

NIFA Civil Rights Employment Review Criteria for Extension Programs

Management

- Current organizational chart – college
- Extension's organizational chart
- University organizational chart showing Extension
- Most current personnel directory
- Map of the state showing regions

Staff Profile

List of all OSU Extension employees showing:

- Name
- Sex
- Race/ethnicity
- Date of birth or age
- Current salary for FTE
- Current job category
- Current job title
- Personnel actions for the current job title (new hire, promotion, transfer, demotion, etc.)
- Years in current position
- Previous job title
- Employment status-tenured or non-tenured, full-time or part-time
- Educational level
- Unit where employed
- Date of hire

New Hires

- Vacancy announcements
- Total applicants by job, race, and sex
- Employment goals by race and sex
- Race and sex of new hires
- Race and sex of person who left the position
- Minority and female employees where there had been none previously
- Total of minority hired replacing minorities
- Total of female hires replacing females

Promotions

List of all promotions separately for each employment category for the past two years showing:

- Procedures: internal transfer or promotions
- Procedures for evaluations of applicant credentials
- Persons by race and sex
- Person being replaced by race and sex

Separations/Retention

List separately each type of separation for the past two years showing:

- Reason for leaving
- Person by race and sex
- Exit conference procedures and results



Recruitment and Hiring Strategy

- Position descriptions for major job category
- Recruitment committee guidelines
- Recruitment committee make up (race and sex)
- Recruiting activities for minorities and women showing:
 - Institutions visited, personnel involved, number of contacts by race/sex for last two years
 - Policy guidelines for recruitment requirements
 - Advertising

Equal Employment Opportunity Policies and Directives

- All civil rights policy directives issued by state
- AA/EEO plan
- Internal compliance review policy
- Copies of compliance review reports
- Organizational directives on civil rights and affirmative action

Staff Development and Training

- Civil rights
- Prevention of sexual harassment
- ADA
- Diversity

Complaints and EEO Counseling

- Guidelines for handling complaints of discrimination
 - Number of civil rights complaints with names of complainants, resolution, etc. (formal/informal)
 - Files on complaints of discrimination
- EEO counselors
 - Guidelines
 - Members by race and sex
- Awards and recognition
 - Procedures and criteria
 - Name of ward
 - Recipient by race and sex
 - Committee by race and sex

Committees

- Advisory/diversity committee
 - Guidelines
 - Members by race and sex

Salary Administration

All guidelines and procedures for:

- Salaries
- Promotion
- Performance appraisals
- Awards
- Merit pay
- COLA
- Bonuses
- Salary analyses

Special Programs

- Intern program
- Agent-in-training
- Diversity initiatives