



Equal Opportunity & Outreach

Annual Report

FY2006

“Strengthening the Recognition that All are Equal in Dignity”



Art in Embassies Quilt Exhibition – U.S. Department of State

EOO Annual Report – FY2006

Introduction

The fiscal year of 2006 (July 1, 2005 – June 20, 2006) was a period of operational growth for Equal Opportunity and Outreach (EOO) at the University of Massachusetts Lowell (UML). As part of a major shift in equal opportunity and affirmative action programs administration, in January of 2005 the name of the office was changed from *Affirmative Action Compliance and Equal Opportunity* to *Equal Opportunity and Outreach (EOO)*. This was accompanied by the following vision statement:

“Strengthening the Recognition that All are Equal in Dignity”

Accompanying this shift, our actions have focused on two of the strategic priorities of the Board of Trustees: *to develop a first rate infrastructure, and to continue a focus on diversity and a positive climate*. This Annual Report provides a baseline to measure successes as well as to identify areas that require modifications, and to highlight our efforts to enhance the human relations climate at UMass Lowell.

In support of the development and implementation of revised functional areas for EOO, the following two projects were implemented during FY2006: the Transition Process and the Retrieval of Protected Category Data.

- A process and timeline were developed and implemented starting in February of 2005 to transition human resources functions, such as primary oversight of the hiring process, out of EOO. EOO implemented a simplified and streamlined process for the affirmative action review of faculty and staff selection. In coordination with HR, EOO offered training and assistance to the University community in a series of training sessions held in August 2005.
- In addition to the Transition Process, EOO identified and addressed concerns regarding the collection, maintenance, and disclosure of sensitive information (protected category data). Formerly, demographic data such as race, national origin, age, and date of birth was collected and stored in venues that were not limited to Equal Opportunity or to Human Resources. This led to the Retrieval Process beginning in the fall of 2005. As of June 30, 2006, we retrieved 8,786 documents, pending only the completion of the University Police Department to finalize this effort.

The substantial completion of these initiatives allowed for a re-focus on the functional areas identified below. Along with the introduction to EOO’s mission and the EOO staff members, this document discusses the functional areas of outreach and recruitment, education, affirmative action/compliance, and administration.

Mission of EOO

The mission of EOO is to provide leadership and consultation to all members of the University community on equal opportunity and affirmative action. This includes developing recruitment approaches that attract diversity to the campus, and providing education and awareness. These activities enhance a human relations climate where

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members of the campus community may thrive. By promoting civility, respect and dignity we seek to enhance and expand the impact of equal opportunity programs that extend beyond legal compliance. The overall goal is to make diversity a marketplace value for UMass Lowell, where all concerned are accountable for achieving success in the related initiatives.

About Us

EOO is located in the basement of Cumnock Hall, C-4. The staff included four full-time employees and one part-time office manager, in addition to part-time work-study and graduate students:

<i>Rebecca J. Hall</i>	Equal Opportunity Associate
<i>Donna E. Vieweg</i>	Senior Equal Opportunity Associate
<i>Bernice R. Murphy</i>	Office Manager (Part-Time)
<i>Héctor E. Malavé</i>	Assistant Director
<i>Oneida D. Blagg</i>	Director
<i>Rose Vasquez</i>	Temporary Staff; Retrieval (Fall 2005 – Summer 2006)
<i>Antonietta Chiumiento</i>	Work-Study (Fall and Spring 2006)
<i>Kevin Cantrell</i>	Work-Study (Spring 2006)
<i>Vidleisy Almonte</i>	Work-Study (Spring and Summer 2006)

Associate Model of Customer Service to Colleges and Departments

Our associates are assigned to consult with colleges and departments as indicated for all equal opportunity concerns. This was first announced in August of 2005 and the Associate assignments appear in Appendix A. This allowed us to provide expanded customer service expertise to colleges and departments as the Associates could take into consideration the needs, dynamics, and resources in a more three dimensional manner.

Outreach and Recruitment Activities

The Executive Summary to the Affirmative Action Plan presented to the UMass Board of Trustees in January 2006 identified areas of employment underutilization of minorities and women in the colleges and departments. It was based on the recognition that, as a research University, we are competing worldwide for highly trained and educated applicants from under-represented groups. Through our outreach actions, our objective is to present a positive public image of UMass Lowell that welcomes diversity.

In FY2006, we also implemented new initiatives in the areas of outreach and recruitment. One of the more exciting developments was the formation of a Diversity Team in the spring semester of 2006. Under the leadership of the Provost, the Directors, Deans and Vice Chancellors were encouraged to identify staff and faculty members to participate in outreach and recruitment activities (see page 7). This resulted in the formation of the

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Diversity Team. See Appendix B for names of the Diversity Team members of June 2006.

Our endeavor is for members of the Diversity Team to become outreach and recruitment liaisons between their departments and minority recruitment sources, as well as contacts for potential candidates.

In addition to the establishment of the Diversity Team, we participated in job and career fairs throughout greater Boston and the Lowell/Lawrence region. Our involvement with job fairs included advertisements in newspapers and web sites, inclusion in an online job search site, staffing of booths at the events, and interviews on cable television shows. Diversity Team members participated in outreach and recruitment events as indicated in Appendix C.

Functional Components

There are four components that comprise the equal opportunity program:

- Outreach and Recruitment – workforce representation
- Diversity Educations and Awareness – workshops
- Affirmative Action Planning – Equity in Hiring process
- Intake Services – Response to individual concerns: compliant processing, information and referral, incident follow-up, and intervention.

Staff time is routinely devoted to each of these areas. Thus, the balance of this report corresponds to those components.

Diversity Education and Awareness

One of the goals of Equal Opportunity and Outreach is to provide a greater understanding of equal opportunity laws and to increase sensitivity in the University community about the need for diversity. Our education and training initiatives promote dignity and respect for diversity in the workplace. Consequently, training and awareness emerge as the components that facilitate a proactive equal opportunity program. These components create a human relations climate that allow effective conflict resolution and encourage the process transition from EOO to Human Resources, retrieval of protected category data, and sexual harassment prevention. We offered training to 229 UML staff and faculty members, and 20 UML graduate students as indicated in Appendix D. The sessions were between one and two and a half hours in length. The format for sessions typically included lecture/discussion, a video presentation, and small group discussion.

In addition, the “Be Part of the Solution” series was under development as of June 30, 2006. It presented two new comprehensive training courses for the new fiscal year.

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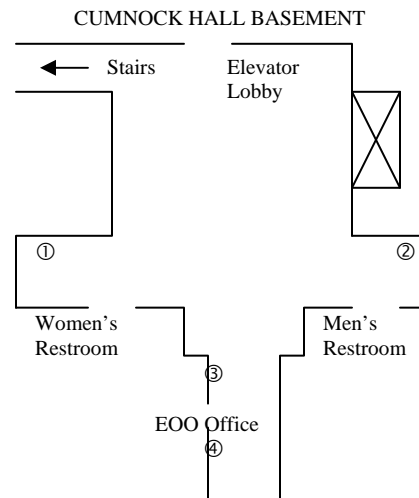
- “*It’s About Respect*” – *Your Behavior and the Law! (Be Part of the Solution Series)**
- “*The Diversity Café*” – *Civility and Differences at Work! (Be Part of the Solution Series)*

*Lesson plan addressed sexual harassment prevention. This subject is also addressed in other training presentations if raised by participants.

Also under development in June was our first electronic newsletter. The newsletter is an important medium for dissemination of information and resources. It was also available online at the EOO Website, at www.uml.edu/equal/Newsletter_June_06.pdf. The June 2006 newsletter focused on introducing the publication, discussing the reason for cultural observances, and advertising a diversity education session. We also plan to utilize the newsletter to update the University communities on minority recruitment and outreach events, the Equity in Hiring Process, and work force training, in addition to addressing workplace climate and human relations issues.

In addition to training and the introduction of the newsletter, we developed bulletin board displays to enhance diversity education and awareness. These displays highlight cultural, religious and national observances representing various cultural groups. We have four bulletin boards for our exclusive use in the basement of Cumnock Hall (see diagram at right).

We highlighted cultural, religious and political observances. Due to the fact that our awareness efforts also include disability awareness, we have included displays with health related information. See Appendix E for a sampling of our FY06 displays.



Intake Services

Throughout the year, the Director identified levels of service based on the nature of the intake sessions. Intake sessions are conducted in response to individuals requesting assistance in resolving interpersonal conflict, concerns, or complaints of discrimination. **The appropriate level of service can then be determined based on intake assessment.**

Information and Referral – Some individuals simply request information for such topics as communication with a co-worker of how the complaint system operates. Some request assistance in non-equal opportunity related disputes that are not within the purview of EOO, such as an employee dispute or conflict.

Incident – Staff may become involved when a student, faculty or staff member reports the occurrence of a specific event accompanied with hostile overtones related to any of the protected categories, but not limited to racial, religious, or sexual slurs. In some cases, a report may be made to University Police.

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Complaint – This relates to alleged violations of federal or state anti-discrimination law occurring usually over a period of time during which there may have been several interactions between two or more parties.

Intervention – Interventions occur when an individual presents concerns about sexual harassment but does not choose to file a complaint. Since the University, as the employer, is required by law to respond to concerns about sexual harassment, irrespective of whether a complaint has been filed or not, EOO performs an intervention to determine what may have occurred and makes recommendations regarding whether corrective action is required.

In order to safeguard the privacy of those who seek assistance via our intake services, we are not presenting aggregate data regarding the number and subject of intakes we performed during FY06. However, each Associate devoted approximately 360-420 hours to this component.

Affirmative Action and Compliance

The changed infrastructure referred to earlier also has provided the foundation for weaving the achievement of diversity goals into the fabric of the institution, where all entities share the responsibility (as opposed to goals being the responsibility the EOO staff assumes solely, and on behalf of the entire institution). The recruitment and retention efforts focus on attracting minorities and developing/enhancing an environment where minorities can thrive. The foundation of these efforts is based on proven minority recruitment approaches that address several important aspects. These aspects reflect the need for the institution to establish individual connections with potential minority applicants who may require more recruitment activity individually than is needed to recruit non-minorities. It is also necessary to achieve credibility within minority communities so that efforts to recruit minorities are perceived as sincere. Overall, it is our objective to facilitate the creation of a climate where people thrive.



TRUE NORTH

“True North” refers to active and solid goals towards increasing staff and faculty diversity at UMass Lowell. We utilize this term as a reminder of the relationship between our daily tasks and the direction we need to take. These goals were developed this fiscal year for University-wide implementation and refinement within the first 2-3 years of this affirmative action plan cycle. Below is an excerpt from our “True North” goals.

Goals & Initiatives	Purpose(s)
Research minority organizations and recruitment sources	Identify potential viability of sources

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Goals & Initiatives (continued)	Purposes (continued)
Initiate contact with identified venues, professional and community affiliations	Negotiate costs for publishing job announcements Create conduits for UML entities to establish ongoing relationships
Plan a reception for key leaders and professionals in minority affiliations/organizations	Initiation of on-going relationships to engender authenticity with sources about recruitment efforts
Host reception for key leaders and contacts	Meet with UML Administration, Deans and others
Conduct reception annually	Maintain existing relationships Initiate new relationships
Increase minority representation as indicated; greater recruitment of African American/Black and Hispanic applicants (faculty and professional non-faculty staff)	Overcome under-utilization of minorities and women in faculty and staff positions as indicated in Affirmative Action Update
Presentation of training in sexual harassment prevention, civility, and other subjects	Positive human relations where minorities thrive
Prepare quarterly EOO newsletter on diversity subjects and cultural observances	As above
Continue cultural and ethnic displays	As above

Equity in Hiring Process

Two factors help develop a diverse pool of qualified candidates: a wide-reaching outreach, and an equitable review of applications. As part of our Equity in Hiring function, EOO provides consultation on the equitable review of applications by working directly with search committee Chairs. This increases compliance and protection of UMass Lowell’s status as a recipient of federal and state funds.

The Associates work to ensure the completion of the Equity in Hiring reviews designed to address affirmative action requirements thoroughly and promptly. During FY2006, the Associates reviewed 126 positions and related documentation for 5,036 applicants. The table at Appendix G provides a breakdown of known applicant and placement data, and a University summary of our Equity in Hiring reviews for FY2006 (Note - a *Respondent* is an applicant who returned a completed applicant self-identification card).

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Another aspect of the process in support of federal and state reporting requirements is inviting all applicants to self-identify within the various protected categories under our purview. (See Appendix H.) Once an application is received, the self-identification card is mailed by EOO (for faculty position applicants) or Human Resources (for staff position applicants). Completion of the applicant self-identification card is voluntary.

Administration

Following the implementation of the Transition Process and the Retrieval Process, a number of critical initiatives were identified, implemented and/or completed in the areas of staffing, facilities, training and professional development. We also performed a review and revision of administrative processes.

Facilities: The renovation and expansion of the EOO office area included private offices for staff to conduct confidential interviews, a waiting area for visitors, and a secured area to store sensitive and confidential documents. The office renovations reflected our goal to protect the confidentiality of the work performed at EOO, in addition to providing a safe and welcoming environment to those seeking assistance at our office. Additional privacy and safety measures included the installation of a sound masking system throughout the office, installation of security call buttons, and an upgrade to the security alarm system.

Staffing: Job descriptions were revised and updated for the Associate team to reflect new and broader responsibilities.

Staff Professional Development: Continuous staff training and professional development is an integral aspect for equal opportunity practitioner. In addition to in-service development on such subjects as stereotypes, cross communications, conflict models and racial issues, staff must also be proficient in conducting interviews and performing investigations.

- Both Associates completed 12 – 18 hours each of supervised interviews for general intake and as part of the complaint inquiry and investigation. This was preceded by a lengthy period of observing interviews.
- Staff was authorized to begin conducting unsupervised interviews after successfully performing supervised interviews.

In addition to the above preparation, the staff attended the following training sessions:

- Rebecca Hall (approximately 72 hours):
 - *Internal:* Preventing Workplace Violence, offered by UML Police; UML Housing Residents Assistance Training on Sexual Harassment; E-mail Records Search; Administer Training – Enrollment Module; Virtual Private Network Use; Viruses, Data and Security; and Financials Year-End Meeting / Update.

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- *External:* PrepMasters' Train-The-Trainer course; How to Conduct an Internal Investigation / A Mock Sexual Harassment Investigation; Working Session for Administer Training module; NHCUC Conference for Campus Learning Communities with Dr. Robert Ibarra, educator and author on affirmative action; and Conflict Management Skills for Women; and Equal Employment and Opportunity (EEO) Counseling course (self-paced) from the Graduate School of the United States Department of Agriculture (USDA).
- *Webinars: (Online Seminars):* Definition of an Internet Applicant; and Changes to the EEO-1 reporting process.
- Donna Vieweg (approximately 80 hours):
 - *Internal:* Preventing Workplace Violence, offered by UML Police; UML Housing Residents Assistance Training on Sexual Harassment; Adobe Acrobat Level 1A; and Administrator Training PeopleSoft training module.
 - *External:* PrepMasters' Train-The-Trainer course; How to Conduct an Internal Investigation/ A Mock Sexual Harassment Investigation; Women in Public Higher Education conference; NHCUC Conference for Campus Learning Communities with Dr. Robert Ibarra, educator and author on affirmative action; How to Write An Effective Position Statement; Conflict Management Skills for Women; and Equal Employment and Opportunity (EEO) Counseling course (self-paced) from the Graduate School of the United States Department of Agriculture (USDA).
 - *Webinars: (Online Seminars):* Educational Rights and Privacy Act (FERPA); Definition of an Internet Applicant; and Changes to the EEO-1 reporting process.
- Héctor Malavé (approximately 20 hours):
 - *External:* How to Conduct an Internal Investigation / A Mock Sexual Harassment Investigation.
 - *Webinars: (Online Seminars):* Definition of an Internet Applicant; and Changes to the EEO-1 reporting process.

The EEO staff also participated in the following additional initiatives:

- Donna Vieweg: *Service Excellence Transformation Committee; Celebration of Thirty years of Gender Studies.*
- Rebecca Hall: *Recruiting & Supporting Students with Disabilities.*
- Héctor Malavé: *Task Force on Campus Safety; HR Supervisory Training.*
- Oneida Blagg: *UMass President's Task Force on Background Checks; HR Supervisory Training.*

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Along with members of the Diversity Team, the EOO staff attended a 2-day workshop titled *Achieving Diversity on the College Campus* in March 2006. The workshop was part of the Association of College Administration Professionals (ACAP) annual conference in Memphis, Tennessee.

Annual Policy Document Dissemination:

In compliance with the Affirmative Action Plan and UMass Lowell internal procedures, we revised and updated the following policy documents:

- Administrative Announcement #4 – Prevention of Sexual Harassment
- Administrative Announcement #5 – Affirmative Action For Disabled Veterans of the Vietnam Era, Special Disabled Veterans and Other Eligible Veterans
- Administrative Announcement #6 – Equal Opportunity For Persons With Disabilities
- Administrative Announcement #10 – Equal Opportunity

These documents were distributed to staff and faculty via inter-campus mail, and to the greater University community via postings on our web site.

Administrative and Academic Support

Although EOO provides support to the entire University community, we interact on a more frequent basis with University entities such as the Office of the Provost and the Human Resources office. During FY06, EOO also provided input as listed below:

- University publications such as the Teaching Assistant Handbook, the Student Handbook, and the University Catalogue
- Revised UML Hiring Guide published by Human Resources
- Made referrals and responded to referrals from the University Ombuds
- Coordinated with Human Resources, Career Services, and with the Veteran's Benefits Coordinator on outreach initiatives such as career and employment fairs.

We provided the following documents to potential applicants:

- Employment Information sheet
- UML Benefits Summary
- Employment Application form
- Alumni Guide to Career Services
- Veterans Information sheet
- Veterans Benefits at UML newsletter

Electronic/Online Resources:

On par with advancements in the use of electronic and online resources at UMass Lowell, EOO provided reference and informational materials to the University community via our web pages within the UML web portal. Our primary web page is located at www.uml.edu/equal. For the first time, we utilized electronic methods to disseminate training information via our newsletter, www.uml.edu/equal/Newsletter_June_06.pdf, with participants registering via www.uml.edu/equal/BePartOfTheSolution.htm. We will continue to upgrade our web pages to better serve the University community.

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A Personal Message from the Director

While we are pleased with the progress made in Fiscal Year 2006, we seek to continue to make refinements in the ways in which we serve the University community.

We hold that no matter what the circumstances that bring you to our office, we endeavor to treat you with dignity and respect. In this way, we can hope to embody various aspects of the transformation. This includes collaborating with you, whether you are an administrator, faculty, or staff member. Together we can surpass legal compliance, and work to build a community that seeks and welcomes diversity, where shareholders take responsibility and accountability for achieving goals.

Through our diversity and education components, we provide the concepts, approaches and practices that facilitate success toward this common goal. As we serve the University community, we also look to that community for tangible support in terms of active involvement and resource sharing.

I am grateful for the support and positive feedback we received from the University community in our first Fiscal Year. I also commend the dedication, commitment and professionalism of my staff and colleagues who contributed enormously to the accomplishments documented in this Annual Report.

Respectfully,

Oneida D. Blagg
Director

APPENDIX A.
Associate Assignments

Donna E. Vieweg

Senior Equal Opportunity Associate









Administration and Finance; Office of Research Administration	Louise Griffin
Associate Vice Chancellor for Academic Affairs	Joyce Gibson
Athletics	Dana Skinner
College of Management	Kathryn Carter
Continuing Studies and Corporate Education	Jacqueline Moloney
Library	Pat Noreau
Office of the Chancellor	Susan Spellissy
Office of Facilities	Diana Prideaux- Brune
Office of the Provost	John Wooding
School of Health and Environment	David Wegman
University Police	Brian Pray
Public Affairs	Louis DiNatale
University Advancement	John Davis

Rebecca J. Hall

Equal Opportunity Associate

Academic Services & Special Programs	Sheila Riley- Callahan
College of Engineering	John Ting
Executive Vice Chancellor's Office	Frederick Sperounis
Fine Arts/Humanities/Social Sciences	Charles Carroll
Graduate School of Education	Donald Pierson
Information Technology; Office of Technology Services; Administrative Computing	Jeff Thompson
Mathematics and Sciences	Robert Tamarin
Student Services; Residence Life; International Student Office; Career Services	Larry Siegel

APPENDIX B. Diversity Team

<u>Diversity Team Representatives</u>	<u>College/ Department</u>	<u>Online Reference</u>		
Frank Andrews , MBA (Ed.D. pending)		Director of Undergraduate Programs & Visiting Instructor of Finance	College of Management	http://www.uml.edu/college/management/fac_sta/MGMT/FRA_AND.HTM
Lorraine Dagostino , Ph.D.		Professor	Graduate School of Education	http://gse.uml.edu/gse/about/faculty/Dagostino.html
Nancy DeLuca , Ph.D.		Associate Professor	Department of Chemistry	http://www.uml.edu/dept/chemistry/faculty.htm
Rick Hochberg , Ph.D.		Assistant Professor	Department Biological Sciences	http://www.uml.edu/college/arts_sciences/biology/Faculty/Rick_Hochberg.html
Pamela Jahngen		Executive Director for Administration and Development	College of Engineering	http://www.uml.edu/college/Engineering/About_Us/staff.html#Exec%20Staff
Carol McDonough , Ph.D.		Professor	Department of Economics	http://www.uml.edu/college/arts_sciences/economics/faculty/mcdonough.html
Mansoureh Tajik , Ph.D.		Assistant Professor	Department of Community Health and Sustainability	http://www.uml.edu/college/she/CHS/Faculty/Mansoureh_Tajik.html
Hector Valdes		Project Manager	Office of Economic Development	http://www.uml.edu/stage/newsroom/eNews/Valdes%20Advisor%20of%20Year.html

Diversity Team (Cont.)

<u>Diversity Team Representatives</u>	<u>College/ Department</u>	<u>Online Reference</u>
Michaela Wyman- Colombo, Ed.D.	 Professor	Graduate School of Education http://gse.uml.edu/gse/about/ faculty/columbo.html
Ivan Yambo	 Admissions Counselor	Undergraduate Admissions http://www.uml.edu/Admissi ons/Meet%20the%20Admiss ions%20Staff/Ivan_Yambo.h tml

Note – Ms. Ellen Humphries, Admissions Counselor at Undergraduate Admissions, was also a Diversity Team member at the time of her departure from UML in June/July 2006.

**APPENDIX C.
Recruitment Events**

<u>Event (Date & Location)</u>	<u>Visitors to UML Booth</u>	<u># of Resumes Collected</u>	<u>Organizer</u>	<u>Exposure</u>	<u>Cost</u>
Latino Career Expo (5/26/06, Lawrence, MA)	85 - 100	None	<i>El Mundo</i> Newspaper & Crespo Group	Greater Boston, with targeted promotion to Lawrence/ Lowell area	\$3,500
Notes: 1. Inclusion in Latino Career Guide, <i>El Mundo</i> newspaper (Spanish language), May 25-31, 2006. 2. Interview in Spanish between Héctor Malavé, UML, and Ernesto Bautista, Producer for Super Canal Caribe, which was transmitted on Comcast Cable channel 704 on 6/9/06 & 6/10/06. 3. Inclusion in English and Spanish announcements over speaker system during fair.					
Veterans Job Fair & Career Expo (6/13/06, Fenway Park, Boston, MA)	100-125	20	<i>The New York Times</i> Co. & <i>BostonWorks</i>	National (<i>The New York Times</i> newspaper ad & <i>BostonWorks</i> employment web site). Greater Boston (<i>The Boston Globe</i> newspaper)	\$8,496
Notes: 1. Inclusion in online ads in the <i>BostonWorks</i> web site - www.bostonworks.boston.com 2. Inclusion on large event promotion ads and on classified ads in <i>The New York Times</i> and <i>The Boston Globe</i> newspapers. Inclusion in fair program guide. 3. Access for UML staff & faculty to <i>BostonWorks.com</i> resume database.					
Technology & Engineering Career Fair (6/28/06, Back Bay, Boston, MA)	150-175	19	<i>BostonWorks</i>	National (<i>BostonWorks</i> employment web site) & Greater Boston (<i>The Boston Globe</i> newspaper)	\$5,914
Notes: 1. Inclusion in online ads in the <i>BostonWorks.com</i> web site - www.bostonworks.boston.com 2. Inclusion on large event promotion ads and on classified ads in <i>The New York Times</i> and <i>The Boston Globe</i> newspapers. 3. Inclusion in fair program guide. 4. Access for UML staff & faculty to <i>BostonWorks.com</i> resume database.					
<u>COST SUMMARY</u>					
Subtotal					\$17,910
Travel reimbursements (approximate)					\$ 165
TOTAL					\$18,075

Recruitment Ads Corresponding to Recruitment Events

*Pursuing diversity in faculty,
staff and students
Reflecting the communities
we serve
Enhancing the academic
experience*



Along the Merrimack is a university with a nationally recognized advanced materials program ...State-of-the-art nanotechnology ...And an extraordinary program in sound-recording technology.

*UMass Lowell ... Raise your sights ...
Just 25 miles from Boston*



University of
Massachusetts
Lowell

Equal Opportunity and Outreach—C-4 Cummock Hall
One University Avenue


To learn about employment opportunities, visit the UML-HR website
www.uml.edu/hr or call 978-934-3559

*Pursuing diversity in
the campus community
Reflecting the communities
we serve
Enhancing the academic
experience*

Along the Merrimack River is a university with a nationally recognized advanced materials program ... State-of-the-art nanotechnology ... And an extraordinary program in sound-recording technology.

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University of
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C-4 Cummock Hall One University Avenue

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C-4 Cummock Hall One University Avenue

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**APPENDIX D.
Diversity Education and Awareness**

<u>Date(s)</u>	<u>Training Presentations</u>	<u>Audience</u>	<u>Number of Participants</u>
8/2/05	EOO Processes and Transition – “In with The New”	Staff and faculty	42
8/25/05	EOO Processes and Transition – “In with The New”	Staff and faculty	39
8/22/05	Sexual Harassment Prevention Training for Residence Advisors (RA)*	Residence staff	26
8/29/05	Sexual Harassment Prevention Training for Residence Advisors (RA) *	Residence staff	94
11/01/05	Protected Category Training - “Getting Ready for Retrieval”	Staff (primarily administrative)	18
11/01/05 & 11/29/05	School Law	Graduate Education Dept. students	20
12/2/05	Faculty development workshop*	Faculty	2
12/6/05	Faculty development workshop*	Faculty	8
5/16/06	<i>EOO Director as panel member of Diversity Conference, titled Creating a Culture of Inclusion. Held at Bunker Hill Community College, Charlestown, MA</i>	<i>Equal opportunity and human resources professionals from Massachusetts</i>	150+

APPENDIX E.

Educational Bulletin Boards

Information regarding the following observances was presented on bulletin board displays during FY06. As it is not possible to fully represent every existing observance, the bulletin boards are intended to provide just a sampling of observances. Boards are often accompanied by a poster which states: "The mission of Equal Opportunity and Outreach is to strengthen the recognition that all are equal in dignity. Our intention is not to endorse one specific group or one specific viewpoint over another, but to acknowledge the diversity that exists among human beings."

Displays for FY06:

July 2005 – Independence Day, Diversity in the United States of America

August 2005 – Anti-Harassment, Diversity

September 2005 – Labor Day, Hispanic Heritage Month (until October 15)

October 2005 – Polish American Heritage Month, Italian American Heritage Month, German American Heritage Month, Disability Awareness Month, Breast Cancer Awareness Month, Glaucoma Awareness

November 2005 – Thanksgiving, Veteran's Day, Native American Heritage Month, Alzheimer's Awareness Month, Prostate Cancer Awareness Month

December 2005 – Celebration of Traditions, Universal Human Rights Month, AIDS Awareness Month, Diabetes Awareness Month, Pearl Harbor Day

January 2006 – Martin Luther King, Jr., Holiday, Holocaust Remembrance Day, Pearl Harbor Day

February 2006 – Chinese New Year, Black History Month

March 2006 – National Women's History Month

April 2006 – Autism Awareness Month, Alcohol Awareness Month

May 2006 – Older Americans Month, Asian Pacific Heritage Month

June 2006 – Juneteenth, Abolitionist Movement, Battle of Bunker Hill, Father's Day

Educational Bulletin Boards (Cont.)

Following is a sampling of displays presented throughout the year.

June



April



January



May



February



APPENDIX F.
Equity in Hiring: Invitation to Self Identify



Equal Opportunity & Outreach
Phone: 978-934-3565
Fax: 978-934-3032
Email: Equal_Opportunity@uml.edu

Invitation to Self-Identify

Dear Applicant:

Thank you for your application to the University of Massachusetts Lowell.

Equal Opportunity & Outreach requests that you complete the following information to assist us in maintaining records of applicant data. We provide all applicants this opportunity so that we may evaluate the success of our diversity recruitment efforts. This also allows us to remain compliant with federal and state laws. However, completion of this form is voluntary. The University of Massachusetts Lowell is an Equal Opportunity/Affirmative Action Title IX, H/V, ADA 1990 Employer.

To return your confidential postage paid response, fold and tape with clear tape before mailing. Please contact us if you any questions or concerns. *Thank you for your cooperation.*

Equity in Hiring: Invitation to Self Identify (Cont.)



*University of Massachusetts Lowell
 Equal Opportunity and Outreach
 One University Avenue
 Lowell, Massachusetts 01854*

Applicant Data - Optional

Declining to respond will not affect your application. Any information that you provide will be held in strict confidence in Equal Opportunity & Outreach and will not be distributed to hiring officials. It will be handled in accordance with Executive Order 11246, the Veteran's Readjustment Assistance Act, the Veteran's Opportunities Act, Sections 503 and 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act.

Name: _____ **Gender:** Male Female

Name of Position Applied for: _____

Job Reference Number: _____

Guard or Reserves Status: <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, please specify: <input type="checkbox"/> Active reserve / guard <input type="checkbox"/> Inactive reserve / guard	Veteran's Status: <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, please specify: <input type="checkbox"/> Vietnam Era Veteran <input type="checkbox"/> Other Eligible Veteran <input type="checkbox"/> Retired Veteran <input type="checkbox"/> Special Disabled Veteran	Age 40 or over: <input type="checkbox"/> Yes <input type="checkbox"/> No
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Ethnic Category: Please check only one box.

Hispanic or Latino, Regardless of Race: All persons of Mexican, Puerto Rican, Cuban, Central American, South American, or other Spanish culture or origin

ALL OTHER CATEGORIES NOT HISPANIC OR LATINO:

Two or More Races

American Indian or Alaskan Native: Persons having origins in any of the original peoples of North America, and who maintain cultural identification through tribal affiliation or community recognition

Black or African American: Persons having origins in any of the Black racial groups in Africa

White: Persons of Canadian, German, Italian, Polish, and other similar descent

Asian: Persons of Asian Indian, Chinese, Filipino, Japanese, Korean, Vietnamese, and other similar descent

Native Hawaiian or Other Pacific Islander: Persons of Native Hawaiian, Guamanian, Chamorro, Samoan, and other similar descent

Please identify the primary source for how you learned of this position vacancy:

Newspaper Professional Journal Personal Contact Internet Other

For source checked, please specify (e.g., Boston Globe, Lowell Sun, UMass Lowell website):

Please fold in and tape this edge (using clear tape) to cover your response. Thank you.

**APPENDIX G.
Equity in Hiring Data**

Department		Positions Reviewed	Applicants	Respondents Self-ID Card	Respondent Breakdown			Appointments (FY2006)
					Minorities	Non-minorities	Women ¹	
Administration and Finance; Office of Research Administration	Faculty	0	0	0	0	0	0	0
	Staff	13	293	131	22	112	82	12
	Sub-Total	13	293	131	22	112	82	12
Associate Vice Chancellor for Academic Affairs	Faculty	0	0	0	0	0	0	0
	Staff	3	58	23	3	20	16	5
	Sub-Total	3	58	23	3	20	16	5
Athletics	Faculty	0	0	0	0	0	0	0
	Staff	0	0	0	0	0	0	0
	Sub-Total	0	0	0	0	0	0	0
College of Management	Faculty	7	439	126	123	28	55	10
	Staff	0	0	0	0	0	0	0
	Sub-Total	7	439	126	123	28	55	10
Continuing Studies and Corporate Education	Faculty	1	41	28	13	15	20	1
	Staff	2	68	42	3	39	32	1
	Sub-Total	3	109	70	16	54	52	2
Library	Faculty	0	0	0	0	0	0	0
	Staff	0	0	0	0	0	0	0
	Sub-Total	0	0	0	0	0	0	0
Office of the Chancellor	Faculty	0	0	0	0	0	0	0
	Staff	0	0	0	0	0	0	0
	Sub-Total	0	0	0	0	0	0	0
Office of Facilities	Faculty	0	0	0	0	0	0	0
	Staff	5	166	67	7	60	7	7
	Sub-Total	5	166	67	7	60	7	7
Office of the Provost	Faculty	0	0	0	0	0	0	0
	Staff	3	54	23	5	18	7	3
	Sub-Total	3	54	23	5	18	7	3

Equity in Hiring Data (Cont.)

Department		Positions Reviewed	Applicants	Respondents Self-ID Card	Respondent Breakdown			Appointments (FY2006)
					Minorities	Non-minorities	Women ¹	
School of Health and Environment	Faculty	1	27	18	12	6	8	1
	Staff	6	76	38	3	51	44	3
	Sub-Total	7	103	56	15	57	52	4
University Police	Faculty	0	0	0	0	0	0	0
	Staff	4	347	149	36	113	31	5
	Sub-Total	4	347	149	36	113	31	5
Public Affairs	Faculty	0	0	0	0	0	0	0
	Staff	0	0	0	0	0	0	0
	Sub-Total	0	0	0	0	0	0	0
University Advancement	Faculty	0	0	0	0	0	0	0
	Staff	2	27	7	1	6	2	2
	Sub-Total	2	27	7	1	6	2	2
Academic Services & Special Programs	Faculty	0	0	0	0	0	0	0
	Staff	0	0	0	0	0	0	0
	Sub-Total	0	0	0	0	0	0	0
College of Engineering	Faculty	4	167	92	61	52	12	4
	Staff	6	117	69	65	18	6	2
	Sub-Total	10	284	161	66	70	18	6
Executive Vice Chancellor's Office	Faculty	0	0	0	0	0	0	0
	Staff	1	6	4	0	4	1	1
	Sub-Total	1	6	4	0	4	1	1
Fine Arts/ Humanities/ Social Sciences	Faculty	19	1400	629	129	3	63	22
	Staff	1	58	37	8	29	12	1
	Sub-Total	20	1458	666	137	32	75	23
Graduate School of Education	Faculty	7	129	63	19	62	38	5
	Staff	0	0	0	0	0	0	0
	Sub-Total	7	129	63	19	62	38	5

Equity in Hiring Data (Cont.)

Department		Positions Reviewed	Applicants	Respondents Self-ID Card	Respondent Breakdown			Appointments (FY2006)
					Minorities	Non-minorities	Women ¹	
Information Technology	Faculty	0	0	0	0	0	0	0
	Staff	9	166	91	9	79	64	7
	Sub-Total	9	166	91	9	79	64	7
Sciences & Mathematics	Faculty	7	636	146	62	81	40	8
	Staff	14	476	162	96	62	39	10
	Sub-Total	21	1112	308	158	143	79	18
Student Services; Residence Life; International Student Office; Career Services	Faculty	0	0	0	0	0	0	0
	Staff	11	285	120	18	85	68	16
	Sub-Total	11	285	120	18	85	68	16

SUMMARY										
Total for UMass Lowell	Positions Reviewed	Applicants	Respondents Self-ID Card	Respondent Breakdown			Total Appointments	Appointment Breakdown		
				Minorities	Non-minorities	Women ¹		Minorities	Non-minorities	Women
Faculty	46	2839	1102	419	247	236	41	8	28	10
Staff	80	2197	963	276	696	411	71	13	49	29
Total	126	5036	2065	695	943	647	122²	21	77	39
Total Appointments (FY 2006)							65³	11³	49³	26³
Supplementary Data: Postings Open at End of FY06							Faculty	4		
							Staff	8		

Notes:

1. The number of women is a subset of the total number of respondents (a woman may also identify herself as a member of an ethnic minority).
2. Reflects appointment made before, on, or after FY2006, however it includes all positions that were reviewed by the Associates during FY2006. Total is not 100% - a total of 23 appointees chose to not declare their gender and/or ethnicity.
3. Reflects actual appointments made during FY2006. Total is not 100% - Five appointees chose to not declare their gender and/or ethnicity.
4. Our FY2006 records included the position posting date only. The number of positions reviewed uses this date as the baseline. For FY2007, our records will indicate the position posting date, the official closing date for resume receipt, and the appointment date.