Indiana University - Bloomington

Affirmative Action Plan

for Veterans and Individuals with Disabilities

October 2007-September 2008
Table of Contents

President’s Letter of Proclamation ................................................................. 4
Chancellor’s Letter of Proclamation .............................................................. 5
Equal Employment Opportunity/Affirmative Action Policy of Indiana University . 6

Statement of Purpose .................................................................................... 7
  Purpose, Applicability of Plan, Access to Plan, Plan Definitions, Equal Employment
  Opportunity Objectives, Legal Basis

Responsibility for Implementation ................................................................. 9
  Trustees of Indiana University, Executive Staff, Director of Affirmative Action

Equal Employment Opportunity/Affirmative Action Policy Dissemination .... 11
  Published Documents and Postings, Programs and Presentations, Advertisements and
  Notices, Other Methods

Internal and External Audit .............................................................................. 13
  Annual Internal Analysis Reports, Annual External Analysis Reports, Ongoing Monitoring
  of Systems and Processes

Identification of Problem Areas and Corrective Actions .............................. 15
  Employee Selection Process, Employee Recruitment, Reasonable Accommodation of
  Physical and Mental Disabilities, Salary Studies, Benefits, Seniority Practices, Union
  Agreements, Lines of Progression, Apprenticeship Programs, Education, Grievance
  Resolution, Harassment, Posters and Notices,

Current VETS-100 Report .............................................................................. 20
President’s Letter of Proclamation

September 2005

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, 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.

As we enter the twenty-first century, 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, order 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, 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
August 2005

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, 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 of the Vietnam era 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 Chancellor of the Bloomington Campus. The Campus Affirmative Action Officer will monitor all relevant matters and report them to the Chancellor of the Bloomington campus.

KAREN HANSON
Executive Vice President/Provost
Indiana University-Bloomington
Equal Employment Opportunity/Affirmative Action Policy of Indiana University

Reaffirmed September 17, 2002

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, 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
Statement of Purpose

Purpose
Because the Bloomington campus receives a portion of Indiana University's more than $100 million in federal contracts, it is required by federal law to develop a written affirmative action program for veterans and individuals with disabilities. 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, marital status, national origin, race, religion, sexual orientation, or veteran status.

The purpose of this Affirmative Action Plan for Veterans and Individuals with Disabilities 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.


Applicability of Plan
This Affirmative Action Plan for Veterans and Individuals with Disabilities 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 on the Bloomington campus.

Access to Plan
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, 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 website: www.indiana.edu/~affirm.

Additional questions about this plan can be addressed to the Office of Affirmative Action at (812) 855-7559.

Plan Definitions
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 activities; 2) has a record of such an impairment; 3) is regarded as having such an impairment (Exceptions to this definition are found in Section 1630.3 of the Americans with Disabilities Act (ADA))
A **qualified individual with a disability** is one who satisfies the request 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.

A **special disabled veteran** is a veteran who is entitled to compensation under laws administered by the Veterans Administration for a disability rated at 30 percent or more; or rated at 10 or 20 percent if it has been determined that the individual has a serious employment disability; or a person who discharged or released from active duty because of a service-connected disability.

A **veteran of the Vietnam Era** is a person who 1) served on active duty for a period of more than 180 days, any part of which occurred between August 5, 1964 and May 7, 1975 and was discharged or released with other than a dishonorable discharge; 2) was discharged or released from active duty for a service-connected disability if any part of such duty was performed between August 5, 1964 and May 7, 1975; or 3) served on active duty for more than 180 days and served in the Republic of Vietnam between February 16, 1961 and May 7, 1975.

A **newly separated veteran** is a veteran who served on active duty during the one-year period beginning on the date of such veteran’s discharge of release from active duty.

**Other protected veterans** are veterans who served on active duty during a war, or in a campaign, or expedition for which a campaign badge has been authorized, other than special disabled veterans or veterans of the Vietnam era.

**Equal Employment Opportunity Objectives**
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 sex is 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 and realistic.
- To vigorously apply the principles of affirmative action to correct problems and ensure equal opportunity in areas where there are placement goals for women and/or minorities.

**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 website: [www.indiana.edu/~affirm](http://www.indiana.edu/~affirm).
Responsibility for Implementation

Trustees of Indiana University
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:
Stephen L. Ferguson, President
Patrick Shoulders, Vice President
William R. Cast, M.D.
Phillip N. Eskew, Jr., M.D.
Jack M. Gill
Arthur D. (A.D.) King
Thomas E. Reilly, Jr.
Sue H. Talbot

Executive Staff
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 Provost of Indiana University-Bloomington, Karen Hanson, 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 decision within their areas or 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:
Karen Hanson, Executive Vice President & IU Bloomington Provost
Charles R. Bantz, Executive Vice President & IUPUI Chancellor
J. Terry Clapacs, Vice President & Chief Administrative Officer
Neil Theobald, Vice President & Chief Financial Officer
Dorothy J. Frapwell, Vice President & General Counsel
Edwin Marshall, Vice President Diversity, Equity & Multicultural Affairs
William B. Stephen, Vice President Engagement
Brad Wheeler, Vice President Information Technology & Chief Information Officer
Patrick O’Meara, Vice President International Affairs
D. Craig Brater, Vice President Life Sciences
Mike Sample, Vice President Public Affairs and Government Relations
Ora Hirsch Pescovitz, Vice President Research Administration
The current School and College Deans on the Bloomington Campus of Indiana University include:

- **Bennet I. Bertenthal**, 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
- **Robert M. Goodman**, Dean, School of Health, Physical Education & Recreation
- **Robert B. Schnabel**, Dean, School of Informatics
- **Bradley J. Hamm**, Dean, School of Journalism
- **Lauren Robel**, Dean, School of Law
- **Blaise Cronin**, Dean, School of Library and Information Science
- **Joyce Crothe**, Assistant Dean & Bloomington Director, School of Nursing
- **Gerald E. Lowther**, Dean, School of Optometry
- **C. Kurt Zorn**, Dean, School of Public and Environmental Affairs
- **James Wimbush**, Dean, Graduate School
- **Patricia A. Steele**, 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.

**Director of Affirmative Action**

The Director of the Office of Affirmative Action, **Julie V. Knost**, has been appointed by the President and the Chancellor of the Bloomington campus to be responsible and accountable for the equal employment opportunity and affirmative action program for the whole of Indiana University and the Bloomington campus. She has been given the authority, resources, support of, and access to top management to ensure effective implementation of the equal employment opportunity and affirmative action program.
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.

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

- **Bloomington Academic Guide** ([www.indiana.edu/~deanfac/acadguid/](http://www.indiana.edu/~deanfac/acadguid/)) The Academic policy manual for all academic appointments, policies and procedures.
- **IUB Non-Tenure-Track Academic Appointee Handbook** ([www.indiana.edu/~deanfac/ntthbk/ntthbk.html](http://www.indiana.edu/~deanfac/ntthbk/ntthbk.html)) A handbook for non-tenure track academic appointees.
- **Handbook for Student Academic Appointees** ([www.indiana.edu/~deanfac/saahbk.htm](http://www.indiana.edu/~deanfac/saahbk.htm)) A handbook for student academic appointees.
- The **Academic Bulletins** of every school ([www.indiana.edu/7Ebulletin/iub/index.html](http://www.indiana.edu/7Ebulletin/iub/index.html)) 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/index.html](http://dsa.indiana.edu/Code/index.html)) Manual for students on policies and expected conduct.
- **Nonunion Professional and Support and Service Staff Policy Manual** ([www.indiana.edu/~uhrs/policies/nonunion/main.html](http://www.indiana.edu/~uhrs/policies/nonunion/main.html)) 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/sm/index.html](http://www.indiana.edu/~uhrs/policies/sm/index.html)) Policy manual for service maintenance employees on the IUB campus.
- **Appointed Support Staff Employees (as represented by CWA, local 4730 Bloomington) Staff Policy Manual** ([www.indiana.edu/~uhrs/policies/ss/home.html](http://www.indiana.edu/~uhrs/policies/ss/home.html)) Policy manual for support staff employees on the IUB campus.
- **Personnel Policy Manual for Hourly Staff Employees** ([www.indiana.edu/~uhrs/policies/hourly/index.html](http://www.indiana.edu/~uhrs/policies/hourly/index.html)) Policy manual for hourly workers on the IUB campus.
- **Enrollment and Student Academic Information Bulletin**. Bulletin distributed each year to all students and departments relating enrollment information and university policies.
- **Staff Handbook for Professional Employees**. Handbook for all professional staff employees on the IUB campus.
- **Staff Handbook for Support and Service Employees**. Handbook for all support and service staff employees 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.

Programs and Presentations
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 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.

Indiana University Office of Communications & Marketing, IU HomePages, and the Office of Publications, ensure that veterans and individuals with disabilities are represented in all advertising and promotional materials. The Office of Affirmative Action 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.

Advertisements and Notices
Each advertisement of a vacant position at Indiana University must state in clear distinguishable type: “Indiana University is an equal opportunity/equal access/affirmative action employer.”

Indiana University enlists the assistance and support of recruiting sources (including State employment security agencies, vocation rehabilitation agencies and facilities, sheltered workshops, college placement offices) to provide meaningful employment and education opportunities to qualified individuals with disabilities and veterans.

University Human Resources, Dean of the Faculties or the Office of Affirmative Action 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 veterans and individuals with disabilities.

Indiana University has established meaningful contact with appropriate social service agencies, organizations of and for individuals with disabilities and veterans for such purposes of advise, technical assistance, and referral of potential employees and students.

Applicants are informed of equal employment information through posters displayed in the reception area of University Human Resource, Student Employment, and Dean of the Faculties and in materials included employment packets and online application forms.

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.

Other Methods
Indiana University publishes articles covering equal employment opportunity programs and the achievements of faculty, staff, and students who are veterans or individuals with disabilities in University publications.

Indiana University and University-related publications and public television programming periodically include articles on employees who are veterans or individuals with disabilities 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 the generation of reports and the monitoring of key systems.

Annual Internal Analysis Reports
A number of both internal and external reports are required throughout the year. The writing of each report requires analysis of the university’s commitment to equal opportunity and affirmative action goals and requires it to evaluate its progress in different ways.

The Affirmative Action Plan for Veterans and Individuals with Disabilities
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, chancellor, school deans, and vice presidents to inform them of the university’s progress in meeting its affirmative action goals. Additionally is available to everyone online to assist departments and units in setting and achieving their own affirmative action goals.

Annual External Analysis Reports
The university is required to prepare several reports for external agencies throughout the year. Each report requires a slightly different way of analyzing the university’s progress toward meeting its goals.

Annual EEO-6/IPEDS Report
This report, required under Title VII of the Civil Rights Act of 1964, is filed annually with the Equal Employment Opportunity Commission (EEOC) and covers full and part-time employees and applicants to the institution.

Annual VETS-100 Report (52 FR 6674)
The Department of Labor requires all federal contractors holding contracts of $10,000 or more to annually file a VETS-100 report. Indiana University annually files this report including information on the following:
   a) number of special disabled and Vietnam-era veterans and other veterans employed by job category and location during the reporting period;
   b) total number of employees hired at each location during the reporting period;
   c) number of special disabled and Vietnam-era veterans hired at each location for the reporting period;
   d) number of other protected veterans

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.

Ongoing monitoring of Systems and Processes
On going monitoring of key systems and processes ensure that affirmative action goals are actively used and proactive measures taken to ensure equal opportunity.

Employee Recruitment Process
To ensure EEO/AA requirements and guidelines are followed in academic searchers, the Office of Affirmative Action and the Dean of the Faculties 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 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. Any deviation from these procedures or requests for waivers must be approved by the Office of Affirmative Action.
Complaints & Grievances
The Office of Affirmative Action monitors the number and location of harassment and discrimination complaints brought to the office to determine problems areas and take 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 problems 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 Indiana University will take appropriate action to remedy those situations.

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

The Office of Affirmative Action 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 Dean of the Faculties. This allows for an analysis to be done at each stage of the process to ensure candidates who are veterans or individuals with disabilities 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 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.

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 Dean of the Faculties to ensure they contain only job-related requirements and would not unnecessarily screen out individuals with disabilities or veterans 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 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. University Human Resources is responsible for administering preemployment tests for staff employees to ensure they job-related and do not unnecessarily screen out individuals with disabilities or veterans. Faculty search committees are encouraged to have a member of the Affirmative Action Office meet with their committee to discuss, among other things, pre-employment inquiry concerns.

The University Human Resources Accommodation Specialist ensures that the testing computers used by applicants have software and hardware capabilities that facilitate the test taking needs of applicants with disabilities, such as different input devices etc. An example would be a program that allows an applicant that uses his/her
communication device to use that device to interact with the computer. As the university expands its non-academic staff online application system to the other Indiana University campuses, the Accommodation Specialist will be an evaluator of this system to ensure that the system is accessible. University Human Resources recently placed two computers in a kiosk in the main lobby of its building to assist applicants. One of these computers is usable by a person in a wheelchair.

**Employee Recruitment**

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 a 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 before the position is advertised. The Office of Affirmative Action reviews the recruitment plan to ensure it will reach a pool of candidates which will include veterans and individuals with disabilities.

University Human Resources ensures job announcements are placed with required agencies and includes an advertising plan which includes likely sources for veterans and individuals with disabilities. University Human Resources has a dedicated staff member, an Accommodation Specialist, who assists both employees and applicants with disabilities in finding or maintaining employment with Indiana University. This individual is a member, most recent past chair, and currently vice chair of ADA-Indiana, which serves as a centralized, statewide resource for all those interested in promoting the implementation of the Americans with Disabilities Act in Indiana. This Accommodation Specialist is also IU’s representative on the Business Leaders Network for Hirepotential Indiana. A local agency dedicated to increasing the employment of PWD’s within the Bloomington area.

**Review of Sources**

The Office of Affirmative Action maintains a limited list of recruitment sources aimed primarily at veterans and individuals with disabilities. Departments are encouraged to explore sources specific to their discipline which may be targeted to veterans and individuals with disabilities.

**Advertising**

Advertisements are prepared by the respective school or department. The Affirmative Action Office 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 Affirmative Action Office advises and assists schools, departments, or units regarding wording and tone that might increase the recruitment appeal for veterans and individuals with disabilities.

Faculty appointments are advertised internally in the Bulletin for Academic Appointees and on the Dean of Faculties website. 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 individuals with disabilities or veterans and is returned to the Office of Affirmative Action who analyzes the applicant flow. University Human Resources collects veteran and disability status data on applicants for staff positions at Indiana University.
Reasonable Accommodation of Physical and Mental Disabilities
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 they would like to request an accommodation.

On the Bloomington campus staff and student employees wishing to request an accommodation should contact:
Frank Epperson, Accommodation Specialist, Human Resources Management, Poplars E165, 812 855-7511

Faculty and other academic appointees should contact:
Dean of the Faculties, Bryan Hall 111, 812 855-9973

Students requesting accommodations related to their academic program should contact:
Martha Jacques, Director, Office of Disability Services for Students, 812 855-7578

Salary Studies
The Dean of the Faculties 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
for equity review by either the individual or the department. Annually the Office of Affirmative Action reviews equity
adjustments of salaries during budget construction.

Benefits
The University provides employment benefits to all full-time staff and faculty regardless of their status as an individual
with disabilities or veteran. 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 Affirmative Action Office will meet with the benefits administrator, or designee, to
ensure that individuals with disabilities and veterans 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 not 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 Dean of the Faculties annually reviews all tenured
faculty for possible promotion with special attention to individuals with disabilities or veterans are not discriminated
against in the promotion process.
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 two unions on the Indiana University Bloomington campus: ASEME represents the service maintenance and skilled craft workers and CWA represents the clerical and technical workers. Both 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. Women and minority representation in this program is monitored. The Cyclotron Facility has an apprenticeship program for support technicians.

Education
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 race, sex, gender, ethnicity, nationality, disability status 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.

University Human Resources 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, and the Supervisors Seminar program. Course catalogs are sent to every department on campus and the content is also available online. The University Computing Services offers extensive education to faculty and staff on a wide array of computer programs and issues. A semester catalog of these programs is sent to all faculty and staff and is also available online. The Dean of the Faculties office regularly provides programs to new department chairs and programs on tenure and promotion review processes. Campus Instructional Consulting regularly provides educational programs on teaching related issues to faculty.

Additionally, numerous offices of campus provide educational programs to individual departments of a variety of issues related to their area including: the Office of Diversity Education, the Office of Affirmative Action, the IU Health Center, University Publications, University Financial Management, Travel Management, Recreational Sports, and the Office of Women’s Affairs.
Grievance Resolution
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. 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 resolved through its complaint procedures. Our complaint guidelines place a strong emphasis on resolving complaints in a fair, objective, prompt, and confidential manner.

Affirmative Action complaint procedures exist for Indiana University-Bloomington. The goals of the procedures are to resolve complaints quickly and effectively and to refer complainants whose concerns are not about discrimination to the appropriate office. A copy of the Complaint Procedure Guidelines is available at the Office of Affirmative Action on the office’s web page at www.indiana.edu/~affirm. The Office of Affirmative Action monitors complaints or requests for assistance on a regular basis. If a pattern or trend develops in a particular school or department the Office of Affirmative Action will investigate and recommend remedial actions where necessary.

Harassment
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, Dean of the Faculties, 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.

Posters and Notices
Required posters and notices with information on equal employment opportunity and affirmative action policies are placed in all campus buildings. The Affirmative Action Office 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.
## Current VETS-100 Report

**VETS-100 FEDERAL CONTRACTOR REPORT ON VETERANS’ EMPLOYMENT**

**RETURN COMPLETED REPORT TO:**

U.S. DEPARTMENT OF LABOR
VETERANS’ EMPLOYMENT AND TRAINING SERVICE
VETS-100 Reporting Office
P.O. Box 726
Lanham, Maryland 20703-0726

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

### COMPANY IDENTIFICATION INFORMATION

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<th>COMPANY No:</th>
<th>V041308</th>
<th>TWELVE MONTH PERIOD ENDING</th>
<th>8/31/2007</th>
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<tbody>
<tr>
<td>NAME OF PARENT COMPANY:</td>
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<td>ADDRESS (NUMBER AND STREET):</td>
<td>400 E. 7th St.</td>
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<tr>
<td>CITY:</td>
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<td>COUNTY:</td>
<td>Monroe</td>
</tr>
<tr>
<td>STATE:</td>
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<td>ZIP CODE:</td>
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</tr>
<tr>
<td>NAME OF COMPANY CONTACT:</td>
<td>Vella Price</td>
<td>TELEPHONE AND EMAIL FOR CONTACT:</td>
<td>(812)855-7559 <a href="mailto:price@indiana.edu">price@indiana.edu</a></td>
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<tr>
<td>NAME OF HIRING LOCATION:</td>
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<td>ADDRESS (NUMBER AND STREET):</td>
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### EMPLOYEE DATA AND VETERAN REPORTING REQUIREMENTS

<table>
<thead>
<tr>
<th>JOB CATEGORIES</th>
<th>NUMBER OF EMPLOYEES</th>
<th>NEW HIRES (PREVIOUS 12 MONTHS)</th>
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<tbody>
<tr>
<td>OFFICIALS AND MANAGERS</td>
<td>10</td>
<td>8</td>
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<tr>
<td>PROFESSIONALS</td>
<td>60</td>
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<td>TECHNICIANS</td>
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<td>SALES WORKERS</td>
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<td>OFFICE AND CLERICAL</td>
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<tr>
<td>CRAFT WORKERS (SALARIED)</td>
<td>60</td>
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<tr>
<td>OPERATIVE (SEMI-SKILLED)</td>
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</tr>
<tr>
<td>LABORERS (UNSKILLED)</td>
<td>90</td>
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</tr>
<tr>
<td>SERVICE WORKERS</td>
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<td>0</td>
</tr>
<tr>
<td>TOTAL</td>
<td>100</td>
<td>16</td>
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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>
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</thead>
<tbody>
<tr>
<td>7,876</td>
<td>7,478</td>
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