RESPONSIBILITIES FOR IMPLEMENTING THE PLAN

The University is committed to a realistic implementation of the Affirmative Action Plan and programs. Various members of the University community are responsible for the implementation of particular aspects of the plan.

It is understood that the President of the University is responsible for forging a viable institutional policy on equal opportunity and assuring progress toward the realization of affirmative action goals. However, the President alone cannot supervise the daily routines of campus life and college business which must be addressed in order to effectively ensure no unlawful discrimination exists on campus and to take into account affirmative action.

Primary responsibility for coordination, monitoring, and implementation of all NMU employment practices pursuant to the NMU Affirmative Action Plan is vested in the Equal Opportunity Office which is composed of the Equal Opportunity Officer and the EEO/AA Specialist/HR Generalist. The Equal Opportunity Officer’s name appears on all internal and external communications regarding the institution's Equal Employment Opportunity programs.

EQUAL OPPORTUNITY OFFICER -- DUTIES AND RESPONSIBILITIES:
Support, facilitate, and coordinate affirmative action and equal employment opportunity throughout the University community.

Collect and analyze employment data, identify problem areas, and recommend goals and timetables. Advise in the development of specific remedial programs to achieve a particular unit's goals.

Design and implement audit and reporting systems that will:

a. measure the effectiveness of the EEO program;
b. indicate the need for remedial action; and
c. determine the degree to which goals and objectives have been attained.

Monitor and document the advertisement of vacancies, interview request forms, final hiring reports, and recruitment and selection procedures.

Support and provide leadership on affirmative action as it applies to faculty and staff in implementing this Affirmative Action Plan.

Serve as the person who investigates or delegates the investigation of any complaint communicated to the University alleging its non-compliance with constitutional civil rights, Title IV, Title VI, Title VII, Title IX, Executive Order 11246, Victim's Rights Bill, the Americans with Disabilities Act and any amendments and, in addition, will investigate complaints alleging its non-compliance with any other applicable civil rights law.
Assist in the establishment and subsequent publication and operation, as required by legislation cited in the Education Amendments of 1972, of a grievance policy and procedure providing for the resolution of student or employee complaints alleging any action by the University which would be prohibited by civil rights legislation.

Annually evaluate all current policies and practices of the University concerning employment of both academic and non-academic personnel. Recommend modification of any policies and practices which do not meet the requirements of Title IX, or any other appropriate legislation, and recommend appropriate remedial steps to eliminate the effects of any unlawful discrimination which resulted from adherence to these policies and practices.

Serve as the liaison between NMU and governmental regulatory agencies, on campus and community organizations for persons underutilized in the workforce, including women, minorities, protected veterans, the disabled, and other interested community groups.

Keep the President and other responsible officials of the University informed about developments locally and nationally in the area of equal opportunity and of the most current legal information affecting the University's Affirmative Action Program.

Confer with department heads, deans, and directors on a regular basis to ensure that policies are being followed.

Serve as the University Contract Compliance Officer in accordance with the requirements of implementing regulations for Executive Order 11246 as amended and other legislation as cited in the Equal Opportunity Policy.

Continually audit to ensure that the University is in compliance in areas such as:

1. posters properly displayed;
2. all facilities desegregated both in policy and in use; and
3. protected class employees afforded a full opportunity and encouraged to participate in all University-sponsored education, training, recreational, and social activities.

Ensure that vacancies are advertised in appropriate media taking into account goals to attract persons underutilized in the workforce. Maintain records of personnel decisions and actions for each Integrated Postsecondary Education Data System (IPEDS) designation.

Evaluate and monitor existing affirmative action goals and timetables. Recommend to the President new policies and procedures which will aid the University in meeting its equal opportunity responsibilities.
VICE PRESIDENTS, DEANS, SENIOR MANAGEMENT, DEPARTMENT HEADS, AND DIRECTORS--DUTIES AND RESPONSIBILITIES:

The responsibilities of each vice president, academic dean, senior management, department head, and administrative director under this policy and plan include, but are not limited to:

Identification of problem areas.

Maintenance of contact with local organizations for persons underutilized in the workforce, community action groups, and community service programs as appropriate for the positive progress toward goals of the University.

Responsibility for establishing and maintaining records documenting academic and non-academic personnel actions within their colleges and units. Every personnel action shall be documented. In the case of filling any existing or new position, the file shall contain a description of the position to be filled, including academic and experience requirements for candidates for the position, and responsibilities which must be executed by the person filling the position; the names and vitae of all applicants; the name of the applicant selected; and the specific written reasons why the successful applicant was chosen.

Periodic review of their functional areas of responsibility to ensure that each unit is in compliance with the program to include: proper display of posters; facilities equally available to all persons entitled to their use; and that persons protected by applicable law are afforded equal opportunity to participate in all University-sponsored education, training, recreational, and social activities.

Regular discussions with academic and non-academic administrators, supervisors, and employees within their colleges and units to be certain that the University's attitude toward affirmative action is understood by all and that the University's Equal Employment Non-Discrimination Policy and Affirmative Action Plan are known and being followed.

Annually evaluate progress of the Affirmative Action Plan with regard to hires, promotions, tenure, and other job benefits.

Use implementation of the Affirmative Action Plan as a criterion in evaluating administrators.

Prevention of harassment and recommend appropriate action.