be viewed and downloaded from the Office of Affirmative Action and Equal Opportunity website: www.indiana.edu/~affirm.

Additional questions about this plan can be addressed to the Office of Affirmative Action
Discrimination, within the context used in the Affirmative Action Plan, refers to illegally differentiating between people on the basis of group membership rather than individual merit. Systemic discrimination may occur when unequal treatment results from institutional policies that have or continue the effect of discrimination. Individual discrimination may result when a person is subjected to unequal treatment on the basis of their age, color, disability, ethnicity, gender, marital status, national origin, race, religion, sexual orientation, or veteran status.

The concept of equal employment opportunity proclaims the right of each person to apply and be evaluated for employment opportunities without regard to age, color, disability, ethnicity, gender, marital status, national origin, race, religion, sexual orientation, 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.

An individual with a disability is one who 1) has a physical or mental impairment that substantially limits one or more major life activity; 2) has a record of such an impairment; 3) is regarded as having such an impairment. (Exceptions to this definition are found in 29 CFR 1630.3)

A qualified individual with a disability is one who satisfies the requisite skill, experience, education, and other job-related requirements of the employment position such individual holds or desires and who, with or without reasonable accommodation(s), can perform the essential functions of such position.

A reasonable accommodation is a modification or adjustment to a job, the work environment, or the way a job is usually done that enables a qualified individual with a disability to enjoy an equal employment opportunity.

An undue hardship is an action that requires significant difficulty or expense in relation to the size of the employer, the resources available, and the nature of the operation.

An armed forces service medal veteran is a veteran who, while serving on active duty in the Armed Forces, participated in a United States military operation for which an Armed Forces service medal was awarded pursuant to Executive Order 12985.

A recently separated veteran is a veteran within 36 months from discharge or release from active duty veterans who served on active duty in the U.S. military.

Other protected veterans are veterans who served on active duty in the U.S. military during a war or in a campaign or expedition for which a campaign badge is awarded.
In support of these policies and considerations, specific equal employment opportunity objectives at Indiana University include the following:

- To recruit, hire, train, and promote persons in all job classifications without regard to age, color, disability, ethnicity, gender, marital status, national origin, race, religion, sexual orientation, or veteran status, except where these attributes are a bona fide occupational qualification.

- To make decisions within all stages of the employment process that will further the principles of equal employment opportunity.

- To ensure that criteria for all personnel actions, including recruitment, hiring, promotion, granting of tenure, compensation, employee benefits, university sponsored education, selection for education, tuition assistance, recreation programs, transfer, demotion, layoff, return from layoff, discipline, termination, and all other terms and privileges of employment at Indiana University are job related.

### Legal Basis

Summaries of the federal, state and local laws applicable to this Affirmative Action plan can be found on the Office of Affirmative Action and Equal Opportunity website: [www.indiana.edu/~affirm](http://www.indiana.edu/~affirm).
Responsibility for Implementation

As the university’s governing body, the Trustees of Indiana University have been charged by the Indiana General Assembly with a wide range of policy and decision-making authority to carry out the programs and missions of the university. Of the nine members, six are appointed by the Governor (including one student trustee) and three are elected by the alumni of Indiana University.

The current Trustees of Indiana University include:

William R. Cast, M.D., President
Patrick Shoulders, Vice President
Phillip N. Eskew Jr., M.D.
Bruce Cole
Thomas E. Reilly Jr.
William H. Strong
Mary Ellen Kiley
Derica W. Rice
Cora J. Griffin

The President of Indiana University, Michael A. McRobbie is ultimately responsible for the success of the equal employment opportunity and affirmative action program for the whole of Indiana University.

The Interim Provost of Indiana University-Bloomington, Lauren Robel, is ultimately responsible for the success of the equal employment opportunity and affirmative action program for the Bloomington Campus.

The Vice Presidents of Indiana University and the Deans of the schools and colleges within Indiana University are responsible for establishing placement goals and action-oriented programs within their units and integrating equal opportunity and affirmative action principles and objectives into all employment related decisions within their areas of responsibility. They, or their designees, are also responsible for reviewing recommendations for hiring, compensation, promotion, transfer or reassignment, and termination to ensure compliance with Indiana University’s affirmative action program in both procedure and outcome, and for reviewing the qualifications of applicants and reasons for selection to ensure that minorities, women, veterans, and persons with disabilities are given full opportunities for hire and promotion. The Deans of the schools and college on the Bloomington campus of Indiana University are further required to provide a summary of their affirmative action efforts and progress toward recruitment and retention of minorities and women in their annual budget report. Every school is required to have a salary review committee to annually review faculty salary inequities.

The current Vice Presidents of Indiana University include:

Lauren Robel, Interim Executive Vice President & IU Bloomington Provost
Neil Theobald, Senior Vice President & Chief Financial Officer
Charles R. Bantz, Executive Vice President & IUPUI Chancellor
Dorothy J. Frapwell, Vice President & General Counsel
Edwin Marshall, Vice President for Diversity, Equity & Multicultural Affairs
William B. Stephen, Vice President for Engagement
Bradley C. Wheeler, Vice President for Technology & Chief Information Officer
David Zaret, Vice President International Affairs
The current School and College Deans on the Bloomington Campus of Indiana University include:

- Larry D. Singell Jr., Dean, College of Arts & Sciences
- Gwyn Richards, Dean, Jacobs School of Music
- Daniel C. Smith, Dean, Kelley School of Business
- Gerardo Gonzalez, Dean, School of Education
- Mohammad Torabi, Interim Dean, School of Health, Physical Ed. & Recreation
- Robert B. Schnabel, Dean, School of Informatics & Computing
- Bradley J. Hamm, Dean, School of Journalism
- Hannah L. Buxbaum, Interim Dean, Maurer School of Law
- Debora Shaw, Dean, School of Library & Information Science
- Joyce Krothe, Assistant Dean & Bloomington Director, School of Nursing
- Joseph A. Bonanno, Dean, School of Optometry
- John Graham, Dean, School of Public & Environmental Affairs
- James Wimbush, Dean, Graduate School
- Brenda Johnson, Dean, University Libraries
- John Watkins, Assistant Dean & Bloomington Director, Medical Sciences
- Daniel J. Callison, Dean, School of Continuing Studies

The directors, department heads, managers, and supervisors of individual units and departments on the Bloomington campus of Indiana University are responsible for promoting equal employment opportunity and making good-faith efforts to achieve affirmative action goals within their units.
EEO/AA POLICY DISSEMINATION

Indiana University disseminates its Equal Employment Opportunity/Affirmative Action Policy both internally and externally in a variety of means and media. The policies set forth in this plan are available annually to all employees.

Indiana University includes the EEO/AA Policy in personnel policy manuals, employee handbooks and student manuals and bulletins. Many of these publications are available online, as well as, being distributed in hard copy.

Published Documents and Postings

Academic Handbook (www.indiana.edu/~vpfaa/policies)
A handbook for tenure-track faculty.

Bloomington Academic Guide (www.indiana.edu/vpfaa/policies)
The Academic policy manual for all academic appointments, policies and procedures.

IUB Non-Tenure-Track Academic Appointee Handbook
(www.indiana.edu/vpfaa/policies)
A handbook for non-tenure track academic appointees.

Handbook for Student Academic Appointees
(www.indiana.edu/vpfaa/policies)
A handbook for student academic appointees.

The Academic Bulletins of every school (www.indiana.edu/~bulletin)
Bulletins published by each school outlining academic requirements, university policies, and school information. These are distributed to students and prospective students.

The Code of Student Rights, Responsibilities and Conduct
(dsa.indiana.edu/~code)
Manual for students on policies and expected conduct.

Non-Union Professional and Support and Service Staff Policy Manual
(www.indiana.edu/~uhrs/policies)
Policy manual for nonunion employees on the IUB campus.

Service Maintenance Employees (as represented by AFSCME, local 832 Bloomington) Staff Policy Manual (www.indiana.edu/~uhrs/policies)
Policy manual for service maintenance employees on the IUB campus.

Appointed Support Staff Employees (as represented by CWA, local 4730) Staff Policy Manual (www.indiana.edu/~uhrs/policies)
Policy manual for support staff employees on the IUB campus.

Personnel Policy Manual for Hourly Staff Employees
(www.indiana.edu/~uhrs/policies)
Policy manual for hourly workers on the IUB campus.
Equal employment opportunity posters and other required notices are displayed in locations where employment applications are received, where employment interviews are routinely conducted, and on public bulletin boards in every campus building.


The President and senior executive staff continue to periodically emphasize this policy in meetings with top administrators, Deans, Department Heads, Directors, and heads of divisions, offices, and other faculty and staff advisory groups.

The Affirmative Action Office and Equal Opportunity and/or University Human Resource Services informs unit heads of their EEO/AA responsibilities at the beginning of the faculty or staff selection process. Thereafter, the heads of the hiring unit informs each hiring committee of its EEO/AA responsibilities at the beginning of each search.

This Affirmative Action Plan is distributed, reviewed, and discussed annually with appropriate administrators at the University and is utilized in affirmative action education programs presented by the Affirmative Action Office and Equal Opportunity.

Indiana University Office of Creative Services ensures women and minorities are represented in all advertising and promotional materials. The Office of Affirmative Action and Equal Opportunity monitors the information in other handbooks and policy manuals.

The EEO/AA Policy is discussed and emphasized in all new employee orientation meetings. The nondiscrimination clause is included in all union agreements with AFSCME, local 832 and CWA, local 4730.
Each advertisement of a vacant position at Indiana University must state in clear distinguishable type: "Indiana University is an equal opportunity/affirmative action employer."

University Human Resources, Office of the Vice Provost for Faculty and Academic Affairs or the Office of Affirmative Action and Equal Opportunity informs all recruiting sources verbally and/or in writing of the University’s affirmative action policy, and stipulates that these sources actively recruit and refer individuals with disabilities and veterans for all positions listed.

Applicants are informed of equal employment information through posters displayed in the reception area of University Human Resource, Student Employment, and the Office of the Vice Provost for Faculty & Academic Affairs and in materials included in employment packets and online application materials. Posters containing the equal employment information are also placed in all campus buildings.

The Purchasing Department, Office of Equal Employment in Construction and Contracts and Grants Administration ensures the nondiscrimination clause is in all contractual agreements and notifies contractors of Indiana University’s EEO/AA policy.

Indiana University publishes articles covering equal employment opportunity programs and the achievements of individuals with disabilities and veterans as staff and students in University publications.

Indiana University and University-related publications and public television programming periodically include articles on employees with disabilities and veterans, as well as, activities related to the affirmative action program.
INTERNAL AND EXTERNAL AUDIT

Indiana University-Bloomington continually audits and assesses its progress in meeting its affirmative action goals through both reports and the monitoring of key systems.

Both internal and external reports are required throughout the year. Each report analyzes the university’s commitment to equal opportunity and affirmative action goals and evaluates its progress on these goals. These reports include:

The Affirmative Action Plan
This plan allows for analysis of the university’s efforts at achieving its affirmative action goals. Printed versions are distributed to the president, board of trustees, provost, school deans, and vice presidents to inform them of the university’s progress in meeting its affirmative action goals. Additionally, the report is available online to assist departments and units in setting and achieving their own affirmative action goals.

Annual IPEDS Report
The IPEDS (Integrated Postsecondary Education Data System) report is a system of interrelated surveys conducted annually by the U.S. Department’s National Center for Education Statistics (NCES). IPEDS gathers information from every college, university, and technical and vocational institution that participates in the federal student financial aid programs. The Higher Education Act of 1965, as amended, requires that institutions that participate in federal student aid programs report data on enrollments, program completions, graduation rates, faculty and staff, finances, institutional prices, and student financial aid.

The completion of all IPEDS surveys is mandatory for all institutions that participate or are applicants for participation in any Federal financial assistance program authorized by Title IV of the Higher Education Act of 1965, as amended.

The collection and reporting of racial/ethnic data are mandatory for all institutions that receive, are applicants for, or expect to be applicants for Federal financial assistance as defined in the Department of Education (ED) regulations implementing Title VI of the Civil Rights Act of 1964 (34 CFR 100.13), or defined in any ED regulations implementing Title IX of the Education Amendments of 1972. The collection of racial/ethnic data in vocational programs is mandated by Section 421(a) (1) of the Carl D. Perkins Vocational Education Act.

The Fall Staff section of the Human Resources component is also mandated by P.L. 88-352, Title VII of the Civil Rights Act of 1964, as amended by the Equal Employment Opportunity Act of 1972 (29 CFR 1602, subparts O, P, and Q), in odd-numbered years (i.e., 2007-08, 2009-10, etc.), for institutions with fifteen (15) or more full-time employees. For those institutions not required to complete this survey on the basis of the above requirements, completion is voluntary and authorized by P.L. 103-382, National Education Statistics Act of 1994, Sec. 404(a).

Annual VETS-100A Report (52 FR 6674)
Contractors with a Government contract or subcontract in the amount of $100,000 or more that was entered into on or after December 1, 2003, are covered by the VETS-100A reporting requirements in the Part 61-300 regulations. The VETS-100A reporting
requirements also apply to contractors with a Government contract or subcontract of $100,000 or more that is modified on or after December 1, 2003.

The VETS-100A Report reflects the categories of veterans covered under the JVA amendments and requests that Federal contractors and subcontractors report the number of employees and new hires during the reporting period belonging to the following categories:

(1) Disabled veterans;
(2) Other protected veterans (veterans who served on active duty in the U.S. military during a war or in a campaign or expedition for which a campaign badge is awarded);
(3) Armed Forces service medal veterans (veterans who, while serving on active duty in the Armed Forces, participated in a United States military operation for which an Armed Forces service medal was awarded pursuant to Executive Order 12985); and
(4) Recently separated veterans (veterans within 36 months from discharge or release from active duty).

State Board of Accounts
The State Board of Accounts requires an annual grievance summary report. The report includes a list of all complaints, the status of resolved and unresolved complaints and investigations, and an indication of which complaints involved federally-assisted programs. Indiana University continues to provide this information upon request.

Ongoing monitoring of systems and processes ensure that affirmative action goals are actively pursued and proactive measures are taken to ensure equal opportunity.

Employee Recruitment Process
To ensure EEO/AA requirements and guidelines are followed in academic searches, the Office of Affirmative Action and Equal Opportunity and the Vice Provost for Academic Affairs reviews the candidate lists and gives approval at each stage of the search and screen process. The Bloomington Academic Guide outlines search and screen procedures for academic staff.

University Human Resources ensures all EEO/AA requirements and guidelines are followed. The Office of Affirmative Action and Equal Opportunity assists when questions or problems arise in the selection process. University Human Resources outlines the procedures used for recruitment and selection of staff employees in Personnel Policies for Professional Staff, Personnel Policies for Clerical/Technical Staff, and Personnel Policies for Service Maintenance and Food Service Employees.

Complaints & Grievances
The Office of Affirmative Action and Equal Opportunity monitors the number and location of harassment and discrimination complaints brought to the office to determine problems areas and takes proactive steps to ensure equal opportunity and access to all university employees and guests.
**IDENTIFICATION OF PROBLEM AREAS & CORRECTIVE ACTIONS**

Indiana University annually conducts in-depth analyses of its employment practices and programs, workforce composition, and compliance practices to identify problem areas and ensure that university policies on affirmative action and equal employment opportunity are being carried out. This section lists the analytical steps used to identify potential problem areas within the workforce and briefly summarizes some of the findings and actions to be taken. Where impediments to affirmative action and equal employment opportunity are found or where underutilization of women and minorities is determined, Indiana University will take appropriate action to remedy those situations.

Indiana University observes the Uniform Guidelines on Employee Selection Procedures (UGESP).

The Office of Affirmative Action and Equal Opportunity and individual academic units are responsible for monitoring faculty selection procedures for adverse impact and for ensuring only job-related nondiscriminatory criteria is used in selecting faculty members. An Interview Request Form is submitted for approval prior to scheduling interviews and an Offer Request Form is submitted prior to making an offer. Both forms must be approved by the School Dean, Office of Affirmative Action and Equal Opportunity and Dean of the Faculties. This allows for an analysis at each stage of the process to ensure women and minority candidates are being fully considered.

University Human Resources monitors staff selection for adverse impact and ensures that only job-related nondiscriminatory criteria are used in the selection process. Periodically, or when concerns arise, the Office of Affirmative Action and Equal Opportunity and University Human Resources review the selection process with individual units. This includes review of position descriptions, position titles, test validity, worker specifications, and selection procedures.

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, nondiscriminatory factors are considered in making employment decisions and that women and minorities have been fully considered. Selected officials will be informed of the need to take corrective action when adverse impact is found in the recruitment and selection process.

**Position Descriptions**

Deans and/or department chairs create job descriptions for faculty positions. These descriptions are reviewed periodically and prior to a faculty search by the Office of Affirmative Action and the Vice Provost for Academic Affairs to ensure they contain only job-related requirements and would not unnecessarily screen out women and minorities from the position. An initial appointment rank for full-time tenure track faculty is determined by such factors as teaching, research, other experience, and degrees held. The duties and criteria for selection of other academic appointments are based upon education and experience.

University Human Resources creates and maintains job descriptions and requirements for all appointed staff positions. University Human Resources reviews position specifications for staff when there is a position vacancy, when there are concerns about a position,
or when a supervisor requests a review. The Office of Affirmative Action and Equal Opportunity may request a review when there is an equal employment opportunity or affirmative action concern.

**Physical and Mental Qualification**

Indiana University reviews all physical and mental qualification requirements to ensure that qualifications are job-related and consistent with business necessity and the safe performance of the job. The schedule of review takes place as new qualification requirements are established.

**Preemployment Inquiries**

Indiana University offers training programs on recruitment and equal employment opportunity which cover information regarding pre-employment inquiries. All supervisors are required to complete the Legal Compliance Training Series for Supervisors in which one component of the program is equal employment opportunity including pre-employment inquiries. University Human Resources is responsible for administering preemployment tests for staff employees to ensure they are job related and do not unnecessarily screen out women and minorities. Faculty search committees are encouraged to have a member of the Affirmative Action Office meet with their committee to discuss, among other things, concerns about pre-employment inquiries.

Recruitment plans are developed and implemented in the individual department seeking the employee. Recruitment strategies can vary depending on the type of position and the time frame. Faculty, Librarian and Executive positions are primarily advertised nationally and for a longer time period. It is also not uncommon to use search firms for these positions. Professional staff positions are often advertised regionally and locally for a somewhat shorter period of time. Clerical, Technical, Service Maintenance and Skilled Craft positions are primarily advertised locally and may be only advertised for a few weeks.

**Recruitment Outreach**

Prior to posting an academic position, search committee chairs submit a Vacancy Notice form including a position description for the vacant position, composition of the search committee or hiring authority, advertisement plan, and scope of recruitment (usually national). The form is reviewed and approved by the hiring department, dean of the school, the Dean of Faculties and the Office of Affirmative Action and Equal Opportunity before the position is advertised. The Office of Affirmative Action and Equal Opportunity reviews the recruitment plan to ensure it will reach a pool of candidates which will include individuals with disabilities and veterans.

University Human Resources is responsible for determining whether a staff position is within an underutilized job group when a non-academic department notifies them of an open staff position. University Human Resources ensures job announcements are placed with required agencies. If the position is underutilized, University Human Resources discusses an advertising plan with the department which includes likely sources for individuals with disabilities and veterans. University Human Resources maintains a list of organizations which attract or provide services to candidates from underrepresented groups and provides this list to departments upon request. They are currently in the process of making this list available online. University Human Resources regularly participates in events such as the Multicultural Job Fair and other such events which attract diverse applicants and collaborates with other institutions such as Ivy Tech, IUPUI, and Ohio State to share diversity recruitment strategies.
Review of Sources
The Office of Affirmative Action and Equal Opportunity maintains a limited list of recruitment sources aimed primarily at women and minorities. Departments are encouraged to explore sources specific to their discipline which may be targeted to individuals with disabilities and veterans.

Advertising
Advertisements are prepared by the respective school or department. The Affirmative Action Office and Equal Opportunity monitors all faculty advertisements for the inclusion of the statement: "Indiana University is an equal opportunity/affirmative action employer." University Human Resource monitors the staff advertisements for inclusion of this statement. The Office of Affirmative Action and Equal Opportunity advises and assists schools, departments, or units regarding wording and tone that might increase the recruitment appeal for individuals with disabilities and veterans.

Faculty appointments are advertised internally in the Bulletin for Academic Appointees and on the Vice Provost for Academic Affairs. Staff appointments are advertised internally in Careers @ IUB and on the University Human Resources web site.

Composition of Applicant Pools
Applicants for faculty positions and other academic appointments are sent an Applicant Monitoring Form (AMF). This form asks applicants to identify themselves as individuals with disabilities of veterans and is returned to the Office of Affirmative Action and Equal Opportunity.

When requested, Indiana University will make reasonable accommodations for qualified individuals with known disabilities unless doing so would result in an undue hardship. For information regarding procedures for requesting accommodations on the Indiana University-Bloomington campus, please refer to the personnel policy manuals for Clerical/Technical, Service Maintenance, and Professional employees as well as the Student Handbook. These materials can be found on the Human Resources Management web site and the Office of the Dean of Students.

Indiana University-Bloomington reviews all requests for reasonable accommodations on the basis of disability and, if appropriate, adjustments are made unless the accommodation would impose an undue hardship on the operation of the university. If an employee with a known disability is having significant difficulty performing his or her job and it is reasonable to conclude that the performance problem may be related to the known disability, the university confidentially discusses the performance problem with the employee and suggests various resources available to assist with improving performance, including information about who to contact if the employee believes the problem may be due to their disability and if they would like to request an accommodation.

Staff and student employees wishing to request an accommodation should contact: Human Resources Management, Poplars Building, E165, 812 855-7511

Faculty and other academic appointees should contact: Vice Provost for Academic Affairs, Bryan Hall, 111, 812 855-9973

Students requesting accommodations related to their academic program should contact: Office of Disability Services for Students, 812 855-7578
**SALARY STUDIES**

The Vice Provost for Academic Affairs periodically conducts faculty salary equity studies considering rank, tenure, service time, department, and other variables to see possible salary inequity. University Human Resources monitors all staff salaries for compliance with university policies. Individual cases can be brought to the Office of Affirmative Action and Equal Opportunity for equity review by either the individual or the department. Annually the Office of Affirmative Action and Equal Opportunity reviews equity adjustments of salaries during budget construction.

**BENEFITS**

The University provides employment benefits to all full-time staff and faculty regardless of gender, race, ethnicity, or other protected class status. Within this group, there is a wide variety of personal interests, differing income levels, differing types and sizes of family units, and varied educational backgrounds, all of which result in contrasting benefit needs. When appropriate, the Office of Affirmative Action and Equal Opportunity will meet with the benefits administrator, or designee, to ensure that protected class members are equally informed of relevant aspects of the benefits program.

**SENIORITY PRACTICES, UNION AGREEMENTS, AND LINES OF PROGRESSION**

Indiana University maintains formal tenure track and promotion procedures for faculty appointments. Tenure track faculty are reviewed for reappointment, tenure, and promotion. After an initial full-time appointment of 1 to 3 years, faculty and librarians complete a probationary period of no more than seven years. Each year of the probationary period, faculty and librarians are subject to non-reappointment or reappointment for another year. The decision is based on annual reviews of the individual’s professional performance. An individual is notified by the department of the review and is given an opportunity to ensure all relevant information is in their file. An individual not reappointed can request a review of the decision.

A tenure review is conducted the year before the end of the probationary period. If the criteria for tenure in teaching, research, creative activities, and service has been satisfied, tenure is granted. Separate criteria are used to recommend an individual for promotion. Promotion recognizes past achievements. Granting tenure recognizes both past achievement and confidence in the individual future achievement. The weight given to each criterion varies depending on the campus, school, or department mission. The Vice provost for Academic Affairs annually reviews all tenured faculty for possible promotion with special attention to ensuring women and minority faculty are promoted.

Indiana University has no formal seniority system or lines of progression for executive and professional positions. It does however encourage transfers and promotions within these ranks. A weekly bulletin is distributed to departments for posting and is available online announcing open staff positions within the university.

There are three unions on the Indiana University Bloomington campus: ASEME represents the service maintenance and skilled craft workers and CWA represents the clerical and technical workers, and the Stagehands union. All union contracts are monitored to ensure no overt or inadvertent discrimination results from the implementation of them.

**APPRENTICESHIP PROGRAMS**

The Indiana University Apprenticeship Program (IUAP) was established in 1978 to develop qualified, skilled craftworkers for the IU Bloomington Physical Plant Department. IUAP offers participants the opportunity to advance their careers through full-time, four-year apprenticeships in the Physical Plant. At the end of four years, apprentices
are promoted to the journey level in their respective craft and continue as permanent full-time employees of the university. Apprenticeships may be offered in the following crafts: brickmason, carpenter, electrician, elevator mechanic, heating mechanic, high voltage electrician, plumber, refrigeration mechanic and sheet metal mechanic. The Joint Apprenticeship Committee (JAC) conducts external recruitment. The JAC announces open apprentice positions in local newspapers and the IU employment bulletin. Interested individuals must attend a pre-application meeting. Anyone who is at least 18 years of age and has a high school diploma or general equivalence diploma (GED) may apply; they need not be IU employees. The IU Apprenticeship Program is jointly sponsored by IU and Local 832 of the American Federation of State, County and Municipal Employees (AFSCME). It is certified by the Bureau of Apprenticeship and Training (BAT) of the United States Department of Labor. The Joint Apprenticeship Committee consists of three IU management representatives and three union representatives who administer the program.

In addition, the Physical Plant and Campus Division (Service Maintenance) have implemented a Custodian to Craft (CTC) Program designed to give custodial workers training for higher ranked jobs in the Physical Plant and Campus Division. Representation of individuals with disabilities and veterans is monitored in this program. The Cyclotron Facility has an apprenticeship program for support technicians.

Indiana University’s commitment to the importance of higher education extends to its employees as well. All full-time faculty and staff are provided fee courtesy in the value of 100% tuition for up to four credits per semester and 50% tuition for the next four credits per semester. This program is open to all eligible employees regardless of age, color, disability, ethnicity, gender, gender identity, marital status, national origin, race, religion, sexual orientation, or veteran status.

Indiana University has also recently developed Project Advance through the School of Continuing Studies. Project Advance was designed for IU staff to earn an Associate of Arts (A.A.) in General Studies by taking courses after work. Two courses will be offered each semester so staff can earn a degree in three years plus one semester.

Indiana University offers a variety of job-related programs every semester on topics designed to improve the work skills of faculty and staff on campus. Included in these programs is the Legal Compliance Series for Supervisors, the Excellence in Training Clericals program, the Supervisors Seminar program, a wide array of computer program classes, programs to new department chairs, programs on the tenure and promotion review processes, and programs on teaching related issues. Semester catalogs of many of these programs are sent to all faculty and staff and are also available online. Additionally, numerous offices on campus provide educational programs to individual departments of a variety of issues related to their areas.

All employees have access to the university grievance procedures. These are published in the Academic Handbook and staff personnel policy manuals. At any stage of the grievance procedure anyone may consult with the Office of Affirmative Action and Equal Opportunity. Formal charges of discrimination on the basis of age, disability, ethnicity, gender, marital status, national origin, race, religion, sexual orientation, or veteran status should be filed directly in the Office of Affirmative Action and Equal Opportunity and resolved through its complaint procedures. The complaint guidelines place a strong emphasis on resolving complaints in a fair, objective, prompt, and confidential manner.
Indiana University-Bloomington has developed and implemented procedures to ensure that its employees and students with disabilities and veterans are not harassed because of their disability or veteran status. Staff should refer to the personnel policy manuals for clerical/technical, service maintenance, and professional employees for these policies. Faculty should refer to the Academic Guide and students should refer to the Student Code of Conduct.

Employees or students with questions or concerns about any type of discrimination at Indiana University are encouraged to bring these issues to the attention of their department, the Office of Affirmative Action, Human Resources Management, Vice Provost for Academic Affairs, or the Office of Disability Services for Students. Indiana University prohibits retaliation against employees and students because they: 1) file a complaint with Indiana University or with federal or state agencies; 2) assist or participate in any investigation, compliance review, hearing, or any other activity related to the administration of any action or practice made unlawful by federal or state law requiring equal opportunity or affirmative action statute; 3) oppose any act or practice made unlawful by federal or state law requiring equal opportunity or affirmative action; or 4) exercise any other employment or education right protected by federal or state law or its implementing regulations.

Required posters and notices with information on equal employment opportunity and affirmative action policies are placed in all campus buildings. The Office of Affirmative Action and Equal Opportunity annually distributes a memorandum and affidavit to all building contacts requiring them to conduct routine checks of employee bulletin boards and other relevant areas for required equal employment opportunity and affirmative action posters and notices. Building contacts complete and return the affidavit affirming the posters are posted and giving a description of the posting location. These affidavits are retained and can be reviewed in the Office of Affirmative Action and Equal Opportunity.
Indiana University Bloomington
Affirmative Action Plan for Individuals with Disabilities and Veterans

FEDERAL CONTRACTOR VETERANS' EMPLOYMENT REPORT VETS-100A

OMB NO: 1293-0005
Expires: April 30, 2014

Persons are not required to respond to this collection of information unless it displays a valid OMB number.

RETURN COMPLETED REPORT TO:
Veterans Employment and Training Service (VETS) Service Center
In care of Department of Labor National Contact Center (DOL-NC) (DD-VETS)
44120 Newbrook Dr., Suite 200
Chantilly, VA 20151

ATIN: Human Resource/EEO Department
COMPANY IDENTIFICATION INFORMATION (Omit items preprinted above-ADD Company Contact Information Below)

<table>
<thead>
<tr>
<th>COMPANY No.</th>
<th>T130955</th>
</tr>
</thead>
<tbody>
<tr>
<td>NAME OF PARENT COMPANY</td>
<td>Indiana University</td>
</tr>
<tr>
<td>CITY</td>
<td>Bloomington</td>
</tr>
<tr>
<td>COUNTY</td>
<td>Monroe</td>
</tr>
<tr>
<td>NAME OF COMPANY CONTACT</td>
<td>Vela Rice</td>
</tr>
<tr>
<td>TELEPHONE AND EMAIL FOR CONTACT</td>
<td>(812) 655-7599 <a href="mailto:price@indiana.edu">price@indiana.edu</a></td>
</tr>
<tr>
<td>NAME OF HIRING LOCATION</td>
<td>Indiana University - Bloomington</td>
</tr>
<tr>
<td>CITY</td>
<td>Bloomington</td>
</tr>
<tr>
<td>COUNTY</td>
<td>Monroe</td>
</tr>
<tr>
<td>STATE</td>
<td>IN</td>
</tr>
<tr>
<td>ZIP CODE</td>
<td>47405</td>
</tr>
</tbody>
</table>

COMPANY IDENTIFICATION INFORMATION

TENVELE MONTH PERIOD ENDING: 8/31/2011

ADDRESS (NUMBER AND STREET): 400 East 7th Street - Poplars 825

NAICS: 611310
DUNS: 00-604-670D
EMPLOYER ID (IRS TAX No.) 35-6001673

EMPLOYEE DATA AND VETERAN REPORTING REQUIREMENTS

REPORT ALL PERMANENT FULL-TIME OR PART-TIME EMPLOYEES AND NEW HIRES WHO ARE VETERANS, AS DEFINED ON REVERSE. DATA ON NUMBER OF NEW HIRES IS TO BE ENTERED IN COLUMNS 1-10. D.O.D. CODES 1-10 DATA ON NEW HIRES IS TO BE ENTERED IN COLUMNS 11-20. THE MAXIMUM AND MINIMUM NUMBER OF EMPLOYEES. INSTRUCTIONS ARE FOUND ON THE REVERSE OF THIS FORM.

<table>
<thead>
<tr>
<th>JOB CATEGORIES</th>
<th>NUMBER OF EMPLOYEES</th>
<th>NEW HIRES (PREVIOUS 12 MONTHS)</th>
</tr>
</thead>
<tbody>
<tr>
<td>EXECUTIVE/GENERAL</td>
<td>1</td>
<td>0</td>
</tr>
<tr>
<td>FIRSTLINE/PROFESSIONAL</td>
<td>2</td>
<td>6</td>
</tr>
<tr>
<td>PROFESSIONAL</td>
<td>4</td>
<td>3</td>
</tr>
<tr>
<td>TECHNICIAN</td>
<td>4</td>
<td>2</td>
</tr>
<tr>
<td>SALES WORKER</td>
<td>5</td>
<td>1</td>
</tr>
<tr>
<td>ADMINISTRATIVE</td>
<td>6</td>
<td>0</td>
</tr>
<tr>
<td>CRAFT WORKER</td>
<td>7</td>
<td>2</td>
</tr>
<tr>
<td>OPERATIVE</td>
<td>8</td>
<td>0</td>
</tr>
<tr>
<td>LABORER/HELP</td>
<td>9</td>
<td>0</td>
</tr>
<tr>
<td>SERVICE WORKER</td>
<td>10</td>
<td>1</td>
</tr>
<tr>
<td>TOTAL</td>
<td>11</td>
<td>12</td>
</tr>
</tbody>
</table>

Report the total maximum and minimum number of permanent employees during the period covered by this report.

<table>
<thead>
<tr>
<th>Maximum Number</th>
<th>Minimum Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>8,219</td>
<td>7,775</td>
</tr>
</tbody>
</table>