



**REPORT: University of North Carolina Wilmington Equal Employment Opportunity
Plan**

March 1, 2021

University of North Carolina Wilmington
Wilmington, North Carolina

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I. Program Elements

a. EEO Plan Certification Statement



UNIVERSITY OF NORTH CAROLINA WILMINGTON

Equal Employment Opportunity/Affirmative Action Plan Certification Statement

This certifies that the attached Equal Employment Opportunity/Affirmative Action Plan represents the University of North Carolina Wilmington's commitment to provide equal employment opportunities to all applicants and employees. I attest that the University of North Carolina Wilmington follows the North Carolina Equal Employment Opportunity Policy along with all applicable federal and state laws, including current executive orders governing equal employment opportunities.

A handwritten signature in black ink, appearing to read "Foster L. Smith", written over a horizontal line.

Chancellor Signature

January 12, 2021

Date

A handwritten signature in blue ink, appearing to read "Elizabeth Sj", written over a horizontal line.

EEO Officer Signature

1-12-21
Date

b. The State of North Carolina EEO Policy

EQUAL EMPLOYMENT OPPORTUNITY POLICY

The State of North Carolina provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination, harassment or retaliation based on race, religion, color, national origin, ethnicity, sex, pregnancy, gender identity or expression, sexual orientation, age (40 or older), political affiliation, National Guard or veteran status, genetic information, or disability. The State also recognizes that an effective and efficient government requires the talents, skills and abilities of all qualified and available individuals, and seeks opportunities to promote diversity and inclusion at all occupational levels of State government's workforce through equal employment opportunity (EEO) workforce planning initiatives.

The State is committed to ensuring the administration and implementation of all human resources policies, practices and programs are fair and equitable. State agencies, departments and universities shall be accountable for administering all aspects of employment, including hiring, dismissal, compensation, job assignment, classification, promotion, reduction-in-force, training, benefits and any other terms and conditions of employment in accordance with federal and State EEO laws and policies.

Employees shall not engage in harassing conduct, and if harassing conduct does occur, it should be reported. Managers and supervisors maintain a critical role and responsibility in preventing and eliminating harassing conduct in our workplace. See the Unlawful Workplace Harassment policy of the State Human Resources Manual for provisions related to unlawful harassment, including sexual harassment.

Acts of retaliation against an employee who engages in protected activity or the exercise of any appeal or grievance right provided by law will not be tolerated in our workplace.

Coverage

Individuals protected by provisions of this policy are:

1. current employees;
2. former employees; and
3. job applicants

Veterans

Job discrimination of veterans shall be prohibited and affirmative action shall be undertaken to employ and advance in employment eligible veterans in accordance with Article 13 of G.S. 126 and G.S. 128-15.

See the Veteran's Preference policy in Section 2 of the State Human Resources Manual for provisions related to veteran's preference including the employment and advancement of protected veterans.

Office of State Human Resources Responsibilities

The Office of State Human Resources (OSHR) shall:

1. establish the EEO Plan Requirements and Program Guidelines in accordance with federal and state laws to be followed by all agencies, departments and universities, to ensure commitment to and accountability for equal employment opportunity throughout State government;
2. review, approve and monitor all EEO plans and updates;
3. provide services of EEO technical assistance, training, oversight, monitoring, evaluation, support programs, and reporting to ensure that State government's workforce is diverse at all occupational levels;
4. develop and promote EEO programs and best practices to encourage consistent and fair treatment of all State employees; and
5. meet with agency heads, department heads, and university chancellors, Human Resources Directors and EEO Directors/Officers annually to discuss the progress made toward reaching program goals.

Agency, Department and University Responsibilities:

Each Agency Head, Department Head and University Chancellor shall:

1. adhere to the policies and programs that have been adopted by the State Human Resources Commission and approved by the Governor;
2. ensure the agency, department or university's commitment to EEO is clearly communicated to all employees;
3. ensure that Human Resources policies and employment practices are implemented consistently and fairly;
4. designate an EEO Officer/Director who has access to the agency head, department head or university chancellor to be responsible for the operation and implementation of the EEO Plan;
5. provide the necessary resources to ensure the successful implementation of the EEO Program;
6. ensure each manager and supervisor has, as a part of his or her performance plan, the responsibility to comply with EEO laws and policies, and assist in achieving EEO goals established by the agency, department or university;
7. ensure the EEO Plan is designed in accordance with the EEO Plan Requirements and Program Guidelines as specified by the Office of State Human Resources;
8. ensure the EEO Plan is submitted by March 1st of each year to the Office of State Human Resources for review and approval as required by G.S. 126-19;
9. ensure all employees are made aware of the EEO policy including the Unlawful Workplace Harassment Policy found in the State Human Resources manual;
10. develop strategies to prevent unlawful workplace harassment and retaliation in the workplace;
11. ensure required employee notices describing Federal laws prohibiting job discrimination are posted in work locations where notices to applicants and employees are customarily posted and easily accessible to applicants and employees with disabilities;
12. maintain records of all complaints and grievances alleging discriminatory practices; and
13. ensure all newly hired, promoted, or appointed supervisors and managers complete required EEO training in accordance with G.S. 126-16.1. See the Equal Employment Opportunity Diversity Fundamentals policy located in the State Human Resources Manual for information related to EEO training.

Complaint Process

An individual covered by this policy who is alleging unlawful discrimination, harassment or retaliation may file a complaint following the process outlined in the Employee Grievance Policy located in the State Human Resources Manual. Political affiliation is not a protected classification under federal EEO law but, for the purpose of this policy, may be grieved pursuant to G.S. 126-34.02 as a contested case after completion of the agency grievance procedure and the Office of State Human Resources review.

c. University Overview

Purpose

The University of North Carolina Wilmington, the state's coastal university, is dedicated to the integration of teaching, mentoring, research, and service. Widely acknowledged for its world-class faculty and staff, and continuously recognized at a national level for scholarly excellence and affordability, UNCW offers a powerful academic experience that stimulates creative inquiry and critical thinking, and a community rich in diversity, inclusion and global perspectives.

A public institution with nearly 18,000 students, UNCW offers a full range of baccalaureate- and graduate-level programs, as well as doctoral degrees in educational leadership, marine biology, nursing practice and psychology; and many distance learning options, including clinical research, an accelerated RN-to-BSN program, an Executive M.B.A. program structured for working professionals, and the nation's only bachelor's degree program focused on coastal engineering.

The university's efforts to advance research and scholarly activities have earned UNCW the elevated designation of "Doctoral Universities: High Research Activity" institution (R2 University) by the Carnegie Classification of Institutions of Higher Education. UNCW has been part of the University of North Carolina System since 1969.

Mission

The University of North Carolina at Wilmington, the state's coastal university, is dedicated to the integration of teaching and mentoring with research and service. Our commitment to student engagement, creative inquiry, critical thinking, thoughtful expression, and responsible citizenship is expressed in our baccalaureate and master's programs, as well as doctoral programs in areas of expertise that serve state needs. Our culture reflects our values of diversity and globalization, ethics

and integrity, and excellence and innovation.

Vision

UNCW will be recognized for excellence in everything it does, for its global mindset, and for its community engagement.

Values

Excellence	Diversity	Integrity
Student-Centered Focus	Community Engagement	Innovation

Strategic Priorities

- Attract and retain high-quality, diverse students, faculty, and staff; ensure an inclusive campus culture and a global mindset; and increase retention and graduation rates.
- Enhance learning experiences and educational programs and advance research and scholarly activities.
- Enable and nurture a sense of student-centered community by enhancing academic advising and student support programs for career placement and graduate school.
- Organize for success, engage with our community and the world, and communicate our efforts broadly and effectively.
- Fund strategic initiatives by building on strong relationships with all stakeholders.

These priorities will be pursued in an environment that promotes the free exchange of thoughts and opinions, where human dignity is affirmed, and respect for each individual is paramount.

a. University EEO Achievements

UNC Wilmington has been and continues to be an equal opportunity employer. The Code of the Board of Governors for the University of North Carolina Statement on Equality of Opportunity in the University and the Equal Employment Opportunity Policy are referenced in Exhibit 1.

In keeping with The Code and Equal Employment Opportunity Policy, UNC Wilmington is committed to recruiting, hiring, training, and promoting the most qualified persons without regard to race, sex (such as gender, gender identity, marital status, childbirth, and pregnancy), age, color, national

origin (including ethnicity), religion, disability, sexual orientation, political affiliation, veteran status, military service member status, genetic information, or relationship to other university constituents – except where sex, age, or ability represent bona fide educational or occupational qualifications or where marital status is a statutorily established eligibility criterion for State funded employee benefit programs. Similarly, all other personnel matters such as compensation, benefits, transfers, layoffs, UNC Wilmington-sponsored training, education, tuition assistance, and related programs has been administered in accordance with University policy. All employment decisions have been based on job related standards and must comply with the principles of equal employment opportunity.

UNC Wilmington is committed to maintaining a workplace that is free from all forms of unlawful harassment and discrimination. We continue to refine our in-person EEO training for search committees and hiring managers as well as updating search committee materials and providing consultation and guidance throughout search processes. This year we have updated our online employment application to allow greater transparency for candidates with protected status(es) to engage in an interactive process for prioritization and/or accommodation as needed.

In efforts to increase diverse candidates in applicant pools, UNC Wilmington purchased memberships in trade associations and/or unlimited postings in select advertising venues to increase exposure of opportunities to the broadest groups of qualified potential applicants. Venues include: the Higher Education Recruitment Consortium (HERC), a collaboration whose efforts focus on attracting diverse applicants in higher education and advance efforts towards inclusive excellence of diverse and highly qualified applicants for our vacant positions; and automatic reposting of all vacancies to the Chronicle of Higher Education, Diverse Issues in Higher Education, Higher Ed Jobs, NorthCarolinaDiversity.com and NC Works.

UNC Wilmington increased diversity, equity and inclusion learning and development programs for managers and supervisors to expand knowledge, appreciation and understanding about diversity and inclusion on our campus. The Inclusion and Diversity Learning Specialist continues to offer monthly programing on a variety of topics for campus constituent participation. Current programs include:

- Ally, Advocate or Volunteer?
- Born & Raised
- Colorism
- Cross-Cultural Communication & Interracial Connections
- Different Like You
- Generational Awareness in the Workplace
- Holidays without Hate
- Respect, Dignity & Productivity in the Workplace
- TED Talk Round Table Series
- Unconscious Bias: Unpacking the Impact
- Universality of Music
- Vocal Vignettes
- Vulnerability in Leadership = Superpower
- What's Up With That?
- Voice of Equity & Inclusion Signature Program
- Equal Employment Opportunity & Diversity Fundamentals (EEO/DF)

Between November 1, 2019 to October 31, 2020, there was an increase in participation in the programs where approximately 562 people participated in these diversity and inclusion programs. To continue building supervisory knowledge about managing a diverse workforce, new cohorts are enrolled in the Supervisor Signature Training Series. This series provides managers with in-depth understanding of their responsibilities as a campus leader and expectations for managing employee relations, which includes support for staff members with varying needs, setting performance expectations, managing interpersonal conflict, inclusivity, and diversity in the workplace, and developing and maintaining safe and healthy workplace environments for a diverse workforce. We continue to conduct mandatory in-person (pre-COVID)/on-line Harassment Prevention Mini-Conferences between November 1, 2019 and October 31, 2020. The in-person/on-line conferences teach about broad issues of harassment, harassment prevention and resolution, as well as employee reporting responsibility under the Student Gender-Based Sexual Misconduct Policy. Many learning opportunities are intentionally designed and offered to support diversity and inclusiveness. New employee orientation and supervisory training classes incorporate equal opportunity, affirmative action, and diversity components.

The HR Department continues to conduct a voluntary online exit survey with all exiting employees. The information is collected and reviewed by HR to understand why employees leave the University and to see if there are trends that need to be addressed.

UNC Wilmington discontinued the practice of inquiring about past salary history from applicants in the hiring process in effort to ensure fair hiring practices, close the gender pay gap, and prevent wage discrimination.

UNC Wilmington continues to focus on ways to be an organization that attracts and retains diverse candidates. In addition to the EEO/AA overview at every faculty and EHRA instructional and research search committee charge meeting, strategies are discussed during consultations with search committees and hiring officials. The Center for Faculty Leadership offers support to search committees regarding outreach strategies; HR provides a template announcement so that search committees may use consistent language regarding our commitment to diversity; and Academic Affairs administration provides budgetary support with the goal of improving candidate pools. Detailed recruitment strategies are shared with search committees to improve recruitment efforts and create a more inclusive campus climate.

Human Resources consults with departments on their advertising plans for their vacancies and Academic Affairs underwrites advertisements for faculty and leadership positions in print media to increase the diversity of applicant pools. Media outlets include: *Diverse Issues in Higher Education*, *Hispanic Outlook*, *Women in Higher Education*; and *Inside Higher Education.com*, in addition to discipline specific advertising by units and departments. Department representatives also attend national conferences and use professional associations to solicit applications from diverse applicants.

Within the Chancellor's Division, the Office of Institutional Diversity and Inclusion (OIDI) has a cabinet level Chief Diversity Officer. Its three units--Upperman African American Cultural Center, Centro Hispano (Hispanic Multicultural Center), and the LGBTQIA Resource Office-- are uniquely involved in institutional efforts that create partnerships and collaborations with many other units to promote diversity and inclusion. OIDI compiles an annual summary of the preceding year's

diversity programs and outreach activities as a tangible indicator of the university's "Good Faith Efforts" to continually create, promote, encourage, and celebrate a truly inclusive community.

The Office of Institutional Diversity and Inclusion provides opportunities and resources for students, faculty, and staff to learn from varied perspectives and strengthen their knowledge of issues that impact marginalized communities.

Current Curricular Options include:

- Africana Studies
- American Sign Language
- Asian Studies
- International Studies
- Latin American Studies
- Middle East and Islamic Studies
- Native American Studies
- Philosophy and Religion
- Sociology and Criminology
- Women's and Gender Studies
- World Languages & Cultures
- Living in Our Diverse Nation
- Living in a Global Society

Professional Development Opportunities:

- The Sit-in: A Black Cultural Competency Module
- Safe Zone Training - UNCW's Safe Zone training program is designed to help campus allies foster an atmosphere of support and safety for UNCW's lesbian, gay, bisexual, transgender and questioning population (LGBTQIA+), including students, faculty and staff.

- Harassment Prevention Training - UNCW employees are asked to complete a harassment mini-conference within their first year of employment and again every three years. This training covers broad issues of harassment prevention & resolution, as well as employee reporting responsibility under the Student Gender-Based Sexual Misconduct Policy.

All searches undergo an EEO/AA review in which race/ethnicity and gender demographics of the qualified applicant pool are compared to the race/ethnicity and gender demographics of the pool of semi-final interview pool candidates. Where the representation of women and/or racial/ethnic minority candidates is less than in the entire applicant pool using the Whole Person Rule, the EEO/AA representative identifies additional women and minority applicants to the search committee. The committee then reviews each designated applicant to determine if their qualifications are substantially equal to the weakest applicant still under consideration. If any referred applicant is substantially equally qualified, then that candidate is to be added to the pool still under consideration.

Human Resources provides assessment and intervention for the organizational development needs of departments. If necessary, outside consultants may be hired to assist with specific needs or requests.

The University supports faculty and staff associations who advocate on behalf of faculty and staff within the UNCW community as follows:

- Black Faculty and Staff Association
- Gender Studies and Resource Center
- Hispanic Faculty and Staff Association
- Historically Underutilized Business Center
- International Faculty and Staff Association
- LGBTQIA Advisory Board
- Watson School of Education Diversity Resources

- Academic Affairs continues to sponsor many programs designed to address diversity and inclusion topics across the division and within the curriculum for all disciplines. (See 2021 Combined Division DEI Activities supplemental documentation section).
- Admissions continues to sponsors many diversity and inclusion programs. (See 2021 Combined Division DEI Activities supplemental documentation section).
- Student Affairs continues to sponsor many programs designed to address diversity and inclusion topics across the division and within the curriculum for all disciplines. (See 2021 Combined Division DEI Activities supplemental documentation section).
- Business Affairs continues to sponsor many programs and encourages staff participation in diversity and inclusion programs that enhance knowledge and understanding. (See 2021 Combined Division DEI Activities supplemental documentation section).
- University Advancement continues to sponsor many programs and encourages staff participation in diversity and inclusion programs that enhance knowledge and understanding. (See the “2021 Combined Division DEI Activities” included as Attachment G).

To ensure compliance on increasing applications from veterans and candidates with disabilities, UNC Wilmington updated our applicant tracking system’s online employment application to afford veterans the opportunity for voluntary self-disclosure of veteran status and encourage disclosure of such status and increase awareness of hiring officials and search committees to applicants in the pool with eligible priority status. Our ATS was also updated with the newly required voluntary self-disclosure of disability form so persons with disabilities may continue to disclose their status at the time of application.

Chancellor Jose V. Sartarelli created an accountability committee to advance efforts to create a more diverse and inclusive campus. The Chancellor’s Renewal and Change Accountability Committee works with the university’s administration to develop strategies and propose solutions to address issues of diversity, equity, equality, and inclusion.

While Executive Order 93, which prohibits the use of salary history in the state’s hiring process and requires agencies under the purview of the Governor’s Office to educate relevant staff about this executive order is not applicable to UNC institutions at this time, UNC Wilmington proactively removed all inquiries about salary history from our hiring process.

b. Assignment of Responsibility and Accountability

The expected roles and responsibilities for the Chancellor, managers/supervisors, EEO Officer, and the EEO Committee are detailed below:

- **Chancellor**

- Ensure the EEO policy and programs at the University of North Carolina Wilmington are fully developed and successfully implemented;
- Ensure that all employment practices and all aspects of the employment function at the University of North Carolina Wilmington are implemented in a manner which is equal for all qualified applicants and employees;
- Adhere to the policies and programs that have been adopted by the State Human Resources Commission and approved by the Governor;
- Designate a management-level official responsible to oversee the EEO program;
- Ensure that every manager and supervisor understands that they are responsible for implementing the specific elements of the EEO Plan, which are designed to eliminate barriers to equal employment opportunity which cause underutilization, and ensure managers have accountability for helping UNCW achieve its EEO objectives;
- Ensure each manager and supervisor has, as a part of her or his performance plan, the responsibility to comply with EEO Laws and Policies, and assist in achieving EEO goals established by the university;
- Communicate the university’s commitment to EEO to all employees, applicants and the general public;
- Provide necessary resources to ensure the successful implementation of the EEO program;
- Ensure the development and implementation of HR policies, procedures, and programs necessary to achieve a diverse workforce in each occupational category; and
- Take measures to ensure the work environment is consistent with the intent of this policy and supports equal opportunity.

- **Manager and Supervisor**

- Assist in the development of the EEO plan and program and establish program objectives for functional areas;
 - Implement specific elements of the EEO Plan which are designed to eliminate barriers to equal employment opportunity which cause underutilization, and have accountability for helping UNCW achieve its EEO objectives;
 - Maintain a diverse workforce for the department, division, work unit, or section;
 - Assist the EEO officer in periodic evaluations to determine the effectiveness of the EEO program; and
 - Provide a work environment and management practice that support equal opportunity in all terms and conditions of employment.
- **EEO Committee**
 - Serve as a communication link between managers and employees and the EEO staff on aspects of the EEO plan and related programs;
 - Review and evaluate the equal employment opportunity plan and related programs;
 - Review workforce representation data in each occupational category;
 - Survey the organizational climate and employee attitudes and evaluate the resultant data;
 - Meet with the Chancellor in conjunction with the EEO Officer to discuss EEO programs, report on employees' concerns, and recommend changes or additions to the EEO policy, plan, or programs;
 - Identify recruitment resources and other activities designed to strengthen EEO programs;
 - Meet quarterly to discuss the EEO Program;
 - Complete EEO training.

The group of employees who review the UNC Wilmington EEO plan is diverse and consists of both EHRA and SHRA employees who participate in the development, review, and implementation of the EEO Plan. The individuals developing and reviewing the plan include EHRA and SHRA representatives from General Counsel, Equal Opportunity, Recruitment, HRIS, Classification and Compensation, and the Associate and Assistant Vice Chancellors for Human Resources. They strive to ensure information is properly presented and action-oriented goals are realistic, measurable, and adhere to federal regulations. They review components of the EEO plan and workforce representation data in occupational categories. These employees and Employee Relations professionals work together when conducting and evaluating feedback from surveys of UNC Wilmington's organizational climate. Several are members of the UNCW Policy Group that reviews any recommended changes or additions to UNCW policies, including the EEO policy. Talent Acquisition, EEO, ER, General Counsel, and Classification and Compensation professionals work together to

review organizational changes that may impact the EEO Plan. The Talent Acquisition team works collaboratively to identify recruitment resources and create and pursue activities to strengthen recruitment programs.

The following employees meet during the year at least annually, as well as more frequently as necessary, to work towards achieving action-oriented goals.

SHRA employees:

- Danielle Aldrich, Compensation Consultant
- Jennifer Coombs, Director of Talent Acquisition
- Patti Hale, Director of Salary Admin and Benefits
- Adam Hall, Employee Relations Consultant
- Val Heil, Talent Acquisition Consultant
- Jessica Ludwick, Talent Acquisition Consultant
- Kimberly McLaughlin-Smith, Diversity & Inclusion Specialist
- Felicia Nolan, Employee Relations Consultant
- Molly Nece, Director of Employee Leadership, Learning, and Engagement

EHRA employees:

- Elizabeth Grimes, Associate Vice Chancellor for Human Resources and University Equal Opportunity Officer
- Elaine Doell, Assistant Vice Chancellor for Human Resources
- Megan Keefe, Director of HRIS
- Deanna Tirrell, Director of Academic Personnel Administration
- Amber Resetar, Director of Title IX & Clery Compliance & Interim ADA Coordinator
- Dr. Donyell Roseboro, Interim Chief Diversity Officer
- John Scherer, General Counsel
- **EEO Officer**
 - Interpret and apply Federal laws, state statutes, and policies related to equal employment opportunity;
 - Ensure the EEO Plan is submitted by March 1 annually in accordance with the EEO Plan Requirements and Program Guidelines as specified by the Office of State Human Resources;

- Ensure hiring recommendations are reviewed for compliance with EEO program objectives prior to the final university hiring decision;
- Ensure all employees are made aware of the EEO policy including the Annual EEO Plan, EEO Policy, Reasonable Accommodation Policy, and Unlawful Workplace Harassment Policy and develop strategies to prevent unlawful workplace harassment and retaliation in the workplace;
- Maintain and analyze data on workforce utilization and employment practices, including records of all complaints and grievances alleging discriminatory practices;
- Advise management of the EEO program's impact and effectiveness;
- Provide or coordinate EEO training for management and employees;
- Provide confidential consultation for management and employees in matters involving EEO concerns;
- Ensure federal laws prohibiting job discrimination are posted in work locations where notices to applicants and employees are customarily posted and easily accessible to applicants and employees with disabilities;
- Establish and maintain effective working relations with groups concerned with EEO and Diversity & Inclusion;
- Coordinate programs to achieve program objectives;
- Present information on the EEO plan and program to management and employees on a regular basis; and
- Ensure all newly hired, promoted, or appointed supervisors and managers complete required EEO training in accordance with N.C.G.S. 126-16.1.

c. Dissemination Procedures

The University of North Carolina Wilmington's EEO Plan is available for review in Human Resources during normal business hours. To ensure hiring managers and supervisors are knowledgeable of their EEO responsibilities, they receive training on their responsibilities to the equal employment opportunity program and relevant policies. As part of our ongoing efforts to improve our EEO programs, we seek input from employees on the EEO/AA plan, policy, and/or programs.

In accordance with 41 CFR 60-741.44, the Department of Purchasing at UNC System Office sends written notification of company policy related to its affirmative action efforts to all subcontractors, including subcontracting vendors and suppliers, requesting appropriate action on their part. We ensure regular and routine contact is maintained with diverse recruitment resources/organizations and information on our postings is shared with these organizations. Dissemination procedures are as follows:

Internal:

- All employees may inspect a hard copy of the University EEO Plan by appointment in the Human Resources office;
- Managers and supervisors are effectively trained annually on their responsibilities to the Equal Employment Opportunity Program and related university policy;
- The EEO Policy statement is posted on bulletin boards in common areas and other areas where employees and/or the public may congregate;
- In-house publications and written and emails are used to communicate information about the EEO plan, program, and policy on a regular basis;
- Input is solicited from all employees on the University EEO plan, policy, and program.

External:

- Providing written notification via the Department of Purchasing of the UNC Wilmington EEO/AA Policy to all subcontractors and vendors, and in accordance with 41 CFR 60-741.44.;
- Informing recruitment resources of the UNC Wilmington EEO/AA Policy and contracting with diversity recruitment resources/organizations to publicize and ensure vacancies and job announcements are posted with these diverse recruitment organizations.
- Focused and routine contacts with recruitment resources are regularly maintained and new connections built.

d. Program Activities

UNC Wilmington has identified goals and objectives for each of the program activities listed below.

- **Recruitment**

GOAL: Attract a diverse pool of applicants to each occupational category, including veterans and persons with disabilities.

ACTIVITIES:

1. Review and monitor recruitment procedures to abolish any discriminatory practices which exist, to ensure individuals with disabilities are not inadvertently eliminated from qualified pools;
2. Review recruitment process to ensure measures are incorporated to recruit and attract a diverse pool of applicants;
3. Actively recruit underutilized groups, using known resources including ncdiversity.com, Higher Education Resource Consortium (HERC), the Chronicle of Higher Education, Higher Ed Jobs, and a variety of niche advertising outlets aimed at connecting with diverse populations;
4. Ensure contact is maintained with diverse recruitment resources in greater Wilmington and surrounding areas and ensure information about employment opportunities, particularly in management, professional, and technical level positions is regularly shared.

- **Selection**

GOAL: Follow the State's recruitment and selection guidelines and ensure that all steps in the selection process are non-discriminatory and job-related.

ACTIVITIES:

1. Ensure that job analyses are conducted to establish job-related qualification statements, selection criteria, training needs, and/or career ladders;
2. Analyze the flow of applicants through the selection and appointment processes, determining reasons for the rejection of qualified applicants from underutilized groups in areas where program objectives have been set or underrepresentation exists, and monitoring the employment of individuals to ensure the assignment of work and workplace is nondiscriminatory;
3. Review and ensure the validity of interview questions, written tests, or other selection devices;
4. Train those who screen applications and interview applicants in proper techniques to mitigate selection bias;
5. Establish sign-off procedures to ensure that the selection process in underrepresented occupations reflects established program objectives and

- timetables;
6. Ensure reasonable accommodations are made available to persons with disabilities; and
 7. Ensure structured interview procedures that have been approved by the EEO Officer are followed and documented.

- **Onboarding**

GOAL: Provide the same level of orientation to all new employees, to ensure their understanding of the university's organizational structure and their role.

ACTIVITIES:

1. Ensure each selected candidate receives a written employment letter outlining the terms and conditions of her/his employment; and
2. Provide focused outreach to new employees to create connection, aid in completion of new hire tasks, and make best effort to ensure successful onboarding; and
3. Inform new employees about the university EEO Plan and program during orientation.

- **Promotion**

GOAL: Enhance upward mobility and fully utilize the skills of the existing workforce in a non-discriminatory manner.

ACTIVITIES:

1. Inform employees of promotional/upward mobility opportunities within the university;
2. Review and analyze promotion processes, procedures, and selections to ensure practices are non-discriminatory.

- **Training**

GOAL: Enhance employee development and advancement opportunities to be demographically inclusive at all levels.

ACTIVITIES:

1. Analyze the performance requirements for all job classes in which underutilization exists for identifying the university training needs; and

2. Ensure training opportunities are accessible to all employees and that all employees are notified of all training opportunities for which they qualify.

- **Compensation and Benefits**

GOAL: Ensure that all employees receive compensation and benefits without discrimination by analyzing practices to determine patterns and trends.

ACTIVITIES:

1. Review university procedures for SHRA employees to ensure they align with the State of North Carolina's compensation systems for banded positions.
2. Ensure that all benefits and conditions of employment are equally available without discrimination to all employees; including leave policies, retirement plans, insurance programs and other terms, conditions and privileges of employment.
3. Review and monitor the salary approval process for equity.

- **Performance Management**

GOAL: Hold managers and supervisors accountable for the progress of the university's EEO program by including it as an expectation in their performance evaluations. Ensure performance management system, including employee performance standards, are free from bias.

ACTIVITIES:

1. Monitor performance ratings of all covered employees for trends and patterns.
2. Provide consultation to organizational units to enhance their training and development programs to support promotional readiness of current employees.
3. Develop a program to ensure all managers and supervisors have a performance goal related to actions demonstrative of diversity, equity, and inclusive practices.

- **Transfer and/or Separation`**

GOAL: Identify trends and measure impact on underutilized groups.

ACTIVITIES:

1. Ensure a structured and uniform procedure is consistently maintained for determining the primary reasons for voluntary transfers and /or separations.

2. Revised exit interview process to gain information regarding circumstances with departing employees.

- **Disciplinary Procedures**

GOAL: Provide equitable treatment for all employees in accordance with the State's Employee Disciplinary policy.

ACTIVITIES:

1. Ensure procedures are in place to provide equitable treatment for all employees in accordance with the State's Employee Disciplinary Policy and the University's SHRA Employee Grievance Policy; and
2. Analyze disciplinary data to identify trends and potential bias.

- **Grievance Process**

GOAL: Ensure fair and equitable review of complaints in accordance with the University's SHRA Employee Grievance policy.

ACTIVITIES:

1. Prohibit retaliation against employees and applicants who file complaints or participate in a grievance procedure; and
2. Review and monitor program data to identify trends and patterns.

h. Equal Employment Opportunity and Diversity Fundamentals (EEO/DF)

A process has been adopted to monitor completion and provide follow-up to managers to ensure completion of EEO/DF in a timely manner. The process includes quarterly monitoring of program completion and follow-up with appropriate supervisors if no action has been taken.

Managers and supervisors hired, promoted, or appointed on or after July 1, 1991 are required to participate in the EEO/DF or other approved diversity program within 12 months of assuming the role. Managers and supervisors hired prior to July 1, 1991 are encouraged to participate in EEO/DF as a refresher, since many laws and policies have changed over time.

To ensure participation by managers and supervisors and ensure compliance, with this requirement, the UNC Wilmington Inclusion and Diversity Learning Specialist has been assigned the responsibility of coordinating communications and monitoring current UNCW supervisor/management participation and completion of the EEO/DF Training program. In addition, the Inclusion and Diversity Learning Specialist also collaborates in the UNCW new employee onboarding program each month to inform new supervisors and managers about expectations for completing the training program and timeline for completion.

All new managers and supervisors are required to attend Equal Employment Opportunity and Diversity Fundamentals (EEO/DF) training within the first year of hire or promotion. This training is designed to inform those working in a supervisory role about EEO/ADA federal and state laws compliance, and policies. EEO/DF training is coordinated by the Office of State Human Resources (OSHR) and coordinated through the campus Human Resources Department. This program addresses EEO law compliance and workplace diversity in state government and focuses on developing awareness and building skills to use on the job. Information regarding the Equal Employment Opportunity and Diversity Fundamentals is available by contacting:

Ms. Kimberly McLaughlin-Smith
Diversity & Inclusion Learning Specialist
Human Resources
622 N. MacMillan Drive
Wilmington, NC 28403
910-962-4274
Smithkm@uncw.edu

i. Employment First and Reasonable Accommodation

The University of North Carolina Wilmington is committed to compliance with all federal and state laws governing reasonable accommodation (i.e. ADA, ADAAA, Title VII of the Civil Rights Act as amended, etc.). UNCW will make an effort to employ qualified individuals with disabilities and provide reasonable accommodations for a qualified individual with a disability if they are able to perform the essential duties of the job if such an accommodation were made, unless UNCW could demonstrate that such accommodation would impose an undue hardship, as provided by Section 503 of the regulations.

Accommodations may include job restructuring, making facilities readily accessible and usable, and the acquisition or modification of equipment or devices. The disability accommodation process is an iterative, collaborative process where the hiring official and/or Department of Human Resources may consult with an individual's physician or medical counselor when making a final determination about an accommodation request, as necessary. A person with a disability may be able to perform the essential functions of the job safely and effectively with a reasonable accommodation.

The University of North Carolina Wilmington is committed to providing reasonable accommodations to applicants and employees and improving our recruitment and outreach efforts to attract qualified individuals with disabilities.

j. Program Evaluation and Reporting/Monitoring

UNC Wilmington regularly assesses the following areas:

- Review of recruitment practices to ensure vacancy announcements are disseminated to a diverse network of job recruiters and venues;
- Hiring and promotion practices are reviewed to ensure decisions are based on job-related abilities using standardized processes;
- Discipline, grievance, compensation, and performance management data are reviewed to evaluate any trends and to ensure that bias is not a factor in decision-making;
- Data collected in the exit interview program is regularly analyzed and shared with senior management; and
- Employees are regularly encouraged to provide feedback on their workplace environment.

Program Reporting

The EEO Officer provides reports to the senior management on a regular basis and to the

Office of State Human Resources, as requested. Information is provided to the Chancellor at least annually on disciplinary issues and other topics. Reports will be generated by race, sex, age, and disability status, as applicable, from applicant tracking systems, performance management systems, and other HR systems/tracking methods.

k. Harassment Prevention Strategies

UNC Wilmington has developed strategies to educate employees and managers to prevent harassment throughout the university, and broadly communicate anti-harassment expectations to employees and supervisors through multiple mechanisms.

- a. The Equal Employment Opportunity Policy Statement is posted on HR Bulletin Boards in designated UNCW buildings and shared via email with all employees when the affirmative action plan is established. The UNC Wilmington Equal Employment Opportunity Policy Statement states employees and applicants shall not be subjected to harassment, intimidation, threats, coercion or discrimination because they have engaged in or may engage in any of the following activities: (1) Filing a complaint; (2) Assisting or participating in an investigation, compliance evaluation, hearing, or any other activity related to the administration of Section 503, VEVRAA, or any other Federal, State or local law requiring equal opportunity for disabled persons or protected veterans; (3) Opposing any act or practice made unlawful by Section 503, VEVRAA, or implementing regulations in this part or any other Federal, State or local law requiring equal opportunity for disabled persons or protected veterans; or (4) Exercising any other right protected by Section 503, VEVRAA or implementing regulations in this part.
- b. We ensure all employees understand and are provided with easy access to the UNC Wilmington Unlawful Discrimination, Harassment, and Sexual Misconduct Policy (**Attachment C.**) The policy is well communicated, available online, reviewed during new employee orientation, included in the EEO/AA Plan, shared via email campus wide with employees annually, and provided to all UNCW employees during mandatory Harassment Prevention Training.

All UNCW employees are required to complete mandatory training on harassment every three years:

Managers complete two courses:

- 1) Harassment Prevention for Managers; and
- 2) Sexual Harassment Prevention for Employees

Employees complete two courses:

- 1) Harassment Prevention for Employees; and
 - 2) Sexual Harassment Prevention for Employees
- c. UNC Wilmington follows the SHRA Employee Appeals and Grievances Policy, **(Attachment D)** which provides a clear process for addressing unlawful harassment allegations through the Equal Employment Opportunity Informal Inquiry for SHRA employees. The policy outlines that grievable issues from employees and applicants include unlawful discrimination or harassment based on race, religion, color, national origin, sex, age, disability, genetic information, or political affiliation if the employee believes that he or she has been discriminated against in the terms and conditions of employment. If there is reasonable cause to believe that unlawful discrimination, harassment, or retaliation occurred, management takes appropriate action to resolve the matter.

Action Items

- a. UNC Wilmington is committed to the prohibition of unlawful workplace harassment, sexual harassment, and retaliation. (Strategy #1)
- b. UNC Wilmington regularly communicates the process for disseminating information prohibiting unlawful workplace harassment and retaliation to all university employees. (Strategy #2)
- c. UNC Wilmington regularly communicates to management that quick and appropriate action must be taken to resolve issues related to unlawful discrimination, harassment, or retaliation. (Strategy #3)

I. Reduction in Force Procedures

The University of North Carolina Wilmington has the authority to separate an employee whenever it is necessary due to shortage of funds or work, abolishment of a position, or other material change in duties or organization.

The University of North Carolina Wilmington complies with the State Human Resources Reduction in Force Policy **(Attachment A)** and the Reduction in Force Priority Policy **(Attachment B.)** Retention of employees in classes affected shall be based on systematic consideration, at a minimum of the following factors:

- type of appointment
- relative efficiency,
- actual or potential adverse impact on the diversity of the work force, and
- length of service

The University of North Carolina Wilmington shall notify the employee in writing of separation as soon as possible and in any case not less than 30 calendar days prior to the effective date of separation. The written notification shall include the reasons for the reduction in force, expected date of separation, the employee's eligibility for priority reemployment consideration, applicable appeal rights, and other benefits available. An employee separated through a reduction in force may appeal the separation only on the grounds listed in the University SHRA Employee Appeals and Grievance Policy (***Attachment D***).

Pursuant to State Human Resources Manual, employees with career status (as defined by G.S §126-1.1), who have received official written notification of imminent separation due to reduction in force, are eligible for priority consideration under the provisions outlined in the manual. An employee shall receive priority consideration for a period of 12 months from the date of the official written notification.

m. Pregnancy Workplace Adjustments (EO #82)

Executive Order #82 requires state agencies to extend workplace protections and modifications to pregnant employees upon request, unless doing so would impose significant burdens or costs. While this requirement does not apply to UNC system institutions, UNC Wilmington provides a lactation support policy to support working mothers with the transition back to work following the birth of a child. There is flexibility to request time off to express milk, provisions for reasonable break times, and lactation locations on campus. This year the University added an additional lactation station room to ensure sufficient convenient locations so an employee didn't have to travel to locations that were too distant from their work location. The University provides workplace adjustment and schedule flexibility for employees who request such adjustment.

n. Prohibiting the Use of Salary History (EO #93)

Executive Order 93 prohibits the use of salary history in the state's hiring process and requires agencies under the purview of the Governor's Office to educate relevant staff about this executive order. While this requirement does not apply to UNC institutions at this time, UNC Wilmington proactively removed all inquiry

about salary history from the hiring process.

II. Data Elements

a. Workforce Availability/Quantitative Analysis

Workforce availability in equal employment opportunity planning is determined by the Two-Factor Analysis Method (OFCCP – Office of Federal Contract Compliance Programs).

The Two-Factor Analysis method requires the evaluation of data concerning a) the percentage of minorities or women with requisite skills in the reasonable recruitment area; and b) the percentage of minorities or women among those promotable, transferable, and trainable within the organization.

The University of North Carolina Wilmington uses the most current and discrete statistical information available through U.S. Census Bureau (<http://www.census.gov>).

2021 EEO Quantitative Analysis Form												
AGENCY/UNIVERSITY: UNC Wilmington												
SOC Category	White Males		White Females		Black Males		Black Females		Other Minority Males		Other Minority Females	
	2019	2020	2019	2020	2019	2020	2019	2020	2019	2020	2019	2020
Officials & Administrators	11	11	1	1	0	0	0	0	0	0	0	0
Management Related	28	28	91	91	5	5	10	10	2	1	5	5
Professional Specialty	97	97	92	92	4	4	11	11	5	1	4	4
Technicians & Technologists	20	20	16	16	0	0	1	1	0	0	0	0
Administrative Support	38	38	254	254	4	4	35	35	2	2	18	18
Protective Services	30	30	7	7	0	0	1	1	2	0	0	2
Skilled Crafts	65	65	8	8	11	11	4	4	4	4	0	0
Service	35	35	18	18	29	29	33	33	5	5	11	11
TOTAL EMPLOYEES	324	324	487	487	53	53	95	95	20	13	38	40

b. University Occupational Classification

The Standard Occupational Classification (SOC) system, or equivalent, is used by the State of North Carolina when evaluating workforce availability. Detailed occupations in the SOC with similar job duties, and in some cases skills, education, and/or training, are grouped together.

The major categories used in the State of North Carolina include:

- a. **Officials and Administrators** - Occupations in which employees set broad policies, exercise overall responsibility for execution of these policies, direct individual departments or special phases of the agency's operations, or provide specialized consultation on a regional, district or area basis.
- b. **Management Related** – Occupations which support the internal operations of an agency, department, or facility.
- c. **Professional Specialty** - Occupations which require specialized and theoretical knowledge which is usually acquired through college training or through work experience and other training which provides comparable knowledge.
- d. **Technicians & Technologists** - Occupations which require a combination of basic scientific or technical knowledge and manual skill which can be obtained through specialized post-secondary school education or through equivalent on-the-job training.
- e. **Administrative Support** - Occupations in which workers are responsible for internal and external communication, recording and retrieval of data and/or information and other paperwork required in an office.
- f. **Protective Services** - Occupations in which workers are entrusted with public safety, security and protection from destructive forces.
- g. **Skilled Craft** - Occupations in which workers perform jobs which require special manual skill and a thorough and comprehensive knowledge of the process involved in the work which is acquired through on-the-job training and experience or through apprenticeship or other formal training programs.

- h. **Service** - Occupations in which workers perform duties which result in or contribute to the comfort, convenience, hygiene or safety of the public or which contribute to the upkeep and care of buildings, facilities or grounds of public property.

c. Race and Ethnicity (including Veterans)

For the purposes of the workforce availability analysis, the following race/ethnicity categories are used in accordance with the expectations of the State of North Carolina:

- a. **White** (Non-Hispanic or Latino) – All persons having origins in any of the original peoples of Europe, North Africa or the Middle East.
- b. **Black or African American** (Non-Hispanic or Latino) - A person having origins in any of the black racial groups of Africa.
- c. **Hispanic or Latino** - A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin regardless of race.
- d. **Asian** (Non-Hispanic or Latino) - A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
- e. **American Indian or Alaska Native** (Non-Hispanic or Latino) - A person having origins in any of the original peoples of North and South America (including Central America), and who maintain tribal affiliation or community attachment.
- f. **Two or more categories** – A person having origins in two or more of the above referenced categories.

UNC Wilmington combines Hispanic, Asian, and American Indian or Alaska Native together into a single group called “Other Minority”. Each racial group is presented by both Male and Female.

Veterans

UNC Wilmington uses employment objectives that are consistent with federal standards for veterans. Our data is presented in combined format with other employment categories beyond those Subject to

the Human Resources Act. Our overall representation of Veterans in our workplace at 4% gives us opportunity to continue to make efforts to reach our goal of 5.7%. Partnerships are being engaged with military-affiliated partners on campus and across the state to enhance our ongoing efforts, and members of the Talent Acquisition team are earning their certification for working with veterans to enhance their understanding of civilian work force needs and how best to position their qualifications and experience in a translatable way.

REPORT THE TOTAL NUMBER OF EMPLOYEES AND NEW HIRES WHO ARE PROTECTED VETERANS, AS DEFINED IN THE INSTRUCTIONS. DATA ON NUMBER OF EMPLOYEES ARE TO BE ENTERED IN COLUMN A AND B, LINES 1.1 THROUGH 9. DATA FOR NEW HIRES ARE ENTERED IN COLUMNS C AND D. LINE 10 IS TOTAL OF EACH COLUMN. ENTRIES IN COLUMNS C AND D, LINES 1.1 THROUGH 9 (GRAY SHADED AREAS) ARE OPTIONAL. ENTER THE MAXIMUM AND MINIMUM NUMBER OF EMPLOYEES.				
JOB CATEGORIES	NUMBER OF EMPLOYEES		NEW HIRES (PREVIOUS 12 MONTHS)	
	PROTECTED VETERANS (A)	TOTAL EMPLOYEES (B)	PROTECTED VETERANS (C)	TOTAL NEW HIRES (D)
EXECUTIVE/SENIOR LEVEL OFFICIALS AND MANAGERS 1.1	0	20	0	1
FIRST/MID LEVEL OFFICIALS AND MANAGERS 1.2	3	84	2	6
PROFESSIONALS 2	40	1362	3	163
TECHNICIANS 3	7	173	0	20
SALES WORKERS 4	0	0	0	0
ADMINISTRATIVE SUPPORT WORKERS 5	8	299	0	47
CRAFT WORKERS 6	11	62	0	4
OPERATIVES 7	1	37	0	4
LABORERS/HELPERS 8	1	4	0	1
SERVICE WORKERS 9	11	121	0	15
TOTAL EMPLOYEES 10	82	2162	5	261

In October 2019 7.4% of UNC Wilmington SHRA employees identified as veterans, against a benchmark of 5.7%. We will continue to increase our efforts to support through veteran-specific job fairs and advertising to military/veteran organizations to strengthen UNC Wilmington’s good faith efforts to recruit veterans for our workplace.

d. Program/Employment Objectives

UNC Wilmington has annual placement goals for Managers (002), Professionals (003), Office Staff/Clerical (004), Technical/ParaProfessional (005), Skilled Craftsperson (006), and Service/Maintenance (007), where underutilization has been identified and in which five or more workers are employed.

UNC Wilmington has reviewed our Annual Placement Goals Attainment report and while we are encouraged by progress made, we are keenly aware of opportunity for greater progress and actively engaging in outreach and collaborative efforts to improve our goal attainment success.

Incumbency v. Estimated Availability Summary

UNCW State Data-2021
11/01/2020

Job Group	Total Incumbents (#)	Category	Incumbents (#)	Incumbency (%)	Availability (%)	Disparity?
002 Managers	27	Female	15	55.56	50.87	
		Minority	3	11.11	17.71	Yes
		Black	2	7.41	11.20	Yes
		Hispanic	1	3.70	2.57	
		Asian	0	0.00	2.22	
		American Indian	0	0.00	0.88	
		NHOPI	0	0.00	0.03	
		Two+	0	0.00	0.70	
003 Professionals	227	Female	135	59.47	68.06	Yes
		Minority	24	10.57	19.96	Yes
		Black	15	6.61	11.34	Yes
		Hispanic	4	1.75	3.39	Yes
		Asian	0	0.00	2.01	Yes
		American Indian	3	1.32	0.55	
		NHOPI	0	0.00	0.00	
		Two+	2	0.88	2.66	Yes
004 Office Staff/Clerical	302	Female	274	90.73	89.51	
		Minority	71	23.51	22.66	
		Black	40	13.25	17.12	Yes
		Hispanic	14	4.64	2.71	
		Asian	5	1.66	1.18	
		American Indian	2	0.66	1.15	
		NHOPI	0	0.00	0.10	Yes
		Two+	10	3.31	0.41	
005 Technical/Paraprofessional	254	Female	137	53.94	81.03	Yes
		Minority	33	12.99	23.79	Yes
		Black	15	5.91	13.90	Yes
		Hispanic	6	2.36	4.54	Yes
		Asian	2	0.79	2.02	Yes
		American Indian	1	0.39	0.59	
		NHOPI	0	0.00	0.00	
		Two+	9	3.54	2.65	

Comparison of Incumbency to Availability is performed using the Any Difference with Whole Person Rule
Yes indicates Difference <= -1.0

Incumbency v. Estimated Availability Summary

UNCW State Data-2021
11/01/2020

Job Group	Total Incumbents (#)	Category	Incumbents (#)	Incumbency (%)	Availability (%)	Disparity?
006 Skilled Craftsperson	53	Female	1	1.59	6.02	Yes
		Minority	8	12.70	26.70	Yes
		Black	4	6.35	11.74	Yes
		Hispanic	3	4.75	12.59	Yes
		Asian	0	0.00	0.85	
		AmIndian	1	1.59	1.27	
		NHOPI	0	0.00	0.02	
		Two+	0	0.00	0.23	
007 Service/Maintenance	147	Female	66	44.90	27.28	
		Minority	88	59.86	46.70	
		Black	68	46.26	30.30	
		Hispanic	15	10.20	13.57	Yes
		Asian	1	0.68	1.19	
		AmIndian	2	1.36	1.08	
		NHOPI	0	0.00	0.03	
		Two+	2	1.36	0.52	

Comparison of Incumbency to Availability is performed using the Any Difference with Whole Person Rule
Yes indicates Difference <= -1.0

UNC Wilmington will continue to reach out through job fairs and advertising to military/veteran organizations to make good faith efforts to recruit veterans for our workplace.

To increase our outreach and move toward the federal goal of 7% of employees with disabilities, we have set goals in job groups to reach expected numbers of individuals with disabilities at UNC Wilmington. We will seek out new disability organizations to whom we can send our job post listings, send a listing of our job postings to known disability groups, and attend job fairs that encourage attendance of disabled individuals.

We will continue to send out semi-annual communications to all employees to encourage them to complete self-identification surveys so that employees who are veterans and/or disabled individuals to document their status in our system.

Annual Placement Goals Attainment Report

UNCW State Data-2021
11/01/2020

Job Group	Total Movements	Category	Movements (#)	Movements (%)	Goals (%)	Goal Attained ?
002 Managers	2	Female	1	50.00	17.71	No
		Minority	0	0.00		
		Black	0	0.00		
		Hispanic	0	0.00		
		Asian	0	0.00		
		Amindian	0	0.00		
		NHOPI	0	0.00		
		Two+	0	0.00		
003 Professionals	13	Female	10	76.92	68.06	Yes
		Minority	3	23.08	19.96	Yes
		Black	2	15.38	11.34	Yes
		Hispanic	0	0.00	3.39	No
		Asian	0	0.00	2.01	No
		Amindian	1	7.59		
		NHOPI	0	0.00		
		Two+	0	0.00	2.66	No
004 Office Staff/Clerical	9	Female	9	100.00	17.12	No
		Minority	0	0.00		
		Black	0	0.00		
		Hispanic	0	0.00		
		Asian	0	0.00		
		Amindian	0	0.00		
		NHOPI	0	0.00		
		Two+	0	0.00		
005 Technical/Paraprofessional	15	Female	9	60.00	81.03	No
		Minority	2	13.33	23.79	No
		Black	2	13.33	13.50	No
		Hispanic	0	0.00	4.54	No
		Asian	0	0.00	2.02	No
		Amindian	0	0.00		
		NHOPI	0	0.00		
		Two+	0	0.00		

Annual Placement Goals Attainment Report

UNCW State Data-2021
11/01/2020

Job Group	Total Movements	Category	Movements (#)	Movements (%)	Goals (%)	Goal Attained ?
006 Skilled Craftsperson	3	Female	0	0.00	6.02	No
		Minority	1	33.33	26.70	Yes
		Black	1	33.33	11.74	Yes
		Hispanic	0	0.00	12.59	No
		Asian	0	0.00		
		Amindian	0	0.00		
		NHOPI	0	0.00		
		Two+	0	0.00		
007 Service/Maintenance	3	Female	1	33.33	13.57	No
		Minority	0	0.00		
		Black	0	0.00		
		Hispanic	0	0.00		
		Asian	0	0.00		
		Amindian	0	0.00		
		NHOPI	0	0.00		
		Two+	0	0.00		

e. Additional Areas of Statistical Evaluation

Please see additional document upload with Performance Management, Recruitment and Selection, and Discipline and Dismissal information.

f. Identification and Correction of Issues

The University of North Carolina Wilmington continues to actively recruit in occupational groups where underrepresentation occurs. We continue to focus on building community relationships, creating job ladders and cross-training opportunities, as well as using multi-variant outreach efforts to increase representation of minorities in our technical/paraprofessional jobs, professional, and managerial jobs.

Attachments

- 1. Reduction in Force Policy (Attachment A)**
- 2. Reduction in Force Priority (Attachment B)**
- 3. Unlawful Discrimination, Harassment and Sexual Misconduct Policy (Attachment C)**
- 4. SHRA Employee Appeals and Grievance Policy (Attachment D)**
- 5. State of North Carolina Equal Employment Opportunity Policy (Attachment E)**
- 6. UNCW Reaffirmation of Commitment – Diversity, Inclusion, Equal Education and Employment Opportunity (Attachment F)**