



To: All University Faculty, Staff, and Union Representatives

From: Sarah Chipman, Interim Associate Vice President, Office of Institutional Equity

Date: February 26, 2025

Subject: State of Connecticut Affirmative Action Plan Update and Distribution of Policy Statements

The University of Connecticut's 2024 State of Connecticut Affirmative Action Plan for Employment (*Plan*) was approved by the Connecticut Commission on Human Rights and Opportunities on June 12, 2024. The *Plan* reports the University's good faith efforts towards attaining goals and achieving equal employment opportunity as required by [Connecticut General Statute \(CGS\) §46a-68](#).

All employees are invited to review and comment on the 2024 *Plan* until March 24, 2025. A copy of the 2024 *Plan* is available for review and comment by appointment at:

[The Office of Institutional Equity \(OIE\)](#)

Wood Hall  
241 Glenbrook Road  
Storrs, CT 06269

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

[Sarah Chipman, JD](#)

Interim 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*, available to all employees 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](#)

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### **Policy Posting Obligation**

OIE satisfies the statutory requirement of policy distribution to employees via this notification. Additionally, relevant policies are posted in visible locations throughout the University.

### **Compliance Obligations for Searches**

Training: Search committee members are required to complete search committee training before serving on a search committee. The Search Committee Training, providing information about conducting compliant search and hiring process, is currently available as a web-based training course. 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. Additionally, the review confirms that disposition reasons for applicant ranking are qualification-related, objective, and specific. At the hire stage, OIE looks for detailed explanations of the search committee's qualification-based rationale for rejecting and selecting applicants for hire.

### **Diversity Awareness 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. The University complies with Connecticut statute by offering these trainings as part of the orientation program for new employees at UConn and UConn Health.

### **Discrimination Complaint Management**

OIE's staff investigators address concerns regarding employee conduct pursuant to UConn's [non-discrimination policies](#). 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.

More information about how to report discrimination and [OIE's complaint process](#) can be found online at [www.equity.uconn.edu](http://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](mailto:equity@uconn.edu).

### **Americans with Disabilities Act (ADA) Compliance Activities**

OIE monitors the University's compliance with the Americans with Disabilities Act (ADA) requirements. OIE also provides consultation, information, and referral to appropriate resources related to disability-related access and accommodations. More information can be found online at [www.accessibility.uconn.edu](http://www.accessibility.uconn.edu) or by contacting OIE at 860-486-2943 or by email at [equity@uconn.edu](mailto: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.robback@uconn.edu](mailto:tiffanie.robback@uconn.edu).