2013

Affirmative Action Program for Women & Minorities At Northwestern State University
EQUAL EMPLOYMENT OPPORTUNITY/ AFFIRMATIVE ACTION PLAN

FOR

NORTHWESTERN STATE UNIVERSITY
Natchitoches, Louisiana  71497

DATA YEAR: October 1, 2011 to September 30, 2012
AAP YEAR: October 1, 2012 to September 30, 2013

PLAN COMPLETED BY: _____________________________
Mrs. Veronica M. Biscoe, Director
University Planning, Assessment & EEO
(318) 357-5875

APPOINTING AUTHORITY: ______________________________
Dr. Randall J. Webb, President

I have read this affirmative action plan and will ensure that all necessary and appropriate steps are taken to make certain this University provides equal employment opportunities to all employees and applicants.

Facility EEO-6 Identification Number:  002021
STATEMENT OF EQUAL EMPLOYMENT OPPORTUNITY  
AND AFFIRMATIVE ACTION POLICY

It is, has been, and will continue to be the policy of Northwestern State University to provide equal employment opportunity without regard to race, color, gender, religion, sexual orientation, national origin, disability, genetic information, age, veteran or retirement status. Further, it is the policy of this University to undertake affirmative action in compliance with all federal, state, and local requirements. I wish to take this opportunity to issue a formal reaffirmation of this policy and to assure faculty, staff, students, and applicants for employment of my personal commitment to our equal opportunity and affirmative action objectives.

Our continued success depends heavily on the full and effective utilization of qualified persons. I will continue to direct our employment practices toward ensuring equal opportunity for all. The University intends that all matters related to recruiting, hiring, training, compensation, benefits, promotions, transfers, terminations, as well as all university-sponsored social and recreational programs and all treatment on the job be free of unlawful discriminatory practices.

As a government contractor we are obliged to keep records, make reports to the federal government, develop written Affirmative Action Programs and otherwise document the results of our good faith efforts to ensure equality of employment opportunity at Northwestern State University.

While, as President, I retain the overall responsibility for University’s Equal Employment Opportunity and Affirmation Action Programs, the administration and implementation of these important programs for women, minorities, individuals with a disability, and veterans of the Vietnam Era are the responsibility of Ms. Veronica Biscoe, Director of University Planning & Assessment and EEO Officer. I ask that each vice-president, dean, director, department head and supervisor join me in full support of the principles of equal opportunity and affirmative action. I invite any applicant or employee to address your concerns and questions to Ms. Biscoe.

____________________________________  
Dr. Randall J. Webb                Date
LIST OF DEPARTMENTS & JOB GROUP CODES

All personnel areas and job group codes as listed are included in this plan.

Departments:

Academic & Student Affairs
ACE (Academic Advising Center)
Admissions
Auxiliary Services
Biological & Physical Science
Business Affairs
Central LA Campuses
Child & Family Network
Child Development Center
Cl/History/SS
College of Arts & Letters
College of Education & Human Development
College of Nursing & Allied Health
College of Science, Technology & Business
Creative & Performing Arts
Custodial Services
Electronic & Continuing Education
External Affairs
Family & Consumer Sciences
Grounds
Information Systems
Informational Services
Institutional Research
Intercollegiate Athletics
Louisiana Addiction Technology Transfer Center (LAATTC)
Language & Communications
Maintenance of Buildings
Mathematics & Engineering Technology
Military Science
National Center for Preservation Technology & Training (NCPTT)
New Student Programs
Operations of Utilities
Physical Plant
Plant Services
President’s Office
Psychology
Research & Sponsored Programs
Scholars’ College
School of Business
Social Work
Student Activities & Organizations
Student Affairs
Student Financial Aid
Student Services
Student Support Services
Technology, Research & Economic Development
University Advancement
University Affairs
University Planning/EEO
University Police
University Printing
University Recruiting
University Registrar
Watson Library
Wellness, Recreation & Activity Center (WRAC)

**Job Groups:**

O1A Executive
O1B Administrative
O1C Managerial
O2A Professor
O2B Associate Professor
O2C Assistant Professor
O2D Instructor
O3A Prof-Non-Fac-Academic
O3B Prof-Non-Fac-Inst
O4A Secretarial
O4B Clerical
O5A Technical
O5B Paraprofessional
O60 Skilled Crafts
O7A Service
O7B Maintenance
Confidentiality Notice to the OFCCP

This Affirmative Action Program contains substantial confidential information which is subject to the provisions of 18 USC Section 1905. *Chrysler Corp. v. Brown*, 441 U.S. 281 (1979).

This Affirmative Action Program is the property of Northwestern State University and it is loaned to the Office of Federal Contract Compliance Programs, along with certain other materials requested by the OFCCP, on the condition that the government hold them totally confidential and not release copies to any person.

Pursuant to 5 U.S.C. Sec. 552 Northwestern State University asserts that at least certain sections, exhibits, and compliance investigation files are exempt from the FOIA disclosure provisions. Disclosure of AAP Sections IV and X and Exhibits 2, 3, 7 and 8, and the compliance investigation files would injure the business and financial position of the contractor, and would constitute an unwarranted invasion of the privacy of its employees. Disclosure of the above information would also reveal valuable trade secrets and confidential commercial and financial information.

Notice is hereby given of a request pursuant to the regulations of the OFCCP that this AAP be kept confidential.

Northwestern State University does not consent to the release of any information whatsoever contained in this Affirmative Action Program under the Freedom of Information Act. If the OFCCP or any other Federal agency is considering a request to release any portion of this AAP under the Freedom of Information Act, Northwestern State University asks that the government immediately notify Dr. Randall J. Webb, President of any and all Freedom of Information Act requests received by the government or any other contemplated release of this AAP or any other information obtained by the government from Northwestern State University.

NOTE: The term “Affirmative Action Program” or “AAP” includes its supporting appendixes, exhibits, documents, data, and all materials provided by Northwestern State University to the OFCCP or other governmental agency.
# TABLE OF CONTENTS

<table>
<thead>
<tr>
<th>Section</th>
<th>Page/Exhibit</th>
</tr>
</thead>
<tbody>
<tr>
<td>EEO Policy</td>
<td>pg. 1</td>
</tr>
<tr>
<td>Dissemination of Policy</td>
<td>pg. 3</td>
</tr>
<tr>
<td>Designation of Responsibility</td>
<td>pg. 5</td>
</tr>
<tr>
<td>Workforce Analysis</td>
<td>Exhibit 1*</td>
</tr>
<tr>
<td>Job Group Analysis</td>
<td>Exhibit 2*</td>
</tr>
<tr>
<td>Placement of Incumbents in Job Groups &amp;</td>
<td>Exhibit 3*</td>
</tr>
<tr>
<td>Comparing Incumbents to Availability</td>
<td></td>
</tr>
<tr>
<td>Availability</td>
<td>Exhibit 4*</td>
</tr>
<tr>
<td>Factor 1 Components</td>
<td>Exhibit 5*</td>
</tr>
<tr>
<td>Summary of Personnel Activity</td>
<td>Exhibit 6*</td>
</tr>
<tr>
<td>History of Comparisons and Action Steps</td>
<td>Exhibit 7</td>
</tr>
</tbody>
</table>

*Available in EEO Office - #207 Roy Hall
Northwestern State University
Commitment to Equal Employment Opportunity

It has been, and will continue to be, the policy of Northwestern State University to be an equal opportunity employer. All employment decisions are based on job related standards and must comply with the principles of equal employment opportunity.

In keeping with this policy, the University will continue to recruit, hire, train, and promote into all job levels the most qualified persons without regard to race, color, gender, religion, sexual orientation, national origin, disability, genetic information, age, veteran or retirement status. All personnel actions, such as compensation, benefits, transfers, layoffs, training, and education are administered without regard to race, color, gender, religion, sexual orientation, national origin, disability, genetic information, age, veteran or retirement status.

In addition, the University is committed to equal opportunity for student success by providing access to educational programs, tuition assistance, and social and recreational activities for all students without regard to race, color, gender, religion, sexual orientation, national origin, disability, genetic information, age, veteran or retirement status.

__________________________
Dr. Randall J. Webb, President
Commitment to Equal Employment Opportunity

Overall responsibility for implementing and monitoring the Affirmative Action Program rests with the President; however each employee plays a vital part in maintaining a bias-free university environment. Administrators and supervisors who make employment decisions are responsible for the progress in meeting affirmative action goals within their work area.

The Director of University Planning & Assessment and EEO Officer is assigned the overall responsibility of affirmative action and equal employment opportunity. This includes developing and maintaining the necessary programs, records, and reports to comply with all government regulations, and with implementing the goals and objectives of the affirmative action program. Many of these activities are conducted with the assistance of Human Resources.
DISSEMINATION OF POLICY

41 CFR 60-2.13(b)

A. Internal Dissemination

The University will continue to make its equal employment opportunity policy known internally by:

1. Posting a policy statement.

2. Including the policy in the University policy and procedure manual, employee handbook and faculty handbook.

3. Explaining the policy thoroughly in new employee orientation.

4. Conducting periodic meetings with university administrators, and supervisory personnel to explain the intent of the policy, the President’s commitment, and individual responsibilities for effective implementation.

5. Publicizing the policy in the University catalog and other media.

6. Picturing both minority and non-minority men and women in publications in which students and employees are featured.

7. Making current employees aware of the existence of the Affirmative Action Program and the benefits available to them.
B. External Dissemination

The University will make its policy known externally by:

1. Incorporating the equal employment opportunity clause in all purchase orders, instruction to bidders, leases, and contracts covered by Executive Order 11246, as amended.

2. Notifying in writing in all recruiting activities of the University policy, that we actively recruit women and minorities for all positions for which they qualify.

3. Showing both minority and non-minority men and women when students and employees are pictured in University publications.

4. Informing prospective employees of the existence of the University's Affirmative Action Program.

5. Sending written notification of the University policy to all vendors, and suppliers.
DESIGNATION OF
RESPONSIBILITY FOR IMPLEMENTATION

Dr. Randall J. Webb has the overall responsibility for the implementation of the University’s equal opportunity policy. He has assigned coordination responsibilities and day-to-day management of this important function to Ms. Veronica Bisceo, Director of Planning & Assessment and Equal Employment Officer who has the full support of executive management.

A. Duties of the Director of University Planning & Assessment and EEO Officer

The duties of the Director of Affirmative Action and EEO Officer include:

1. With the assistance of Human Resources, developing policy statements, affirmative action programs, and internal and external communication techniques.

2. Identifying problem areas.

3. Assisting vice-presidents, deans, directors, department heads and supervisors in arriving at solutions to problems.

4. Designing and implementing auditing and reporting systems that:
   a. Measure the effectiveness of the EEO programs;
   b. Indicate any need for remedial action; and
   c. Determine the degree to which the University’s goals and objectives are being carried out.

5. Serving as liaison between the University and enforcement agencies.

6. Serving as liaison between the University and compliance agencies.

7. Keeping all levels of University administration informed of the latest developments in the equal opportunity area.

8. Meeting with all levels of University administration to make certain that the University’s EEO policies are being followed.
B. Duties of Vice-Presidents

The duties of all Vice-Presidents include:

1. Assisting the EEO Officer in the identification of problem areas and in the establishment of applicable organizational unit goals and objectives.

2. Assisting in the establishment of only job related criteria for selection for hire, promotion, transfer, training, and all other employment opportunities.

3. Reviewing the qualifications of all employees to ensure that minorities and women are given full opportunities for transfers and promotions.

4. Performing periodic audits to ensure that:
   a. EEO posters and University policy statements are properly displayed; and
   b. All facilities which the University maintains for the use and benefit of its employees and students are, in fact, desegregated, both in policy and in use, and that facilities such as dormitories, locker rooms, and rest rooms are comparable for both genders.
   c. Minority and female employees are encouraged to participate in all University-sponsored educational, training, recreational, and social activities.

5. Preventing harassment of employees on account of race, color, gender, religion, sexual orientation, national origin, disability, genetic information, age, veteran or retirement status.

6. Understanding that their work performance is being evaluated on the basis of their equal opportunity efforts and results, as well as other criteria.

C. Duties of Deans, Directors, Department Heads, Head Coaches and Supervisors

The duties of deans, directors, department heads, head coaches and supervisors include:

1. Provide leadership in establishing units’ goals and objectives.

2. Make good faith efforts to meet realistic numerical goals and timetables from data provided by the Director of University Planning & Assessment and EEO Officer in identifying problem areas and developing annual updates of the Plan as it applies to their individual units.
3. Periodic audits of their units’ personnel transactions, such as, hiring, promotions, reclassification, upgrades, or terminations to ensure the attainment of established goals and objectives.

4. Periodic discussions with unit employees to be certain that the University’s employment policies are being followed.

5. Periodic review of qualifications of employees to ensure that minorities and women are given full consideration for promotions, upgrades, and reclassification.

6. Periodic inspections to ensure that each work location is in compliance as follows:
   a. AA/EEO posters are properly displayed;
   b. University sponsored activities and functions are desegregated;
   c. Minority and female employees are afforded full opportunity and are encouraged to participate in University-sponsored educational training, recreational and social activities; and
   d. Facilities accommodate individuals with disabilities.
**HISTORY OF COMPARISONS**

**NORTHWESTERN STATE UNIVERSITY**

<table>
<thead>
<tr>
<th>Job Group</th>
<th>Female</th>
<th></th>
<th>Minority</th>
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<tbody>
<tr>
<td></td>
<td>2010-2011</td>
<td>2011-2012</td>
<td>2010-2011</td>
<td>2011-2012</td>
</tr>
<tr>
<td></td>
<td>Inc</td>
<td>Avail</td>
<td>Inc</td>
<td>Avail</td>
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<tr>
<td>Executive</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Administrative</td>
<td>18</td>
<td>53.85</td>
<td>4</td>
<td>50.71</td>
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<td>Managerial</td>
<td>0</td>
<td>78.20</td>
<td>13</td>
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<td>Professor</td>
<td>21</td>
<td>73.38</td>
<td>20</td>
<td>67.83</td>
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<td>Associate Professor</td>
<td>32</td>
<td>73.38</td>
<td>32</td>
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<td>57</td>
<td>75.19</td>
<td>53</td>
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<td>Prof-Non-Fac Academic</td>
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<td>Prof-Non-Fac-Inst.</td>
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<td>77.11</td>
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<td>Secretarial</td>
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<tr>
<td>Clerical</td>
<td>51</td>
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<td>Paraprofessional</td>
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<td>8</td>
<td>72.36</td>
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<td>Skilled Craft</td>
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<td>67.89</td>
<td>4</td>
<td>56.00</td>
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<td>Service</td>
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<td>15.65</td>
<td>6</td>
<td>15.51</td>
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<tr>
<td>Maintenance</td>
<td>3</td>
<td>12.42</td>
<td>3</td>
<td>12.12</td>
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</table>

*Job Groups identified in analysis as underutilized during the 2011-2012 plan.*
AREAS OF COMPLIANCE AND IMPROVEMENT

The following job groups were found to be in compliance for female and minority groups for the 2011-2012 plan year.

01A Executive
01B Administrative
01C Managerial
02D Instructor
03A Prof-Non-Fac Academic
04A Secretarial
04B Clerical
05B Paraprofessional
060 Skilled Craft
07A Service
07B Maintenance

There was improvement in the Associate Professor and Assistant Professor job groups. This year there was no underutilization in the minatory category for Associate Professor and no underutilization in the female category for Assistant Professor.

The University's goal for every job group, whether underutilized or not, and its' objective for every organizational unit is continued support of affirmative action to ensure its’ employment policies and practices are, in fact, non-discriminatory. The University actively recruits both men and women for all jobs. Referral sources are informed Northwestern seeks and encourages only qualified applicants, without regard to race, color, gender, religion, sexual orientation, national origin, disability, genetic information, age, veteran or retirement status.

Northwestern believes that just as discrimination, by definition, excludes persons because of their race, color, religion, gender, or national origin, affirmative action seeks to include as many qualified persons as possible – also without regard to race, color, religion, gender, or national origin. The objective of affirmative action is to provide equal access to equal opportunities. Consequently, the University has considered how it might recruit women and minorities who possess requisite skills, but who are not currently in the workforce.

The following actions have been and will continue to be taken to maintain compliance:
*NSU has a strong affirmative action policy and commitment to the integration of that policy in all of its’ activities.

*Periodic meetings are held with University administrators and supervisory personnel to explain the intent of the policy, the President's commitment, and individual responsibilities for effective implementation.

*Policy is publicized and all publicity is appropriately planned to represent diverse populations associated with the University.
*Current employees are educated about the affirmative action program in workshops and announcements.
* NSU actively recruits women and minorities for all positions for which they qualify through all recruiting activities.

* Improve implementation of an auditing and reporting system that measures the effectiveness of the EEO program indicates need for remedial action, and assists, in restorative action.

* Increase number of meetings with University administration to inform them of the latest developments in the EEO area and to make certain that the EEO policies are being followed.

* Maintaining a zero tolerance philosophy for harassment and discrimination.

* Full review of all employees to ensure that minorities and women have full opportunity for transfer and promotion.

* Review of all selection and promotion procedures.

____________________________

Dr. Randall J. Webb, President
AREAS OF UNDERUTILIZATION

The following job groups have been identified as underutilized for the 2011-2012 plan year:

02A  Professor
02B  Associate Professor
02C  Assistant Professor
03B  Prof-Non-Fac Institutional
05A  Technical

The report shows underutilization in the Professor (female & minority), Associate Professor (female), and Assistant Professor (minority) job groups. For the second consecutive year, the University did not underutilize in the Instructor category as in past years.

Job groups 03B (Prof-Non-Fac Institutional) and 05A (Technical) remained on the areas of underutilization list. Again, there was a minor reorganization of the University. This change may have contributed, so these areas will continue to be monitored.

The University’s hiring and employment process continues to suffer from the economic crisis. Limited hiring in all job groups remains the norm for NSU, as for our sister schools in the University of Louisiana System. Units continue to function with minimal employees, even though there is a need for additional hires. During the fall 2012 semester, there have been discussions about a mid-year budget cut, but no specific number has been mentioned.

The adverse impact of the program eliminations beginning in fall 2010 continues to affect enrollment and, in turn, the operating budget.

Budgetary challenges have impacted ALL areas of the University, but most especially the faculty. Potential employees are aware of budgetary issues in this state and may be hesitant to apply to NSU if there were an opening. The President and his Cabinet are working diligently to seek alternative forms of revenue to begin hiring again. Diversity in recruiting and hiring will be a primary focus of the institution.

For all areas identified as underutilized, Northwestern State University is committed to taking appropriate and realistic action to improve utilization. The steps for this action remain the same as those taken in all areas.

The University’s goal for every job group, whether underutilized or not, and its’ objective for every organizational unit is continued support of affirmative action to ensure its’ employment policies and practices are, in fact, non-discriminatory. The University actively recruits both men and women for all jobs. Referral sources are informed Northwestern seeks and encourages only qualified applicants, without regard to race, color, gender, religion, sexual orientation, national origin, disability, genetic information, age, veteran or retirement status.

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* Current employees are educated to the affirmative action program in workshops and announcements.

* NSU actively recruits women and minorities for all positions for which they qualify through all recruiting activities.

* Improve implementation of an auditing and reporting system that measures the effectiveness of the EEO program indicates need for remedial action and assists in restorative action.

* Increase number of meetings with University administration to inform them of the latest developments in the EEO area and to make certain that the EEO policies are being followed.

* Maintaining a zero tolerance philosophy for harassment.

* Full review of all employees to ensure that minorities and women have full opportunity for transfer and promotion.

* Review of all selection and promotion procedures.

In addition, the following steps have been identified to ensure that every reasonable action is taken to attain compliance:

* Meetings will be held with those individuals in authority who are most closely associated with the recruiting efforts in the areas identified to brainstorm individualized actions to meet compliance.
* Affirmative recruitment will be conducted by utilizing the following organizations to identify qualified candidates for faculty positions:
  
  National Minority Faculty Identification Program Directory
  The Directory of Minority Ph.D. and M.F.A. Candidates and Recipients

* Advertising in newspapers that reach target populations of females and minorities.
*Recruit, where appropriate, through other University Systems by the use of electronic delivery (primarily those Universities high in minority populations).

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Dr. Randall J. Webb, President