

PRAIRIE VIEW A&M UNIVERSITY

EXECUTIVE ORDER 11246 AFFIRMATIVE ACTION PROGRAM FOR MINORITIES AND WOMEN

January 1, 2005
to
December 31, 2005

PREPARED IN ACCORDANCE WITH EXECUTIVE ORDER 11246
AND THE RELEVANT PROVISIONS OF 41 CODE OF
FEDERAL REGULATIONS CHAPTER 60



Office of Equal Opportunity & Affirmative Action
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TABLE OF CONTENTS

Affirmative Action Program for Executive Order 11246 **Page**

President's Statement of Policy	3
EEO/AA Officers' Statement	4
Introduction	5
Organizational Profile - Workforce Analysis	9
Job Group Analysis	9
Determining Availability	10
Comparing Incumbency to Availability	11
Annual Placement Goals	12
Designation of Responsibility	13
Problem Area Analysis	18
Action Oriented Programs	20
Internal Monitoring and Reporting System	21

Affirmative Action Program for Individuals with Disabilities and Vietnam Era Veterans

President's Statement of Policy	23
Introduction	24
Glossary of Terms and Phrases	25
TAMU's Policy Statement	27
General Practices and Procedures	29
Designation of Responsibility	31
Accommodations	32
Summary	34

Workforce Analysis **Section**

Employee Data	A
Workforce Analysis	B
Job Group Analysis	C
Factor Components	D
Factor Availabilities	E
Availability Analysis	F
Incumbency v. Estimated Availability	G
Hires & Offers v. Applicants	H

PRESIDENT’S STATEMENT OF POLICY

Commitment to Equal Employment Opportunity, Access, and Affirmative Action

Prairie View A&M University is committed to providing an educational and work environment conducive to the personal and professional development of each individual employee. The Vice Presidents, Deans and Directors are responsible for achieving an equal employment opportunity environment, and each employee is accountable for creating an atmosphere that values and nurtures community, collegiality and accessibility.

Prairie View A&M University is committed to serving the state's students and citizens through teaching, leadership development, research and service. I am committed to meeting our goals through a dynamic and diverse workforce that effectively responds to our constituents.

My commitment is to ensure that equal employment opportunity and access will be provided throughout the University to all students, employees and prospective employees.

George C. Wright,
President

Date

February 2, 2006

To All Members of the Prairie View A&M University Community:

The success of Prairie View A&M University's affirmative action program and policies of equal access and equal employment opportunity is dependent upon its administration. As Prairie View A&M University's Equal Opportunity Officer, I have direct responsibility for ensuring that our equal access and equal employment opportunity policies are followed and the Affirmative Action Plan is implemented in good faith in accordance with the requirements of Executive Order 11246 of September 24, 1965 and the Office of Federal Contract Compliance Programs' Code of Federal Regulations, Title 41, Chapter 60-2 "Affirmative Action Programs."

Adherence to this Affirmative Action Plan will enable our faculty, staff and students to live and work in an inclusive environment. This Affirmative Action Plan covers policies and procedures necessary to foster this ideal environment. These include the following:

- Ensuring that all employment decisions, including hirings, terminations, promotions and training are made in accordance with federal and state laws, regulations and orders without regard to race, color, religion, sex, age, national origin, ancestry, disability or status as a disabled or Vietnam era veteran;
- Educating employees and meeting regularly with supervisors and search committees regarding our equal employment opportunity/affirmative action policies; and
- Distributing information about equal employment opportunity/affirmative action policies.

The Office of Equal Opportunity monitors the University's procedures, practices and progress toward the University's equal opportunity and affirmative action goals and reports any potential problems to the President. The University will investigate circumstances of possible discrimination and take appropriate action to correct any problems that may exist.

Thank you for your continued support and assistance in supporting the University's efforts to provide a workplace and learning environment where every employee and student knows he or she is valued as an individual and is treated with respect and dignity.

Sincerely,

Renee R. Williams
Equal Opportunity/Affirmative Action Officer

INTRODUCTION

HISTORY

Prairie View A&M University, a member of the Texas A&M University System, is a land-grant historically black university. The second oldest public institution of higher education in Texas originated in the Texas Constitution in 1876. Located in Prairie View, Texas, the university is situated on a 1,500 acre site in Waller County, approximately 40 miles northwest of Houston. It is accessible by major highway US 290. The University's location offers the advantages of a pleasant, semi-rural environment with convenience of a major American city. The City of Prairie View provides an opportunity to observe government at close range. The university's enrollment includes approximately 8,000 students pursuing degrees in nine academic colleges and schools.

ENROLLMENT

The University's fall 2004 enrollment was 8,350 with 40 percent male students and 60 percent female students including 1,966 graduate students and 60 doctoral students. The current student body make-up includes 93 percent in-state and 5 percent out of state and 2 percent international students. Women account for more than half of the total enrollment; African-American students account for 90 percent and Hispanic students account for 3 percent of the student body; White/Non Hispanic students account for 5 percent; Asian/Pacific Islander students account for 1 percent and International students account for 2 percent and 1 percent are unreported. The most recent figures show a 37.79% overall six-year graduation rate for Prairie A&M University students.

FACULTY

More than 68.8 percent of the faculty members have earned doctorates.

DEGREES

Prairie View A&M University offers undergraduate degrees in almost (50) courses of study and (35) master's degrees and (4) doctoral degrees. Prairie View A&M University has awarded more than (47,000) academic degrees.

ACADEMIC ORGANIZATION

Prairie A&M University's main campus encompasses 1,500 acres. The University is organized into major administrative divisions, academic colleges and schools and the John B. Coleman Library.

Administrative Structures:

- Office of the President
- Office of Academic and Student Affairs
- Office of Research and Development
- Division of Student Affairs
- Office of Institutional Relations and Public Service
- Office of Business Affairs
- Office of Administration and Auxiliary Services

Prairie View A&M University offers degrees of study through the following colleges and schools:

- College of Agriculture and Human Sciences
- School of Architecture & Art
- College of Arts and Sciences
- College of Business
- College of Education
- College of Engineering
- College of Juvenile Justice and Psychology
- College of Nursing
- Graduate School

ECONOMIC IMPACT

Prairie View A&M University employs approximately 1,089 full-time and 1,181 part-time employees in the Waller County & Harris County areas.

AFFIRMATIVE ACTION COMMITMENT

Prairie View A&M University has developed an Affirmative Action Program meeting all requirements of 41 CFR 60-1 and 2 (Affirmative Action Programs), 60-20 (Sex Discrimination Guidelines), and 60-50 (Guidelines on Discrimination Because of Religion or National Origin) 60-250 (Vietnam Era Veterans Readjustment Assistance Act of 1974) and 60-741 (Rehabilitation Act of 1973).

Prairie View A&M University is required to act affirmatively in all employment actions and to prepare an Affirmative Action Program that will be administered without regard to race, color, religion, sex, age or national origin, individuals with a disability(s) or Veterans of the Vietnam Era. Overall administration and monitoring of the program have been delegated to the Equal Opportunity Officer, Renee R. Williams.

The Affirmative Action Program describes the policies, practices and procedures implemented by Prairie View A&M University to employ and advance in employment, at all levels of administration and non-administration, qualified individuals without regard to race, color, religion, sex, age, national origin, individuals with a disability(s) or veterans of the Vietnam Era.

Executive Order 11246, as revised, is the basis for this Affirmation Action Program (AAP) for each University employee and applicant for employment. Affirmative action augments equal employment opportunity as outlined in Affirmative Action Guidelines issued by the Equal Employment Opportunity Commission, 29 C.F.R., Part 1608.

An Affirmative Action Program is a set of specific and results-oriented procedures to which the University is committed. The procedures move the University toward the inclusion of minorities and women with requisite skills at all levels in its workforce, and representative of their availability in appropriate labor markets. Affirmative action requires the use of valid job-related standards in recruitment, hiring, and promotion. In an effort to implement an effective and efficient AAP, the University hired an Equal Opportunity/Affirmative Action Officer in January 2005 to solely monitor this area. The University's AAP for 2005 seeks, in good faith, to identify and remove barriers to equal employment opportunity and to promote access for minorities and women at all levels of its workforce.

This Affirmative Action Program (AAP) will annually evaluate Prairie View A&M University's initiatives and opportunities to employ and promote minorities and females with requisite skills. This program supports the University's efforts to create a community that reflects diversity.

The President of Prairie View A&M University assigns the overall responsibility to administer the University's Affirmative Action Program to the Equal Opportunity/Affirmative Action Officer who reports to the Vice President of Institutional Relations and Public Service. Every official, department and employee shares in the responsibility to implement programs and pursue goals that move the University toward a more inclusive environment.

The University is a federal contractor and recipient of federal funds, and is subject to the requirements for federal contractors under Executive Order 11246, as revised, and other related state and federal legislation. This legislation provides for equal opportunity in employment for employees and applicants. Individuals with a disability, or disabled or Vietnam-Era veterans are also protected under these laws that provide for special programs to remove potential barriers to equal opportunity in employment.

The University prepared a written annual program that examines the representation of minorities and women in its workforce. This workforce analysis is compared to the representation of minorities and women with requisite skills in the appropriate labor market areas for similar jobs. Program implementation is designed to correct problem areas and support goals.

This Affirmative Action Program is prepared for the Prairie View A&M University divisions, academic colleges, offices, and PVAMU employees located on the main campus, north west campus and the Texas Medical Center campus.

This Program summarizes employment initiatives for equal employment opportunity and affirmative action that include:

- The Affirmative Action Program (AAP) for Minorities and Females is organized into several sections, as suggested by the OFCCP's Title 41, CFR 60, as necessary components of an effective, results-oriented Affirmative Action Program. Separate utilization analyses are prepared for minorities and females in all job groups at all levels of the University's workforce; and the percentage placement rate is calculated to achieve full utilization of minorities and females with requisite skills.

- The Affirmative Action Program (AAP) contains sections for Individuals with a Disability & Disabled and Vietnam-Era Veterans. This program provides for measures (but not numerical goals) to employ and promote qualified employees and applicants who are covered by this Program.
- The Office of Equal Opportunity maintains the primary support data for each AAP. The separate reports will be compiled annually and calculated to show the results of this ongoing Affirmative Action Program.
- This Program and all associated support data is made available, upon request, to the U.S. Labor Department's Office of Federal Contract Compliance Programs (OFCCP) which enforces Executive Order 11246, and other legislation applicable to the University as a federal contractor and a recipient of federal funds.

PROGRAM TERMINOLOGY OF NON-DISCRIMINATION

The terms "job group," "availability," "problem area," "underrepresentation," "concentration," and "disparate treatment" appearing in the Affirmative Action Program are terms that OFCCP regulations may require Prairie View A&M University to use. These terms have no independent legal or factual significance whatsoever outside the context of OFCCP regulations. Although PVAMU uses these terms in good faith in connection with its Affirmative Action Program, such usage does not signify that PVAMU agrees that these terms are properly applied to any particular factual situation or that they have any independent meaning outside the context of OFCCP regulations.

AFFIRMATIVE ACTION PROGRAM DATES

The inclusive dates of this Affirmative Action Program are from January 1, 2005 to December 31, 2005. However, analytical data is collected from January 1 to November 30. This allows the Affirmative Action Program to be published in a more timely manner and allow managers to make recruitment and selection decisions based on the most current data available.

ORGANIZATIONAL PROFILE – WORKFORCE ANALYSIS § 60–2.11

Prairie View A&M University has prepared an Organizational Profile in the form of a Workforce Analysis. The Workforce Analysis is based upon University personnel records as of January 1, 2005 and is arranged by department or academic area. The Workforce Analysis includes all job titles, including department managerial titles, and ranks these job titles from the lowest to the highest salary. For each job title, the Workforce Analysis indicates the following: total number of incumbents, the total number of minorities, the total number of male and female incumbents, and the total number of male and female incumbents in each of the following groups: Blacks, Hispanics, Asians/Pacific Islanders, and American Indians/Alaskan Natives.

JOB GROUP ANALYSIS § 60–2.12

Prairie View A&M University has grouped its job titles into EEO job groups based on similarity of content, wage rates, and opportunities. Similarity of content refers to the duties and responsibilities of the job titles within the job group. Similarity of opportunities refers to training, transfers, promotions, pay, mobility, and other career enhancement opportunities offered by jobs within the job group.

Prairie View A&M University has grouped its job titles for affirmative action purposes into 66 job groups.

- (4) Administrator Job Groups
- (1) Executive, Admin/Managerial Job Group
- (4) All Faculty Tenure and Non-Tenure Faculty Job Groups
- (5) Professional Job Groups
- (3) Clerical Job Groups
- (3) Technical/Paraprofessional Job Groups
- (1) Skilled Crafts Job Group
- (3) Service Maintenance Job Groups

The University's Job Group Analysis along with a table displaying the actual numbers and percentages in each job group is maintained in a separate volume in the Office of Equal Opportunity. It lists the job titles in each of the University's job groups and provides the annotation described above. For each job group, the Job Group Analysis indicates the following: total number of incumbents, the total number of minorities, the total number of male and female incumbents, and the total number of male and females incumbents in each of the following groups: Blacks, Hispanics, Asians/Pacific Islanders, and American Indians/Alaskan Natives.

DETERMINING AVAILABILITY § 60–2.14

Using the Availability Factor Computation Method, Prairie View A&M University has estimated the availability of minorities and women for each job group.

CONSIDERATION OF AVAILABILITY FACTORS

In determining availability of minorities and women, Prairie View A&M University considered two factors:

- The percentage of minorities or women with requisite skills in the reasonable recruitment area; and
- The percentage of minorities and women among those promotable, transferable, and trainable within Prairie View A&M University.

DETERMINATION OF REASONABLE RECRUITMENT AREA

Prairie View A&M University has identified the actual recruitment area for each job group. Based on that consideration, Prairie View A&M University determined the reasonable recruitment area for each job group, i.e., that area from which Prairie View A&M University can reasonably seek workers to fill positions in a particular job group. Prairie View A&M University has assured that its reasonable recruitment areas are not drawn in such a way as to exclude minorities or women. These reasonable recruitment areas are contained in a separate volume maintained in the Office of Equal Opportunity.

DETERMINATION OF FEEDER JOB POOLS

The patterns of promotions and transfer at Prairie View A&M University will identify groups which are the “feeder pools” for each job group. Such “feeder pools” will include those employees who are reasonably promotable, transferable and trainable. Prairie View A&M University will not define these “feeder pools” in such a way as to have the effect of excluding minorities or women. These “feeder pools” are identified on documents that are contained in a separate volume in the Office of Equal Opportunity

REQUISITE SKILL CENSUS DATA

When determining the percentage of minorities or women with requisite skills in the reasonable recruitment area, Prairie View A&M University used the 2000 U.S. Census EEO Special File for staff and research positions. These documents represent the most current and discrete statistical data available for Prairie View A&M University job groups at this time.

REQUISITE SKILL DATA AND COMPOSITE OF EXTERNAL AVAILABILITY

Using the reports mentioned above, Prairie View A&M University has separately determined the availability for each job title within each job group. Prairie View A&M University has determined the composite availability for the job group by weighting the availability for each job title by the proportion of job group incumbents employed in that job group and adding the weighted availability estimates for all job titles in the job group.

CALCULATING FINAL AVAILABILITY

Prairie View A&M University will continue to review historical patterns of hiring and promotion/transfer into each job group to determine the proportion of employees within a job group who entered the job group directly by hire from outside the company and the proportion that entered the job group in question by promotion or transfer from another job group. The assigned weights in this analysis were determined by examining previous AAP hiring statistics per job group. Statistics will be monitored annually and adjusted as needed to reflect changes in demographics and hiring patterns. By multiplying the weight for each factor times the availability for that factor, Prairie View A&M University determined a final availability estimate for each job group.

The final availability estimates for each job group are indicated on the Availability Analysis worksheets contained in a separate volume maintained in the Office of Equal Opportunity.

COMPARING INCUMBENCY TO AVAILABILITY § 60-2.15

Prairie View A&M University has compared the percentage of minorities and women in each job group with the availability estimates for those job groups. When the percentage of minorities or women employed in a particular job group was less than would reasonably be expected given their availability for employment in that particular job group, Prairie View A&M University has established a Placement Goal.

Prairie View A&M University has used a 80% Rule test of statistical significance to determine whether the percentage of minorities or women in a job group was less that would be reasonably expected given their availability percentage in that particular job group.

The results of Prairie View A&M University's comparison of incumbency to availability are maintained in a separate volume in the Office of Equal Opportunity.

ANNUAL PLACEMENT GOALS§ 60–2.16

Where Prairie View A&M University has determined that the percentage of minorities or women employed in a particular job group is less than would reasonably be expected given their availability percentage in that particular job group, Prairie View A&M University has established an Annual Placement Goal equal to the availability percentage for minorities or women, as appropriate, for that job group.

Annual Placement Goals apply to movement into a job group, whether from new hires off-the-street or from promotions/transfers from another job group. Prairie View A&M University will make a good faith effort to attain its Annual Placement Goals through implementation of action-oriented programs described elsewhere in this Affirmative Action Program.

In accordance with § 60-2.16, the following principles apply to Annual Placement Goals:

- Annual Placement Goals are not rigid or inflexible quotas, which must be met.
- Annual Placement Goals do not set a ceiling or a floor for the employment of particular groups.
- Annual Placement Goals do not justify and will not be used to extend a preference to any person, select a person or adversely affect any person's employment status on the basis of that person's race, color, religion, sex or national origin.
- Annual Placement Goals do not create set-asides for specific groups and are not intended to achieve proportional representation or equal results.
- Annual Placement Goals will not be used to supersede merit selection principles and do not require or justify the hiring or promotion of a less qualified person in preference to a more qualified one.

Prairie View A&M University will not discriminate against any applicant or employee because of race, color, religion, sex or national origin. Prairie View A&M University will make all employment decisions in a non-discriminatory manner. Prairie View A&M University Annual Placement Goals are maintained in a separate volume in the Office of Equal Opportunity.

DESIGNATION OF RESPONSIBILITY § 60–2.17(a)

PART I: IMPLEMENTATION RESPONSIBILITIES

THE PRESIDENT

The President of Prairie View A&M University will assume the ultimate responsibility for the success of the Affirmative Action Program. The President designates the Equal Opportunity/Affirmative Action Officer to have the overall responsibility for the administration of the University's Affirmative Action Program (AAP), a responsibility that is complemented by shared responsibilities with other designated departments and officials of the University.

In order to ensure consistent endeavor and progress toward the goal of equal employment, it is the responsibility of the EOAA Officer to update the AAP annually and ensure compliance with the policies set forth by the President of the University. In addition, the Vice President of Business Affairs, the Provost and Senior Vice President, the Vice President of Institutional Relations and Public Service, the Vice President for Research and Development, and the Vice President for Auxiliary Services assists the President in the university-wide implementation.

THE EQUAL OPPORTUNITY AFFIRMATIVE ACTION OFFICER

The Equal Opportunity and Affirmative Action Officer will have overall responsibility for the administration and coordination of the affirmative action and equal employment opportunity policy (AA/EEO) and Affirmative Action Program of Prairie View A&M University.

Renee R. Williams is the AAP program administrator for Prairie View A&M University and is the Equal Opportunity and Affirmative Action Officer assigned the task of monitoring the implementation of this Affirmative Action Program.

The President has pledged full support to the AA Officer in her efforts to attain the goals outlined in the AAP.

The EOAA Officer's responsibilities include, but are not limited to:

- Developing and implementing equal employment opportunity and affirmative action policy statement and affirmative action programs;
- Supporting the reporting and monitoring of systems in implementing all aspects of Prairie View A&M University's AA/EEO policy and Affirmative Action Program;
- Reviewing employment practices, training programs, hiring and promotion procedures and evaluating the results of the University's Affirmative Action Program and equal opportunity policies and practices;

- Responding to AA/EEO related questions from administration and faculty, serving as the primary AA/EEO resource for advice and assistance to departments;
- Ensuring that the University's affirmative action programs and equal opportunity policies meet all regulatory guidelines and serving as liaison between the University and Federal enforcement agencies;
- Assisting the administration in collecting and analyzing employment data, identifying problems, arriving at solutions to those problems, and reviewing programs;
- Serving as liaison between Prairie View A&M University and the government regulatory and enforcement agencies, minority and women's organizations, and other community action groups concerned with employment opportunities of protected groups;
- Keeping the administration informed of developments in the entire equal opportunity area by the formalized annual EEO/AA report submitted to President George C. Wright;
- Ensuring the dissemination of current legal information affecting Affirmative Action to the proper levels of administration; and
- Designing and periodically reviewing reporting systems that measure the effectiveness of the University's programs to determine the degree to which the University's goals and objectives have been reached;
- Assisting employees in resolving locally, where possible, any complaint of discrimination or of noncompliance with federal regulations governing employment practices initiated by the employee with the objective to resolve complaints at the lowest level of management;
- Responding and Investigating allegations and complaints of discrimination; and advising and assisting with complaints of discrimination that are processed through the complaint and appeal procedures of the University;
- Supporting training programs on topics pertinent to AA/EEO laws and regulations;
- Establishing and maintaining contact with individuals and organizations that represent minorities and female employees and applicants for the purposes of maintaining an awareness of potential problem areas, and to communicate the university's policy for equal employment opportunity and affirmative action;

PART II: ADMINISTRATION'S RESPONSIBILITIES

Prairie View A&M University believes that a formal Affirmative Action Program and policy must have the commitment of the administration, from the head of the smallest work unit to the President. All levels of administration are to bear the responsibility of ensuring that the University's EEO policies and programs outlined in this AAP are carried out.

DIRECTOR OF HUMAN RESOURCES, AFFIRMATIVE ACTION OFFICER AND THE EMPLOYEE RELATIONS MANAGER

The President of Prairie View A&M University has delegated to the Equal Opportunity and Affirmative Action Officer and Director of Human Resources the following responsibilities for implementation of the University's Affirmative Action Program:

- Establishing liaison from the University to minority agencies, women's organizations, community action groups, rehabilitation center, veterans' organizations, community programs, and enforcement agencies;
- Keeping management informed of the latest developments in the entire equal opportunity area. This shall be accomplished by sharing related publications, news reports, etc. with management and through meetings that provide for questions and answers related to EEO material;
- Annually reminding all departments to ensure their bulletin boards are in compliance with federal regulations relative to the display of required posters;
- Undertaking periodic reviews of Human Resources policies and practices as applied to staff employees to ensure equal employment opportunities for all applicants, considerations and benefits for all employees, and to ensure that minority, female, veteran, and disabled employees are given full opportunities for salary increases, promotion, and transfers;
- Ensuring that minority, female, veteran, and disabled employees are afforded a full opportunity and are encouraged to participate in all University sponsored educational, training, recreational and social activities;
- Emphasizing in training programs and consultations that supervisors must take responsibility to prevent any form of harassment of his or her employees, for any reason, whether race, sex, religion, color, national origin, age, veteran status or because of physical or mental disability;
- Developing online informational materials concerning increasing diversity on campus;
- Developing training programs that will encourage all employees to continue their education and improve their skills and to provide them with information necessary to carry out the University's equal employment opportunity policy;
- Providing counseling and advice to women, minority groups, veterans, and disabled employees concerning equal employment opportunity; and.
- Providing clerical support for the computation of all statistical reports necessary for the achievement of the University's Equal Employment Opportunity Policy and Affirmative Action Program.

ORGANIZATIONAL UNITS

Each department of the University is responsible for ensuring that all personnel in areas under their management are thoroughly familiar with the intent and the provisions of the Affirmative Action Program. The University's Affirmative Action procedures are designed to achieve accountability through decentralized responsibility. Designating responsibility, as such, makes affirmative action procedures and decisions an integral part of the regular process of employee selection, retention, and advancement within departments.

VICE PRESIDENTS AND DEANS

The President will delegate specific authority and responsibility for the University's Affirmative Action Program within each division and academic organization, to that respective Vice President.

Each Vice President may appoint an individual representative to work in cooperation with the Equal Opportunity/Affirmative Action Officer, and representatives thereof in fulfillment of responsibilities.

The Vice Presidents and Deans or their representatives will:

- Assist in the development of Affirmative Action programs, policy statements, and internal and external communications;
- Assist in the identification of problem areas related to AA/EEO policy and procedures, and recommend corrective action(s);
- Hear and/or review individual complaints of discrimination in accordance with the complaint and appeal procedures applicable to that employee;
- Assist in the maintenance of record-keeping systems that will measure the effectiveness of this program and other related AA/EEO programs;
- Assist as liaison with internal and external organizations representing minorities, women, individuals with a disability, covered veterans, and other resources concerned with employment opportunity for these persons;
- Assist in informing administrators of the latest developments affecting equal employment opportunities and affirmative action;
- Assist in reviewing internal employment policies and practices to ensure compliance with the letter and spirit of applicable Executive Orders, and other federal and state regulations.

MANAGERS AND SUPERVISORS

The responsibilities of managers, department heads and supervisors include, but are not limited to the following:

- Applying the principles of equal employment opportunity in all terms and conditions of employment;
- Taking action to prevent the harassment of employees, to prevent any retaliation against employees who avail themselves of their respective complaint and appeal procedures, and to prevent retaliation against employees who file a complaint with a federal, state, or local compliance agency;
- Being actively involved with local minority organizations, women's organizations, community action groups, and community service programs designed to promote equal employment opportunity;
- Participating actively in periodic review of their area's training programs, and of hiring and promotion patterns, in order to remove any identifiable barriers to the fulfillment of goals and objectives;
- Holding regular discussions with local administrators, supervisors and employees to be certain our organization's policies are being followed;

- Reviewing the qualifications of all employees to insure that minorities and women are given full opportunities for transfers and promotions;
- Conducting and/or supporting career counseling for all employees;
- Assuring the proper display of approved posters in their work unit.
- Assuring that minority and female employees are afforded full employment opportunity and are encouraged to participate in all Prairie View A&M University sponsored educational training, recreational and social activities;
- Being aware that administration's work performance is being evaluated on the basis of a variety of criteria, which includes their support for diversity; and
- Selecting a proper course of action to preclude any harassment of employees who are placed or promoted through affirmative action efforts.

OTHER DESIGNATED OFFICIALS

The operational responsibilities for human resources procedures regarding non-faculty employees is delegated to the Human Resources Department, and for academic employees, to the Provost and Senior Vice President for Academic and Student Affairs.

Prairie View A&M University's Vice President for Auxiliary Services has the responsibility of making the University barrier free. Planning and Construction has operational responsibility for the nondiscriminatory selection of contractors on construction projects Prairie View A&M University.

Operational responsibility for monitoring equal employment compliance certifications for procurement sources and suppliers for Prairie View A&M University is assigned to the Manager of Purchasing Services, under the direction of the Vice President for Business Affairs.

PROBLEM AREA ANALYSIS § 60–2.17(b)

PART I: WORKFORCE BY ORGANIZATIONAL UNIT AND JOB GROUP

Prairie View A&M University has performed an in-depth investigation of possible problem areas in the workforce by organization and job group.

Analysis of Workforce by Organizational Unit:

Prairie View A&M University has reviewed the workforce by organizational unit, as set forth in the Workforce Analysis to determine if problems exist in terms of minority or female employment in any unit or of minority or female distribution in different jobs within any unit. Where Prairie View A&M University has determined that the percentage of minorities or women employed in a particular job group is less than would reasonably be expected given their availability percentage in that particular job group, Prairie View A&M University has established an annual placement goal equal to the available percentage for minorities or women, as appropriate, for that job group for organizational units where incumbent female or minority employment is significantly less than estimated availability for the particular organizational units.

Analysis of Workforce by Job Group:

Prairie View A&M University has reviewed the workforce by job group to determine if problems exist in terms of minority or female employment in any job group or of minority or female distribution in different jobs within any job group. Where Prairie View A&M University has determined that the percentage of minorities or women employed in a particular job group is less than would reasonably be expected given their available percentage in that particular job group, Prairie View A&M University has established an annual placement goal equal to the available percentage for minorities or women, as appropriate, for that job group.

PART II: WORKFORCE BY ORGANIZATIONAL UNIT AND JOB GROUP

Prairie View A&M University has performed an in-depth investigation of possible problem areas in applicant flow and new hires by job group, terminations by job group, promotions by job group, and other personnel actions.

- **Analysis of Applicant Flow and New Hires by Job Group:**

Prairie View A&M University has performed a statistical comparison of the minority and gender composition of applicants and new hires by job group and found no significant disparities. Prairie View A&M University's statistical comparison of applicant flow and new hires is set forth in documents filed in a separate volume maintained in the Office of Equal Opportunity.

- **Analysis of Terminations by Job Group:**

Prairie View A&M University does not perform a statistical analysis on terminations unless there is a statistically significant reduction in force. All RIF procedures are monitored by the Director of Human Resources. All other terminations are voluntary on the part of the employees involved or involuntary based on performance deficits or inappropriate and/or illegal activities. No pools of employees are involved in these terminations.

- **Analysis of Promotions:**

Prairie View A&M University does not perform a statistical analysis on promotions since all staff positions are filled by advertising the positions. The data is analyzed with the information in the section regarding applicants and new hires. Faculty promotions are based on the individual attaining the required qualifications and there are no promotion pools to consider.

- **Analysis of Other Personnel Actions:**

Prairie View A&M University continuously reviews various other personnel actions, including facilities, University sponsored recreational and social events, seniority practices and provisions, training programs and workforce attitude. No problems have been identified.

PART III: COMPENSATION SYSTEMS

Prairie View A&M University is currently conducting an ongoing compensation study to review its compensation practices regarding starting pay, merit and reclassification pay increases. A determination will be available in the fall of 2006.

PART IV: SELECTION, RECRUITMENT, REFERRAL AND OTHER PERSONNEL PROCEDURES

Prairie View A&M University has analyzed its selection, recruitment, referral, and other personnel procedures to determine whether they result in disparities in the employment or advancement of minorities or women. Employment practices were reviewed with regard to use of prime and specialized recruiting sources, posting of job openings, and use of the Texas Workforce Commission.

PART V: OTHER AREAS

Prairie View A&M University has reviewed its employment practices for any other obstacles to achieving equal opportunity and affirmative action objectives and found no significant problems.

ACTION-ORIENTED PROGRAMS § 60–2.17(c)

Prairie View A&M University has established an action-oriented plan to achieve its Placement Goals. This plan includes the following components:

Prairie View A&M University posts all full-time non-faculty positions below the level of Vice President on the online site, <http://www.pvamu.edu/jobs>, for a minimum of ten working days. For full time faculty positions Prairie View A&M University posts positions for a minimum of 30 working days. Under this program, any employee or non-employee may apply for open postings.

Staff and computers are available at the Office of Human Resources to assist applicants with the application process. Implementation of a new On-Line Applicant Tracking System will provided a more efficient and effective process for tracking applicants and prospective employees. The Office Human Resources staff are available to assist applicants on-site or by phone.

Prairie View A&M University has identified specialized recruiting sources for minorities. We provide search procedure guidance, written material resources and in-person search procedures orientation to search committees and hiring authorities upon request. We provide contact information for minority universities and local organizations for hiring departments in the Office of Equal Opportunity. . Prairie View A&M University lists all staff postings with the Texas Workforce Commission online site.

Prairie View A&M University collects voluntary EEO information for all applicants to staff and research positions. With the implementation of the new applicant tracking system programs, hiring departments will be able to view online the numeric breakdown of their applicant pool by gender and race for their advertised positions, without viewing the individual applicant names

Currently, voluntary EEO information is gathered for faculty positions through each hiring college's search committee's chair. This equal opportunity and faculty information is utilized when compiling the Affirmative Action Plan.

With the implementation of the new applicant tracking system in May 2006, online and on-site training programs will be made available for hiring managers on subjects including how to evaluate applicants, how to interview, and how to increase diversity in your applicant pools. Prairie View A&M University includes minorities and females on its Human Resources staff. The staff regularly presents and participates in bi-monthly new employee orientation. The sponsored training includes mandatory on line training for new employees in the area of Ethics and Creating a Discrimination Free Workplace.

The Office of Equal Opportunity in collaboration with the Office for Institutional Relations and Public Service conducts training workshops for faculty search committees and hiring department search committees. Issues addressed include the search procedure guidelines; initiating the retention process, and how to foster a positive climate for diversity.

The Office of Faculty Professional Development in the College of Education designs and implements workshops and seminars to meet the professional development needs of all faculty and professional staff including women and minority faculty and professional staff.

The Office of Academic and Student Affairs conducts an annual orientation program for new faculty and new administrators such as deans and department heads. Component of these programs include (1) ensuring that the content and make-up of the presenters reflect diversity, (2) giving administrators an opportunity to engage with current faculty about salient issues surrounding the recruitment and retention of minority faculty, and (3) allowing the President and Provost to communicate the value of having a diverse faculty at Prairie View A&M University

INTERNAL MONITORING AND REPORTING SYSTEMS § 60–2.17(d)

Prairie View A&M University periodically measure and report on the effectiveness of the University's Affirmative Action Program to ensure that the University's policy of non-discrimination is carried out. Prairie View A&M University's internal review and reporting system will report on a scheduled basis the extent to which the University has attained its affirmative action objectives. Prairie View A&M University's Equal Opportunity/Affirmative Action Officer will review the results of the monitoring system with all levels of management and advise top management of program effectiveness as appropriate. Prairie View A&M University's internal monitoring and reporting system will include the following components:

Analysis of Annual Placement Goal Attainment:

Prairie View A&M University will perform a statistical comparison of the minority and gender composition of individuals moving into a job group with applicable Annual Placement Goals set for particular job groups for the upcoming AAP year.

Analysis of Applicant Flows and New Hires:

Prairie View A&M University will perform a statistical comparison of the minority and gender composition of applicants and new hires by job group. The University will continue the analysis of applicants and new hires from the previous AAP year.

Analysis of Promotions:

Prairie View A&M University does not perform a statistical analysis comparison of the minority and gender composition of promoted employees. University employees are required to apply and compete for vacant University positions so this data is analyzed along with the analysis of applicant flow and new hires.

Analysis of Compensation:

Prairie View A&M University is currently conducting an ongoing compensation study to review its compensation practices regarding starting pay, merit and reclassification pay increases. A determination will be completed in the fall of 2006.

PRAIRIE VIEW A&M UNIVERSITY

AFFIRMATIVE ACTION PROGRAM
FOR INDIVIDUALS WITH DISABILITIES
AND VIETNAM ERA VETERANS

January 1, 2005 to December 31, 2005
PREPARED IN ACCORDANCE WITH THE RELEVANT
PROVISIONS OF 41 CODE OF FEDERAL REGULATIONS
CHAPTERS 60-250 AND 60-741

Dr. George C. Wright
President

Renee R. Williams
Equal Opportunity/Affirmative Action Officer

PRESIDENT'S STATEMENT OF POLICY

Commitment to Equal Employment Opportunity, Access and Affirmative Action

Prairie View A&M University is committed to providing an educational and work environment conducive to the personal and professional development of each employee. The Vice Presidents, Deans and Directors are responsible for achieving an equal employment opportunity environment, and each employee is accountable for creating an atmosphere that values and nurtures community, collegiality and accessibility.

Prairie View A&M University is committed to serving the state's students and citizens through teaching, leadership development, research and service. I am committed to meeting our goals through a dynamic and diverse workforce that effectively responds to our constituents.

My commitment is to ensure that equal employment opportunity and access will be provided throughout the University to all students, employees and prospective employees.

George C. Wright
President

Date

INTRODUCTION

The University's good faith effort to address the requirements for 503 and 38 U.S.C. 4212 (formerly 2012) are outlined in the following pages. Prairie View A&M University has chosen to discuss the specific actions that must be carried out as listed in 41 CFR 60-250.6(a) through (f) and those items listed in 41 CFR 60-741.6(a) through (f). Since these items (a) through (f) are similar in both regulations, they are discussed together in this section. Where there are differences, it is pointed out. The standard compliance review information is summarized at the end of this section for the convenience of the reviewing officer.

It is the policy of the Texas A&M University System and Prairie View A&M University to seek and employ qualified persons at all locations and facilities, and to provide equal employment opportunity for all applicants and employees in recruiting, hiring, promotion, transfer, layoff, termination, compensation, insurance, benefits, and selection for training, including apprenticeship. The objective of this Affirmation Action Program is to provide access to all levels of job classifications for qualified individuals with a disability or a disabled/Vietnam Era veteran.

Each employee and applicant for employment, who is an individual with a disability, or a disabled or Vietnam-Era veteran, is invited to identify himself or herself, so he or she may benefit from this Affirmative Action Program.

The University's invitation to self-identify includes these voluntary opportunities:

- As part of its employment application, each applicant can voluntarily identify if they are disabled, or a disabled or Vietnam-Era veteran. Individual EEO information is not shared with the hiring department during the hiring process.
- Applicants needing assistance with the application or interviewing process are given contact information for the Human Resources Office.
- Employees may identify a disability, with or without a request for a reasonable work accommodation, to their supervisor or appropriate human resources representative any time after the hire.
- Employees can identify through updates to employee personal data recorded online in HR Connect online information system.

The self-disclosure of a disability by an applicant or employee at the present, or any time in the future, is voluntary and confidential and refusal to provide it will not subject the individual to any adverse treatment.

GLOSSARY OF TERMS AND PHRASES

DEFINITIONS AS APPLIED TO 41 CFR 60-250.2

Act As applied to veterans means the Vietnam Era Veterans Readjustment Assistance Act of 1974, Public Law 93-508, as it amends 38 U.S.C. 4212 (formerly 2012), the Vietnam Era Veterans Readjustment Assistance Act of 1972.

Disability

With respect to the disabled individual is any person who: has the physical or mental impairment which substantially limits one or more of the person's major life activities; has a record of such impairment; or, is regarded as having such impairment. For purposes of this part, a disabled individual is substantially limited if he or she is likely to experience difficulty in securing, retaining, or advancing in employment because of a disability.

Disabled Veteran

A person who is entitled to disability compensation under laws administered by the Veterans Administration for disability rated at 30 percent or more, or a person whose discharge or release from active duty was for a disability incurred or aggravated in the line of duty.

Major Life Activities

This term may be considered to include communication, ambulation, self-care, socialization, education, vocational training, employment, transportation, adapting to housing, and, of course, employment. Primary attention, however, is given to those life activities that affect employment.

Qualified Disabled Veteran

A disabled person (special disabled veteran) as defined in 41 CFR 60-250.2 who is capable of performing a particular job, with or without reasonable accommodation to his or her disability.

Qualified Individual with a Disability(s)

A disabled person who is capable of performing a particular job with or without reasonable accommodation to his or her disability.

Reasonable Accommodation

Making existing facilities used by employees (otherwise qualified) readily accessible to and usable by individuals with a disability; and job restructuring, part-time or modified work schedules, reassignment to a vacant position, acquisition or modification of equipment or devices, appropriate adjustment or modification of examinations, training materials or policies, the provision of qualified readers or interpreters, and other similar accommodations for individuals with a disability.”

A “reasonable accommodation” is determined on an individual basis, and evaluates the requirements of the job or course of study, the particular disability of the employee or applicant. It also involves an assessment of the extent to which an accommodation can be made without causing an undue hardship, significant difficulty, or expense to the institution, as well as substantial disruption or fundamental alteration of the way a program is operated.

Record of Impairment

An individual may be completely recovered from a previous physical, emotional or mental impairment but has a recorded history of having such a disability(s).

Regarded as Having an Impairment

A person who is perceived as having a disability, whether the impairment exists or not.

Examples here include the following:

- One who has an impairment that does not substantially limit a major life activity, but is treated by a covered entity as constituting such limitation(s).
- One who has an impairment that substantially limits a major life activity only as a result of the attitudes of others toward such impairment(s).

Special Disabled Veteran

A veteran who is entitled to compensation (or, who but for receipt of military retirement pay would be entitled to compensation) under laws administered by the Veteran Administration for a disability rated at 30 percent or more, or rated at 10 to 20 percent in the case of a veteran who has been determined under section 1506 of Titles 38, U.S.C., to have a serious employment disability; or a person who was discharged or released from active duty because of service-connected disability.

Substantially Limits Significantly

Restricting the ability of the individual to perform either a class of jobs or a broad range of jobs in various classes as compared to the average person having comparable training, skills, and abilities. An individual with a disability(s) who is likely to experience difficulty in securing, retaining, or advancing in employment because the disability(s) would be considered “substantially limited.” The ability to perform a single, particular job does not constitute a substantial limitation in the major life activity of working.

The following factors should be considered in determining whether an individual is substantially limited in the major life activity of working:

- The geographic area to which the individual has reasonable access; and
- The job from which the individual has been disqualified because of an impairment(s).
- The number and types of jobs utilizing similar training, knowledge, skills or abilities within that geographical area from which the individual is also disqualified because of the impairment(s) as related to a class of jobs and or a broad range of jobs in various classes.

Veteran of the Vietnam Era

A veteran, any part of whose active military, naval or air service was for a period of more than 180 days:

- In the Republic of Vietnam between February 28, 1961 and May 7, 1975; or
- In all other cases August 5, 1964 and May 7, 1975 and was discharged or released there from with other than a dishonorable discharge, or was discharged or released from active duty for a service-connected disability. (No veteran may be considered to be a veteran of the Vietnam Era under this paragraph after December 31, 1991 unless an extension in the current law is made.)

ACCOMMODATION POLICY

Through reasonable accommodation and other positive actions, Prairie View A&M University makes every good faith effort to take affirmative action in recruitment, employment, and in the advancement of qualified individuals with disabilities and special disabled veterans.

The University makes reasonable accommodations to the physical, emotional, and mental impairments and/or limitations of individuals with disabilities for both employees and applicants. Every good faith effort is made to provide accommodations, unless the accommodation would impose an undue hardship on the operation of the organization, as determined on a case-by-case basis.

Accommodations also involve consideration of productivity, safety, and efficiency in the operation of the organization.

POLICY DISTRIBUTION

Internal distribution of information concerning the University's Affirmative Action Program:

- Each year the President will send a memorandum reaffirming the AA/EEO Policy Statements to all employees.
- The University's Affirmative Action Program will continue to be revised annually and made available online and in the Reserve Section of the John B. Coleman Library.
- The Equal Employment Opportunity Policy and federally required Equal Employment Opportunity posters affirming our nondiscrimination policy are posted on bulletin boards in public locations.
- The University's AA/EEO Policy regarding individuals with disabilities, special disabled veterans and veterans of the Vietnam Era will continue to be included in our organization's rules and regulations and is communicated in special meetings with supervisory personnel to explain the intent of the policy.
- Prairie View A&M University has incorporated its policy statement on equal employment opportunity and affirmative action into printable materials and online presentations.
- The University informs management employees about the University's equal employment opportunity policy and affirmative action program through University-sponsored training seminars, which includes workshops on, the hiring process. workplace harassment prevention; and supervisory skills
- The University will conduct special seminars and conferences that may address topics pertinent to affirmative action and equal employment opportunity.
- The Affirmative Action Program will be made available for inspection by any employee or applicant for employment, upon request, at the John B. Coleman Library on campus during the University's normal business hours or by special arrangement made through the Office of Equal Opportunity.
- The Affirmative Action Program will be reviewed with employees who work in appropriate human resources positions.

Supervisors and Employees.

Information on ADA and coverage of issues related to veterans is provided as part of recruitment hiring guidelines. Additional ADA sensitivity training is provided through the Texas A&M University Systems mandatory biennial on line training for all state employees titled “Creating Discrimination Free Workplace”.

The University reviews all contract provisions to ensure they are nondiscriminatory. The University’s Purchasing Services reviews its purchase order and invitation to bid, subject to appropriate contract costs and pursuant to appropriate legislation identified in the Program of Action section in this AAP.

The University’s external efforts associated with the Affirmative Action Program include, but are not limited to the following process:

Prairie View A&M University will continue to disseminate information externally to assorted community and state organizations, colleges and schools about AA/EEO matters. The major areas of compliance include: recruitment, publications, community relations, correspondence, and contracts. The University has, and will maintain liaison with local organizations and institutions that service individuals with disabilities and covered veterans to recruit qualified individuals. All job advertisements published externally state that our organization is an Equal Opportunity/Affirmative Action Employer.

Policy statements regarding individuals with disabilities and covered veterans will continue to be distributed with job listing to local organizations and institutions on a regular basis. Prairie View A&M University also features minorities, women, individuals with disabilities, and covered veteran employees in recruiting literature, annual reports, or other publications when employees are involved in such publications.

Prairie View A&M University informs all major recruiting sources of its commitment to employ qualified individuals with a disability, and those covered as a disabled or Vietnam Era veteran. The University lists all applicable employment openings at the local office of the Texas Workforce Commission (TWC).

All recruiting literature contains an equal employment opportunity/affirmative action statement. Additional publications communicate the existence of the University’s Affirmative Action Program to hiring managers.

A statement relating to the University’s EEO policy is provided to all covered subcontractors. The equal employment opportunity clause and reference to the affirmative action obligations of the contractors regarding individuals with a disability and disabled/Vietnam Era veterans are incorporated in all covered subcontracts, to include the purchase order, as required by law. This legal basis for this responsibility of the University’s Purchasing Services is identified in the Program of Action section in the AAP.

GENERAL PRACTICES AND PROCEDURES

Ongoing practices/actions related to the University's Affirmative Action Program include, but are not limited to:

GENERAL PRACTICES

- Posting notices of the University's EEO/AA obligations in conspicuous places in order to publicize the Affirmative Action Program for individuals with disabilities and for covered veterans.
- Providing training and counseling to all employees, supervisors and administrators in order to gain positive support and understanding of the Affirmative Action Program for individuals with disabilities and for covered veterans.
- Including individuals with disabilities and covered veterans when Prairie View A&M University employees are identified in advertisements for jobs.
- Including EEO/AA clauses in contracts awarded under government prime contracts and subcontracts. Clauses state that the contractor is bound by the terms of Section 503 of the Rehabilitation Act of 1973, as amended, 38 USC 4212 (formerly 2012) of the Vietnam Era Veterans Readjustment Assistance Act of 1974, and is committed to affirmative action and equal employment opportunity.

HIRING PRACTICES

Listing all suitable employment openings with the appropriate local office of the Texas Workforce Commission.

Considering only that portion of the covered veteran's military record relevant to the specific job qualifications for which the veteran is being considered.

- Providing user-friendly applications processes available 24/7 to any applicant with web access.
- Computers and staff are available to assist applicants at the PVAMU Human Resources Office Monday through Friday, 8:00 a.m. until 5:00 p.m. Additional web sites including HigherEdJobs.com and Chronicle of Higher Education and Affirmative Action Registry are used for recruiting positions requiring a national recruiting area.
- Providing an opportunity for every applicant to identify himself or herself as disabled and/or as a covered veteran during the application process. This information is not shared with the hiring department and does not affect the hiring selection. We include the following statement, "In compliance with the Americans with Disabilities Act (ADA), if accommodations are needed for the application process, please inform the Office of Human Resources Office at (936) 857-3828," at the beginning of the application.
- Reviewing physical and mental job requirements of all positions to be advertised to ensure these minimum qualifications are job-related and consistent with business necessity and the safe performance of the job; and related to the specific job(s) for which the individual is being considered.
- Assuring that pre-employment medical exams are not administered for University jobs. Pre-employment questions are documented, with the same questions asked of all applicants, and based only on the ability to perform the job-related functions.

EMPLOYEE PROCEDURES

- Inviting all employees to self-identify as persons with disabilities or covered veterans so our organization can respond to request for accommodation accordingly.
- Informing employees of the University's policy concerning the employment of persons with disabilities and covered veterans and any associated modifications that may occur.
- Establishing procedures to allow any individual with a disability or covered veteran to request a job accommodation. Upon being hired, or at any time after employment, an employee may self-identify a disability and ask for a reasonable accommodation. A determination of what is a reasonable accommodation will be made through an interactive process involving the Human Resources Director or designee, appropriate management and the employee.
- Establishing policies to ensure all medical information concerning individuals with disabilities or covered veterans will be used only to meet safety requirements and to make reasonable accommodations for any disability.
- Supervisors and administrators may be informed regarding only the nature of accommodations or restriction on work or duties (not the nature of the disability); first aid and safety personnel may be informed when, and to the extent appropriate, if the condition might require emergency treatment; and government officials investigating compliance with the EEO laws can be informed.
- Reviewing all personnel procedures to make sure qualified individuals with disabilities and covered veterans are not being discriminated against.
- Reviewing physical and mental job qualifications associated with each Position Description on an on-going basis. This is done to ensure that the associated physical and mental job qualification are job-related and consistent with business necessity and the safe performance of the job. This periodic review ensures the essential and nonessential functions of each job are identified and current.

Working with University's facility planning to facilitate reasonable accommodations to the special needs of individuals with a disability and disabled veterans.

Such accommodations might include, but are not limited to, providing access to buildings, programs, and restroom facilities, and providing mobility requirements within buildings and parking locations.

Working with Transportation Services to continuously evaluate the parking and transportation systems to better meet the needs of individuals with a disability, either as faculty, staff, students, or visitors.

DESIGNATION OF RESPONSIBILITY

PRESIDENT

As with other University programs, the President of Prairie View A&M University assumes overall responsibility for the Affirmative Action Program for individuals with a disability or covered as a disabled/Vietnam Era veteran. The President has designated the Director of Human Resources to be responsible for developing, implementing, and monitoring this Affirmative Action Program (AAP).

DIRECTOR OF HUMAN RESOURCES

As a representative of the President, the Director of Human Resources has been given top managerial support and the necessary staff to manage implementation of the AAP for individuals with a disability or covered as a disabled/Vietnam Era veteran. The Director's responsibilities include, but are not limited to:

- Developing and disseminating policy statement and the written AAP for individuals with a disability or covered as a disabled/Vietnam Era veteran internally and externally, to include interactions with managers, supervisors, and employees, to ensure the University's policies are followed;
- Designing systems to monitor and report the progress of this Affirmative Action Program;
- Serving as liaison between Prairie View A&M University, the various government regulatory agencies, and organization of individuals with a disability and covered veterans, including community groups and vocational rehabilitation organizations;
- Providing the President, Provost, Deans, Vice Presidents, and other administrators with the latest developments in the affirmative action involving ADA/Veteran areas;
- Coordinating access to information on career counseling for all employees, including those with a disability or who are covered as a disabled/Vietnam Era veteran;
- Administering the employee formal or informal complaint procedures and mediation for professional and classified employees including those with a disability or who are covered as a disabled/Vietnam Era veteran;
- Keeping informed of all new or updated regulations to ensure that our organization is in compliance with federal and state laws;
- Publicizing the Disabled, Disabled Veterans, and Vietnam Era Veterans Program internally and externally throughout our organization;
- Serving as a resource to hiring supervisors and managers in providing ADA accommodations to employees;
- Identifying responsible departments to assure that all University buildings and transportation systems meet the Texas Accessibility Standards and ADA requirements for a workplace as they apply to a university;
- Serving as a resource to Vice Presidents, Provost, Dean of Faculties, managerial and administrative staff, to assure that reasonable accommodations are made for employees with disabilities to enable them to take part in job-related training and occupational development;
- In coordination with the Equal Employment Opportunity Office will design, implement, monitor and develop reporting systems that will measure the effectiveness of our organization programs and indicate the need for remedial action when necessary;
- Complying with the AAP goal in employment and placement of qualified individuals with disabilities and covered veterans by developing and implementing effective recruiting programs;

EXECUTIVE VICE PRESIDENT, PROVOST AND DEANS

- Reviewing recommendations for faculty appointments for conformity to affirmative action guidelines, prior to granting approval;
- Reviewing employment decisions, to include new hires, transfers, promotions, terminations, and other actions in all terms and conditions of employment;
- Administering applicable grievance processes for faculty who are covered under this AAP.

EXECUTIVE, ADMINISTRATIVE, MANAGERIAL OFFICERS AND STAFF

- Reviewing all associated employment decisions including, but not limited to recruitment, new hires, transfers, promotions, terminations, compensation, benefits, and participation in the University-sponsored training, social and recreational activities.
- Sharing in all aspects of the administrative responsibilities for the implementation and monitoring of the AAP.

EQUAL OPPORTUNITY/AFFIRMATIVE ACTION OFFICER

- Establishing and monitoring University policy concerning the handling of employee complaints, for all employees including those with a disability or who are covered as a disabled/Vietnam Era veteran, in a prompt and equitable manner.
- Administering the employee formal or informal complaint procedures and mediation for professional and classified employees including those with a disability or who are covered as a disabled/Vietnam Era veteran;

ACCOMMODATIONS

GENERAL ACCOMMODATIONS

Prairie View A&M University attempts to make reasonable accommodations to the physical, mental, and emotional limitations of individuals with disabilities and disabled veterans. These accommodations are made for both employees and applicants with disabilities when so doing does not impose undue hardship on the conduct of our organization's business. We ask that applicants to notify the Office of Human Resources or the Office of Equal Opportunity if they need additional assistance with the application or interview processes. When an employee is unable to perform the essential duties of a specific position because of a mental, emotional, or physical disability, an attempt will be made to allow the employee to continue to work through a reasonable accommodation. In determining the extent of the University's accommodation obligations, the following factors, among others, are considered:

- "Business necessity" includes reasonable consideration of production levels, safety to others and to the individuals with the disability, and efficiency in the operation of University business; and
- Financial cost and expenses.

INDIVIDUAL ACCOMMODATIONS

Prairie View A&M University continues to participate with employees and applicants who are in need of accommodations. Furthermore, Prairie View A&M University may accommodate employees and/or applicants with disabilities by the following means:

- Interview or work schedule modifications;
- Equipment modifications;
- Job task modifications or reassignment of work for employees
- Alteration of physical setting;
- Provision of job aids for application, interview or work assignments;
- Removal of architecture barriers;
- Procurement of interpreter services for the hearing and/or visually impaired; and
- Reserved parking area for disabled drivers.

FACILITIES ACCOMMODATIONS

The University has made all new construction and remodeled primary function space of existing facilities accessible and usable, as required by state law and the Americans with Disabilities Act of 1990. The University has made its present facilities functional for individuals with a disability by a variety of modifications, to include installing accessible drinking water facilities throughout the buildings, building proper entrances, ramps and doors.

SUBCONTRACTOR ACCOMMODATIONS

The Director of Purchasing Services notifies all covered suppliers and subcontractors of the University's AA/EEO policy. The Manager of Purchasing Services is responsible also for obtaining the required certification from covered suppliers and subcontractors of their compliance in maintaining an AAP for persons with disabilities and disabled/Vietnam Era veterans. To ensure that contract provisions are nondiscriminatory, Purchasing Services issues and reviews all covered subcontracts. The Manager of Purchasing Services has the responsibility to provide copies of this notification, when required for auditing purposes, to the Human Resources Department. The legal requirements for suppliers and subcontractors with University A&M University are identified in its purchase order and invitation to bid, (pursuant to Section 202 of Executive Order 11246, as revised, for Certification of Nonsegregated Facilities and Equal Employment Opportunity Compliance; and Affirmative Action Compliance, to include coverage for persons with a disability.) Title 41 CFR § 60-741.4

SUMMARY

Prairie View A&M University's Affirmative Action Program will be an effective, results-oriented program designed to enhance the access and opportunities of qualified individuals with a disability or who are a disabled/Vietnam Era veteran. The University recognizes that the ultimate success of this undertaking will be largely the result of the good faith efforts detailed in this document. It is the policy and responsibility of all administrators of Prairie View A&M University to seek and employ qualified persons at all locations and facilities, to provide equal employment opportunity for all applicants and employees in recruiting, hiring, promotion, transfer, layoff, termination, compensation, insurance, benefits, and selection for training, including apprenticeship, and to establish and monitor procedures to accomplish these goals.

Each year Prairie View A&M University reaffirms its commitment to provide an environment that is free of harassment and discrimination and which fosters the professional development of each individual. All University departments have the responsibility to further the principles of equal employment opportunity. Recruitment, selection, promotion, compensation and other personnel actions shall be based on professional abilities and qualifications and shall reflect our obligation to fill each and every post in the University with the best talent available.

The University is committed to ensuring that women, minorities, individuals with disabilities and veterans have full access to equal employment opportunity. Individuals in these categories who apply to Prairie View A&M University receive full consideration under the University's Affirmative Action Program. The University's Affirmative Action Program can be viewed at www.pvamu.edu on the Office of Equal Opportunity home page. All applicants are asked to identify if they are members of a protected class.

Submission of this information is voluntary, and refusal to provide it will not subject the applicant to negative treatment. Information provided shall be kept confidential, except that once hired

- (i) supervisors and managers may be informed regarding restriction on the work or duties of disabled and regarding necessary accommodations;
- (ii) first aid and safety personnel may be informed, when and to the extent appropriate, if the condition might require emergency treatment; and
- (iii) government officials investigating compliance with federal laws may be informed.

If employees have a disability which might affect their performance or create a hazard to themselves or others in connection with the job they have been offered or currently hold, they should feel free to advise their supervisor or hiring supervisor of

- (1) the skills and procedures they use or intend to use to perform the job notwithstanding the disability and
- (2) the accommodations the university could make which would enable them to perform the job properly and safely. This includes, but is not limited to, special equipment, changes in the physical layout of the job, and/or elimination of certain duties relating to the job or other accommodations.

Employees or applicants are protected from coercion, intimidation, interference or discrimination for filing a complaint or assisting in an investigation under the law covering these individuals. Periodic reviews will ensure that personnel decisions are in full accord with the principles and spirit of equal employment opportunity law.

The University has adopted a policy of affirmative action in order to create an environment which fosters diversity. The Human Resources Department has overall responsibility for administering, monitoring and updating plans as outlined in this section of the University's Affirmative Action Program.

Requests to review a copy of the University's Affirmative Action Program should be directed to Ms. Renee R. Williams, Equal Opportunity/Affirmative Action Officer and is the Official of the University responsible for matters pertaining to the equal employment opportunities of minorities, women. Ms. Williams can be contacted at the Office of Institutional Relations and Public Service via email at rrwilliams@pvamu.edu or by phone at (936) 261-2123.

Mr. Albert R. Gee is the Director of Human Resources and is the ADA Coordinator for the University responsible for equal employment opportunities for physically and/or mentally disabled workers, and veterans. Mr. Gee can be contacted at the Office of Human Resources via email at argee@pvamu.edu or by telephone at (936) 857-3828.