SECTION XII. INTERNAL REVIEW AND REPORTING SYSTEMS

A. THE UGA EQUAL OPPORTUNITY OFFICE WILL MONITOR THE UGA AFFIRMATIVE ACTION PROGRAM AT THE INSTITUTIONAL LEVEL

B. SUPPORT AT THE INSTITUTIONAL LEVEL OF THE AUDIT AND REPORTING EFFORT IS PROVIDED AS FOLLOWS:

1. Institutional Research (IR) manages the institutional employee data base, provides workforce data essential to preparation of the drafts the annual IPEDS report, and provides data required for salary analyses.

2. The Office of Human Resources (HR) manages the classified employment process, administers the data collection process on applicant flow for classified and faculty positions, assures publication of classified position announcements, and assists in preparation of classified employment availability and utilization studies. Preparation of the workforce analyses.

3. College, school, and major directorate reporting is administered by 25 EEO Unit Coordinators who assure that applicant data are gathered by the affected hiring unit and forwarded through reporting channels.

4. Hiring unit heads are responsible for assuring the compliance of all aspects of the personnel process at their respective levels.

5. Persons with hiring/supervision authority at every level are responsible for compliance at their respective levels. In accordance with directives of the President, performance of such duties constitutes one aspect of performance evaluation.

6. Progress with respect to goals is a self review function at each level.

7. Review of Institutional data is a function of annual completion and submission of IPEDS reports.

8. Monitoring of underutilized job groups/job titles is a function of administrative officers with EOO oversight.
C. EXPANDED INTERNAL REVIEW

1. Recruitment
   a. The Office of Human Resources will ensure that applications for classified positions referred to employing units by HR do not include the reverse side of the original application which contains bias factor information collected by Human Resources for compliance purposes.
   b. The Office of Human Resources and the Equal Opportunity Office will periodically review to ensure that position announcements are publicized by means calculated to reach a representative cross section of the relevant potential applicant pool.

2. Applicant Flow
   a. Race/Sex composition of the applicant pool will be recorded by HR, and/or the employing unit, and/or EOO, as applicable for a particular job group.
   b. Applicant flow data will be retained per hire at the appropriate level and reported in consolidated form with other hiring data in that unit and category as required to meet applicable reporting requirements.

   **NOTE:** “Applicant flow data” will include (as applicable) applicant name, race, sex, application date, position, referrals, and disposition.

   **NOTE ALSO:** An “inquiry” about available jobs is not an “application”. For purposes of classified positions, an “applicant” is a person who has completed the Human Resources application or submits a résumé, seeks consideration for a specific position vacancy, and meets the minimum qualifications requirements for that position as evidenced by the referral of their application to the employing unit for further consideration. For purposes of faculty and administrative positions, an “applicant” is a person who has met application requirements for a specific position vacancy as above.

   c. In job groups or work units showing underutilization in the job being filled, applicant flow data will be examined with a view toward eliminating both underutilization and the adverse impact.

3. Hires
   a. Hires will be tracked and recorded by name, race, sex, date of hire, position, department and salary range.
   b. In areas where underutilization exists which is not explainable in non-discriminatory terms such as low turnover, low availability, etc., hires will be periodically reviewed for adverse impact.

4. Terminations
a. Terminations will be tracked by name, race, sex, department, job title, hire date, and reason for termination.

b. Terminations in underutilized areas will be examined for adverse impact action taken with a view toward eliminating any identified underutilization and adverse impact.

5. Promotions

a. Promotions will be tracked by name, race, sex, department, date of promotion.

b. Promotions in underutilized areas will be analyzed in terms of eliminating any identified underutilization and adverse impact.

6. Reclassifications

a. Reclassification will be tracked by name, race, sex, department, date of reclassification, reclassification denied, and reason for denial.

b. Denials of reclassification in underutilized areas will be examined with a view toward eliminating both the underutilization and the adverse impact.

D. EXPANDED REPORTING

For the duration of expanded review requirements described in “C” above, the reporting requirements which follow will also remain in effect.

1. Periodic reports at unit level will be forwarded by EEO Unit Coordinators to the Equal Opportunity Office (EOO) as requested by the EOO.

2. Data from all feeder sources will form the basis of an annual EOO summary report to the President.

3. Reports to the President will outline:

   a. The race/sex composition of the workforce;

   b. Hires; and

   c. Any problem areas identified in the course of the preceding analyses will be incorporated into the “problem areas” section of this AAP.

4. Nothing in this Section is intended to eliminate or to diminish managerial/supervisory/administrative responsibility at each level of employment decision-making authority to implement applicable provisions of this Affirmative Action Plan.

http://www.uga.edu/eoo/eoo_frameset_forms.htm