

AFFIRMATIVE ACTION PLAN

University of Scranton
Scranton, Pennsylvania

Published: August 2, 1976

Revised: January 2, 1978



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THE UNIVERSITY OF SCRANTON

SCRANTON, PENNSYLVANIA 18510

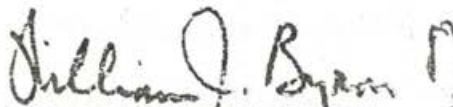
August 2, 1977

STATEMENT OF COMMITMENT

The University of Scranton is a Catholic, Jesuit University in the liberal arts tradition, serving primarily undergraduate men and women; and is committed to nondiscrimination against women and members of minority groups without regard to their race, color, religion, ancestry, sex, age, handicap, or national origin.

To that end, the University of Scranton Affirmative Action Plan has been designed to meet the institution's obligations under the law and, more importantly, as an indication of its moral commitment to provide equal opportunity for all in an atmosphere of non-discrimination.

Through this statement and the accompanying Affirmative Action Plan, I wish to reaffirm my commitment and that of the entire University Community to the goal of making equal opportunity in employment and education a reality at the University of Scranton.



William J. Byron, S. J.
President

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SECTION I

POLICY STATEMENTS AND DISSEMINATION PROGRAM

EQUAL OPPORTUNITY POLICY STATEMENT

The University of Scranton is a Catholic, Jesuit University in the liberal arts tradition, serving primarily undergraduate men and women, and is committed to a policy of equality of opportunity for all in every aspect of its operations. As such, the University seeks to recruit and admit as students, and employ and promote qualified individuals without regard to their race, color, religion, ancestry, sex or age, handicaps, or national origin.

This Affirmative Action Plan has been designed to insure equal opportunity with respect to women and minority persons in an atmosphere of non-discrimination. The designation minority will be applied to American Indian or Alaskan Native (a person having origins in any of the original peoples of North America); Asian or Pacific Islander (a person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, or the Pacific Islands; this area includes, for example, China, Japan, Korea, the Philippine Islands, and Samoa); Black/Negro (a person having origins in any of the Black racial groups of Africa); Hispanic (a person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race).

The particular ways in which the Equal Opportunity Policy and its implicit goals will be achieved are the essence of the Affirmative Action Plan. The responsibility for assuring the success of Affirmative Action is shared jointly by all members of the University Community. However, to insure consistent endeavor and progress toward the goal of equal opportunity, the Vice President for Business Management has been designated as the institution's Affirmative Action Officer. It is the responsibility of the Affirmative Action Officer to work with

the University Community to eliminate any discriminatory practices and to see that positive steps are taken to overcome the effects of past systematic institutional forms of exclusion and discrimination.

Periodic evaluations of the institution's Affirmative Action Plan will be filed with the President of the University. Such additional documentation as may be required by state and federal authorities will be supplied upon request of the appropriate agency.

EQUAL EMPLOYMENT OPPORTUNITY POLICY STATEMENT

It is the policy of the University of Scranton to provide Equal Employment Opportunity on the basis of merit and without discrimination because of race, color, religion, national origin, ancestry, sex, age, or handicaps pursuant to Federal Executive Order 11246 as amended by Executive Order 11375 and 11478.

The University will provide equal opportunity for all qualified persons, and will promote the full realization of equal opportunity through positive, continuing programs in every employing unit. This policy of Equal Employment Opportunity applies to everyone, in every aspect of employment policy and practice.

The Affirmative Action Plan will insure the prompt, fair and impartial consideration of all complaints of discrimination in the University, on the basis of race, color, religion, national origin, ancestry, sex, age, or handicaps.

Procedures for the consideration of complaints will be established in accordance with institutional personnel policies and existing collective bargaining agreements. Further, the University will take affirmative action to insure that all applicants receive fair consideration for employment and that employees are treated fairly during employment, without regard to their race, color, religion, national origin, ancestry, sex, age, or handicaps. Such affirmative action will apply, but not be limited, to employment, promotion and reclassification, transfer, recruitment advertising and search activities, retrenchment and rates of pay or other forms of compensation. Notices of non-discrimination will be posted on bulletin boards for the general information of all employees.

It is the policy of the University that in the process of recruitment and for appointment to the work force, appointments will be based upon the widest reasonable search of the available market to specifically include seeking out women and minority group candidates.

Appointments will be monitored to insure that the institution pursues fair employment opportunities for women and minority persons. From time to time, in order to insure this constant and significant progress, the University may direct that positions remain vacant until the employing unit is able to demonstrate that a thorough recruitment effort has been completed in which women and minority candidates were considered.

The University of Scranton will insure in all solicitation or advertisements placed by or on behalf of the institution that applicants will receive consideration for employment without regard to race, color, religion, national origin, ancestry, sex, age, or handicaps. This will be accomplished in part through the inclusion of a statement to the effect that University of Scranton is an "equal opportunity affirmative action employer."

The University will assure itself that contractors or prospective contractors, subcontractors or unions with which it deals, are in compliance with state and federal regulations pertaining to equal opportunity.

The University will establish a monitoring system to insure that the full potential of equal opportunity is attained and that the institution is in compliance with appropriate federal regulations.

DISSEMINATION POLICY STATEMENT AND PROGRAM

The University of Scranton recognizes its responsibility to communicate to all students and present and prospective employees the existence of the institution's Affirmative Action Plan, and make available such elements of said Plan as will enable these groups and individuals to know of and avail themselves of its benefits.

The internal dissemination of the Affirmative Action Plan shall be accomplished through the following measures:

1. Distribution of the Affirmative Action Plan Document:
 - a. The Affirmative Action Plan document and its periodic revisions shall be available to the members of the University Community through selected depositories such as the Main Library, Student Government Association and all departmental and administrative offices.
 - b. As it is essential to their understanding, cooperation and compliance, all management and supervisory personnel shall receive a copy of the Affirmative Action Plan document including periodic revisions. Periodic meetings shall be scheduled with these individuals to explain the intent of the institution's Equal Employment Opportunity Policy.
2. Dissemination of Institutional Policy Statements:

Through the use of letters, pamphlets, handbooks, news releases, bulletins and various additional forms of written and oral internal communication, the institution's policy statements delineating its continuing commitment to equal opportunity will be disseminated to the entire university community.
3. Posting of Local, State and Federal Equal Opportunity Communications:

The Affirmative Action Officer shall insure that equal opportunity posters and other pertinent state and federal sponsored communications shall be displayed in conspicuously located bulletin boards for the general information of the entire University Community.

4. The external dissemination of the Affirmative Action Plan shall be effected through the following measures:
 - a. Distribution of the Affirmative Action Plan Document:

Initial draft copies of the Affirmative Action Plan, with a cover letter of affirmation, will be forwarded to state and federal agencies as required.
 - b. Explicit Commitment to Equal Employment Opportunity in Recruiting Announcements and Advertisements:

All recruiting announcements and advertisements shall contain an explicit indication of the University's commitment to equal employment opportunity. This shall be accomplished through the inclusion of a statement to the effect that the University is an "equal opportunity/affirmative action employer."
 - c. Explicit Commitment to Equal Opportunity on all Departmental, Divisional and Campus-wide Publications:

In developing departmental, divisional and campus-wide brochures, pamphlets and catalogs, the institution's continuing commitment to equal opportunity, in every aspect of its activities, shall be explicitly stated. This shall be accomplished by including a statement to the effect that "the University of Scranton is committed

to affirmative action to assure equal opportunity for all persons, regardless of race, color, religion, national origin, ancestry, handicaps, sex or age."

d. Notification to External Community:

To secure their support and cooperation, the University shall convey its commitment to equal opportunity, in every aspect of its activities, to the appropriate organizations and sources of referral within its recruitment area.

All contacts shall be expected to give full consideration to and refer women and minority candidates for all positions listed with them.

SECTION II

RESPONSIBILITIES FOR IMPLEMENTATION

RESPONSIBILITIES FOR IMPLEMENTATION

The President of the University is accountable for all campus activities, including affirmative action. Responsibility for assuring the success of the institution's Affirmative Action Plan, however, is shared jointly by all members of the University Community. To insure consistent endeavor and progress toward the goal of equal opportunity, the Vice President for Business Management has been designated as the institution's Affirmative Action Officer. It is the responsibility of the Affirmative Action Officer to work with the University Community to improve non-discriminatory practices. (Refer to Appendix 1 for a detailed statement of the Affirmative Action Officer's responsibilities.)

The Affirmative Action Officer is assisted by the Affirmative Action Committee, which is broadly representative of the various segments of the University Community. The Affirmative Action Committee initiates, receives, investigates and attempts to resolve complaints of discriminatory practice. The Committee, through the Affirmative Action Officer, is advisory to the President. (Refer to Appendix 1 for a detailed statement of the Committee's responsibilities and its By-laws.)

Each member of the management and supervisory staff is expected to know and understand the Affirmative Action Plan. The implementation of specific parts of that Plan is the responsibility of the following officers:

1. The Vice President for Business Management and the Vice President for Student Affairs are responsible for the implementation of those aspects of the Affirmative Action Plan which affect their divisions. Coordination of inter-divisional activities is accomplished through the President's Administrators Conference.

2. Within academic affairs, the Academic Vice President, the Deans and Department Chairpersons are responsible for insuring that recruitment procedures are followed correctly and for conducting periodic reviews of courses and programs.

3. The Dean of the Graduate School is responsible for insuring non-discrimination in the selection and assignment of graduate students, graduate assistants, and graduate faculty; the collection of data relevant to affirmative action and desegregation reports and for conducting periodic reviews of courses and programs.

4. The Dean of the Hanley College, who also acts as the Dean of the undergraduate Intersession and undergraduate Summer School, is responsible for insuring non-discrimination in the selection of instructional personnel; the collection of data relevant to affirmative action and desegregation reports and for conducting periodic reviews of courses and programs.

5. The Dean, College of Arts and Sciences, and the Dean, School of Management, are responsible for insuring non-discrimination in selection of instructional personnel, the collection of data relevant to affirmative action reports, and for conducting periodic reviews of courses and programs.

6. The Director of Athletics, in cooperation with the Vice President for Student Affairs and the Athletic Policy Council, is responsible for the implementation of federal law and those portions of the Affirmative Action Plan which deal with equal opportunity in athletics; the collection of data relevant to affirmative action and desegregation reports.

7. The Director of Career Services is responsible for insuring non-discrimination in the provision of career development and placement

services; for screening employers to insure compliance with equal opportunity laws; for the collection of data relevant to affirmative action and desegregation reports.

8. The Director of Financial Aid is responsible for insuring non-discrimination in the award of financial assistance; for the implementation and monitoring of discrimination free application process; for the collection of data relevant to affirmative action and desegregation reports.

9. The Director of Personnel Services is responsible, in cooperation with the Affirmative Action Officer, for implementing and monitoring recruitment procedures for non-instructional personnel; for the design and implementation of training and career counseling activities; for the collection of data relevant to affirmative action and desegregation reports. The Director of Personnel Services will be the principal assistant to the Affirmative Action Officer.

10. The Vice President For Development, Alumni and Public Relations assists the Affirmative Action Officer in the preparation and dissemination of pamphlets and releases which advise the external community of the University's commitment to and activities in the area of affirmative action.

11. The Vice President for Student Affairs is responsible for insuring non-discrimination in the assignment of campus housing; for screening available off-campus facilities to insure non-discrimination; for the collection of data relevant to affirmative action and desegregation reports.

12. The Director of Admissions is responsible for coordinating efforts toward increasing admissions of minority and disadvantaged

students; for the collection of data relevant to affirmative action and desegregation reports.

13. The Librarian is responsible for insuring non-discrimination in the use of library facilities; for preparing subject area listings of library resources; for the purchase of resources for minority, disadvantaged and women's studies; the collection of data relevant to affirmative action and desegregation reports.

14. The Director of the Counseling and Testing Center is responsible for insuring the availability on a non-discriminatory basis of a coordinated program of counseling; testing services; for screening instruments used by the Center to avoid use of sex-differentiated tests for those with a cultural bias.

SECTION III

CURRENT POLICIES AND PRACTICES

WITH

IDENTIFICATION OF PROBLEM AREAS

CURRENT POLICIES AND PRACTICES

WITH ANALYSIS AND IDENTIFICATION OF PROBLEM AREAS

A. Instructional and Non-Instructional Personnel

The University's goal is to achieve a diverse and broadly representative staff capable of providing for excellence in the education of its students and for the enrichment of the University Community. Every effort will be made to recruit in such a way that women and individuals from minority groups will have an equal opportunity to be considered for and appointed to staff positions.

1. Instructional Personnel

a. Recruitment

In order to achieve its immediate and long range goals, the University will engage in the active recruitment of women and minority candidates. To actively recruit means consciously reaching out to make certain that women and minority candidates are identified, made familiar with the positions available and encouraged to apply (refer to Appendix 4 for Faculty and Administrative Hiring Procedures).

The term recruitment as used in this document is that process by which the employing unit within the University will develop an applicant pool from which hiring decisions will be made. Recruitment may be an active process by which the institution seeks to communicate its employment needs to candidates through advertisement, word-of-mouth and notification to graduate schools, other training programs, disciplinary and professional organizations or job registers. Recruitment may also be the passive function of including in

the applicant pool those persons who on their own initiative or by unsolicited recommendation apply to the institution for employment.

b. Nepotism

The faculty handbook and/or the Collective Bargaining Agreement with the Faculty prohibits discrimination against any faculty member or candidate for employment on the basis of family status. It is the responsibility of the Deans and the Academic Vice President to monitor personnel actions to insure that all individuals are treated equally.

c. Evaluation, Promotion, Tenure and Termination

Policies and practices governing evaluation, promotion, tenure and termination are governed by the faculty handbook and/or the Collective Bargaining Agreement. The appropriate Vice President and Dean are responsible for monitoring personnel actions to insure non-discrimination.

d. Leaves of Absence

All leave policies and procedures are governed by the faculty handbook and/or the Collective Bargaining Agreement for the faculty, and University policies for others, and are applied uniformly on a non-discriminatory basis.

The Affirmative Action Officer and the Director of Personnel Services work with the appropriate academic officials to monitor personnel actions to insure non-discrimination.

e. Grievances

In order to encourage the fair and equitable resolution,

grievances will be accomplished in accordance with the faculty handbook and/or the Collective Bargaining Agreement.

2. Non-Instructional Personnel

a. Recruitment

The University's goal in the area of non-instructional recruitment is to increase the number of women and minority persons working at all levels. To achieve this objective, special effort will be made to structure and implement, on a continuous basis, programs designed to recruit, employ and promote qualified women and minority non-instructional personnel within all segments of the work force (refer to Appendix 5 for Hiring Procedures for Non-Instructional Personnel).

b. Review of Skills

The Office of Personnel Services will effect a periodic review of skills and keep abreast of changes in qualifications of employees. The objective of this latter program will be to insure that every employee is given full opportunity to qualify for promotion and to insure that employee skills are fully utilized.

c. Posting of Available Positions

The present posting system for announcing position vacancies is to insure that all employees are aware of and have the opportunity to apply for appropriate job openings. Vacant and proposed position openings will be widely publicized. The Director of Personnel Services is responsible for monitoring this activity to insure the

dissemination and posting of all positions.

d. Career and Personal Counseling

Career and personal counseling is available through the Office of Personnel Services to meet the needs of all employees in such areas as retirement counseling, furnishing information on job specifications and minimum requirements for all classified positions, making arrangements for examinations in all classified jobs, and furnishing information and assistance to all employees regarding out-service training and educational leave programs.

e. Hiring, Placement and Classification

Hiring, placement and classification are regulated by University policies. An interview form has been devised by the Office of Personnel Services which records the initial interview and the disposition for each applicant whether there is a specific opening or not. The Director of Personnel Services is responsible for monitoring personnel actions to insure non-discrimination.

f. Evaluation, Promotion Rights, Salary, Termination and Leave Policies are contained in University Personnel Policy Handbooks.

g. Grievances

Grievance procedures are provided in University Personnel Policy Handbooks. Non-instructional personnel may seek information on available options from the Director of Personnel Services.

B. Students

1. Recruitment, Applications and Admissions

The University follows an admissions policy that reflects a multi-racial, multi-religious and multi-cultural student body.

a. Recruitment

The Admissions Office makes special efforts to recruit minorities and female applicants for all University programs. Recruitment efforts include, but are not limited to, the following:

- (1) Annual visits to over 600 high schools in a 7 state area plus the District of Columbia.
- (2) Special attention to girls' academies and high schools with significant black and Spanish surnamed enrollment.
- (3) Participation in a variety of college information programs in large urban areas.
- (4) Visits to community colleges and junior colleges in the Middle Atlantic States.
- (5) Specialized efforts to cultivate community sources and minority organizations.
- (6) Invitation to minority and disadvantaged students and their guidance counselors to visit the campus.
- (7) Involvement on a voluntary basis of minority students in the recruitment effort.
- (8) Exercise of caution by admissions personnel in order that career objective discussions are conducted in a non-racist and non-sexist manner.

b. Applications for Admission

The application form and procedures used by the Admissions Office are designed to assure the consideration of all potential students. Steps taken to avoid exclusion:

- (1) Pictures of applicants are not required for individuals requesting admission, nor are they required upon admission.
- (2) Test scores are not the only criteria for admission; additional letters of recommendation and personal interviews are also utilized.
- (3) Physical examinations are not a requirement prior to admission.
- (4) Physical disabilities are not grounds for denial of admission.

c. Admission

No admission policies exist which have a disparate effect upon women, minority or disadvantaged individuals. The standards and requirements which exist are those viewed as necessary conditions for successful work. The following steps are among those effected to avoid disparate treatment:

- (1) Admissions standards are the same for females and males.
- (2) Minority and disadvantaged recruitment practices assure equitable representation of females.
- (3) Educational disadvantages are considered in the admissions evaluation, and a special Academic Development Program (ADP) exists to strengthen weaknesses in various skill areas.

2. Facilities

In no case shall the University discriminate against women, minority individuals or other students in the assignment of institutional facilities. An exception shall be made in those instances where the joint use of facilities by persons of the opposite sex would be discomfiting to the majority of those individuals using said facilities. Responsibility for the implementation of this policy rests with the directors and administrative personnel who assign use of the various campus facilities.

3. Orientation

The orientation visit to the campus is viewed as a critical period of first impressions and first contacts. The New Student Orientation Program is designed to familiarize prospective students and their parents with the many dimensions of university life. The orientation program includes financial aid counseling, testing, academic advisement, placement and career planning counseling, residential life discussions, supportive services presentations, parental briefings and campus tours.

The primary responsibility for the Orientation Program rests with the staff of the Office of the Counseling Center. To achieve success, however, demands the cooperation of the entire community and, more specifically, of the Vice President for Academic Affairs, the Academic Deans, and the various Department Chairpersons.

4. Part-Time Campus Employment

Part-time student employment at the University is available in the dining hall, library, dormitories, grounds and buildings,

university union facilities and offices. Such employment is awarded to students who have shown evidence of financial need. Campus student employment is awarded without discrimination except where a bona fide occupational qualification exists. Requests for student employment are made after formal acceptance and payment of the advance registration deposit. Applications are available from and submitted to the Office of Financial Aid. Procedures followed in awarding state and federal work study aid are available in the Office of Financial Aid.

5. Supportive Services

The University recognizes it is essential that supportive services be provided to all students and especially to disadvantaged and/or minority students which will facilitate their retention. Through the Orientation Program, the student handbook, special efforts are taken to explain the nature of the various services and their availability on the campus. All supportive services are available to part-time as well as full-time students.

a. Career Planning and Placement Services

The Office of Career Services has designed a program of services which is available to all students and alumni of the University of Scranton. These services are maintained to advise students on career development and specifically to help students and alumni plan further academic work or secure professional positions. Assistance is provided so that the individual may evaluate himself/herself, assess employment opportunities, and select a vocational area that can lead to personal growth and satisfaction.

The Office of Career Services is operated to fulfill the following purposes:

- (1) Assemble and retain a record of the student's probable and actual employment potential and such other information as the student and the office may feel will be helpful to the student's overall profile. This record is distributed to prospective employers upon their request or by the direction of the student.
- (2) Assist students in securing full-time positions of employment.
- (3) Assist employers in securing qualified people to fill existing and anticipated vacancies.
- (4) Assist students to obtain summer employment and part-time employment, and tutoring positions.
- (5) Coordinate the University's public accounting internship program.
- (6) Assist University authorities in the gathering of information from graduates and employers relative to the employment of University students as part of the follow-up program.

Through the Office of Career Services, counseling is provided to assist all students and alumni to (1) analyze their aptitudes, interest, educational preparation, short and long-range goals; (2) investigate specific job opportunities; (3) obtain information concerning appropriate areas of occupation; (4) prepare themselves to conduct job campaigns and to present themselves effectively as

candidates; (5) evaluate employment offers; and (6) choose the employment opportunity that will best satisfy their particular criteria. Throughout this process, the Director establishes and maintains contact with potential employers in the areas of education, government, business and industry; represents the University and its students in relations with employing organizations; and maintains contact with regional and national placement organizations.

In addition to career planning, available assistance includes:

- (1) Obtaining and disseminating information concerning federal and state examinations and position requirements.
- (2) Obtaining information regarding certification requirements in appropriate areas.
- (3) Posting and mailing to registrants notices of position vacancies.
- (4) Scheduling of on-campus interviews with professional recruiters, and actively seeking and encouraging additional recruiters to interview on campus.
- (5) Maintaining an occupational library and corporate literature library. Students may examine information pertaining to careers in business, industrial or educational settings. Students are encouraged to research companies in the corporate library prior to taking interviews.
- (6) Conducting periodic workshops and lectures concerning career preparation, resume preparation, and so forth.
- (7) For those students anticipating study toward an advanced

degree, general information regarding programs and admission requirements of graduate schools and professional schools is available. Also, information pertaining to assistantships, fellowships, and scholarships are posted, and a graduate/professional school library is maintained.

- (8) The development and maintenance of cumulative credentials for each advanced study registrant. This record is then distributed to graduate and professional school admission committees upon the request of the registrant.
- (9) It is the policy of the University that only those firms, agencies, and school systems which provide a statement of compliance with existing equal opportunity law will receive access to available services. All students, alumni, and potential employers are informed of this policy upon their initial contact with the office.

Policies pertaining to the administration of the Career Planning and Development function are developed and implemented by the Director of Career Services. When appropriate, said policies receive the approval of the Director for Student Affairs and the President.

b. Counseling and Testing Services

The University has developed and will continue to maintain, within its financial resources, a coordinated program of counseling and testing services which are equally available to all students.

c. Financial Aid Services

The University will provide continuing financial aid, within

the limits of its resources, on a non-discriminatory basis to women, minority individuals and all other students who are making satisfactory progress toward a degree. Further, in no case will race, color, religion, national origin, ancestry, sex, age or handicap be used so as to discriminate against women, minority individuals or any other student in the assignment of financial aid.

d. Health Services

The infirmary is located in the suite at the south end of Nevils Hall on the first floor. The Registered Nurse is able to prescribe for and treat the ordinary minor ailments. Overnight infirmary accommodations are available, but if a diagnosis indicates that more than two or three overnights will be necessary, the student will probably have to be hospitalized.

e. Recreational Activities

The Director of Athletics provides a coordinated program of intramural and recreational activities which is available equally to all students within University financial and facility resources.

f. Residence Halls (Housing)

All University housing units operate on a non-discriminatory basis.

g. Childbirth/Care

Pregnancy or possible pregnancy is not considered as a factor in the determination of admission to the University or for the awarding of financial aid.

Students are not required to withdraw because of pregnancy

nor are they subject to disciplinary action. While the University is not prepared to provide the specialized medical services required during pregnancy, referrals are made to physicians.

h. Athletics

The University offers a program of intercollegiate and intramural athletic activities which is available equally to all students. Participation in this program is completely voluntary and all qualified students are encouraged to participate.

SECTION IV

GOALS AND TIMETABLES

GOALS AND TIMETABLES

A. Explanation of Goals

Inherent in the entire concept of affirmative action is the necessity for a thorough review of the staff composition followed by the development of result oriented goals to correct for problem areas involving underutilization or concentrations of minorities, women or males.

Goals have been defined as projected levels of achievement resulting from an analysis by the institution of its deficiencies and of what the organization can reasonably accomplish by way of remedy, given the availability of qualified minorities and women and the expected turnover in the instruction work force. Goals are viewed as numerical objectives, fixed realistically in terms of the number of vacancies expected and the number of qualified applicants available in the relevant job market assuming affirmative recruitment efforts.

The addition of minorities and women to the University staff is viewed as one of the most visible indices of institutional progress in the areas of affirmative action. Both immediate and long range goals for the employment of minorities and women, however, cannot be rigid and unchangeable. Goals have been developed which recognize the location of the institution, its history, and structure of the staff (e.g., the Jesuit population) and the fact that the University has only recently become a coed university.

Success in reaching targets will depend upon such factors as actual staff turnover, enrollment stability, the availability of adequate fiscal support, and the availability of qualified personnel.

It is the responsibility of the Affirmative Action Officer and designated University personnel, as identified throughout this plan, to continuously assess factors affecting success in reaching specified goals, and, if necessary, seek to adjust targets.

In fulfilling its responsibilities to equal employment opportunity, the University intends to insure that all employees have full opportunity for upward mobility within the organization. To accomplish this goal and insure full utilization of the skills of the instructional and non-instructional staff, requires a continuous scrutiny of staff composition and prompt response to identified areas of under-utilization or concentrations of minorities and/or females and males.

Under-utilization has been defined as having fewer minorities or women in a particular job category than would reasonably be expected by their presence in the relevant labor market.

Concentration has been defined as having more or greater numbers of a particular group (females, males, minority individuals, etc.) in a job category or department than would reasonably be expected by their presence in the work force.

Ultimately, the University of Scranton's goal is to have a fair representation of women and minorities in its total work force, consistent with the composition of the available and relevant labor market in the Commonwealth of Pennsylvania.

- B. An analysis of the Total Work Force, which is reported in Appendix 6, identifies the total number of employees by sex and race category. For each category, a total is indicated along with a corresponding percentage of the total work force. Appendix 6, Work Force Utilization Analysis of EEO-6 Category, also provides summary data, according to

the job categories, by salary range, race and sex. For each reference, a summary of both analyses is listed below:

October 1, 1977

ANALYSIS OF TOTAL WORK FORCE
(Based on 10/1/77 EEO-6 Data)
Part Time and Full Time

Total Number of Employees:		<u>Percentage</u>
	Total Female - 131	29.1%
	Total Male - <u>319</u>	<u>70.9%</u>
	<u>450</u>	<u>100 %</u>

Employee Distribution By
Racial Category:

	<u>Male</u>	<u>Female</u>	<u>Total</u>	<u>Percentage of Total Work Force</u>
1. White*	<u>308</u>	<u>128</u>	<u>436</u>	<u>96.89%</u>
2. Black*	<u>3</u>	<u>0</u>	<u>3</u>	<u>.66%</u>
3. Hispanic	<u>1</u>	<u>1</u>	<u>2</u>	<u>.45%</u>
4. Asian or Pacific Islander	<u>7</u>	<u>2</u>	<u>9</u>	<u>2.0 %</u>
5. American Indian or Alaskan Native	<u>0</u>	<u>0</u>	<u>0</u>	<u>0 %</u>
*Non-Hispanic				
TOTAL ALL EMPLOYEES:	<u>319</u>	<u>131</u>	<u>450</u>	<u>100 %</u>

* * * * *

SUMMARY OF CHANGE FROM 1975 TO 1977

Increase in total staff	- 11.1%
Increase in women on staff	- 14.9%
Increase in MGMS* on staff	- 27.3%

*Minority Group Members

October 1, 1977

Analysis of Employees By EEO-6 Classification

<u>EEO-6 Classifications</u>	<u>Total</u>	<u>Minorities</u>	<u>Women</u>
1. Executive/Administrative/Managerial			
Full Time	13	0	1
Part Time	0	0	0
2. Faculty			
9-10 month contract	139	7	9*
11-12 month contract	8	1	5
Part Time	61	0	7
3. Professional Non-Faculty			
9-10 month contract	2	0	1
11-12 month contract	40	1	7
Part Time	3	0	0
4. Secretarial/Clerical			
Full Time	62	0	61**
Part Time	3	0	2
5. Technical/Paraprofessional			
Full Time	12	0	5
Part Time	3	0	1
6. Skilled Crafts			
Full Time	10	0	0
Part Time	0	0	0
7. Service/Maintenance			
Full Time	81	2	31
Part Time	13	0	1
	<u>Total Number</u>		
	of Employees <u>450</u>		

*Includes one minority woman not counted under "Minorities."

**Includes two minority women not counted under "Minorities."

C. Utilization, goals, and timetables are included by separate category on the following pages.

1977 REVISION

Utilization, Goals, and Timetables

EEO-6 Job Category EXECUTIVE/ADMINISTRATIVE/MANAGERIAL

Subclassification _____

Statistics are for Category Subclassification

A. Availability and Utilization

0 Percentage of Minority Group Members (MGMs) in this group at U of S.

10.0 Percentage of Women in this group at U of S.

2.8 Percentage of MGMs available in "pool" for employment in this group.

5.2 Percentage of Women available in "pool" for employment in this group.

Therefore: No underutilization exists.

Underutilization of MGMs exists.

Underutilization of Women exists.

Comments: _____

B. Immediate Goals (Fill in figures for current incumbents in job group. Complete remainder of this section only if underutilization exists.)

	<u>TOTAL</u>	<u>MGMs</u>	<u>WOMEN</u>
Incumbents in job group in 1977	<u>10 (+3)*</u>	<u>0</u>	<u>1</u>
Incumbents in job group in 1979	<u>10 (+3)*</u>	<u>0</u>	<u> </u>
Percentage goals for 1979	<u> </u>	<u>0</u>	<u> </u>

Comments: *Jesuit administrators not included in percentages for women

C. Ultimate Goals and Timetables (Complete only if underutilization exists.)

	<u>Ultimate Goal</u>	<u>Approximate Time</u>	<u>Numbers</u>
MGMs	<u>7.14 %</u>	<u>1981</u>	<u>1 of 14</u>
Women	<u> %</u>	<u> </u>	<u> of </u>

Comments: _____

D. Analysis of Change From 1975 to 1977

Goal for women attained. Success in the hiring of an MGM was not
anticipated for 1977.

1977 REVISION

Utilization, Goals, and Timetables

EEO-6 Job Category FACULTY

Subclassification _____

Statistics are for Category SubclassificationA. Availability and Utilization3.85 Percentage of Minority Group Members (MGMs) in this group at U of S.11.17**Percentage of Women in this group at U of S.5.2 Percentage of MGMs available in "pool" for employment in this group.24.1 Percentage of Women available in "pool" for employment in this group.Therefore: No underutilization exists. Underutilization of MGMs exists. Underutilization of Women exists.

Comments:**Jesuit faculty excluded from base in determining percentage for women. _____

B. Immediate Goals (Fill in figures for current incumbents in job group. Complete remainder of this section only if underutilization exists.)

	<u>TOTAL</u>	<u>MGMs</u>	<u>WOMEN</u>
Incumbents in job group in 1977	<u>188 (+20)**</u>	<u>8</u>	<u>21*</u>
Incumbents in job group in 1979	<u>195 (+20)**</u>	<u>9</u>	<u>24</u>
Percentage goals for 1979	<u>100</u>	<u>4.19</u>	<u>12.31</u>

Comments: *Includes one minority woman not counted under minorities. _____

C. Ultimate Goals and Timetables (Complete only if underutilization exists.)

	<u>Ultimate Goal</u>	<u>Approximate Time</u>	<u>Numbers</u>
MGMs	<u>5.08 %</u>	<u>1981</u>	<u>10 of 197</u>
Women	<u>**25 %</u>	<u>1987</u>	<u>50 of 200 (+20)**</u>

Comments: _____

D. Analysis of Change From 1975 to 1977

1977 numerical and percentage goals for women were exceeded. Numerical goal for
MGMs was met, but MGM percentage fell slightly under goal since the total number
of faculty exceeds the number expected to be employed in 1977.

1977 REVISION

Utilization, Goals, and Timetables

EEO-6 Job Category PROFESSIONAL NON-FACULTY

Subclassification _____

Statistics are for Category Subclassification

A. Availability and Utilization

2.22 Percentage of Minority Group Members (MGMs) in this group at U of S.

17.7 Percentage of Women in this group at U of S.

.07 Percentage of MGMs available in "pool" for employment in this group.

15.42 Percentage of Women available in "pool" for employment in this group.

Therefore: No underutilization exists.

Underutilization of MGMs exists.

Underutilization of Women exists.

Comments: _____

B. Immediate Goals (Fill in figures for current incumbents in job group. Complete remainder of this section only if underutilization exists.)

	<u>TOTAL</u>	<u>MGMs</u>	<u>WOMEN</u>
Incumbents in job group in 1977	<u>45</u>	<u>1</u>	<u>8</u>
Incumbents in job group in 1979	_____	_____	_____
Percentage goals for 1979	_____	_____	_____

Comments: _____

C. Ultimate Goals and Timetables (Complete only if underutilization exists.)

	<u>Ultimate Goal</u>	<u>Approximate Time</u>	<u>Numbers</u>
MGMs	_____ %	_____	___ of ___
Women	_____ %	_____	___ of ___

Comments: _____

D. Analysis of Change From 1975 to 1977

Underutilization still does not exist despite loss of three women and gain of only one.

THE UNIVERSITY OF SCRANTON
Scranton, Pennsylvania 18510

CAMPUS ACCESSIBILITY
FOR THE HANDICAPPED



CAMPUS ACCESSIBILITY FOR THE HANDICAPPED

1. The University of Scranton approached the problem of accessibility of the campus to handicapped students as a moral and legal obligation of the University Community. This consisted of selecting a coordinator, establishing a committee for handicap accessibility, reviewed policies, practices, and actual physical alterations required, and established a transition planning schedule for making facilities and programs accessible by June 1980. The purposes of the HC program and committee are to express the University's moral and legal commitment to comply with the requirements of Section 504 of the Rehabilitation Act, to work together as a community to preclude nondiscrimination on the basis of handicaps or any other reason, to develop a sense of awareness by the University Community to bona fide handicap needs, and to provide reasonable accessibility to programs and facilities. In this regard the University's Handicap plan and Program has been recommended by the NACUBO as a guide to be used by colleges and universities in conducting self-evaluation and developing Section 504 (handicap) programs.

2. A coordinator was designated to oversee the entire process. The coordinator formed a self-evaluation team to conduct an examination of campus facilities and programs. The team consisted of University people and talented individuals from beyond the University, hoping that they might bring a history of concerns or at least sensitivity for the matters and issues which regularly confront handicapped individuals. The team evaluated (with the assistance of handicapped individuals) the current University policies and practices and modified or eliminated those that were deficient. Grievance procedures were adopted that provide for the prompt and equitable resolution of complaints alleging discrimination for reasons of handicap. An official notice was published notifying all employees that the University does not discriminate on the basis of handicap. A transition plan detailing necessary structural changes required to be made to bring the University into compliance with the final regulation was drawn up and implemented.

3. As a result of the above action the following has been accomplished at the University of Scranton:

Architectural barriers in all (public) buildings for entry and exit have been removed or altered.

Each building has remodeled bathrooms, lowered drinking fountains, lowered telephones, and Braille lettering in the elevators. In addition, each entrance has a directory indicating where these facilities are located throughout the building.

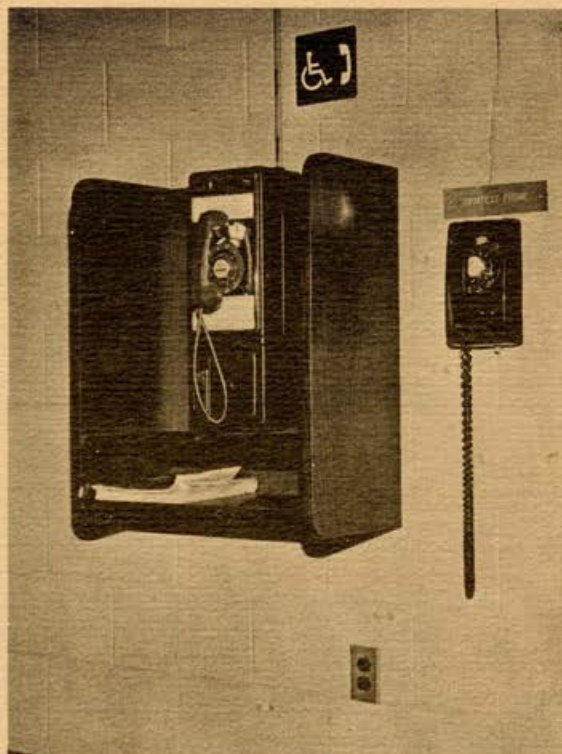
Curb cuts at strategic points make all buildings accessible to wheelchair bound students.

Handicapped parking spaces are reserved in all parking lots and conveniently located nearest the accessible entrance.

One dormitory apartment has been completely remodeled for use by the handicapped women students.

4. The University of Scranton plans to remodel one male resident facility for handicapped students, and provide for handicap access to a large recently acquired and renovated student union facility. These two large remaining projects, and several smaller handicap projects, are expected to be completed by June 1980.





1977 REVISION

Utilization, Goals, and Timetables

EEO-6 Job Category SECRETARIAL/CLERICAL

Subclassification _____

Statistics are for Category Subclassification

A. Availability and Utilization

(3.1) Percentage of Minority Group Members (MGMs) in this group at U of S.

96.9 Percentage of Women in this group at U of S.

.26 Percentage of MGMs available in "pool" for employment in this group.

67.0 Percentage of Women available in "pool" for employment in this group.

Therefore: No underutilization exists.

Underutilization of MGMs exists.

Underutilization of Women exists.

Comments: * MGM availability less than .5%. Two minority women in group.

B. Immediate Goals (Fill in figures for current incumbents in job group. Complete remainder of this section only if underutilization exists.)

	<u>TOTAL</u>	<u>MGMs</u>	<u>WOMEN</u>
Incumbents in job group in 1977	<u>65</u>	<u>(2)*</u>	<u>63</u>
Incumbents in job group in 1979	<u> </u>	<u> </u>	<u> </u>
Percentage goals for 1979	<u> </u>	<u> </u>	<u> </u>

Comments: *Two minority women -- counted under "Women."

C. Ultimate Goals and Timetables (Complete only if underutilization exists.)

	<u>Ultimate Goal</u>	<u>Approximate Time</u>	<u>Numbers</u>
MGMs	<u> </u> %	<u> </u>	<u> </u> of <u> </u>
Women	<u> </u> %	<u> </u>	<u> </u> of <u> </u>

Comments: _____

D. Analysis of Change From 1975 to 1977

Male representation appeared in group (3.1%). MGM representation doubled to 3.1%. No previous underutilization existed.

1977 REVISION

Utilization, Goals, and Timetables

EEO-6 Job Category TECHNICAL/PARA-PROFESSIONAL

Subclassification _____

Statistics are for Category SubclassificationA. Availability and Utilization0 Percentage of Minority Group Members (MGMs) in this group at U of S.40.0 Percentage of Women in this group at U of S..58 Percentage of MGMs available in "pool" for employment in this group.43.1 Percentage of Women available in "pool" for employment in this group.Therefore: No underutilization exists. Underutilization of MGMs exists. Underutilization of Women exists.

Comments: _____

B. Immediate Goals (Fill in figures for current incumbents in job group. Complete remainder of this section only if underutilization exists.)

	<u>TOTAL</u>	<u>MGMs</u>	<u>WOMEN</u>
Incumbents in job group in 1977	<u>15</u>	<u>0</u>	<u>6</u>
Incumbents in job group in 1979	<u>17</u>	<u>1</u>	<u>7</u>
Percentage goals for 1979	<u>100</u>	<u>5.88</u>	<u>41.2</u>

Comments: _____

C. Ultimate Goals and Timetables (Complete only if underutilization exists.)

	<u>Ultimate Goal</u>	<u>Approximate Time</u>	<u>Numbers</u>
MGMs	<u>5.88 %</u>	<u>1979</u>	<u>1 of 17</u>
Women	<u>44.45 %</u>	<u>1981</u>	<u>8 of 18</u>

Comments: _____

D. Analysis of Change From 1975 to 19771977 percentage goal for women attained. Goal for MGMs not attained.(See availability -- only .53%.)

1977 REVISION

Utilization, Goals, and Timetables

EE0-6 Job Category SKILLED CRAFTS

Subclassification Carpenters, Painters, Electricians

Statistics are for Category Subclassification

A. Availability and Utilization

0 Percentage of Minority Group Members (MGMs) in this group at U of S.

0 Percentage of Women in this group at U of S.

.2 Percentage of MGMs available in "pool" for employment in this group.

NA Percentage of Women available in "pool" for employment in this group.

Therefore: X* No underutilization exists.

 Underutilization of MGMs exists.

 Underutilization of Women exists.

Comments: *MGM availability less than .5% -- women likely not available.

B. Immediate Goals (Fill in figures for current incumbents in job group. Complete remainder of this section only if underutilization exists.)

	<u>TOTAL</u>	<u>MGMs</u>	<u>WOMEN</u>
Incumbents in job group in 1977	<u>10</u>	<u>0</u>	<u>0</u>
Incumbents in job group in 1979	<u> </u>	<u> </u>	<u> </u>
Percentage goals for 1979	<u> </u>	<u> </u>	<u> </u>

Comments:

C. Ultimate Goals and Timetables (Complete only if underutilization exists.)

	<u>Ultimate Goal</u>	<u>Approximate Time</u>	<u>Numbers</u>
MGMs	<u> </u> %	<u> </u>	<u> </u> of <u> </u>
Women	<u> </u> %	<u> </u>	<u> </u> of <u> </u>

Comments:

D. Analysis of Change From 1975 to 1977

Staff reduction from 15 to 10 since 1975.

1977 REVISION

Utilization, Goals, and Timetables

EEO-6 Job Category SERVICE/MAINTENANCE

Subclassification _____

Statistics are for Category Subclassification

A. Availability and Utilization

2.13 Percentage of Minority Group Members (MGMs) in this group at U of S.

34.04 Percentage of Women in this group at U of S.

1.05 Percentage of MGMs available in "pool" for employment in this group.

48.0 Percentage of Women available in "pool" for employment in this group.

Therefore: No underutilization exists.

Underutilization of MGMs exists.

Underutilization of Women exists.

Comments: _____

B. Immediate Goals (Fill in figures for current incumbents in job group. Complete remainder of this section only if underutilization exists.)

	<u>TOTAL</u>	<u>MGMs</u>	<u>WOMEN</u>
Incumbents in job group in 1977	<u>94</u>	<u>2</u>	<u>32</u>
Incumbents in job group in 1979	<u>94*</u>	<u> </u>	<u>34</u>
Percentage goals for 1979	<u>100</u>	<u> </u>	<u>36.2</u>

Comments: *Staff expected to stabilize.

C. Ultimate Goals and Timetables (Complete only if underutilization exists.)

	<u>Ultimate Goal</u>	<u>Approximate Time</u>	<u>Numbers</u>
MGMs	<u> </u> %	<u> </u>	<u> </u> of <u> </u>
Women	<u>48.0</u> %	<u>1985</u>	<u>45</u> of <u>94</u>

Comments: _____

D. Analysis of Change From 1975 to 1977

Projections of staff to 94 including goal of 32 women in 1977 (from 1975 figures of 76 and 25, respectively) were exactly attained. Number of MGMs doubled even though there had been no underutilization. MGM goal for 1980 has been attained.

D. Availability sources and statistics to determine utilization for EEO-6 classifications are included on the following pages.

APPENDIX A

Availability sources and statistics to determine utilization for EEO-6 classifications are included on the following pages.

UNIVERSITY OF SCRANTON

Correlations of EEO-6 Classifications and Source(s) of
Availability Statistics used to Determine Utilization for Classifications.

EEO-6 Classifications

Source(s) of Availability Statistics

- | | | |
|--|---|--|
| 1. Executive/Administrative/Managerial | - | National Statistics from <u>Professional Women and Minorities</u> , Scientific Manpower Commission, May, 1975. Tables G-WF-25 and A-WF-11. |
| 2. Faculty | - | National Statistics from <u>Professional Women and Minorities</u> , Scientific Manpower Commission, May, 1975. Tables A-WF-14 and A-WF-5. |
| 3. Professional Non-Faculty | - | SMSA for Northeast Pa., Table 3, BES "Manpower Information for AA Pgms.," 1975 (See "Nonfarm Managers and Administrators") |
| 4. Secretarial/Clerical | - | Lackawanna County Statistics Table 3, BES "Manpower Information for AA Pgms.," 1975 (See "Clerical") |
| 5. Technical/Paraprofessional | - | SMSA for Northeast Pa., Table 3, BES "Manpower Information for AA Pgms.," 1975 (See "Professional, Technical, and Related") |
| 6. Skilled Crafts | - | Lackawanna County Statistics Table 3, BES "Manpower Information for AA Pgms.," 1975 (See "Craftsmen, other") |
| 7. Service/Maintenance | - | Lackawanna County Statistics Table 3, BES "Manpower Information for AA Pgms.," 1975 (See "Service, excluding private household") |

SOURCE: The Status of Women Faculty and Administrators in Higher Education Institutions, 1971-72, Research Division, National Education Association, 1973

TABLE A-WF-11

ADMINISTRATIVE POSITIONS IN 4-YR. INSTITUTIONS, 1971-72

Administrative Title	Number of persons reported	Number of persons reported by sex			% Women	Median annual salary of women as a percent of median for men
		Men	Women	Total		
President	953	918	32	950	3.4	84.2%
Executive Vice-president	217	205	5	210	2.4	57.6
Assistant to President	416	342	52	394	13.2	72.1
Planning Vice-president	131	122	3	125	2.4	*
Organized Research Vice-president	85	85	---	85	-	---
Director of Institutional Research	253	221	24	245	9.8	73.3
Academic Vice-president or Provost	472	448	13	461	2.8	78.2
Dean of Administration, Faculty or Instruction	350	314	22	336	6.5	86.7
Dean of the College	263	224	24	248	9.7	96.5
Vice-president of Student Personnel Services	759	674	80	754	10.6	76.6
Dean of Men	377	368	2	370	0.5	*
Dean of Women	431	15	411	426	96.5	109.4
Director of Admissions	794	695	89	784	11.3	80.3
Registrar	847	572	261	833	31.3	70.7
Director of Student Placement	515	388	119	507	23.5	69.2
Director of Student Testing and Counseling	457	356	83	439	18.9	78.0
Director of Student Financial Aid	701	536	141	677	20.8	76.2
Chief Business Officer	914	873	24	897	2.7	75.5
Director of Development	623	584	16	600	2.7	75.1
Budget Director	189	173	12	185	6.5	89.3
Controller	468	421	28	449	6.2	63.1
Director of Non-Academic Personnel	323	269	42	311	13.5	68.2
Director of Public Relations	546	457	70	527	13.5	70.5
Director of Alumni Services	515	377	123	500	24.6	72.8
Director of Information	317	249	57	306	18.6	73.9
Chief Librarian	924	625	284	909	31.2	72.8
Director of Evening School	124	113	5	118	4.2	50.9
Director of Extension	147	137	6	143	4.2	76.2
Director of Summer Session	99	73	5	98	5.1	65.8
Director of Athletics	566	560	1	561	0.2	*

* Salaries were reported for less than 5 persons

Women constitute 5.2% of the employees who are in positions which appear under the U of S classification "Administration."

SOURCE: Minority Groups Among United States Doctorate Level Scientists, Engineers, and Scholars, 1973, National Research Council, December 1974

TABLE G-WF-25

RACIAL/ETHNIC DISTRIBUTION BY EMPLOYER CATEGORY AND PRIMARY WORK ACTIVITY,
IN THE 1973 COMPREHENSIVE ROSTER OF DOCTORAL SCIENTISTS AND ENGINEERS

Employer and Work Activity	Total	White	Black	Oriental	Latin	American Indian	Other	Minorities Total
GRAND TOTAL	N 226,095	211,408	1,861	11,004	1,419	105	298	14,687
	H% 100.0	93.5	.8	4.9	.6	-	.1	6.5
	V% 100.0	100.0	100.0	100.0	100.0	100.0	100.0	100.0
Educational Institutions (Total, All Activities)	N 122,288	114,334	1,185	5,751	784	73	160	7,954
	H% 100.0	93.5	1.0	4.7	.6	.1	.1	6.5
	V% 54.1	54.1	63.7	52.3	55.3	69.5	53.7	54.2
Research	N 25,472	23,501	96	1,630	201	0	44	1,971
	V% 11.3	11.1	5.2	14.8	14.2	0	14.8	13.4
Teaching	N 73,856	69,389	734	3,130	437	73	93	4,467
	V% 32.7	32.8	39.4	28.4	30.8	69.5	31.2	30.4
Administration	N 10,557	10,152	185	166	44	0	10	405
	V% 4.7	4.8	9.9	1.5	3.1	0	3.4	2.8
All Other	N 12,403	11,292	171	825	102	0	13	1,111
	V% 5.5	5.3	9.2	7.5	7.2	0	4.4	7.6
Federal Government (Total, All Activities)	N 18,531	17,746	146	516	100	3	20	785
	H% 100.0	95.8	.8	2.8	.5	-	.1	4.2
	V% 8.2	8.4	7.8	4.7	7.0	2.9	6.7	5.3
Research	N 9,367	8,880	74	328	70	0	15	487
	V% 4.1	4.2	4.0	3.0	4.9	0	5.0	3.3
Administration	N 6,091	5,977	41	55	12	1	5	114
	V% 2.7	2.8	2.2	.5	.8	1.0	1.7	.8
All Other	N 3,073	2,889	31	133	18	2	0	184
	V% 1.2	1.4	1.7	1.2	1.3	1.9	0	1.3
Business and Industry (Total, All Activities)	N 47,326	43,697	250	3,114	204	5	56	3,629
	H% 100.0	92.3	.5	6.6	.4	-	.1	7.7
	V% 20.9	20.7	13.4	28.3	14.4	4.8	18.8	24.7
Research	N 15,434	13,922	63	1,378	77	0	14	1,532
	V% 6.8	6.6	3.4	12.5	5.4	0	4.7	10.4
Administration	N 16,377	15,802	89	412	55	0	19	575
	V% 7.2	7.5	4.8	3.7	3.9	0	6.4	3.9
All Other	N 15,495	13,973	98	1,324	72	5	23	1,522
	V% 6.9	6.6	5.3	12.0	5.1	4.8	7.7	10.4
All Other Employers (Total, All Activities)	N 22,453	20,962	133	1,102	206	16	34	1,491
	H% 100.0	93.4	.6	4.9	.9	.1	.2	6.6
	V% 9.9	9.9	7.1	10.0	14.5	15.2	11.4	10.2
Research	N 6,638	6,036	31	498	60	12	1	602
	V% 2.9	2.9	1.7	4.5	4.2	11.4	.3	4.1
Administration	N 4,999	4,828	33	88	33	4	13	171
	V% 2.2	2.3	1.8	.8	2.3	3.8	4.4	1.2
All Other	N 10,816	10,098	69	516	113	0	20	718
	V% 4.8	4.8	3.7	4.7	8.0	0	6.7	4.9
Not Employed (Retired, Unemployed & no response to employment item)	N 15,437	14,669	146	521	125	8	28	828
	H% 100.0	94.7	.9	3.4	.8	.1	.2	5.3
	V% 6.9	6.9	7.8	4.7	8.8	7.6	9.4	5.6

H% = Percentage by racial/ethnic group within employment category
V% = Percentage by employment category within racial/ethnic group

SOURCE: Teaching Faculty in Academe: 1972-73, Research Report Vol. 8, No. 2,
American Council on Education, 1973

TABLE A-WF-14

SELECTED CHARACTERISTICS OF COLLEGE AND UNIVERSITY TEACHING FACULTY, 1972-73, BY SEX

CHARACTERISTIC	ALL INSTITUTIONS (PERCENT)		
	MEN	WOMEN	TOTAL
RACIAL BACKGROUND			
White/Caucasian	95.1	93.6	94.8
Black/Negro/Afro-American	2.4	4.8	2.9
American Indian	0.8	0.9	0.8
Oriental	1.4	1.7	1.5
Mexican-American/Chicano	0.3	0.2	0.3
Puerto Rican-American	0.3	0.3	0.3
Other	1.5	1.1	1.4
MAJOR FIELD OF HIGHEST DEGREE			
Business	4.7	1.9	4.1
Education	12.6	23.4	14.8
Biological Sciences (incl. Agriculture)	7.4	4.3	6.8
Physical Sciences (incl. Mathematics/Statistics and Computer Sciences)	13.3	4.3	11.5
Engineering (incl. Architecture/Design)	7.8	0.4	6.3
Social Sciences (incl. Psychology and Geography)	13.3	8.6	12.4
Fine Arts	8.3	9.2	8.4
Humanities	16.8	20.6	17.6
Health Sciences	3.2	10.2	4.6
Other Professions (incl. Social Work, Law, Journalism, Library Science)	3.7	4.9	4.0
All other fields (incl. Home Economics, Industrial Arts, Vocational-Technical)	2.1	5.4	2.7
None, no higher degree, no answer	6.7	6.6	6.7
HIGHEST DEGREE CURRENTLY HELD			
None, less than B.A.	1.3	1.0	1.3
Bachelor's	4.5	6.5	4.9
Master's	40.8	61.6	44.9
LL.B, J.D., other professional (except medical)	5.4	3.7	5.0
Doctorate (except Medical, Ed.D., or Ph.D.)	1.6	1.2	1.5
Ed.D	3.1	2.6	3.0
Medical (M.D. or D.D.S.)	1.2	0.5	1.1
Ph.D.	33.8	15.6	30.2
No Answer	8.3	7.4	8.1
PRESENT RANK			
Professor	30.3	11.0	26.4
Associate Professor	25.1	21.0	24.3
Assistant Professor	23.8	31.2	25.3
Instructor	10.4	24.3	13.2
Lecturer	2.2	4.0	2.5
Do not hold rank designation	6.8	6.4	6.7
Other Rank	1.4	2.1	1.6
PRINCIPAL ACTIVITY OF CURRENT POSITION			
Administration	12.2	8.5	11.4
Teaching	81.2	86.5	82.2
Research	4.8	1.6	4.2
Other	1.9	3.4	2.2

SOURCE: Preliminary Data, National Center for Educational Statistics, January 1975

TABLE A-WF-5

WOMEN AS PERCENT OF TOTAL FULL-TIME INSTRUCTIONAL FACULTY ON 9-10-MONTH CONTRACTS IN INSTITUTIONS OF HIGHER EDUCATION, BY ACADEMIC RANK AND CONTROL AND LEVEL OF INSTITUTION: 50 STATES & D. C., 1974-75

Control and Level of Institution	Total, All Ranks	Professors	Associate Professors	Assistant Professors	Instructors	Lecturers	Undesignated Rank
All Institutions	✓ 24.1	10.3	16.9	27.1	40.6	39.8	34.3
Publicly Controlled	24.8	10.5	16.1	27.0	39.4	39.5	34.0
Universities	19.3	6.6	13.3	24.4	49.6	36.3	39.1
Other Four-Year	24.4	12.7	17.0	27.6	47.7	43.8	39.9
Two-Year	32.7	24.7	24.7	33.8	34.2	50.0	33.7
Privately Controlled	23.5	10.1	18.6	27.3	46.5	40.5	35.5
Universities	16.3	5.6	13.5	22.4	44.8	35.9	10.0
Other Four-Year	25.6	13.0	20.8	28.7	46.2	46.2	30.8
Two-Year	44.1	26.6	26.6	43.2	51.0	91.7	44.5

UNIVERSITY OF SCRANTON

Total Available Work Force For Northeast Pennsylvania
 (Lackawanna, Luzerne, and Monroe Counties)

(Conversion of BES statistics, Table 3, SMSA
 for Northeast Pennsylvania. Prepared by Mary DeWittie
 and dated May, 1975)

Category	Total Number	Both Sexes			Minorities, Both Sexes		Female Only - All Races	
		White	Black	Other	Total	Percentage	Total	Percentages
Professional, Technical, and Related	26,744	26,602	112	42	154	.58	11,533	43.1
Nonfarm Man- agers and Administrators	14,967	14,956*	7	4	11	.07	2,307	15.42

*Corrected error BES attributes to "rounding."

UNIVERSITY OF SCRANTON

Total Available Work Force For Lackawanna County

(Conversion of BES statistics, Table 3, Lackawanna County portion of SMSA
for Northeastern Pennsylvania. Prepared by John H. Ruehlman, Jr. and
dated 1975)

Category	Total Number	Both Sexes				Female Only - All Races	
		White	Black	Other	Minorities, Both Sexes Total	Total	Percentages
Clerical	13,762	13,703	28	9	37	.26	9,223 67.0
Service - excluding private household	10,184	10,140	67	40	107	1.05	4,892 48.0
Craftsmen, other	5,964	5,938	12	0	12	.2	NA NA

SECTION V

MONITORING, AUDITING AND REPORTING

MONITORING, AUDITING AND REPORTING

The University is committed to the establishment of a monitoring, auditing and reporting system to measure the impact of its affirmative action efforts and to insure consistent endeavor and progress toward the goal of equal opportunity. To that end, the Affirmative Action Officer has responsibility for coordinating all efforts at monitoring, auditing and reporting plan progress.

Periodic monitoring reports will be required of appropriate administrative and faculty personnel, as identified throughout this document. These reports will indicate, through narration and statistical presentation, the current status, projection and goal of all commitments for affirmative action which are contained in this plan.

The format of the actual reports used will be determined in concert with the departments. Specifically, the following information will be solicited:

- A. Statistical data relating to student enrollment and faculty/staff employment.
 1. Total enrollment/employment in the category/classification.
 2. Number and per cent of minorities separately in each classification.
 3. Per cent of total employment/enrollment vacancies committed to minority goals.
 4. Number and per cent of total employment/enrollment vacancies filled by minorities.
 5. Per cent of total goal actually achieved.
 6. Net increase in number and per cent of minorities.
 7. Number and per cent of projected vacancies, positions and other opportunities which actually materialized.

8. Per cent of minorities in the recruitment pools for faculty/staff employment and student enrollment.
- B. Description of the major accomplishments and progress made toward the achievement of all goals contained in the Affirmative Action Plan.
- C. Reports specifying frequency of use of all available resources related to the achievement of the various goals.
- D. Reports indicating effort and effectiveness in training and sensitizing responsible personnel.

APPENDIX 1

AFFIRMATIVE ACTION COMMITTEE

BYLAWS

ARTICLE I. NAME

Section 1. The name of this group is the affirmative action Committee of the University of Scranton hereinafter called the Committee.

ARTICLE II. RESPONSIBILITY

Section 1. Administrative Responsibility:

In all aspects of its work, the Affirmative Action Committee shall be independent of the various administrative departments, and shall report its findings and recommendations directly to the President.

Section 2. Functional Responsibility:

- a. The Affirmative Action Committee shall serve as a body to hear and make determinations on appeals brought by any person from decisions made by the Affirmative Action Officer in cases where discrimination is alleged on grounds of race, color, religion, national origin, ancestry, sex, age, or handicap.
- b. In all cases where the Committee has heard a case brought to it on appeal by the person contesting a decision of the Affirmative Action Officer and where the Committee has made a finding in respect to such appeal, the Committee

shall forthwith make a recommendation to the President regarding a final decision in the matter.

- c. The Committee shall consider any matter of policy or procedure which the Affirmative Action Officer or any other member of the Committee refers to it. Further, the Committee shall, as promptly as possible, file with the Affirmative Action Officer its recommendations or advice on such matters referred.
- d. The Committee shall from time to time make such recommendations to the Affirmative Action Officer or to the President as it deems appropriate on matters of policy or procedure concerning the Affirmative Action Program.

ARTICLE III. MEMBERSHIP

The President shall make appointments for two-year terms. Factors considered include sex, minority status, extent of participation in campus affairs and degree of interest and involvement in human relations activities.

Section 1. Composition:

The Committee shall be composed of seven (7) members appointed by the President. The Affirmative Action Officer and the Director of Personnel Services shall be ex-officio members. There shall be one (1) member each from the student body, the professional staff, the non-professional staff, the administrators, and the faculty. All appointments begin the first day of the fall semester. Student membership shall terminate when matriculation is broken.

Section 2. Termination:

- a. Membership shall be terminated by:
 1. Written resignation from a member; or
 2. Vote of the Committee after excessive absences in one academic year.

ARTICLE IV. OFFICERS

Section 1. As hereinafter provided, this Committee shall conduct business with a Chairperson and a Secretary.

Section 2. Chairperson (Affirmative Action Officer):

The Affirmative Action Officer, by virtue of office, shall be the Chairperson of the Committee. The Chairperson shall conduct the meetings of the Committee, represent the Committee in its day-to-day affairs and keep all records and other pertinent information for the Committee.

a. Administrative Responsibility of the Affirmative Action Officer:

Responsibility for the Affirmative Action function assigned to the Office of the President. The designee of the President shall serve as the Affirmative Action Officer and have responsibility for monitoring compliance with the Affirmative Action Plan.

b. Functional Responsibility of the Affirmative Action Officer:

1. Design, implement and maintain an audit and reporting system to assist in the implementation

- and monitoring of the Affirmative Action Plan and a periodic evaluation of its effectiveness.
2. Prepare such documentation as may be required by state and federal authorities.
 3. Schedule and conduct periodic meetings with supervisory personnel to explain the intent of the policy of equality of employment opportunity.
 4. Monitor current state and federal regulations pertaining to equal opportunity, serve as liaison with the appropriate regulatory agencies with respect to the institution's plan and serve as chief compliance officer of the University.
 5. Take such actions as are necessary and appropriate to assure the cooperation of union officials in the implementation of the Affirmative Action Plan.
 6. Develop with the purchasing staff and the Office of the Treasurer a procedure which stipulates that all suppliers, contractors and subcontractors support the policy and that each is an Equal Opportunity Employer.
 7. Design and implement a system for regular dissemination of information; maintain an equal opportunity reference library.
 8. Design and implement a system to receive reports from employing units on a continuing basis to audit such a system.
 9. Receive, hear, investigate and make decisions upon all

complaints as to policy or individual supervisory actions with respect to discrimination on grounds of race, color, religion, national origin, ancestry, sex, age, or handicap provided, however, that the Affirmative Action Officer shall not receive nor hear complaints alleging discrimination until established procedure for due process has been exhausted (i.e., the complainant has observed the procedures stipulated by institutional, or union regulations concerning initial hearings).

10. Require that personnel in supervisory positions submit periodic reports, which shall include information on placements, transfers, promotions and terminations at all levels, as well as specific program progress reports.
11. Prepare, with the assistance of divisional supervisory personnel, an annual report, and such other reports as are appropriate, demonstrating by specific goal evaluation the achievements of the Equal Opportunity Policy.

Section 3. Secretary:

The Secretary shall be the Director of Personnel Services.

The Secretary shall prepare minutes of the meetings and submit them to the Chairperson for the Committee files.

The Secretary may be directed by the Chairperson to notify members of meetings.

ARTICLE V. MEETINGS OF THE COMMITTEE

Section 1. Meetings:

Meetings of the Committee shall be called by

- a. The Chairperson as deemed necessary; or
- b. By petition submitted to the Chairperson from one-third (1/3) of the membership.

Section 2. Notice:

Although a one week advance notice to the membership from the Chairperson or the Vice Chairperson or from the Secretary as directed by the Chairperson is desirable, special circumstances may warrant the call for a meeting on shorter notice.

Section 3. Voting:

Each member has one vote on all issues or business at each Committee meeting. A simple majority of the members present will decide all matters unless otherwise specified in these By-laws.

Section 4. Ratification of Committee Action:

No action of the Committee is to be considered binding upon the University or any constituent part of the University until such action is ratified by the President.

ARTICLE VI. SUBCOMMITTEES

Section 1. Designation:

The Chairperson or the membership may designate such Standing or Ad Hoc Subcommittees as seen fit.

Appointment:

Unless the membership votes otherwise in specific instances, the Chairperson shall make the appointments to Subcommittees.

Section 2. Chairperson of Subcommittees:

The individual or body making appointments to a Subcommittee may appoint the Chairperson or may instruct the members of the Subcommittee to select their own Chairperson.

Section 3. Minutes:

Informal minutes of each Subcommittee should be kept by the Subcommittee Chairperson or by a secretary designated by the Subcommittee Chairperson. Such minutes shall be forwarded to the Chairperson of the Committee for review and filing.

ARTICLE VII. AMENDMENTS

Section 1. Amendments to these Bylaws may be made at any Committee meeting. Such amendments shall be ratified by the President before becoming effective.

ARTICLE VIII. RATIFICATION OF THESE BYLAWS

Section 1. The President shall ratify these Bylaws before they are effective.

APPENDIX 2

FINANCIAL AID PROCEDURES

IMPLEMENTING THE REVISED PLAN FOR EQUAL OPPORTUNITY

The Financial Aid Office, as custodian of federal, state and institutional funds, is charged with the responsibility of administering a total program of student aid, to include work opportunities, in an impartial and non-discriminatory manner.

A. Affirmative Action

Departments, administrative offices and others requesting student work will post job opportunities, as well as minimum criteria that they feel is necessary for satisfactory job performance.

B. The Financial Aid Office will provide a list of students who have clearly established their eligibility to participate in the program.

C. The prospective employer will document the acceptance or rejection of job applicants and on questionable cases of eligibility will be guided by the information developed by the Financial Aid Office.

APPENDIX 3

CONSTRUCTION, VENDOR AND SUPPLIER CONTRACT COMPLIANCE

A. Non-discrimination Clause Requirement:

The University of Scranton will insure that all purchase contracts contain the following statement:

"Attached hereto, and made a part of this contract,
is a non-discrimination clause prohibiting
discriminatory practices by the Contractor."

Contracts which do not require a vendor's signature will be exempt from the above provisions.

B. Instances of apparent discrimination will be reported to the Affirmative Action Officer.

APPENDIX 3a

NON-DISCRIMINATION CLAUSE

During the term of this contract, Contractor agrees as follows:

1. Contractor shall not discriminate against any applicant for employment or any independent contractor or any other person because of race, color, religious creed, ancestry, national origin, age, sex, or handicap. Contractor shall not discriminate against any employee or independent contractor or other person because of race, color, religious creed, ancestry, national origin, age, sex, or handicap.

Contractor shall take affirmative action to ensure that applicants are employed, and that employees or agents are treated during employment, without regard to their race, color, religious creed, ancestry, national origin, age, sex, or handicap. Such affirmative action shall include, but is not limited to, the following: employment upgrading, demotion or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training.

Contractor shall post in conspicuous places, available to employees, agents, applicants for employment and other persons, notices to be provided by the contracting agency setting forth the provisions of this non-discrimination clause.

2. Contractor shall in solicitations or advertisements placed by it or on its behalf state all qualified applicants will receive consideration for employment without regard to race, color, religious creed, ancestry, national origin, age, sex, or handicap.

3. Contractor shall send each labor union or workers' representative with which it has a collective bargaining agreement or other contract or understanding, a notice advising said labor union or workers' representative of its commitment to this non-discrimination clause and shall post copies of the notice in conspicuous places available to employees and applicants for employment. Similar notice shall be sent to every other source of recruitment utilized by Contractor.
4. Where the practices of a union or any training program or other source of recruitment will result in the exclusion of minority group persons, Contractor shall then employ and fill vacancies through other employment procedures without regard to race, color, religious creed, ancestry, national origin, sex, age, or handicap, taking affirmative action to obtain qualified minority group persons.
5. Contractor shall comply with all rules, regulations and orders issued by the State and Federal governments. In the event of Contractor's non-compliance with the non-discrimination clause of this contract or with any such rules, regulations or orders, this contract may be canceled, terminated or suspended in whole or in part, and recipient may be declared ineligible for further contracts.
6. Contractor shall furnish all information and reports required by the University and will permit access to its books, records and accounts for purposes of investigation to ascertain compliance with provisions of this non-discrimination clause.
7. Contractor shall actively recruit minority subcontractors or subcontractors with substantial minority representation among their employees.
8. Contractor shall include the provisions of paragraphs 1 through 8 in every subcontract or purchase order, so that such provisions will be binding upon each subcontractor or vendor or other person.

APPENDIX 4

AFFIRMATIVE ACTION HIRING PROCEDURES

FACULTY AND ADMINISTRATIVE (PROFESSIONAL STAFF) POSITIONS

The procedures which follow have been designed, in accordance with state and federal directives, for the recruitment and selection of instruction and administrative (professional staff) personnel:

1. As positions become vacant through death, retirement, resignation, leave (temporary vacancy), or change of assignment, the President, upon the recommendation of the appropriate Vice President, shall determine whether or not each individual position is to be replaced. The recommendation of the Vice President only shall occur after consultation with the appropriate Dean and Department Chairperson/Director.
2. When a vacancy is approved for replacement or when a new position is created, the Affirmative Action Officer shall be immediately notified in order that the monitoring process may be initiated. The department/administrative unit wishing to hire shall then evaluate the experience, skills and academic requirements of the position and formulate an Announcement of Position Availability. (See attachment A for recommended format.) Said Announcement shall contain only those requirements that can be justified as bona fide occupational qualifications. The Announcement of Position Availability, with accompanying lists of media and recruitment contacts by which the department/administrative unit proposes to advertise, shall be submitted through the Dean/Director to the

appropriate Vice President. The Vice President, in consultation with the Affirmative Action Officer, shall approve the Announcement and list of recruitment contacts before any external contacts may occur.

3. The position shall then be advertised to insure a sufficient pool of candidates. The pool of applications which may be routinely gathered in the Office of the Dean/Director and by the Affirmative Action Office shall be consulted. Faculty and administrative positions shall be advertised in media which reach appropriate segments of the population. Potentially fruitful channels of recruitment may include the following:
 - a. Advertisements in appropriate professional journals and job agencies;
 - b. Unsolicited applications or inquiries;
 - c. Women teaching at predominantly women's colleges, minorities teaching at predominantly minority colleges;
 - d. Minorities or women professionally engaged in nonacademic positions such as industry, government, law firms, hospitals;
 - e. Professional women and minorities working at independent research institutions and libraries;
 - f. Professional minorities and women who have received significant grants or professional recognition;
 - g. Women and minorities already at the institution and elsewhere working in research or other capacities not on the academic ladder;
 - h. Minority and women doctoral recipients, who are not presently using their professional training;
 - i. Women and minorities presently candidates for graduate degrees who show promise of outstanding achievement (some institutions

- have developed programs of support for completion of doctoral programs with a related possibility of future appointment);
- j. Minorities and women listed in relevant professional files, registries and data banks, including those which have made a particularly conscientious effort to locate women and minority persons.

Lower level/rank and part-time/temporary positions may be advertised regionally or locally, as is deemed appropriate by the Affirmative Action Officer. All positions shall be prominently advertised on the campus to enable persons already employed at the University to seek opportunities for upward mobility. All advertisements shall indicate that the University is an "Equal Opportunity/Affirmative Action Employer."

4. The Search Committee shall be selected by the department/administrative unit in consultation with the Dean and Department Chairperson/Director. Committee size may vary depending on the number of staff members in the employing unit and the type of position to be filled. Wherever possible, the Search Committee shall be constituted with reasonable representation of minorities and women. The Committee may name a chairperson with responsibility for the day-to-day administrative activities of the recruitment effort. All activities of the Search Committee shall be documented, in writing, for possible future reference and be maintained for a period of not less than two years from the date the search is terminated and an appointment is made.
5. Appropriate time limits, except in situations where positions may open unexpectedly and necessitate immediate hiring, shall

be set to prevent filling the position before advertising has had a chance to elicit an adequate pool of candidates. If an unexpected opening occurs and must be filled before an adequate pool of candidates may be gathered, prior approval of the President will be required before actions are initiated. Deadlines for the submission of an application should be clearly stated in all advertisements and in the Announcement of Position Availability. It is expected that a four to six week period shall elapse after the initial advertisement/announcement is released and before the application period is closed.

6. When the deadline for receipt of applications arrives, the Search Committee shall review the complete credentials of all candidates, screening out those individuals who do not possess the stated qualifications. The Committee shall identify three (3) to five (5) candidates who are to receive an invitation to visit the University for interviews and share its list with the Department Chairperson/Director. Qualified candidates shall be invited to the campus.
7. Interviewing shall be conducted whenever possible. All interviews shall include discussion of professional expectations and actual job content. During the campus visit, each candidate shall meet appropriate members of the department/administrative unit and/or the appropriate Dean or Vice President.
8. When all campus visits have been completed, the Search Committee shall review the qualifications of the various candidates and make its recommendations to the department/administrative unit.
9. The appropriate Vice President shall review the departmental/

administrative unit recommendation and make a recommendation, including rank and salary, to the President. The President then may authorize an offer to be extended.

10. The University Application Flow Chart (attachment B) will be used to record necessary information.

ANNOUNCEMENT OF POSITION AVAILABILITY

(Attachment A)

(Recommended Format)

POSITION:

RESPONSIBILITIES:

QUALIFICATIONS:

Academic:

Experience:

Personal:

SALARY AND
ACADEMIC RANK:

EFFECTIVE DATE:

APPLICATION PROCESS
AND DEADLINE:

SEND CORRESPONDENCE TO:

An Equal Opportunity Affirmative Action Employer

APPENDIX 5

AFFIRMATIVE ACTION HIRING PROCEDURES

NON-PROFESSIONAL, NON-INSTRUCTIONAL POSITIONS

The procedures which follow have been designed for the recruitment and selection of personnel.

1. The employment function and the filling of all vacancies is primarily performed by the Office of Personnel Services but in close conjunction with the supervisor of the department/administrative unit where the vacancy exists. The Director of Personnel Services is responsible for implementing and monitoring affirmative action procedures for the non-instructional employment function.
2. The employment process is designed to fill all vacancies with the most qualified person available, in keeping affirmative action commitments. Specific policies affecting the employment function are as follows:
 - a. The institution has established a policy of "promoting from within" wherever possible. This policy is intentionally consistent with the affirmative action goal of insuring that career ladder opportunities exist.
 - b. Posting of all positions above those at the entry levels for a period of three (3) days prior to their being filled. In some instances, an entry level position, in a given classification, may be regarded as a promotional opportunity in other classifications. In keeping with one, above, the University

shall attempt to identify and encourage qualified employees to apply for a position and compete with applicants from the outside. To develop a pool of applications from which the institution may choose the most qualified candidate, the University shall encourage the State Employment Bureau to refer applicants to the Office of Personnel Services. Further, the Affirmative Action Officer and the Director of Personnel Services shall seek to increase the available pool of applicants through the use of advertisement and by establishing contact with agencies and institutions. As entry level turnover is often rapid and unpredictable, in the event of a short lead time Personnel may be forced to fill the vacancy within a matter of a few days.

3. The specific employment procedures followed in the recruitment of non-instructional personnel are as follows:

a. Submission of an Application and Interview:

Applications for positions at all levels are received and maintained in the Office of Personnel Services. Applicants are interviewed by the Director of Personnel Services or an assistant. During the interview, the applicant will be advised of current openings, whether or not he/she meets the requirements of those openings, and, if not, what he/she must do to meet those requirements. Applicants will be given information about various positions, testing, etc., and shall also be asked to fill out an Application for Employment.

b. Criteria for Selection:

Criteria for filling all positions are generally the same with

different degrees of emphasis placed on each criterion depending on the level of positions being filled.

- c. It is the responsibility of the Director of Personnel Services to insure that the closing recruitment activities are carefully coordinated.

APPENDIX 6

ANALYSIS OF THE TOTAL WORK FORCE

AND WORK FORCE UTILIZATION ANALYSIS BY EEO-6 CLASSIFICATION

October 1, 1977

ANALYSIS OF TOTAL WORK FORCE
 (Based on 10/1/77 EEO-6 Data)
 Part Time and Full Time

Total Number of Employees:		<u>Percentage</u>
	Total Female - 131	29.1%
	Total Male - <u>319</u>	<u>70.9%</u>
	<u>450</u>	<u>100 %</u>

Employee Distribution By
 Racial Category:

	<u>Male</u>	<u>Female</u>	<u>Total</u>	<u>Percentage of Total Work Force</u>
1. White*	<u>308</u>	<u>128</u>	<u>436</u>	<u>96.89%</u>
2. Black*	<u>3</u>	<u>0</u>	<u>3</u>	<u>.66%</u>
3. Hispanic	<u>1</u>	<u>1</u>	<u>2</u>	<u>.45%</u>
4. Asian or Pacific Islander	<u>7</u>	<u>2</u>	<u>9</u>	<u>2.0 %</u>
5. American Indian or Alaskan Native	<u>0</u>	<u>0</u>	<u>0</u>	<u>0 %</u>
*Non-Hispanic				
TOTAL ALL EMPLOYEES:	<u>319</u>	<u>131</u>	<u>450</u>	<u>100 %</u>

* * * * *

SUMMARY OF CHANGE FROM 1975 TO 1977

Increase in total staff	- 11.1%
Increase in women on staff	- 14.9%
Increase in MGMS* on staff	- 27.3%

UNIVERSITY OF SCRANTON

October 1, 1977

Analysis of Employees By EEO-6 Classification

<u>EEO-6 Classifications</u>	<u>Total</u>	<u>Minorities</u>	<u>Women</u>
1. Executive/Administrative/Managerial			
Full Time	13	0	1
Part Time	0	0	0
2. Faculty			
9-10 month contract	139	7	9*
11-12 month contract	8	1	5
Part Time	61	0	7
3. Professional Non-Faculty			
9-10 month contract	2	0	1
11-12 month contract	40	1	7
Part Time	3	0	0
4. Secretarial/Clerical			
Full Time	62	0	61**
Part Time	3	0	2
5. Technical/Paraprofessional			
Full Time	12	0	5
Part Time	3	0	1
6. Skilled Crafts			
Full Time	10	0	0
Part Time	0	0	0
7. Service/Maintenance			
Full Time	81	2	31
Part Time	13	0	1
Total Number of Employees	<u>450</u>	<u>0</u>	<u>1</u>

*Includes one minority woman not counted under "Minorities."

**Includes two minority women not counted under "Minorities."

