



**I L L I N O I S**

**Academic Professional  
Affirmative Action  
Executive Summary Report**

**Office of Equal Opportunity and Access**

**January 2010**

**January 19, 2010**

**Dear Colleague:**

**I am pleased to announce the publication of the Office of Equal Opportunity and Access Academic Professional Affirmative Action Executive Summary Report. The purpose of this report is to provide each department with a short summary of the academic professional job groups and a list of areas where women and minorities are underrepresented on campus, resulting in placement goals for the affirmative action plan. A more detailed Affirmative Action report can be provided upon request to our office.**

**The Office of Equal Opportunity and Access developed this report to serve as a resource and management tool for each unit during the academic search process. It will enable the AAO and EEO to maintain awareness of areas in which women and minorities are underrepresented so that good faith efforts can continue to be undertaken to increase their representation at Illinois. Our office looks forward to continuing to partner with the campus to recruit and retain faculty and academic professionals who reflect the racial, ethnic, and gender heterogeneity of our country's population. Your efforts are very much appreciated.**

**Sincerely,**

A handwritten signature in black ink that reads "Menah". The letters are cursive and fluid, with a long, sweeping underline for the letter 'h'.

**Menah Pratt-Clarke, JD, PhD  
Interim Assistant Chancellor and Director**

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# **Office of Equal Opportunity and Access**

## **NONDISCRIMINATION STATEMENT**

### **University of Illinois at Urbana-Champaign Official Notice**

The commitment of the University of Illinois to the most fundamental principles of academic freedom, equality of opportunity, and human dignity requires that decisions involving students and employees be based on individual merit and be free from invidious discrimination in all its forms.

It is the policy of the University of Illinois not to engage in discrimination or harassment against any person because of race, color, religion, sex, national origin, ancestry, age, marital status, disability, sexual orientation, unfavorable discharge from the military, or status as a disabled veteran or veteran of the Vietnam era and to comply with all federal and state nondiscrimination, equal opportunity and affirmative action laws, orders, and regulations. This nondiscrimination policy applies to admissions, employment, and access to and treatment in the University programs and activities. Complaints of invidious discrimination prohibited by University policy are to be resolved within existing University procedures.

For additional information or assistance on equal opportunity and access policies, as well as other University policies or information on federal and state civil rights laws, please contact:

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## **I. OFFICE OF EQUAL OPPORTUNITY AND ACCESS (OEOA)**

The University of Illinois at Urbana-Champaign has long been committed to the principle of equality and opportunity for all students, faculty, and staff. The Office of Equal Opportunity and Access (OEOA), which reports directly to the Office of the Chancellor, is responsible for handling all facets of the University's Affirmative Action policies and procedures, ensuring campus-wide compliance with the Americans with Disabilities Act, and handling complaints of alleged discrimination filed with federal and state civil rights agencies. In addition, the Office provides training to faculty, staff, and students, and promotes the University's efforts in the area of community outreach.

The University receives federal contracts, and, as a result, is required to develop and implement a written Affirmative Action Plan. The Affirmative Action Plan serves as a blueprint to guide the University's efforts with respect to the recruitment of underrepresented faculty and staff. OEOA supports recruitment efforts by not only monitoring the search process, but also by providing diversity analysis to units. OEOA also monitors the search process for compliance with equal employment opportunity regulations which requires a fair, equitable, and nondiscriminatory process.

OEOA's responsibilities and activities continue to be the primary means by which the university implements diversity and inclusivity initiatives. As a unit under the Chancellor, it is uniquely positioned to coordinate many of the campus-wide initiatives related to diversity and inclusion. Most recently, the goals of the campus related to diversity have been articulated in the report by the Chancellor and Provost Diversity Initiatives Committee titled Project 2012 -Transforming Illinois: Re-envisioning Diversity and Inclusion. Since the University does not have an institutional diversity office, OEOA is often charged by the Chancellor with responsibilities typically and traditionally associated with those offices. These responsibilities include providing diversity training to various units and groups on campus to foster a more inclusive environment with the goal of increasing retention and promotion among underrepresented faculty and staff throughout the university; serving as a resource for campus; coordinating campus-wide reporting responsibilities to the Illinois Board of Higher Education; providing diversity programming for the campus; engaging in community outreach with Champaign-Urbana and nearby communities and working with student organizations and student affairs units.

## II. ACADEMIC PROFESSIONALS

The academic professional (AP) employee group at the University of Illinois is a workforce that breaks through traditional barriers. It is flexible, self-directed, multidisciplinary, and able to adapt to the changing needs of the University. Academic professional appointments may start and end at any time during the academic year with appointments that may be visiting, short-term, or long-term with annual contracts. Their appointments are fluid and based upon the needs of the academic community.

Academic professionals are those members of the academic staff whose positions have been designated by the President and the Chancellor as meeting specialized administrative, professional, and/or technical needs, in accordance with Article IX of the University of Illinois Statutes. Academic professional titles have been specifically exempted from the State Universities Civil Service System. Administrative positions include Director, Assistant Dean, and coordinator titles; professional positions include architect and lawyer titles; and technical positions include spectroscopist, research programmer, and specialist titles. On our campus, this employee group is comprised of persons who may have specialized knowledge and/or backgrounds who may serve in hybrid positions in emerging fields. The titles and work of academic professionals transcend disciplines and hierarchy.

As of 2010, there were 3,649 academic professionals on the Urbana campus in the Affirmative Action Plan, of which 48.51% are females, 5.04% Black, 7.70% Asian, 0.33% Native American, and 2.58% Hispanic.

Academic Professional Job Groups span multiple Colleges/Units and openings present an opportunity for addressing underrepresentation. There are a total of 47 Academic Professional Job Groups on campus; 70% of these job groups on campus have goals. Of the placement goals there are 14% female; 28% minority; 12.5% Asian; 22% Black; 22% Hispanic; and 1.5% Native American.

### III. THE AFFIRMATIVE ACTION PLAN JOB GROUPS

In general, job groups are jobs that are grouped based on three factors: 1) similar wages; 2) similar titles, job duties, and responsibilities; and 3) similar opportunities for training, promotion, transfer, and other employment benefits.

Academic Professional job groups were created using title, salary and functional areas. The functional area comes mainly from the third character of the P-class code. When AP positions are created at the University, a code describing that position is created. It is a 5 character code. The third character is the major function of the position. The fourth character represents subcategories.

Examples:

CG	Business and Finance	Financial/Economic Analysis
HB	Facilities/Public Safety	Construction
LF	Human Resources	Labor & Employee Relations
MJ	IT Systems	Project Management

The AP job group label consists of a letter and number. The third character of the P-class code, i.e., C for Business/Finance composes the letter and the number reflects entry, mid, and senior levels, with one being senior level, and three being entry level. Thus, a job group of C1 means a senior level Business/Finance position.

#### **IV. AFFIRMATIVE ACTION PLAN PLACEMENT GOALS**

A placement goal is set when the percentage of minorities or females employed in a particular job group is less than reasonably expected given their percentage of availability. A single placement goal is set for all minorities and is listed in the minority total except if there is a substantial disparity in the utilization of a particular minority group. At that point a separate goal is set and will be listed under that particular minority group. The minority group percentage is not an aggregate of all the percentages of the separate minority groups. The percentages are provided by gender, total minorities, and respective minority groups. The University's placement goals are established by applying the 80% Rule. With the 80% Rule, a disparity may exist whenever the percentage of females or minorities in the job group is less than 80% of the final availability percentage.

A goal is a hiring rate in the affirmative action plan. For example, a female placement goal of 25% means that 1 out of 4 hires should be female such that over time, the underrepresentation would be addressed. A higher percentage indicates a larger pool of availability in the recruitment area and thus greater likelihood of success in addressing underrepresentation. Affirmative action regulations require Illinois to undertake the following actions:

- Document good faith efforts to recruit in areas where there are goals. Good faith efforts refer to any effort that seeks to include more underrepresented persons into the selection pool; typically this involves recruitment or development efforts not otherwise done in the past.
- Document on-going diversity related initiatives.
- Monitor progress towards goals.
- Maintain thorough search and applicant documentation.

The next section contains the Academic Professional Diversity Report from the 2010 Academic Professional Affirmative Action Plan. The data is compiled by job group and helps the University community to be mindful of areas of underrepresentation throughout the campus.



**University of Illinois Academic Professional Diversity Report - 10/10/09  
(Level 1=Mgmt, Level 2=Mid-level, Level 3=Entry)**

<b>Job Group</b>	<b>Job Group Name</b>	<b>Asian</b>	<b>Black</b>	<b>Hispanic</b>	<b>Native Am</b>	<b>White</b>	<b>Female</b>	<b>Male</b>	<b>Total Emps</b>	<b>Placement Goal</b>
A1	Campus Executive Admin Level 1	6.67%	23.33%	3.33%	0.00%	66.67%	50.00%	50.00%	30	
A2	Campus Executive Admin Level 2	2.20%	13.19%	4.40%	0.00%	80.22%	63.74%	36.26%	91	*
B1	Ath/Rec Level 1	0.00%	17.24%	0.00%	0.00%	82.76%	34.48%	65.52%	29	
B2	Ath/Rec Level 2	0.00%	9.41%	2.35%	0.00%	88.24%	28.24%	71.76%	85	*
B3	Ath/Rec Level 3	3.80%	6.33%	1.27%	0.00%	88.61%	35.44%	64.56%	79	*
C1	Bus/Finance Level 1	0.00%	6.45%	0.00%	0.00%	93.55%	61.29%	38.71%	31	*
C2	Bus/Finance Level 2	8.77%	0.00%	1.75%	0.00%	89.47%	66.67%	33.33%	57	*
C3	Bus/Finance Level 3	3.52%	3.52%	1.41%	0.00%	91.55%	73.24%	26.76%	142	*
D1	Communications/PR/Advanc Level 1	2.86%	5.71%	1.43%	0.00%	90.00%	62.86%	37.14%	70	*
D2	Communications/PR/Advanc Level 2	3.70%	2.47%	3.70%	0.00%	90.12%	72.84%	27.16%	81	*
D3	Communications/PR/Advanc Level 3	1.99%	4.48%	1.49%	0.50%	91.54%	60.70%	39.30%	201	*
E1	Community/Human Resources Level 1	0.00%	20.00%	0.00%	0.00%	80.00%	80.00%	20.00%	5	
E2	Community/Human Resources Level 2	0.00%	0.00%	0.00%	0.00%	100.00%	66.67%	33.33%	3	
E3	Community/Human Resources Level 3	5.56%	22.22%	5.56%	0.00%	66.67%	80.56%	19.44%	36	
F1	Creative/Fine Arts Level 1	0.00%	0.00%	0.00%	0.00%	100.00%	33.33%	66.67%	6	*
F2	Creative/Fine Arts Level 2	0.00%	0.00%	0.00%	0.00%	100.00%	57.14%	42.86%	7	
F3	Creative/Fine Arts Level 3	1.92%	1.92%	1.92%	1.92%	92.32%	63.46%	36.54%	52	*
G1	Educational Level 1	6.25%	3.13%	1.56%	0.00%	89.06%	57.81%	42.19%	64	*
G2	Educational Level 2	11.54%	9.62%	5.77%	1.92%	71.15%	63.46%	36.54%	52	
G3	Educational Level 3	4.91%	5.28%	2.64%	0.00%	87.17%	58.87%	41.13%	265	*
H1	Facilities/Public Safety Level 1	4.76%	9.52%	0.00%	0.00%	85.71%	33.33%	66.67%	21	*
H2	Facilities/Public Safety Level 2	0.00%	0.00%	4.76%	0.00%	95.24%	23.81%	76.19%	21	*
H3	Facilities/Public Safety Level 3	3.00%	7.00%	2.00%	0.00%	88.00%	30.00%	70.00%	100	*
K1	Health/Medical Level 1	14.29%	7.14%	7.14%	0.00%	71.43%	39.29%	60.71%	28	*
K2	Health/Medical Level 2	16.67%	0.00%	0.00%	0.00%	83.33%	100.00%	0.00%	6	
K3	Health/Medical Level 3	11.32%	9.43%	5.66%	0.00%	73.58%	83.02%	16.98%	53	*
L1	HR Level 1	0.00%	0.00%	0.00%	0.00%	100.00%	100.00%	0.00%	5	*
L2	HR Level 2	13.33%	13.33%	6.67%	6.67%	60.00%	86.67%	13.33%	15	
L3	HR Level 3	0.00%	19.23%	0.00%	7.69%	73.08%	84.62%	15.38%	26	*
M1	IT Systems Level 1	8.70%	0.00%	0.00%	0.00%	91.30%	17.39%	82.61%	23	*
M2	IT Systems Level 2	5.88%	0.00%	0.00%	0.00%	94.12%	23.53%	76.47%	17	*
M3	IT Systems Level 3	13.08%	1.89%	1.89%	0.17%	82.96%	20.14%	79.86%	581	*
N1	Library and/or Research Info Level 1	50.00%	0.00%	0.00%	0.00%	50.00%	50.00%	50.00%	2	
N2	Library and/or Research Info Level 2	0.00%	0.00%	0.00%	0.00%	100.00%	100.00%	0.00%	4	

\* Indicates that there are affirmative action goals for this position because women and/or minorities are underrepresented. Specific placement goals are available from OEOA.

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<b>Job Group</b>	<b>Job Group Name</b>	<b>Asian</b>	<b>Black</b>	<b>Hispanic</b>	<b>Native Am</b>	<b>White</b>	<b>Female</b>	<b>Male</b>	<b>Total Emps</b>	<b>Placement Goal</b>
N3	Library and/or Research Info Level 3	9.38%	0.00%	0.00%	0.00%	90.63%	59.38%	40.63%	32	*
P1	Research Support Level 1	17.65%	11.76%	0.00%	0.00%	70.59%	35.29%	64.71%	17	*
P2	Research Support Level 2	13.79%	6.90%	0.00%	0.00%	79.31%	41.38%	58.62%	29	
P3	Research Support Level 3	11.35%	3.19%	3.19%	0.00%	82.27%	60.99%	39.01%	282	*
Q1	Research Disciplines Level 1	0.00%	0.00%	20.00%	0.00%	80.00%	40.00%	60.00%	5	*
Q2	Research Disciplines Level 2	0.00%	0.00%	0.00%	0.00%	100.00%	100.00%	0.00%	3	
Q3	Research Disciplines Level 3	18.31%	0.70%	1.76%	1.06%	78.17%	39.44%	60.56%	284	*
R1	Student Services Level 1	3.23%	16.13%	0.00%	0.00%	80.65%	74.19%	25.81%	31	*
R2	Student Services Level 2	4.17%	9.38%	6.25%	1.04%	79.17%	68.75%	31.25%	96	
R3	Student Services Level 3	3.05%	14.72%	6.60%	0.51%	75.13%	70.05%	29.95%	197	*
Z1	State Surveys Level 1	3.33%	3.33%	0.00%	0.00%	93.33%	6.67%	93.33%	30	*
Z2	State Surveys Level 2	0.00%	0.00%	0.00%	0.00%	100.00%	57.14%	42.86%	7	*
Z3	State Surveys Level 3	7.47%	0.29%	2.30%	0.00%	89.94%	33.62%	66.38%	348	*
Total		281	184	94	12	3,078	1,770	1,879	3,649	
Percent		7.70%	5.04%	2.58%	0.33%	84.35%	48.51%	51.49%	100.00%	

\* Indicates that there are affirmative action goals for this position because women and/or minorities are underrepresented. Specific placement goals are available from OEOA.