A. STRUCTURE OF THE UNIVERSITY OF GEORGIA

Chartered in 1785, the University of Georgia presently is made up of the following colleges and schools:

- the College of Agriculture and Environmental Sciences (including the Agricultural Experiment Stations and the Cooperative Extension Service, both of which come under additional compliance plans approved by the United States Department of Agriculture);
- the College of Arts and Sciences;
- the College of Business;
- the School of Ecology;
- the College of Education;
- the College of Environment and Design;
- the College of Family and Consumer Sciences;
- the School of Forest Resources;
- the Graduate School;
- the College of Journalism and Mass Communication;
- the School of Law;
- the College of Pharmacy;
- the School of Public and International Affairs;
- the School of Public Health;
- the School of Social Work;
- and the College of Veterinary Medicine. In addition, the University has administrative units which operate outside of any school or college and which cut across school and college lines.

B. GENERAL ADMINISTRATION

The President of the University is the chief executive of the institution and of all its units. The President is responsible to the Chancellor, University System of Georgia, for the operation and management of the University and for implementing all directives of the Board and the Chancellor. The President recommends to the Board of Regents, through the Chancellor, the "election or reelection" of the faculty and other employees, the salaries of each, and all promotions and removals.

General administration in their respective areas is delegated to the Senior Vice President for Academic Affairs and Provost and the Senior Vice Presidents for Finance and Administration and External Affairs; Vice Presidents for Government Relations, Public Service and Outreach and Associate Provost, Research and Associate Provost, Strategic Planning and Public Affairs, and Student Affairs and Associate Provost; and, to the respective support units of the Office of the President. Service, research, and academic program responsibilities are further delegated to the respective Deans and Directors. The University of Georgia organizational structure is outlined on page 3 of this Introduction section.
C. WORKFORCE APPLICANT POOL

The workforce of the University consists of two populations; each has a very different potential applicant pool. Nonacademic classified staff employees are recruited from the general Athens Metropolitan Statistical Area.\(^1\) Regular faculty members are recruited nationally and internationally. Availability of qualified faculty is frequently limited by the degree of specialization needed within certain disciplines. This limitation has particular impact upon the availability of minority group members and women in the "hard" sciences.

Under its Affirmative Action Plan, the University of Georgia is committed to seeking generally representative applicant pools (i.e., including females and minorities), for open positions and to hiring the best-qualified candidates from such nondiscriminatory applicant pools. Persons with hiring authority may extend the period of recruitment in order to seek applications from women and minorities. While the University is committed to a broad applicant pool and to consideration of females and minorities for each open position wherever there is underutilization\(^2\), the final selection process must seek to select the best-qualified candidate without any biased consideration of race, sex, color, religion, national origin, age, disability, or veteran status.

Campus Map
http://www.uga.edu/oir/admin/00ugaorg.html

Administrative Organization Chart

\(^1\)See map for the Athens MSA page 3.

NOTE: Through the Cooperative Extension Service, Agricultural Research, and other off-campus units of the institution, UGA has personnel in all 159 counties of the state. Professional personnel at those sites are hired through regional or national searches directed from this campus while classified personnel come from that local labor market.

\(^2\)Plan Terminology: The terms "utilization analysis," "underutilization," and "problem area," appearing in this Affirmative Action Plan and in other documents incorporated into the Plan, are terms the University is required to use herein by government regulations. The criteria used in relation to these terms are those specified by the government. These terms have no independent legal or factual significance whatsoever. Although the University will use these terms in total good faith in connection with its Affirmative Action Plan, such usage does not necessarily signify that the University agrees that these terms are properly applied to any particular factual situation.

Whenever the term "goal" is used, it is expressly intended that it "should not be used to discriminate against any applicant or employee because of race, color, religion, sex, or national origin," as stated in 41 CFR 60-2.30.
SECTION I.
AFFIRMATIVE ACTION COMPLIANCE PROGRAMS
AND REAFFIRMATION OF EEO POLICY

A. INSTITUTIONAL COMMITMENT TO AFFIRMATIVE ACTION

The University of Georgia is committed to a policy of nondiscrimination and equal employment opportunity in conjunction with an affirmative action program which assures that regular position vacancies are disseminated in a fashion calculated to reach a generally race/sex representative cross-section of qualified potential applicants in the affected profession, discipline, or trade within the geographical recruiting area for the affected job group.

Each University employee with supervisory responsibility at any hiring level is responsible for avoiding prohibited bias in the workplace with respect to race, color, religion, sex, national origin, disability, or veteran status. Recruitment, hiring, compensation, retention, training, tenure, and promotion practices must be conducted free of prohibited bias.

Institutional commitments made from time to time to the U.S. Department of Labor-Office of Federal Contract Compliance Programs (OFCCP) or to the U.S. Department of Education-Office of Civil Rights (OCR) shall be deemed during their effective period to be incorporated by reference into this document.

B. PRESIDENT'S COMMITMENT

The President of the University of Georgia periodically issues a statement (current copy enclosed) delineating the University's policy of equal employment opportunity and nondiscrimination and reaffirming the institutional commitment, as a federal contractor, to affirmative action. By the submission of a written Affirmative Action Plan in January 1974, and the revised Plan in July 1975, to the United States Department of Health, Education, and Welfare and, by the establishment of an Equal Opportunity Office as a separate department answerable to the President with the appointment of a full time EEO/Affirmative Action Officer, the University of Georgia committed to communicating the importance of the Affirmative Action Program to the University community and to making certain that individual responsibilities for efforts toward these ends are clearly understood and actively pursued.

The President’s statement www.uga.edu/eoo/eoo_statementframe.htm and Assurance of Compliance issued by the Director of the UGA Equal Opportunity Office. http://www.uga.edu/eoo/eoo_frameset_policy.htm
C. MONITORING/DISTRIBUTION SYSTEM FOR POLICY STATEMENT

In the total monitoring process, efforts are made to ensure that employees at each classification level have access to information on the University's EEO/Affirmative Action policy, know where they may obtain a copy of the University's Affirmative Action policy statement, and are acquainted with applicable grievance procedures.

All vice presidents, deans, directors, and department heads have been notified that the equal employment opportunity policy statement must be included in general distribution policy manuals and similar documents. Handbooks and employee manuals are to be regularly reviewed by responsible administrators to ensure that the policy statement is included.

The UGA Office of Human Resources and the UGA Equal Opportunity Office will maintain extract copies of applicable policy statements for distribution at time of employment or on request or will electronically deliver this material as a part of employee orientation.

D. UNIT COMMITMENT

Consistent with a Department of Labor recommendation that additional personnel resources be committed to EEO/Affirmative Action efforts, the President directed in 1979 that EEO/Affirmative Action Unit Coordinators be selected at the administrative level of the respective units of the University. These EEO/AA Unit Coordinators are listed at Appendix M.

Unit Coordinators serve to extend the official compliance recordkeeping effort into the work unit and, thereby, both create a day-to-day liaison with the official compliance unit of the Office of the President and institutionalize the system with the employees who are expected to observe its requirements.
SECTION II.
DISSEMINATION OF THE UNIVERSITY AFFIRMATIVE ACTION POLICY

A. INTERNAL DISSEMINATION OF POLICY STATEMENT

The University of Georgia's policy statement of November 25, 1974 and subsequent statements have been distributed for posting throughout the University community. The same process of insuring that copies are made available to every University employee will be used to distribute revised or reaffirmation policy statements which the President might issue. Copies of the nondiscrimination policy will be made available to all new staff employees through Human Resources, and to new faculty through the responsible academic department. Copies of the current policy statements appear in Section I, preceding.

A copy of the policy statement is to be posted on the official bulletin board of each major employing unit. The statement may also be viewed at the University website at www.uga.edu. Close liaison between the Human Resources Division and the Equal Opportunity Office enhances the dissemination of University nondiscrimination policy. The Human Resources Division conducts orientation programs over the internet for new classified employees to inform them of the policy and related grievance procedures. Information about the University including a copy of the policy statement is available in hard copy from UGA Human Resources or from the administrative office of the employing unit.

B. EXTERNAL DISSEMINATION OF POLICY STATEMENT

Community organizations, agencies, and leaders, as well as secondary schools and colleges are notified, from time to time of the University's nondiscrimination policy. The Board of Regents, the Georgia General Assembly and all funding agencies are aware of the policy. (See copy of "Assurance of Compliance" in the preceding section.)

Prospective employees are informed of the policy both in advertisements for positions and when they apply at the Human Resources Division Office or at the various departments and work units of the University.

The nondiscrimination policy statement is universally available over the worldwide web at www.uga.edu.
C. DISSEMINATION OF AFFIRMATIVE ACTION PLAN

1. AVAILABILITY OF COPIES OF AFFIRMATIVE ACTION PLAN

   a. Institutional copies of the UGA Affirmative Action Plan are available for review at the Equal Opportunity Office.

   b. The narrative portion of the UGA Affirmative Action Plan is posted to the web at http://www.uga.edu/eoo/eoo_frameset_affirmative.htm

2. MEETINGS TO DISCUSS AFFIRMATIVE ACTION PLAN

   Unit heads should meet as needed with supervisors to distribute relevant changes in institutional, federal or state policy and to inform them as to their responsibilities under this plan implementing Executive Order 11246 as amended.

3. SEARCH COMMITTEES

   Persons charged with the responsibility for leadership of search and/or screening or for making recommendations concerning recruitment and/or appointments will be provided guidance as needed concerning their obligations under the University's Affirmative Action Program.

D. DISSEMINATION OF AFFIRMATIVE ACTION INFORMATION

1. INTERNAL DISSEMINATION OF AFFIRMATIVE ACTION INFORMATION

   Articles on various aspects of affirmative action and equal employment opportunity appear from time to time in the official campus organ, COLUMNS, or posted electronically as an Administrative Memo.

2. INTERNAL CIRCULATION OF DOCUMENTS AND REPORTS

   The UGA Equal Opportunity Office may periodically circulate policy documents to individuals with hiring authority throughout the University. The principal medium for circulating such documents will be electronic.

3. INTERNAL AUDIOVISUAL MATERIALS

   The University will continue to make use of commercial audiovisual training aids as appropriate through the Human Resources Division Training Office.

4. EXTERNAL DISSEMINATION OF AFFIRMATIVE ACTION INFORMATION
Articles on affirmative action-related topics may be released from time to time by the UGA Public Information Office.

E. **THE AFFIRMATIVE ACTION LOGO**

As directed in the 1972 Higher Education Guidelines for the implementation of Executive Order 11246, the University states its commitment to equal employment opportunity in all recruiting announcements or advertisements. All University employment applications will contain the following statement: “The University of Georgia is an Equal Opportunity/Affirmative Action Institution”. The short form Affirmative Action logo must appear in any recruitment announcement, job listing, or advertisement for any position, regardless of the job classification.

Stationery is routinely printed with the logo -- “An Equal Employment Opportunity/Affirmative Action Institution”. In cases of photocopied or printed materials where letterheads are not used, the logo should appear at the bottom of the first page.

Non-letterhead references to employment opportunities at the University should state that “The University of Georgia is an Equal Employment Opportunity/Affirmative Action Institution”. This may be stated as part of the body of an advertisement or position announcement, or it may be typed across the bottom of the page.

The logo may also be “abbreviated”
- “An EEO/AA Institution”,
- “An AA/EEO Institution”,
- “EEO/AA”, or
- “AA/EEO”.
