

*NCA Self Study*  
*Criterion 2 Documents*

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Eastern Illinois University

Year 2014

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Affirmative Action Plan 2012-2013  
NCA Self-Study Committee

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# Affirmative Action Plan

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2012-2013 Academic Year

**Eastern Illinois University's Office of Civil Rights & Diversity**

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# 1. Overview

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## University Mission Statement

Eastern Illinois University is a public comprehensive university that offers superior, accessible undergraduate and graduate education. Students learn the methods and results of free and rigorous inquiry in the arts, humanities, sciences, and professions, guided by a faculty known for its excellence in teaching, research, creative activity, and service. The University community is committed to diversity and inclusion and fosters opportunities for student-faculty scholarship and applied learning experiences within a student-centered campus culture. Throughout their education, students refine their abilities to reason and to communicate clearly so as to become responsible citizens and leaders. Eastern Illinois University's policies relating to Affirmative Action can be found in Appendix A.

## Eastern Illinois University Profile

Eastern Illinois University was established in 1895 as Eastern Illinois State Normal School (that is, a teacher's college) by the Illinois General Assembly. Today, the University grants bachelor's, master's, and specialist's degrees and is accredited through the specialist level by the Higher Learning Commission of the North Central Association of Colleges and Schools (NCA). In its most recent re-accreditation report, the NCA congratulated Eastern for its strong focus on students and their educational attainment.

Eastern Illinois University is governed by its own Board of Trustees. The President is responsible for the operation and general welfare of the University, which is organized into four areas, each headed by a vice president: Academic Affairs, Business Affairs, Student Affairs, and University Advancement. The primary academic units include the College of Arts and Humanities; the Lumpkin College of Business and Applied Sciences; the College of Education and Professional Studies; the College of Sciences; the Graduate School; the Honors College; and the School of Continuing Education.

Eastern Illinois University has a rich tradition of preparing students to accomplish their life goals through a great combination of quality academics and personal relationships.

Consistently ranked in the top third of Midwest universities in its class by U.S. News and World Report, Eastern has earned its reputation by offering a wide variety of undergraduate and graduate programs taught by an experienced and caring faculty. In addition to reasonable tuition, fees, and room and board rates, Eastern offers a textbook rental system, saving the average student hundreds of dollars per semester.

A variety of excellent on-campus housing opportunities are available on the safe, compact 320-acre campus. Student graduation and retention rates are well above state and national averages, and that success continues after students earn their degrees -- year after year, Eastern ranks high in job placement, alumni satisfaction and employer satisfaction.

## 1.1 Affirmative Action Federal Executive Order 11246

The Civil Rights Act of 1964, 42 U.S.C. 2000(e) prohibits discrimination in employment on the basis of race, color, religion, sex, or national origin. The Act was amended in 1972 to apply to employment by state agencies, to education institutions, and to faculty employment. In order to carry out this national policy, the President of the United States directed Executive Order 11246, and amended by Executive Order 11375, that all federal agencies should place an “affirmative action clause” in every contract in excess of \$50,000. Anyone entering into a contract with the United States, even if not otherwise obligated by law, must agree to comply with the substance of the Civil Rights Act of 1964.

As a federal contractor receiving more than \$50,000 in federal contracts annually and employing greater than 50 employees, Eastern Illinois University is mandated by federal Executive Order 11246, as amended, to have a written affirmative action plan for women and minorities. Eastern Illinois University in good faith affirms the components of this affirmative action plan are as required by Executive Order 11246 and as detailed in the implementing regulations, 41 CFR Chapter 60 by the Department of Labor Office of Federal Contract Compliance Programs.

The included analyses, the identification of problem areas, and the establishment of goals are required components as set out in the aforementioned regulations. Terms used in this context of the implementing regulations in no way should be read as an admission of violation of any statute, federal or state, or violation of Eastern Illinois University policies. Goals and timetables established in the context of the affirmative action program are not established as fixed quotas but rather as guidelines to support the underlying commitment to equal opportunity for all persons, regardless of membership or lack of membership in a protected group. Nothing in the Eastern Illinois University affirmative action plan is intended to sanction the discriminatory treatment of any person.

## **2. University Policies Relating to Affirmative Action**

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## 2.1 Policy Number: 174

### DIVERSITY, NONDISCRIMINATION, AND AFFIRMATIVE ACTION

America draws its strength and vitality from the diversity of its people. Eastern Illinois University is enriched by building a campus that celebrates and draws upon the talents of all its students, faculty, and staff.

Eastern Illinois University provides equality of opportunity in education and employment for all students and employees. Discrimination based upon race, color, sex, religion, age, national origin, ancestry, marital status, disability, veteran status, sexual orientation, or any other basis of discrimination precluded by federal and state statutes, is strictly prohibited.

Moreover, as prescribed by federal guidelines, the University is committed to a program of affirmative action to alter patterns of employment which indicate under-representation of members of minority groups and women. The University further pledges itself to a program of affirmative action as prescribed by statute to employ, and advance in employment, qualified disabled individuals, Vietnam-era veterans, and special disabled veterans.

Approved: President

July 20, 2005

Monitor: President



## 2.2 Policy Number: 172

### Affirmative Action Procedures for Specified Veterans and Applicants and Employees with Disabilities

In compliance with Section 503 of the 1973 Rehabilitation Act, the Vietnam Era Veteran's Readjustment Assistance Act of 1974 as amended, and the Americans with Disabilities Act of 1990, the University shall refrain from discrimination against any otherwise qualified employee, or applicant for employment, because he or she has a disability, or is a special disabled veteran, a veteran of the Vietnam era, a recently separated veteran, or other protected veteran. In addition, the University shall take certain types of affirmative action to employ and advance in employment otherwise qualified persons with disabilities, special disabled veterans, veterans of the Vietnam era, recently separated veterans, and other protected veterans.

For purposes of affirmative action, a special disabled veteran, a veteran of the Vietnam era, a recently separated veteran, other protected veteran, and a disabled individual are defined as follows:

Special disabled veteran means (i) a veteran of the U.S. military, ground, naval or air service who is entitled to compensation (or who but for the receipt of military retired pay would be entitled to compensation) under laws administered by the Department of Veterans' Affairs for a disability (A) rated at 30 percent or more, or (B) rated at 10 or 20 percent in the case of a veteran who has been determined under Section 38 U.S.C. 3106 to have a serious employment handicap or (ii) a person who was discharged or released from active duty because of a service-connected disability.

Vietnam era veteran means a person who: (i) served on active duty in the U.S. military, ground, naval or air service for a period of more than 180 days, and who was discharged or released there from with other than a dishonorable discharge, if any part of such active duty was performed: (A) in the Republic of Vietnam between February 28, 1961, and May 7, 1975; or (B) between August 5, 1964, and May 7, 1975, in all other cases; or (ii) was discharged or released from active duty in the U. S. military, ground, naval or air service for a service-connected disability if any part of such active duty was performed (A) in the Republic of Vietnam between February 28, 1961, and May 7, 1975; or (B) between August 5, 1964, and May 7, 1975, in any other location.

Recently separated veteran means any veteran during the one-year period beginning on the date of such veteran's discharge or release from military duty.

Other protected veterans means veterans who served on active duty in the U.S. military, ground, naval or air service during a war or in a campaign or expedition for which a campaign badge has been authorized. The information required to make this determination can be found here: <http://www.fedshirevets.gov/hire/hrp/vetguide/index.aspx>.

A person with a disability is any person who (1) has a physical or mental impairment which substantially limits one or more of the person's major life activities, (2) has a record of the disability, or (3) is regarded as having a disability.

Disabled veterans, veterans of the Vietnam era, recently separated veterans, other protected veterans, or individuals with disabilities who believe they are eligible and would like to be considered under this affirmative action procedure are invited to identify themselves voluntarily to the Civil Rights and Diversity Office. Submission

of this information is voluntary. Refusal to provide such information will not subject the individual to discharge or disciplinary treatment.

Information concerning an individual's medical condition or history shall be kept confidential, except that (1) supervisors and managers may be informed regarding restrictions on the work or duties of individuals with disabilities as they pertain to necessary accommodations, (2) first aid and safety personnel may be informed where appropriate, if the condition might require emergency treatment, and (3) government officials investigating compliance with the aforementioned Acts shall be provided relevant information upon request.

Persons with disabilities or disabled veterans shall be given an opportunity to describe (1) any special methods, skills, and procedures that qualify the person for positions that otherwise would present difficulties because of a disability and (2) the accommodation that the employing department might make that would enable a disabled person or disabled veteran to perform the job properly and safely, including special equipment, changes in the physical layout of the job, elimination of certain duties relating to the job, or other accommodations.

Approved: President

December 21, 2005

Monitor: President

## 2.3 Policy Number: 178

### DISCRIMINATION UNDER THE AMERICANS WITH DISABILITIES ACT

In compliance with the [Americans With Disabilities Act \(ADA\) of 1990](#) and the [Rehabilitation Act of 1973](#), it is the policy of this University that no person shall be denied, forbidden, or limited access to the various programs or services of this University, or employment on the basis of disability.

#### **DEFINITION OF DISABILITY**

"Disability" is defined in these procedures, and all other policies and procedures of the University in accordance with the provisions of the Americans with Disabilities Act, i.e., a "mental or physical impairment that substantially limits a major life activity, has a record of such impairment, or is regarded as having such an impairment."

In accordance with the ADA of 1990, no individual shall be discriminated against on the basis of disability in the full and equal employment of the goods, services, facilities, privileges, advantages, or accommodations of the University. Further, no qualified individual with a disability shall, by reason of such disability, be excluded from participation in or be denied the benefits of the services, programs, or activities of the University or be subjected to discrimination by the University.

Eastern Illinois University is an equal opportunity employer and does not discriminate against a qualified individual with a disability because of the disability of such individual in regard to job application procedures, the hiring advancement, or discharge of employees, employee compensation, job training, and other terms, conditions and privileges of employment.

Questions about compliance with the ADA should be referred to the ADA Coordinator.

#### **ACCOMMODATIONS AVAILABLE**

It shall be the policy of the University to make all of its facilities, programs, and activities accessible and usable by persons with disabilities.

Students seeking accommodations should contact the Assistant Director of Disability Services.

Employees seeking accommodations in regard to the work place should contact the ADA Coordinator (contact through the Director of Human Resources).

Persons seeking information concerning accessible parking may contact the University Police. Maps are available indicating this information.

Persons seeking accommodations in regard to public functions and facilities of the University should contact the ADA Coordinator.

Whenever possible, meetings or events should be scheduled in accessible rooms and buildings. Further, the coordinator of such event should make reasonable efforts to anticipate and accommodate the participation of persons with disabilities.

#### **CONFIDENTIALITY OF INFORMATION CONCERNING DISABLED PERSONS**

In compliance with the [Americans With Disabilities Act of 1990](#) and the [Rehabilitation Act of 1973](#), no student, employee, applicant, or potential user of the facilities or services of the University shall be required to disclose that he or she suffers a disability, either in writing or orally. The University may gather information concerning persons with disabilities after their employment/entry into the various academic and service units programs.

Information concerning an individual's medical condition or history shall be kept confidential, except that (1) supervisors, managers, residence hall assistants, faculty, and other appropriate parties may be informed regarding restrictions on the work or duties of persons with disabilities and regarding accommodations, (2) first aid and safety personnel may be informed where appropriate, if the condition might require emergency treatment, and (3) government officials investigating compliance with the Acts shall be provided relevant information upon request.

### **COMPLAINT PROCESS**

Any member of the University community or user of University services, who believes he/she has been discriminated against on the basis of a disability, may file a complaint with the Civil Rights Office in accordance with guidelines prescribed by the University's [Discrimination Complaint Procedures](#).

### 3. Designation of Responsibility for Implementation

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The Office of Civil Rights and Diversity (OCRD) has the responsibility for designing and ensuring the effective implementation of Eastern Illinois University's Affirmative Action Program (AAP). These responsibilities include, but are not limited to, the following:

1. Developing Equal Employment Opportunity (EEO) policy statements, affirmative action programs and internal and external communication procedures in coordination with the President's Council;
2. Assisting in the identification of AAP/EEO problem areas;
3. Assisting management in arriving at effective solutions to AAP/EEO problems;
4. Keeping Eastern Illinois University's President informed of equal opportunity progress and reporting potential problem areas within the university through annual reports;
5. Reviewing the university's AAP for qualified minorities and women with all managers and supervisors at all levels to ensure that the policy is understood and is followed in all personnel activities; and
6. Serving as liaison between Eastern Illinois University and enforcement agencies.

#### Responsibilities of Directors and Supervisors:

It is the responsibility of all managerial and supervisory staff to implement Eastern Illinois University's AAP. These responsibilities include, but are not limited to:

1. Assisting in the identification of problem areas, formulating solutions, and establishing departmental goals and objectives when necessary;
2. Reviewing the qualifications of all applicants and employees to ensure qualified individuals are treated in a nondiscriminatory manner when hiring, promotion, transfer, and termination actions occur; and
3. Reviewing the job performance of each employee to assess whether personnel actions are justified based on the employee's performance of his or her duties and responsibilities.

## 4. The Recruitment and Hiring Process

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Eastern Illinois University is an equal opportunity, equal access, affirmative action employer committed to achieving a diverse community. The 2011-2012 hiring cycle includes all individuals who were hired and began working at Eastern Illinois University between October 1, 2011 and October 15, 2012. Of individuals hired in continuing administrative and professional positions, 12.5% were members of a minority group and 50% were female. Of continuing administrative and professional positions filled in the past five hiring cycles, 13.3% of the individuals hired were members of a minority group and 53.3% were female. Of individuals hired in tenure-track faculty positions, 30% were members of a minority group and 50% were female. Of tenure-track faculty positions filled in the past five hiring cycles, 24.6% of individuals hired were members of a minority group and 49.2% were female.

### TERMINOLOGY

Form A = Personnel Authorization Request (PAR)

Form B = Recruitment Plan and Vacancy Announcement

Form C = Candidate Selection Form

Form D = Request to Offer Appointment

EEO Card = Applicant information cards (print or electronic) provided by the Civil Rights and Diversity Office

Employee Eligibility Form (I-9) = Federal immigration requirement

Applicant = A person who submits materials for a specific position

Candidate = A person listed on Form C

## 4.1 Tenure-Track Faculty Positions

The Chair/Unit Head and the Civil Rights Director shall discuss the composition of the department's faculty members and the department's recruitment and retention efforts for persons from underrepresented groups. The Chair/Unit Head is responsible for developing a recruitment plan that encourages the formation of a large, diverse, highly qualified applicant pool. Before the advertising and screening process can begin, the Dean/Director, and the Civil Rights Director must approve Form B including both the Recruitment Plan and Vacancy Announcement.

Specific guidelines pertaining to the Recruitment Plan shall be established by the OCRD and approved by the President. These guidelines shall be available on the OCR website and such other vehicles as deemed appropriate. The Civil Rights Director or designee may serve as an ex-officio member of all screening committees. If, after the Recruitment Plan has been approved, the Chair/Unit Head or the Dean/Director wish to deviate from the approved plan, the Civil Rights Director must approve the changes. After approval of Form A and Form B, the Screening Committee shall carry out the Recruitment Plan.

The Chair/Unit Head and Dean/Director are responsible for recommending employment. The Chair/Unit Head is responsible for providing guidance and administrative support to the designated Screening Committee Chairperson regarding the entire employment process. At the beginning of the screening process, the Chairperson/Unit Head shall explain to the screening committee its duties as outlined in the Recruitment Plan. Early in the recruitment process the Director of the OCRD should be invited to review the process for ensuring a proper search, applying the principles of nondiscrimination, and suggesting "best employment practices."

The Chairperson/Unit Head is responsible for ensuring that all application materials are secured. Unless otherwise authorized by the President, only persons serving on the screening committee, the Chair/Unit Head, the Dean/Director, the Civil Rights Director, and the appropriate Vice President shall have access to applicants' letters of reference or transcripts. All screening committee deliberations are confidential and may only be shared with those directly involved in the employment decision. Other members of the department may view applicants' letter of applications, resumes, and scholarly/creative samples.

No candidates may be invited for interviews until Form C is approved by the Civil Rights Director, and normally the Dean/Director (also the Vice President, if designated in the Recruitment Plan). The Screening Committee shall function according to the charge outlined in the Recruitment Plan.

After review of the Form C, the OCRD will forward the completed Form C and applicant files to those specified in the Recruitment Plan for review. No invitation shall be extended to a candidate until the required approvals have been obtained on Form C. Form C may be updated and/or amended by written or electronic communications as needed with the approval of the Dean and the Civil Rights Director.

Appropriate actions shall be taken by the Dean/Unit Head and the Civil Rights Director to ensure that the Recruitment Plan has been followed. If either of these individuals determines that the candidate pool is of insufficient quality, size, or diversity, she/he may direct that the screening process be reopened, that the position be filled temporarily, or that the search be cancelled. Until the chairperson has made the recommendation for employment, additional qualified candidates may be considered for interviews with the approval of the chairperson, Dean, and the Civil Rights Director.

The OCRD surveys newly employed tenure-track faculty to obtain feedback on perceptions of the recruitment and employment process. This information is then shared with hiring agents and search committees.



## 4.2 Non-Tenure-Track Faculty Positions

Before a temporary position may be filled or advertised, a Form A must be approved by the Chair/Unit Head, the Dean/Director, and the Vice President. When appropriate, temporary positions shall be filled through a national recruitment process. A temporary faculty member, who is hired through a national recruitment process, later may be appointed into a continuing tenure-track position without conducting a new screening process if so recommended by the Chairperson and the Dean and approved by the Civil Rights Director and the Vice President. A temporary faculty member who is employed through a national screening process is not guaranteed a later appointment as a continuing faculty member.

When a national screening process is approved for a temporary position, the procedures set forth in this policy for filling a continuing faculty position apply. Advertising for temporary positions may be omitted under certain circumstances, such as when vacancies are to be filled by persons on the Re-employment Roster, when there is insufficient time to advertise for the position, or for other sound academic or business reasons that are approved by the chairperson, the Dean, and the Civil Rights Director. A Form D shall be completed for any new temporary appointment. All newly hired employees shall be required to complete the State of Illinois Ethics Training.

In some cases due to budgetary restriction or time constraints, the process for recruitment and hiring for non-continuing positions does not always follow the steps listed above for filling tenure-track positions. Many non-continuing positions are filled by individuals recruited from within the local region as a matter of efficiency. Non-continuing full-time faculty accounted for 11.2% of all full-time employees during fall 2012.

## 4.3 Continuing Administrative & Professional Positions

Before a vacant position can be advertised or filled, both Forms A and B must be approved. Form A must be signed by all the appropriate line supervisors and, where appropriate, the Vice President or the President. The Hiring Agent and the Civil Rights Director shall discuss the composition of the unit's administrative employees and its recruitment and retention efforts for persons from underrepresented groups. The Hiring Agent is responsible for developing a recruitment plan that encourages the formation of a large, diverse, highly qualified applicant pool. Before the advertising and screening process can begin, the appropriate Supervisor and the Civil Rights Director must approve the Recruitment Plan.

In most instances, an administrative position shall be filled through an external recruiting process. In some special circumstances (e.g., budgetary restriction or internal restructuring) positions may be filled with an internal screening process. If an internal recruitment process is contemplated, the appropriate Vice President and the Civil Rights Director must approve a recruitment rationale. If an internal recruitment process is contemplated for a presidential direct report, the President and the Civil Rights Director must approve a recruitment rationale.

The Recruitment Rationale shall address the reasons for using the internal recruitment process, describe the composition of the screening committee, and describe the interview and selection process. This Rationale shall be routed for approval through the appropriate Vice President, the Civil Rights Director, or the President before an internal selection process may be acted upon. After approval of Form A and the Form B/Recruitment Plan, the Hiring Agent shall announce the vacancy and carry out the Recruitment Plan.

The Hiring Agent and the appropriate Supervisor are responsible for the employment decision. The Hiring Agent is responsible for providing guidance and support to the designated Screening Committee Chairperson regarding the entire employment process. At the beginning of the screening process, the Hiring Agent shall explain to the committee its duties as outlined in the Recruitment Plan.

The Hiring Agent and the Screening Committee Chairperson are responsible for ensuring that all application materials are secured. Unless otherwise authorized by the President, only persons directly involved in the employment process shall have access to all applications and supplementary materials. All screening committee information and materials are confidential, and may only be discussed with others directly involved in the employment process.

No offer of employment may be made until the appropriate Vice President or the President and the Civil Rights Director have signed the Form D. The Hiring Agent or designee shall notify all unsuccessful candidates and complete all remaining paperwork associated with the search and interviews. All newly hired employees shall be required to complete the State of Illinois Ethics Training.

The OCRD also surveys newly employed continuing administrative and professional staff to obtain feedback on perceptions of the recruitment and employment process. This information is then shared with hiring agents and search committees.

## **4.4 Non-Continuing Administrative & Professional Positions**

If a Hiring Agent is contemplating filling an administrative position with a temporary appointment, a rationale shall be prepared which explains the reasons for filling the vacancy with a temporary appointment, describes how the affected constituencies will be consulted regarding the person to be named in the position, and states when the national search is projected to begin to fill the vacancy. An appropriate length of time shall be set aside for constituents to forward comments to the Hiring Agent or Senior Line Supervisor. This rationale must be approved by the Civil Rights Director and the appropriate Vice President before the Hiring Agent may proceed with actions to name an acting administrator.

If a Hiring Agent is contemplating reassigning an administrative position or expanding the duties and scope of an administrative position, a rationale shall be prepared which explains the reasons for this action and describes how the affected constituencies will be consulted regarding these changes. An appropriate length of time shall be set aside for constituents to forward comments to the Hiring Agent or Senior Line Supervisor. The rationale must be approved by the Civil Rights Director and the appropriate Vice President before the Hiring Agent may proceed with actions to reassign the administrative position or expand the duties of an administrative position.

In some cases due to budgetary restriction or time constraints, the process for recruitment and hiring for temporary (or non-continuing) positions does not always follow the steps listed above for filling tenure-track or continuing A&P positions. Many non-continuing positions are filled by individuals recruited from within the local region as a matter of efficiency. Non-continuing full-time administrative and professional employees accounted for 3.7% of all full-time employees during fall 2012.

## 4.5 Civil Service Positions

During fall 2013, 47.2% of all full-time employees were employed in a civil service position. Hiring decisions for these positions are to some degree determined under the provisions of the State Universities Civil Service System. Public universities in Illinois are required to classify non-administrative/professional staff employees according to established Civil Service categories. All staff jobs, except those that are administrative/ professional in nature are classified as Civil Service. Employees classified as civil service are subject to the State Universities Civil Service Statute and Rules. The Office of Employment and Examinations assists departments in hiring civil service and civil service temporary extra help employees.

Before a vacant position can be filled, a "Personnel Authorization Request" (PAR/Form A) must be completed by the Department Chair/Head and forwarded through the Dean/Director to the Vice President. If the request requires approval by the President, the Vice President shall forward the request to the President. Approved copies will be distributed by the Department of Human Resources. All civil service employees are appointed by the President, or designee, in accordance with regulations of the Board of Trustees and of the State Universities Civil Service System.

When Civil Service openings are advertised, they are primarily advertised through Eastern Illinois University's Human Resources website. The Human Resources office is only involved in the recruitment of Civil Service employees. Currently the Human Resources department does not allocate any part of its budget to recruitment for civil service positions. Recruitment efforts are in the form of the Human Resources' website, bulletin board, or other free recruitment sites. These other free sites may consist of college or university career placement websites, the state universities civil service system website, or professional organization websites for some position openings.

## 5. Promotions and Advancement

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For a large majority of employees, processes related to promotion and retention are prescribed by collective bargaining agreements and by the State Universities Civil Service System (SUCCS). Currently, there are twelve such agreements, including: AFSCME 981-Clerical/Technical, AFSCME 981-Service, Carpenters local #347, Eastern Illinois University/UPI Contract Unit A, Eastern Illinois University/UPI Contract Unit B, IBEW Local #146, Ill. FOP Labor Council, Laborers' Local #159, Painters' Local #58, Plumbers and Steamfitter, Operating Engineers #399, Teamsters Local #26. Employees who perceive that they were unfairly evaluated, sanctioned, and not retained may file grievances under the specific provisions of these bargaining agreements. These contracts may be found at Eastern Illinois University's Employee and Labor Relations website (<http://castle.eiu.edu/labor/>).

## 5.1 Tenure-Track Faculty

Full-time faculty at Eastern Illinois University are covered under the provisions of either the Eastern Illinois University/UPI Contract Unit A (tenured/tenure-track faculty) or the Eastern Illinois University/UPI Contract Unit B (non-tenure track faculty). These contracts may be found at Eastern Illinois University's Employee and Labor Relations website (<http://castle.eiu.edu/labor/>).

## 5.2 Non-Tenure-Track Faculty

Full-time non-continuing faculty as well as some academic support professionals at Eastern Illinois University are covered under the provisions of the Eastern Illinois University/UPI Contract Unit B (non-tenure track faculty). This contract may be found at Eastern Illinois University's Employee and Labor Relations website (<http://castle.eiu.edu/labor/>).

## **5.3 Administrative & Professional (Continuing and non-continuing) Staff**

During fall 2012, 17.4 percent of the total full-time Eastern Illinois University employees are Administrative and Professional (A&P) Staff positions. While many A&P Staff positions do not fall under one of the collective bargaining agreements, the organizational structure of the university and variation in position responsibilities fail to create clear promotional paths. Continuing positions that become available are filled by searches and those who qualify for the position are encouraged to apply. The OCRD monitors A&P Staff employment decisions in order to determine compliance with all state and federal regulations. Employment salary is determined by hiring agent, vice president, and approved by President. It is based on market wages and scope of duties, salary history, and experience of the employee. Raises are typically awarded across the board and rarely are merit funds available.



## 5.4 Civil Service Staff

There are five ways a civil service staff member may advance his or her Eastern Illinois University civil service employment career path.

### 1. Promotion

Eastern Illinois University employees are encouraged to seek promotional opportunities. Employees may test for any position for which they meet the minimum qualifications. A test score from a position in a promotional line is considered a promotional score and is placed at the top of the register. If a Civil Service Employee has not yet completed his or her initial probation, a written request must be submitted in order to move his or her score to promotional status upon the completion of the probationary period. As an example, if an employee is hired into an Accountant I position, he or she may test for an Accountant II position. When an Accountant II position becomes vacant, the individual will be considered for an interview ahead of any original entry scores.

### 2. Desk Audit

When an individual has a substantive change in his or her job duties and responsibilities the individual may request a desk audit to analyze his or her current position for reclassification to a higher level. An updated Position Description and a Request for Audit of Civil Service Description should be completed and given to our Compensation Manager for review. If the audit determines that you are performing at a higher job level, the position may be reclassified at the higher level. Accordingly, you will be promoted to the higher job classification after you successfully pass the examination.

### 3. Reassignment

In some cases, civil service employees may request to be reassigned to a new department while maintaining the same job classification. For more information about submitting a reassignment, contact Employment/Examinations at (217) 581-3463 or (217) 581-3911.

### 4. Temporary Upgrade

In some situations, an individual's job classification may be temporarily upgraded for up to 30 consecutive workdays. During this period, the individual will perform a different job at a higher classification level. To initiate an upgrade, the individual's supervisor must submit a temporary upgrade form to the Human Resources. The individual must also pass any applicable civil service examination.

### 5. Applying for another Job Classification

Employees may test for any position for which they meet the minimum qualifications. A passing score will be placed on an active job register. When a job becomes vacant the individual will be in consideration for the position. An individual's score remains active until he or she is notified otherwise or asks for his or her scores to be removed. If an individual fails to reply to notifications, his or her score is removed from the register.

## **6. Discussion: Placement Goals Report Fall 2011**

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## 6.1 Faculty

In the job group “Tenured, Tenure-Track, and Department Chairpersons”, the College of Arts and Humanities , as well as the College of Education and Professional Studies, are underrepresented in minority faculty, and the College of Sciences is underrepresented in female faculty. In the job group “Annually Contracted Faculty”, the College of Arts and Humanities is underrepresented in female faculty and in minority faculty. Additionally, the College of Education and Professional Studies is underrepresented in minority faculty. For departments within the colleges, additional analysis is provided below.

### *Tenured Faculty, Tenure-Track Faculty, and Department Chairpersons*

| Department                                    | Underrepresented Group |
|---|------------------------|
| Art (CAH)                                     | Female & Minority      |
| Music (CAH)                                   | Minority               |
| Kinesiology (CEPS)                            | Female & Minority      |
| Biology (COS)                                 | Female & Minority      |
| Communication Disorders and Sciences (COS)    | Minority               |
| Economics (COS)                               | Female                 |
| Psychology (COS)                              | Female                 |
| Sociology (COS)                               | Female                 |
| School of Business (LCBAS)                    | Female                 |
| School of Family and Consumer Science (LCBAS) | Minority               |

### *Annually Contracted Faculty*

| Department                                 | Underrepresented Group |
|--|------------------------|
| Communication Studies (CAH)                | Minority               |
| English (CAH)                              | Minority               |
| History (CAH)                              | Female                 |
| Music (CAH)                                | Female                 |
| Educational Leadership (CEPS)              | Minority               |
| Kinesiology and Sports Studies (CEPS)      | Minority               |
| Secondary Education and Foundations (CEPS) | Female                 |
| Student Teaching (CEPS)                    | Female & Minority      |

## 6.2 Administrative and Professional Employees

As of the data snapshot date of October 15, 2012, the A&P employee group was underrepresented in members of minority groups. The source of the underrepresentation the A&P employee group is in “First/Mid-Level Officials and Managers” and “Professionals” job categories. While the A&P employee group was not underrepresented in females overall, the “Executive/Senior Level Officials and Managers” group was underrepresented in females. Additionally, while the broader category “Athletics Administrators & Coaches” is not underrepresented, within the category “Athletics Administrators” there is underrepresented in females. Specific job categories that are underrepresented are listed below.

| Job Category   | Underrepresented Group |
|--|------------------------|
| All Full Time A&P  | Minority               |
| Executive/Senior Level Officials and Managers  | Female                 |
| President  | None                   |
| Vice Presidents  | Female                 |
| First/Mid Level Officials and Managers   | Minority               |
| Deans & Associate VPs  | Female & Minority      |
| Assistant VPs, Department Directors, Associate & Assistant Deans   | Minority               |
| Professionals  | Minority               |
| Associate Directors, Assistant Directors   | None                   |
| Coordinators, Specialists, Special Assistants, Assistants to the Deans, Assistants to the Directors, and Similar | Minority               |
| Professional Counselors (Medical)  | None                   |
| Medical Doctors  | None                   |
| Academic Support Professionals   | None                   |
| Academic Advisors  | None                   |
| Faculty Assistants   | None                   |
| Admissions Professionals   | None                   |
| Athletics Administrators & Coaches   | None                   |
| Athletics Administrators   | Female                 |
| Head Coaches   | None                   |
| Assistant & Associate Coaches  | None                   |

## 6.3 Civil Service Employees

As of the data snapshot date of October 15, 2012, Civil Services employees, as a group, were underrepresented in members of minority groups.

| Civil Service Job Group                                    | Underrepresented Group |
|--|------------------------|
| ALL Civil Service  | Minority               |
| Computer and Mathematical Occupations                      | Female & Minority      |
| Library Technicians  | Minority               |
| Arts, Design, Entertainment, Sports, and Media Occupations | Minority               |
| Protective Service Occupations                             | Female                 |
| Food Preparation and Serving Related Occupations           | Minority               |
| Building and Grounds Cleaning and Maintenance Occupations  | Female & Minority      |
| Office and Administrative Support Occupations              | Minority               |
| Installation, Maintenance, and Repair Occupations          | Female & Minority      |

## 7. Action-Oriented Programs: 2011-2012

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During the 2011-2012 hiring cycle, the OCRD posted Continuing A&P openings, Tenure-Track Faculty openings, and some annually contracted A&P or annually contracted Faculty openings on the following sites:

- Eastern Illinois University Employment Opportunities website
- HigherEdJobs.com
- Historically Black Colleges and Universities social network (HBCUconnect.com)
- LatinosInHigherEd.com
- Hispanic-jobs.com
- Asian-Jobs.com
- Diversity-Jobs.com
- VetJobs.com
- AbilityJobs.com
- AbilityLinks.org
- Eastern Illinois Alumni Association - electronic link to vacancies

The OCRD emailed Position Vacancy Announcements of open faculty and A&P positions for distribution:

- Illinois Committee of Black Concerns in Higher Education
- Illinois Latino Council on Higher Education
- Illinois Hispanic Chamber of Commerce
- Indianapolis Black Chamber of Commerce
- Illinois Black Chamber of Commerce - 18 local Illinois chapters
- Eastern Illinois University Black Student Union
- Eastern Illinois University Latin American Students Association
- Black Graduate Student Association – University of Illinois at Urbana
- Black Male Collegiate Society – University of Illinois at Springfield
- Latina/Latino Alumni Association – University of Illinois at Urbana
- Champaign County NAACP
- Springfield Branch NAACP
- Bloomington-Normal Branch NAACP
- Decatur Illinois Department of Employment Security Office
- Springfield Illinois Department of Employment Security Office
- Mattoon Illinois Department of Employment Security Office
- Vermilion County Job Training Partnership

The OCRD mailed a list of open positions monthly to each of the following:

- Illinois Employment and Training Center Offices  
(The OCRD sends announcements to selected county offices. These included offices in Bloomington, Effingham, Mt. Vernon, Centralia, Peoria, and Champaign.)
- Decatur Branch NAACP

The OCRD posted a block ad of open faculty positions:

- Journal of Blacks in Higher Education  
(The OCRD will periodically post block ad on job board and in bulletin email announcements.)
- Women in Academia Report  
(The OCRD will periodically post block ad on job board and in bulletin email announcements.)

In addition to efforts carried out by the OCRD, hiring agents were notified of the following opportunities for recruitment and advised that they should also pursue any other recruiting strategies not initially indicated on the recruitment plan as opportunities presented themselves.

- Networking by hiring agent, search committee members, and all other members of the department.
- University Newsletter
- Discipline-specific professional print and electronic journals and list-services
- Inside Higher Education
- Chronicle of Higher Education (The hiring department may choose to post a specific position announcement in the print edition and/or at [www.chronicle.com/jobs](http://www.chronicle.com/jobs). The department is not required to use this journal. Other professional journals may be used instead. The Office of Academic Affairs will place a block advertisement for all approved faculty positions.)

During FY12 the OCRD significantly expanded the potential external visibility of Eastern, accentuating its strengths and planning priorities, as well as its record of enhancing campus diversity. We strategically placed information about Eastern's growing diversity as well as the presidential goals in the most widely read journals on diversity issues and in the programs of important state and national conferences which were held in New Orleans, Atlanta, Chicago, Baton Rouge, Honolulu, New York, Washington DC, and San Diego.

Placing information about Eastern in these journals and at these types of conferences reaches audiences with various interests and who are located in different regions. We appear to be among a few universities that are placing information in these conference programs. This type of approach is quite cost-effective in comparison to some other more traditional recruiting strategies.

- National Association of Hispanic & Latino Studies Western Regional Conference – September 29, 2011, full-page advertisement in conference program
- Illinois Association of Hispanic State Employees – October 7, 2011, half-page advertisement in conference program
- Diverse Issues in Higher Education – October 13, 2011, full-page color advertisement
- Hispanic Outlook in Higher Education – October 17, 2011, full-page color advertisement
- Illinois Association for Rehabilitation – October 19, 2011, quarter-page advertisement in conference program
- Hispanic Association of Colleges & Universities – October 29, 2011, half-page advertisement in conference program
- Academic Network National Conference on Minority Recruitment – November 6, 2011, full-page in conference program
- Diverse Issues in Higher Education – November 10, 2011, full-page black and white advertisement
- Hispanic Outlook in Higher Education – November 14, 2011, full-page color advertisement
- National Alliance of Black School Educators – November 16, 2011, half-page advertisement in conference program
- National Association of African American Studies, National Association of Hispanic and Latino Studies, National Association of Native American Studies, and International Association of Asian Studies (NAAAS) Annual Conference – February 13, 2012, full-page color advertisement
- American Association of Blacks in Higher Education Conference – March 22, 2012, half-page advertisement
- Illinois Latino Council on Higher Education Annual Conference – March 23, 2012, half-page advertisement
- Pacific Rim International Conference on Disabilities and Diversity – March 26, 2012, full-page advertisement
- National Center for Student Leadership Spring Conference – March 29, 2012, full-page advertisement
- Diverse Issues in Higher Education – May 23, 2012, full-page advertisement

- Native American & Indigenous Studies Association Conference – June 3, 2012, full-page advertisement
- National Conference on Race & Ethnicity in American Higher Education – May 29, 2012, full-page advertisement
- American Association for Affirmative Action Annual Conference – June 13, 2012, full-page advertisement
- Association on Higher Education and Disability Conference – July 9, 2012, full-page advertisement
- National Community College Hispanic Council – September 20, 2012, full-page advertisement in conference program
- National Association of Hispanic & Latino Studies Eastern Regional Conference – September 20, 2012, full-page advertisement in conference program
- Illinois Association of Hispanic State Employees – October 5, 2012, half-page advertisement in conference program



## 7.1 Veteran Employment Strategies

As of fall 2012, veterans appeared to be employed at Eastern Illinois University at rates that exceeded the percentages of veterans in the national labor force, as well as at rates that exceeded the percentages of veterans in the regional labor force.

- Approximately 11% of full-time and part-time (>35%) employees appointed between 09/01/11 and 08/31/12 were veterans
- Approximately 11% of all full-time and part-time (>35%) Eastern employees are veterans

Veterans in Labor Force and Population:

Total U.S. Civil Labor Force (Employed & Unemployed, Age 18 & Older): 147,812,372

Total Veteran Labor Force (Employed and Unemployed): 9,128,174

Percentage of Veterans in Labor Force<sup>1</sup>: 6.2%

Estimated Percentage of Veterans in the Labor Force for Coles County and Surrounding Counties<sup>2</sup>:

Inner 7-County<sup>3</sup> range 6.2%; Outer 7-County<sup>4</sup> range 7.1%

Discussion of Eastern Employment Data for Veterans:

- Approximately 11% (20/187<sup>5</sup>) of employees appointed between 09/01/11 and 08/31/12 were veterans.
- Approximately 11%<sup>6</sup> of all full-time and part-time (>35%) EIU Employees are Veterans (185/1756<sup>7</sup>).

Eastern Illinois University posted employment opportunities on the Veteran job placement site, VetJobs.com. VetJobs is available to assist all members of "The United States Military Family". This includes Officer and Enlisted, Active Duty, Transitioning Military, Reservists, Veterans, Retirees, of the Air Force, Army, Coast Guard, Marine Corps, Merchant Marine, National Guard, Navy, NOAA and Public Health Service along with Trailing Spouses, Eligible Former Spouses, Widows, Widowers and Dependents and DOD civilians. A large percentage of Eastern's veteran population is civil service. The additional preference designated in the State Universities Civil Service System is outlined in Appendix A.

Through the OCRD's Recruitment and Retention Fund, the University supports recruitment and employment of members of underrepresented groups. This funding may be used for the following: additional visits to the campus and the community by the candidates and his/her family members, additional support for start-up costs in teaching and research, additional support for professional development travel during the first year of employment, and additional support for the acquisition of equipment, software, and other items related to the new employee's professional development and research program.

The OCRD also surveys newly employed tenure-track faculty and Administrative and Professional staff to obtain feedback on perceptions of the recruitment and employment process. This information is then shared with hiring agents and search committees.

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<sup>1</sup> U.S. Census Bureau 2011 American Community Survey 1-Year Estimates (American FactFinder)

<sup>2</sup> U.S. Census Bureau 2006-2010 American Community Survey 5-Year Estimates (American FactFinder)

<sup>3</sup> Inner 7-County range is composed of Clark, Coles, Cumberland, Douglas, Edgar, Moultrie, and Shelby.

<sup>4</sup> Outer 7-County range is composed of Champaign, Crawford, Effingham, Jasper, Macon, Piatt, and Vermilion.

<sup>5</sup> List of full-time and part-time (> 35%) new hires with begin dates between 9/1/2011 and 8/31/2012 generated as a report from banner on 9/1/2011.

<sup>6</sup> Total veterans employed or appointed are based on self-identification surveys. Some employees likely did not respond.

<sup>7</sup> Data for all employees downloaded from banner on 9/7/2012.

## 7.2 Employment Strategies for Persons with Disabilities

Eastern Illinois University posted open job opportunities with Abilityjobs.com ABILITYJobs is the Leading Website dedicated to employment of people with disabilities. ABILITYJobs is the largest resume bank with tens of thousands of job seekers with disabilities, from entry level candidates to PhD's - if your company is looking for talent you've come to the right place. Eastern Illinois University also posted employment opportunities through AbilityLinks.org, a website committed to creating links between job seekers with disabilities and inclusive employers and service providers. The AbilityLinks mission is to increase employment of qualified persons with disabilities. Additionally, a full-page advertisement was placed in the Pacific Rim International Conference on Disabilities annual conference program (March 26, 2012).

Through the OCRD's Recruitment and Retention Fund, the University supports recruitment and employment of members of underrepresented groups. This funding may be used for the following: additional visits to the campus and the community by the candidates and his/her family members, additional support for start-up costs in teaching and research, additional support for professional development travel during the first year of employment, and additional support for the acquisition of equipment, software, and other items related to the new employee's professional development and research program.

The OCRD also surveys newly employed tenure-track faculty and Administrative and Professional staff to obtain feedback on perceptions of the recruitment and employment process. This information is then shared with hiring agents and search committees.

## 8. Action Oriented Programs: 2012-2013

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For the 2012-2013 Hiring Cycle, it is the intention of the OCRD to maintain extensive recruiting efforts in spite of a tighter recruitment budget. The office surveys applicants to find out where they learned of position openings. Based on this data, several sites were determined to be cost-ineffective and were not renewed for the 2012-2013 hiring cycle. The OCRD will post Continuing A&P openings, Tenure-Track Faculty openings, and some annually contracted A&P or annually contracted Faculty openings on the following sites:

- Eastern Illinois University Employment Opportunities website
- HigherEdJobs.com
- Historically Black Colleges and Universities social network (HBCUconnect.com)
- LatinosInHigherEd.com
- VetSuccess.gov
- AbilityLinks.org
- Eastern Illinois Alumni Association - electronic link to vacancies

The OCRD will continue to email Position Vacancy Announcements of open faculty and A&P positions for distribution:

- Illinois Committee of Black Concerns in Higher Education
- Illinois Latino Council on Higher Education
- Illinois Hispanic Chamber of Commerce
- Indianapolis Black Chamber of Commerce
- Illinois Black Chamber of Commerce - 18 local Illinois chapters
- Eastern Illinois University Black Student Union
- Eastern Illinois University Latin American Students Association
- Black Graduate Student Association – University of Illinois at Urbana
- Black Male Collegiate Society – University of Illinois at Springfield
- Latina/Latino Alumni Association – University of Illinois at Urbana
- Champaign County NAACP
- Springfield Branch NAACP
- Bloomington-Normal Branch NAACP
- Decatur Illinois Department of Employment Security Office
- Springfield Illinois Department of Employment Security Office
- Mattoon Illinois Department of Employment Security Office
- Vermilion County Job Training Partnership

The OCRD will continue to mail a list of open positions monthly to each of the following:

- Illinois Employment and Training Center Offices  
(The OCRD sends announcements to selected county offices. These included offices in Bloomington, Effingham, Mt. Vernon, Centralia, Peoria, and Champaign.)
- Decatur Branch NAACP

The OCRD will continue to post a block ad of open faculty positions:

- Journal of Blacks in Higher Education  
(The OCRD will periodically post block ad on job board and in bulletin email announcements.)
- Women in Academia Report  
(The OCRD will periodically post block ad on job board and in bulletin email announcements.)

In addition to efforts carried out by the OCRD, hiring agents were notified of the following opportunities for recruitment and advised that they should also pursue any other recruiting strategies not initially indicated on the recruitment plan as opportunities presented themselves.

- Networking by hiring agent, search committee members, and all other members of the department.
- University Newsletter
- Discipline-specific professional print and electronic journals and list-services
- Inside Higher Education
- Chronicle of Higher Education (The hiring department may choose to post a specific position announcement in the print edition and/or at [www.chronicle.com/jobs](http://www.chronicle.com/jobs). The department is not required to use this journal. Other professional journals may be used instead. The Office of Academic Affairs will place a block advertisement for all approved faculty positions.)

During FY13 the OCRD will continue to expand the potential external visibility of Eastern, accentuating its strengths and planning priorities, as well as its record of enhancing campus diversity. We will strategically place information about Eastern's growing diversity as well as the presidential goals in the most widely read journals on diversity issues and in the programs of important state and national conferences.

Placing information about Eastern in these journals and at these types of conferences reaches audiences with various interests and who are located in different regions. We appear to be among a few universities that are placing information in these conference programs. This type of approach is quite cost-effective in comparison to some other more traditional recruiting strategies.

- Association on Higher Education and Disability Conference
- National Community College Hispanic Council Conference
- National Association of Hispanic & Latino Studies Eastern Regional Conference
- Illinois Association of Hispanic State Employees Conference
- National Association of Hispanic & Latino Studies Western Regional
- Diverse Issues in Higher Education (information placed in two issues)
- Hispanic Outlook in Higher Education (information placed in two issues)
- Illinois Association for Rehabilitation Conference
- Hispanic Association of Colleges & Universities Conference
- Academic Network National Conference on Minority Recruitment Conference
- National Association of African American Studies, National Association of Hispanic and Latino Studies, National Association of Native American Studies, and International Association of Asian Studies (NAAAS) Annual Conference
- Illinois Latino Council on Higher Education Annual Conference

# Appendix A: Veterans preference by SUCSS

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## State Universities Civil Service System (SUCSS): Statute & Rules

<http://www.sucss.illinois.gov/>

### 70/36g. Veterans preference; credit for service in armed forces

36g. For the granting of appropriate preference in entrance examinations to qualified persons who have been members of the armed forces of the United States or to qualified persons who, while citizens of the United States, were members of the armed forces of allies of the United States in time of hostilities with a foreign country, and to certain other persons as set forth in this Section.

(a) As used in this Section:

- (1) "Time of hostilities with a foreign country" means any period of time in the past, present, or future during which a declaration of war by the United States Congress has been or is in effect or during which an emergency condition has been or is in effect that is recognized by the issuance of a Presidential proclamation or a Presidential executive order and in which the armed forces expeditionary medal or other campaign service medals are awarded according to Presidential executive order.
- (2) "Armed forces of the United States" means the United States Army, Navy, Air Force, Marine Corps, Coast Guard. Service in the Merchant Marine that constitutes active duty under Section 401 of federal Public Law 95-202 shall also be considered service in the Armed Forces of the United States for purposes of this Section.

(b) The preference granted under this Section shall be in the form of points added to the final grades of the persons if they otherwise qualify and are entitled to appear on the list of those eligible for appointments.

(c) A veteran is qualified for a preference of 10 points if the veteran currently holds proof of a service connected disability from the United States Department of Veterans Affairs or an allied country or if the veteran is a recipient of the Purple Heart.

(d) A veteran who has served during a time of hostilities with a foreign country is qualified for a preference of 5 points if the veteran served under one or more of the following conditions:

- (1) The veteran served a total of at least 6 months, or
- (2) The veteran served for the duration of hostilities regardless of the length of engagement, or
- (3) The veteran was discharged on the basis of hardship, or
- (4) The veteran was released from active duty because of a service connected disability and was discharged under honorable conditions.

- (e) A person not eligible for a preference under subsection (c) or (d) is qualified for a preference of 3 points if the person has served in the armed forces of the United States, the Illinois National Guard, or any reserve component of the armed forces of the United States and the person: (1) served for at least 6 months and has been discharged under honorable conditions or (2) has been discharged on the ground of hardship or (3) was released from active duty because of a service connected disability. An active member of the National Guard or a reserve component of the armed forces of the United States is eligible for the preference if the member meets the service requirements of this subsection (e).
- (f) The rank order of persons entitled to a preference on eligible lists shall be determined on the basis of their augmented ratings. When the Director establishes eligible lists on the basis of category ratings such as "superior", "excellent", "well-qualified", and "qualified", the veteran eligibles in each such category shall be preferred for appointment before the non-veteran eligibles in the same category.
- (g) Employees in positions covered by this Act who, while in good standing, leave to engage in military service during a period of hostility, shall be given credit for seniority purposes for time served in the armed forces.
- (h) A surviving unremarried spouse of a veteran who suffered a service connected death or the spouse of a veteran who suffered a service connected disability that prevents the veteran from qualifying for civil service employment shall be entitled to the same preference to which the veteran would have been entitled under this Section.
- (i) A preference shall also be given to the following individuals: 10 points for one parent of an unmarried veteran who suffered a service connected death or a service connected disability that prevents the veteran from qualifying for civil service employment. The first parent to receive a civil service appointment shall be the parent entitled to the preference.