



To: All University Faculty, Staff, and Union Representatives

From: Letissa C. Reid, J.D., Associate Vice President, Office of Institutional Equity

Date: February 7, 2024

Subject: Affirmative Action Plan Update and Distribution of Policy Statements

The University of Connecticut's 2023 Affirmative Action Plan for Employment (also Plan) was approved by the Commission on Human Rights and Opportunities on March 30, 2023. The Plan reports the University's good faith efforts towards diversifying the workforce of the University, attaining goals, and achieving equal employment opportunity.

All employees are invited to review and comment on the 2023 Plan until February 28, 2024. A copy of the 2023 Plan is available for review and comments in the following locations:

- [The Office of Institutional Equity \(OIE\)](#)
Wood Hall, 241 Glenbrook Road
Storrs, CT 06269
- The Connecticut Commission on Human Rights (CHRO)
450 Columbus Boulevard
Hartford, CT 06103

All comments or questions are welcome and may be sent to:

[Letissa C. Reid, J. D.](#)

Associate Vice President, Office of Institutional Equity
Wood Hall, Unit Box 4175
241 Glenbrook Road
Storrs, CT 06269-4175
860.486.2943

The following policies and procedures are included in the Plan, distributed to every employee through OIE's webpage and the University's policy website, and posted throughout the University:

- [Affirmative Action and Equal Employment Opportunity](#)
- [Policy Against Discrimination, Harassment and Related Interpersonal Violence](#)
- [Policy Statement: People with Disabilities](#)
- [University of Connecticut Discrimination Complaint Procedures](#)

Policy Posting Obligation

As in previous years, OIE satisfies the statutory requirement of policy distribution to employees via this notification and mail distribution as necessary. Additionally, policies are posted in visible locations throughout the University.

Employee Demographic Data

As a federal contractor, the University is required to annually report demographic data about the workforce, which includes disability and veteran data. To ensure the most accurate demographic profile of the current employee population is reported, all employees are requested to voluntarily provide their demographic information including race/ethnicity, gender, disability, and veteran status.

In January 2022, to fulfill the University's compliance obligation to periodically provide an opportunity for employees to update their demographic information OIE, in collaboration with the Office of Human Resources, invited employees to voluntarily update race/ethnicity, veteran status and disability status. Employees can update their demographic data, at any time, in the Core-CT Self-Service System (ess.uconn.edu) in the Personal Information Section. Detailed instructions can be found at [Personal Information Job Aid](#). All demographic information is kept confidential and only used in accordance with applicable laws and regulations, utilized for federal and state aggregate reporting only, and does not affect current employment status.

Recruitment, Compliance, and Diversification

As a federal contractor and state agency, the University's recruiting and hiring activities are audited regularly by government enforcement and other external units. Vice Presidents, Deans, Directors, Department Heads, Hiring Managers, and Search Committee Chairs are accountable for ensuring compliance with state and federal regulations and record-keeping requirements concerning recruitment and applicant evaluation activities, as well as progressive and proactive recruitment programs.

To assist search committees and hiring departments, OIE is available for consultation about the search process, compliance obligations, best practices in building diverse pools of qualified applicants, and objective evaluation techniques.

Compliance Obligations for Searches

Training: Search committee members are required to complete search committee training before serving on a search committee. OIE facilitates training workshops by providing information about conducting an AA/EEO compliant search and hiring process. Search Committee Training is currently available as a web-based training course. Search committee training completion status is verified prior to interview approval of all searches. To enroll in a training session please visit OIE's [website](#).

OIE Search Review: OIE's Employment Equity staff substantively reviews search files for faculty and staff (classified and unclassified) at the pre-interview and pre-offer stages of the search process for compliance with AA/EEO regulations. At the pre-interview stage, OIE's review ensures that proactive recruitment strategies were implemented by search committees and hiring departments. Additionally, the review ensures that disposition reasons for applicant ranking are qualification-related, objective, and specific. Following a recommendation from the CHRO in its Affirmative Action Plan evaluation, OIE staff works to ensure that applicant evaluations at all phases of the search include more detailed explanations of the search committee's qualification-based rationale for rejecting and selecting applicants for interview or hire.

Diversity and Sexual Harassment Prevention Training

Sexual Harassment Prevention and Diversity Awareness Trainings are important components of the University's commitment to maintaining safe, inclusive, and non-discriminatory learning and working environments for all members of our community. OIE offers Sexual Harassment Prevention Training (SHPT). Also, OIE, in partnership with the Office of Diversity and Inclusion (ODI), developed a Diversity Awareness Training (DAT). Both training courses are incorporated as part of the New Employee Orientation at UConn and UConn Health during the first and second day of hire. Both trainings are presented bi-monthly on WebEx. Additionally, the SHPT Training is also accessible as a self-paced fully online course to accommodate varied employment schedules and is accessed by logging into [Learning at Work](#).

Discrimination Complaint Management

OIE's staff investigators address concerns regarding employee conduct pursuant to UConn's [non-discrimination policies](#). These policies are constructed to provide the same or similar protections as those contained in state and federal law and regulation regarding discrimination and discriminatory harassment. OIE reviews, and where applicable, objectively investigates complaints of discrimination and harassment to determine whether employee conduct violates the University's non-discrimination policies and makes recommendations designed to mitigate the effects of discriminatory conduct.

OIE also assists with the development and implementation of the University's non-discrimination and affirmative action policies, procedures, and programs and offers information, consultation, and training to the University community on these areas of focus. More information about how to report discrimination and [OIE's complaint process](#) can be found online at www.equity.uconn.edu. If you have a specific question regarding the complaint process or need further assistance, please do not hesitate to contact a member of OIE at 860.486.2943 or by email at equity@uconn.edu.

Americans with Disabilities Act (ADA) Compliance Activities

OIE monitors the University's compliance with the Americans with Disabilities Act (ADA) requirements. In this regard, OIE resolves allegations of discrimination based on disability by

ensuring University compliance with all laws and regulations related to the ADA. OIE also provides consultation, information, and referral to appropriate resources for disability-related issues. More information can be found online at www.accessibility.uconn.edu or by contacting OIE at 860.486.2943 or by email at equity@uconn.edu.

The Office of Human Resources processes and facilitates requests for employee workplace accommodations. If you believe that you may need an accommodation, or if you are a supervisor or manager who is presented with an employee request for an accommodation, please contact the ADA Case Manager at 860.486.2598 or via email at tiffanie.roback@uconn.edu.