Equal Employment Opportunity Officer (EEOO) / Vice Chair Guidelines

The Equal Employment Opportunity Officer (EEOO) is at the college/administrative unit level and facilitates college/unit level conversations with senior leadership and executive/administrative committees about diversity, equity and inclusion. The EEOO 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 EEOO must be a tenured faculty member; in administrative units, the EEOO must be a senior administrator.

The EEO Vice Chair will assist with the responsibilities listed for the EEOO and should be a senior administrator with significant human resource and search expertise.

The following are EEOO responsibilities:

- Work in partnership with the EEO Vice Chair to review internal policies, practices, and procedures related to the search/hiring process.
  - If your college/unit has written operating procedures, please provide an updated copy to the Office for Access and Equity each year. 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 EEOO should also review college and unit policies, procedures, and by laws to monitor for potential barriers to diversity.
- Monitor the search process across departments to ensure fairness and consistent implementation of unit policies, procedures, and practices.
- Serve as a resource to the college/unit on search matters.
- Review recruitment plans for upcoming hires.
- 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.
- Serve as a resource to Search Committee Chairs and Diversity Advocates in determining good faith efforts to attract and recruit diverse applicant pools. (They will need to provide the list of good faith efforts to the search coordinator for each search.)
- Monitor college and departmental retention efforts.
- In collaboration with the Senior Diversity Officer and/or Diversity Committee members, inform colleagues, staff, and students about diversity programs and events on campus to increase awareness of engagement.
- Approve search, summary, appointment change and waiver forms.
  - The EEOO should approve forms that pertain to tenure/tenure track appointments.
  - The EEOO or Vice Chair can approve forms for Specialized Faculty and Academic Professional appointments.
Here are responsibilities that pertain to specific aspects of the search/hiring process.

**Opening the Search**
The EEOO (or Vice Chair) 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 (or Vice Chair), Diversity Advocate, Search Chair and Search Contact are provided with a copy of the diversity of applicant and finalist pool report by the Office for Access and Equity. The EEOO (or Vice Chair) is available as a resource to the Diversity Advocate and Search Chair to discuss the report.

**Summary Form**
The EEOO (or Vice Chair)/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 Vice Chair) 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 (or Vice Chair) should review all appointment change and search waiver requests for equal employment opportunity compliance.

*Additional information can be found at:* [https://oae.illinois.edu/academicsearch.html](https://oae.illinois.edu/academicsearch.html)