

Equal Employment Opportunity Officer (EEO) Checklist

The Equal Employment Opportunity Officer (EEO) is at the college/administrative unit level and facilitates college/unit level conversations with senior leadership and executive/administrative committees about diversity. The EEO is also responsible for oversight related to equal employment opportunity (non-discrimination) guidelines at the college or equivalent administrative unit level. In colleges/teaching units, the EEO must be a tenured faculty member; in administrative units, the EEO must be a senior administrator.

The following are EEO responsibilities:

- Annually (in the fall) review written operating procedures and provide an updated copy to the Office of Diversity. The operating procedures should address the unit's internal process for implementing the Affirmative Action Program, including monitoring compliance within departments and overseeing the search and selection process. The EEO should also review college and unit policies, procedures, and by laws to monitor for potential barriers to diversity.
- Work in partnership with the EEO Vice Chair to review internal policies, practices, and procedures related to the search/hiring process.
- Serve as a resource to the college/unit on search matters.
- Review recruitment plans for upcoming hires.
- Monitor the search process across departments to ensure fairness and consistent implementation of unit policies, procedures, and practices.
- Ensure that Diversity Advocates are aware of the campus' and college/administrative unit's internal policies, procedure, and expectations related to affirmative action, diversity, and inclusivity.
- Review annually the college's affirmative action goals and college/administrative unit diversity plans and objectives to develop a comprehensive action plan, including recruitment strategies, to address underrepresentation within the unit based on upcoming vacancies.
- Monitor retention efforts and document good faith efforts, including departmental efforts, to attract and recruit diverse applicant pool and provide a report to the Office of Diversity at the end of the academic year.
- In collaboration with the Inclusive Illinois Representative, inform colleagues, staff, and students about diversity programs and events on campus to increase awareness of engagement.
- Approve (or delegate approval to the EEO Vice Chair) search, summary, appointment change and waiver forms.

Below are responsibilities that pertain to specific aspects of the search/hiring process.

Opening the Search

The EEO approves the search plan on the Search Form on behalf of the college unit, paying particular attention to the diversity of search committee and chair; the scope of the recruitment plan for affirmative action compliance and diversity outreach; and the use of broad required and preferred qualifications within the position announcement, as appropriate.

Diversity of Applicant and Finalist Pool Report

The Unit Executive Officer, EEOO, Diversity Advocate, Search Chair and Search Contact are provided with a copy of the diversity of applicant and finalist pool report by the Office of Diversity. The EEOO is available as a resource to the Diversity Advocate and Search Chair to discuss the report.

Summary Form

The EEOO/College must review and approve the Summary Form prior to the issuance of an informal verbal or formal written offer to the proposed appointee. The college is responsible for forwarding the Summary Form to the Provost Office for second level review and approval when required.

Closing the Search

The EEOO or delegate should ask search committee members, the Diversity Advocate, the search chair, and the hiring official for ideas about improving the process, including an assessment of the effectiveness of recruitment strategies to identify underrepresented applicants.

Appointment Changes and Search Waivers

The EEOO should review all appointment change and search waiver requests for equal employment opportunity compliance.