



INSTITUTE OF AGRICULTURE,
NATURAL RESOURCES & EXTENSION

University of Alaska Fairbanks

FIVE YEAR
CIVIL
RIGHTS
PERFORMANCE
PLAN 2020-2025

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Extension

Introduction

The University of Alaska Fairbanks was originally named the Alaska Agricultural College and School of Mines when the Territorial Legislature accepted the land grant in 1915. That same year, the Matanuska Experiment Station was established and the first Cooperative Extension Service office opened in 1936. Both entities have evolved over the years, merging and unmerging with other departments and adapting to the needs of their stakeholders through fluctuating economies. On July 1 2019, the Agricultural and Forestry Experiment Station was combined with Cooperative Extension Service to form the Institute of Agriculture, Natural Resources and Extension (IANRE) unit. This civil rights and affirmative action plan is intended to guide the efforts of the new unit for the next five years.

As an entity of the University of Alaska Fairbanks, IANRE is governed by the policies and regulations of the University of Alaska Board of Regents. The mission statement of the University of Alaska is the foundation for our commitment to diversity.

“The University of Alaska inspires learning, and advances and disseminates knowledge through teaching, research, and public service, emphasizing the North and its diverse peoples.” Regents’ Policy 01.01.01

It is our goal with this plan to ensure that all faculty and staff are treated fairly, with dignity and respect. That our programming and research activities are extended to under-represented groups; delivered and conducted without discrimination; and value differences.

Further, as a recipient of federal funds through the United States Department of Agriculture, National Institute of Food and Agriculture (NIFA-USDA), IANRE is required to act in compliance with the following major statutes and Departmental Regulations:

- Title VI of the Civil Rights Act of 1964, as amended, 42 USC2000d.
- Title VII of the Civil Rights Act of 1964.
- The Equal Pay Act of 1963, as amended.
- Section 504 of the Rehabilitation Act of 1973, as amended, 19 USC 794.
- Americans with Disabilities Act of 1990, 42 USC 12101 et. seq.
- Age Discrimination Act of 1975, 42 USC 601 et. seq.
- Title IX of the Education Amendments of 1972, et seq.
- Civil Rights Restoration Act of 1987, P.L. 100-259, as amended by, Civil Rights Restoration Act of 1991, P.L. 102-166.
- USDA DR 4330-2, Nondiscrimination in Programs and Activities Receiving Federal Financial Assistance from USDA, dated March 3, 1999.
- Other relevant Federal laws and regulations.

While UAF’s Cooperative Extension and Agricultural & Forestry Experiment Station have different missions, they both serve to meet the land-grant mission at UAF. Each land-grant university receiving USDA funding is responsible for establishing internal policies and guidelines to ensure that all programs, research and operations are done without regard to race, color, national origin, sex, age, or disability. This five-year performance plan is intended as a commitment to IANRE’s internal and external stakeholders.

For more information and resources on meeting this commitment, see IANRE's Civil Rights web page at <https://www.uaf.edu/ianre/about/civil-rights/index.php>.

Section I - Program Planning and Participation

Increase participation of people from underrepresented groups on district and statewide Extension advisory boards and expand participation in programs by those who have been traditionally underserved, including minorities and limited English proficiency persons.

Objective 1 - Formalize advisory boards and ensure diversity in membership

The importance of stakeholder input and citizen participation in our programs and research is noted in Extension's mission – “to interpret and extend relevant research-based knowledge in an understandable and usable form; and to encourage the application of this knowledge to solve the problems and meet the challenges that face the people of Alaska; and, to bring the concerns of the community back to the university.” The mission of the IANRE: “we respond to the needs of Alaskans for resilient families and communities and sustainable natural resources. We listen, discover, innovate, educate and empower.”

With these missions as our foundation, we have the opportunity to establish a system of diverse, stakeholder-focused advisory councils at both the district/regional and statewide level over the next 18 months. In our constituent communities and regions there are committees and tribal councils that are related to and can give worthwhile input on our activities but these committees are not to be used in place of IANRE established and focused committees. From their ranks we can gather geographic and cultural perspectives of people willing to serve in an advisory role to the activities, programming and direction of the institute.

In addition, we will seek program area advisors with an understanding of the expectation to represent those who have not traditionally been a part of land grant programming. Our process for selection, appointment and review will ensure diverse nominations and participation by underrepresented groups. Annual reviews of the composition of advisory boards will be conducted to ensure reflection of the state by ethnicity, gender, culture, geography and expertise in programming.

Initially, we will look to advisors in the four main elements of the institute: industry and vocational education partners in our mining and petroleum service training component, family members in our 4-H and FFA youth development charters, agencies and organizations involved with our research and experimental station farms, and from among the 60,000 recipients of information through our Extension outreach and engagement.

On the regional and program level, we will provide guidance for establishing or reinvigorating existing councils specific to those activities. Among those groups, members who can help us attain our goals may be interested and invited in serving on an institute (statewide) council.

Recruitment: From a starting point of selecting five founding council members who understand the intent of the process, we will survey statewide/community needs, establish criteria, issue an open invitation for applications to serve, facilitate development of by-laws for each group by each group, and form a body that is representative of diversity and inclusiveness. Such efforts may include, but are not limited to, open invitations for applications placed in public and social media with a wide reach; applications made available at public events such as open-houses; letters addressed to tribal officials and other minority community leaders; emails sent to listservs with known minority reach; flyers placed in areas expected to be frequented by underserved groups. The ratio of minority to non-minority members serving on an advisory board or committee should be comparable to the percentage of minorities in the area the group is meant to represent. Committee chairs are expected to compare local demographics to the slate of representatives to assess equitable representation of gender and various ethnic and racial groups.

Rotation: To ensure opportunities for continued diversity, membership on advisory councils and committees will rotate on a routine basis, with terms of service lasting no longer than three cumulative years.

Bylaws: To ensure fair treatment of all members, an IANRE-controlled advisory council will have a published set of bylaws that guide membership, voting, scope of work and other issues that affect participation. The bylaws should have a clear provision for how members can suggest and effect changes to said by-laws. The bylaws should also make clear reference to IANRE's nondiscrimination stance.

Objective 2 - Partnerships & collaborations with other organizations & agencies

IANRE can only succeed in delivering on its mission by growing and maintaining partnerships. A requirement of NIFA is that our partners are also "meeting the specific obligations of nondiscrimination and equal opportunity associated with the USDA civil rights rules and regulations." The first step to a successful partnership is a clear articulation of the agreement between the two entities. This should be done through a memorandum of agreement or understanding.

UAF Policy #10.07.080 – MOA/MOU Policy (<https://www.uaf.edu/mou-moa/>) outlines the requirements for MOAs and MOUs and the process for obtaining final approval and signatures. If there is an official MOA/MOU in place with the community partner, notification of UAF's nondiscrimination stance is already included in the contract language and the partner does not need to sign an annual assurance statement as long as the MOA/MOU remains in place.

Partnerships are defined in UAF's accreditation Indicator #26 as relationships that are community-based (not with a state or federal entity; not grant-based, which are tracked by the Office of Grants and Contracts); have longevity (lasting more than just for one event or one season); and have mutual benefit for the university and partner (through an exchange of cash, equipment, commodities, credit or non-credit units, education/training,

PR/goodwill, facilities, personnel, or publications). For example, an Extension agent renting space for one week to host a camp at a local community center is not considered a partnership.

A Partnership Assurance form must be signed upon commencement of the partnership, by a representative of any organization fitting the definition of a “partnership” with an IANRE program that are not currently engaged in an official MOA/MOU, and every three years thereafter.

A copy of either an MOA/MOU or the Partner Assurance statement needs to be documented for each community partner in the relevant IANRE office’s civil rights files, within the folder labeled “Partners.”

Objective 3 - Cultural competency and Alaskan history training

Developing an increased understanding of the diverse cultures that Cooperative Extension serves in Alaska is vital to achieving our mission and to attracting participation in programs, activities, and employment. All Extension personnel over the five-year duration of this performance plan will be encouraged to engage in cultural competency training including, as available, cultural awareness, cultural understanding, cultural knowledge, and intercultural communication. UAF has already taken the step of integrating awareness of Alaska Native cultures into new faculty orientations. The director’s office will send out periodic announcements of relevant campus events and trainings, and eXtension webinars. Links to cultural competency informational materials will continue to be expanded and available on the IANRE civil rights website.

Objective 4 – Serving Limited English Proficiency (LEP) populations

The increasing diversity in Alaska populations brings with it a clientele who may have limited communication ability to speak and read English. The UAF Cooperative Extension Service has a commitment to our learners who have limited English proficiency. We will periodically conduct needs assessments in each region so that faculty and staff better understand the needs in their communities. The required civil rights training includes informing faculty, staff and volunteers of the laws that prohibit discrimination on the basis of national origin. The training will also include information on the associated IANRE policies and required documentation. The following information is to be used by faculty and administrators as they determine which measures they will take to ensure that extension programs are accessible to this population.

The following laws, codes and executive orders guide our actions.

National Origin Discrimination: It is unlawful to discriminate against any employee or applicant because of the individual’s national origin. No one can be excluded from participation in programs or denied equal employment opportunity because of birthplace, ancestry, culture or linguistic characteristics common to a specific ethnic group.

7 CFR, Part 15 is the Code of Federal Regulation that effectuates program accessibility and

all other aspects of the civil rights laws for USDA.

Executive Order 13166 specifies provision of language assistance to limited English proficient (LEP) individuals.

Title VI, Civil Rights Act of 1964 prohibits against exclusion from participation in, denial of benefits of, and discrimination under federally assisted programs on ground of race, color, or national origin.

Four LEP factors to consider:

There are four factors that determine whether or not Limited English Proficiency [LEP] services should be provided by Extension:

- (1) The number or proportion of LEP persons in the community;
- (2) the frequency of contact Extension has or should have with LEP persons;
- (3) the nature and importance of the benefit, service, communication, or information to the LEP person; and
- (4) the resources available to Extension, along with the costs of providing language assistance.

For UAF Cooperative Extension, when the proportion of LEP persons who speak English less than “very well” reaches 5% of the population of a district, then that district should be ready to provide LEP services for that group of LEP persons. LEP services include the use of certified interpreters when needed. LEP persons may have their own interpreter with them when they call or go to Extension offices. If employees are unable to communicate with a customer, employees will provide the customer with a tool like a language menu to indicate the customer’s primary language, which can then be conveyed to a phone-based interpreter.

Extension materials should be translated as warranted by the frequency of contact with Extension (including high levels of participation) of LEP persons in any particular program. Programs targeting LEP persons should include LEP services. The frequency of contact with each LEP population varies by district.

Participation in UAF Cooperative Extension programs, by their nature, is voluntary unless the service is in partnership with an organization where participants are mandated by the organization to attend. This might include participants referred to the Expanded Food and Nutrition Education Program (EFNEP) or Supplemental Nutrition Assistance Program (SNAP-Ed). Generally, UAF Extension programs do not rise to a critical level of importance to LEP persons compared to federal, state, or local agencies dealing with health care (hospital, EMT, or emergency care), law enforcement (police), legal services, or access to mandated federal benefits.

Those producing instructional materials and programs for LEP persons should ensure that instructional content has been culturally adapted to be consistent with the target clientele’s

values and beliefs, as well as conveying information that will increase the group's understanding of the surrounding majority culture.

Each office will maintain an LEP Requests and Actions Log that will be required documentation for Informal and Formal Internal Compliance Reviews and the NIFA Civil Rights Compliance Review.

Objective 5 – Maintain parity of under-represented racial and ethnic groups’ 4-H membership and volunteerism

Annual comparisons of demographics of membership data (ES237) will be completed to confirm continued parity of racial/ethnic minorities among membership and volunteer rosters statewide. Documentation of all reasonable efforts to diversify any non-integrated clubs will be maintained in office folders.

Objective 6 - Offer and track ADA accommodations

Develop or adjust educational programs to accommodate and meet the needs and interests of clients with disabilities.

In addition to regular training on Americans with Disabilities Act (ADA) requirements, a review shall be conducted with all Extension offices. Physical facilities utilized for Extension programs will be reviewed for ADA compliance, and publication statements announcing programs will carry the University of Alaska Fairbanks-approved accommodations statement: *“Accommodation requests related to a disability should be made by [specific date] to [contact person, phone number and email].”*

All faculty and staff have also been instructed to keep an Accommodation Request and Actions Log in their office civil rights files so that the unit can look at patterns and potential barriers. This log will be required documentation for Informal and Formal Internal Compliance Reviews and the NIFA Civil Rights Compliance Review.

Objective 7 – Parity Standard and Potential Participant Pool

Annually each service area will determine the population eligible to participate in local Extension programs. They shall use the most current U.S. Census demographic information or most current projected demographics available.

Objective 8 – Parity Standard and Face-to-Face Contacts

Each district will identify through the annual face-to-face contact reports the number of clientele directly contacted, comparing the demographics against the population of the service area(s) to establish parity goals.

The state parity goal in any given year is to serve the same percentage of each minority

population as the total face-to-face contacts with a given group divided by the total known state population of that group. [See most recent Census data].

Formula to Calculate Parity:

$$\frac{\% \text{ minority group in your program}}{\% \text{ minority group in the population}} \times 100$$

Objective 9 – Contact Lists (Electronic and Non-Electronic)

An operating policy outlining the requirements for management of all contact lists for clients and stakeholders has been developed and adopted by the IANRE Leadership Group. Faculty and staff will receive training on the maintenance, protection and use of contact lists according to this policy. Each list manager will conduct annual surveys of their mailing list(s) to collect race, ethnicity and gender data to determine if the list is representative of the population in the area being served. Should a disparity exist, the list manager and/or office responsible will work together with the Communications Unit to grow awareness of IANRE programs in under-represented audiences. Documentation of all reasonable efforts to diversify any non-representative mailing lists will be maintained in office folders.

Section II - Research

Objective 1 – Resource Allocation

Research resources including project funding, lab and office space will be assigned in a nondiscriminatory manner. Resource allocation processes will be available in writing to all interested parties.

Objective 2 – Graduate Students

Graduate students will be recruited from a wide variety of student pools. AFES will work with UAF Planning, Analysis and Institutional Research (PAIR) to determine underrepresented groups in graduate student cohorts. All reasonable efforts will be made to reach a diverse graduate student audience when advertising open research assistantships. Project opportunities, lab and office space will be allocated to students in a nondiscriminatory manner.

Section III - Public Notification

Public notification is the process by which the public is advised of UAF Cooperative Extension programs, the requirements for nondiscrimination, and the availability of reasonable accommodations for those needing them.

The UAF Cooperative Extension Service is committed to nondiscriminatory notification of all

stakeholders regardless of race, religion, color, national origin, citizenship, age, sex, physical or mental disability, status as a protected veteran, marital status, changes in marital status, pregnancy, childbirth or related medical conditions, parenthood, sexual orientation, gender identity, political affiliation or belief, genetic information, or other legally protected status. This applies to the programs and activities provided throughout the state.

Objective 1 - Nondiscrimination advisement

Advise potential program recipients of program availability and requirements of nondiscrimination.

- a. All reasonable efforts will be undertaken to inform potential program participants of Extension activities and programs. “All reasonable efforts” shall be defined as the minimum effort needed by Extension personnel when conducting programs in ethnically diverse communities in order to achieve program participation reflective of racial and ethnic parity within the community. All reasonable efforts shall be documented, including the use of mass media, personal letters, newsletters, personal visits to encourage attendance of underrepresented groups, and Extension action plans for inclusion of underrepresented groups in program efforts.
- b. All reasonable efforts will be made to develop, modify and provide program materials for underrepresented groups, including materials designed to accommodate language barriers, low literacy levels and accommodation of those with disabilities.
- c. Advise organizations and groups with which UAF Cooperative Extension cooperates of our nondiscrimination provisions.

Objective 2 – “And Justice for All” posters

Displaying the most current version of the “And Justice for All” poster – procedures for filing a complaint openly and clearly communicated to the public.

- a. The “And Justice for All” poster will be prominently displayed in each UAF Cooperative Extension Service and Agricultural and Forestry Experiment Station office and in public places regularly used and physically controlled by Extension educators at public meeting sites. Office civil rights files include a verification log that indicates the location of office posters. This must be updated annually.

Objective 3 - Affirmative action/nondiscrimination statements

All publications printed at the state or district level will use the appropriate affirmative action and nondiscrimination statement. When justified, these publications should also be made available to accommodate those with limited English proficiency.

The short statement will be used on letterhead, newsletters, job announcements, flyers and most brochures:

The University of Alaska is an affirmative action/equal opportunity employer and educational institution and prohibits illegal discrimination against any individual: www.alaska.edu/nondiscrimination.

The longer statement shall be used with fact sheets and other numbered publications:

Published by the University of Alaska Fairbanks Cooperative Extension Service in cooperation with the United States Department of Agriculture. The University of Alaska is an affirmative action/equal opportunity employer and educational institution and prohibits illegal discrimination against any individual: www.alaska.edu/nondiscrimination.

Objective 4 - Nondiscriminatory statements, photos, and graphics

Use nondiscriminatory statements, photos, and graphics to convey the message of equal opportunity in informational releases to the public. Extension and AFES will make all reasonable efforts to ensure that press releases, announcements, photographs, audiovisual, and other communication media convey equal opportunity regardless of race, color, sex, national origin, age or disability.

Objective 5 – Gender-neutral language

Use gender-neutral language in publications, communications and programs. All educational materials shall be written and presented in such a manner as to eliminate the perception of gender bias. Developers of publications will be encouraged to check all publications to ensure gender-neutral language and that appropriate civil rights statements are included in the publication.

Section IV - Civil Rights Training within IANRE

Objective 1 – Staff training

The following specific plans and procedures for providing all staff training on civil rights and affirmative action are in accordance with regulations which include training on addressing complaints.

Continued diversity/cultural training will be offered to provide a better understanding of other cultures and to provide strength in programming from a variety of sources. Venues for presentation shall include the annual extension professional development meetings, new staff orientation and regional training venues.

Conduct civil rights training at all levels (orientation and in-service). The University of Alaska Fairbanks Cooperative Extension Service and the UAF Department of Equity and Compliance will provide regular professional development training for employees at all levels to enhance awareness and understanding of diversity issues and to increase their

ability to reach out to the underserved and underrepresented in Alaska. Training will assist faculty and staff with understanding the needs of the growing diversity in communities among actual and potential Extension clientele.

Employees will be reminded annually of their civil rights obligations, and the expectation of nondiscrimination shall be included in job solicitations of new faculty and staff. Supervisors are encouraged to discuss progress on all reasonable efforts during annual personnel reviews.

Section V - Civil Rights Compliance Reviews

In order to ensure compliance with federal statutes, NIFA's departmental regulations and IANRE's Civil Rights Performance Plan, regularly scheduled internal reviews will be conducted at all IANRE offices. Written policies will outline the review process and the documentation required of each office. Electronic files for each office are in place for easy access and updating by both the compliance coordinator and office staff.

Objective 1 – Internal Compliance Reviews

Internal reviews to ensure compliance with the IANRE's Civil Rights Performance Plan will be conducted on a regular basis. Both formal and informal reviews and follow up will be accomplished through the efforts of the civil rights compliance coordinator and director.

Informal Compliance Reviews (ICR) will be conducted annually and include at a minimum, civil rights desk reviews including confirming the creation of annual parity reports, collection of face-to-face contact data with comparison to U.S. Census data and by completion of the review questionnaire used to spot-check the electronic files.

Formal Internal Office Compliance Reviews (FIOCR) will be conducted once every seven years. These reviews will include review of on-site district civil rights records and an evaluation of the physical office and classroom spaces. In order to be sure that an FIOCR is conducted prior to the next cyclical NIFA Compliance Review in 2028, the following schedule has been developed with all FIOCRs completed by the end of 2025. At least two ICRs will be scheduled before an office's first FIOCR.

Year				
2022	Month: TBD Tanana	Month: TBD State Office	Month: TBD CAFO	Month: TBD TCC
2023	Month: TBD Anchorage	Month: TBD MatSu/MEFEC	Month: TBD Kenai	Month: TBD Fairbanks Research
2024	Month: TBD Juneau	Month: TBD Sitka	Month: TBD Tok	Month: TBD Delta
2025	Month: TBD Bethel	Month: TBD Nome	Month: TBD Dillingham	Month: TBD Kodiak

Within 30 days of completion of both ICR or FIOCRs, the office will receive written feedback outlining any issues or deficiencies and guidelines for coming into compliance and the date for a follow-up interview. Documentation of each review shall be maintained in the office civil rights files in the folder labeled “Internal Reviews.”

Office reviews will include a review of the office’s civil rights records using the Office Documentation Checklist and a questionnaire that includes the following:

1. Does the office have program client data by race, ethnicity, and gender?
- 2a. Does the office have 4-H club summary data by race, ethnicity, and gender?
- 2b. Are locations of clubs identified on a service area map?
- 2c. Does the office have camp data (Overnight and day camps) enrollment listings by race, ethnicity, and gender?
- 2d. Does the office have lists of scholarships by recipients’ race, ethnicity, and gender?
- 2e. Does the office have lists of State, district, or local events by participants’ race, ethnicity, and gender?
3. Extension Advisory Councils/Boards, Program Committees lists that summarizes the number of members on it by race, ethnicity, and gender?
- 4a. Master Gardeners’ summary by race, ethnicity, and gender?
- 4b. All 4-H Volunteers’ summary by race, ethnicity, and gender?
5. All program mailing lists by race, ethnicity, and gender?
6. The Department of Equity & Compliance will advise offices on any record of complaints.
7. Does the district use the appropriate affirmative action statements in their printed materials?
8. Has the district offered ADA accommodations?
9. Does the district display the “And Justice For All” poster in a location clearly visible to the public?

Objective 2 – Prepare for USDA NIFA Compliance Reviews

In accordance with United States Department of Agriculture civil rights regulations and Pursuant to Federal Regulation 7 CFR 15 any recipient of federal financial assistance, regardless of the amount, is subject to civil rights reviews. Further, the primary recipient of federal financial assistance is responsible for civil rights administration where the primary recipient has extended the financial assistance to another recipient.

USDA NIFA Compliance Reviews are regular, systematic inspections conducted onsite, every seven years. Additional information regarding the inspection can be found in the USDA Civil Rights Compliance Review Guides listed on the IANRE Civil Rights Compliance website at <https://www.uaf.edu/ianre/about/civil-rights/index.php>.

Following the guidance in these documents, IANRE’s civil rights plan, policies and procedures have been drafted to prepare the unit for these on-site inspections and “*assure that we are working in compliance with equality opportunity policies in the implementation of our Extension programs, that every customer and colleague is treated with fairness, equality, and respect, and that we are inclusive and have adequate diversity.*”

Section VI - Practices in Employment – Workforce Diversity

Objective 1 – Recruiting, Hiring, Separation Practices

All hiring is processed and conducted through UA Human Resources and follows the UA Regents Policy in regards to hiring practices.

Regents Policy Part IV. HUMAN RESOURCES

Chapter 04.01 Uniform Personnel System

P04.01.010 Human Resources Mission Statement

The statewide office of human resources and the regional human resources offices contribute to the university’s missions of teaching, research and public service by providing benefits and services that help to attract, motivate and retain a talented, committed, and diverse workforce. To encourage excellence, the statewide office promotes fair treatment, provides for continuing opportunities for training and development, values and recognizes productivity and achievement, and respects the worth and dignity of all individuals who comprise the university’s workforce. The statewide office is established to provide services that enhance productivity through human resource management within the university by developing and implementing programs and services to meet institutional needs; and will propose and maintain university regulation and procedures governing employee relations consistent with the

university's goals. (06-20-97)

P04.01.020 Nondiscrimination Statement

In accordance with federal and state law, illegal discrimination in employment against any individual because of race, color, religion, national origin, age, sex, sexual orientation, veteran status, physical or mental disability, marital status or changes in marital status, pregnancy or parenthood is prohibited. Decisions affecting an individual's employment will be based on the individual's qualifications, abilities and performance, as appropriate. (02-18-11)

Chapter 04.02 General Personnel Policies

04.02.010 Equal Employment Opportunity and Affirmative Action: Statement of Intent

The board recognizes that discrimination in employment practices has in the past foreclosed economic opportunity to a substantial number of persons in the United States. The board is committed to oppose illegal employment discrimination and to prohibit it within the university. In addition to prohibiting illegal employment discrimination, as a part of its commitment to equal employment opportunity, the board is committed through an affirmative action program, to recruit, employ and promote qualified "protected class" persons who have been historically under-represented in the workforce. (06-06-07)

04.02.012 Equal Employment Opportunity Program

The program of equal employment opportunity consists of two parts: nondiscrimination and a program of affirmative action.

A. Nondiscrimination

1. In accordance with federal and state laws and regulations, the university will not engage in impermissible discrimination. In accordance with federal and state law and regulation, the university makes its programs and activities available without discrimination on the basis of race, religion, color, national origin, citizenship, age, sex, physical or mental disability, status as a protected veteran, marital status, changes in marital status, pregnancy, childbirth or related medical conditions, parenthood, sexual orientation, gender identity, political affiliation or belief, genetic information, or other legally protected status. Among the federal and state laws and regulations prohibiting discrimination in employment that pertain to the university as of September 2014 are:

Equal Pay Act
Title VI and Title VII of the Civil Rights Act of 1964
Executive Order 11246

Age Discrimination in Employment Act
Title IX of the Education Amendments of 1972
Section 504 of the Rehabilitation Act of 1973
Vietnam Era Veterans' Readjustment Assistance Act of 1974
Pregnancy Discrimination Act of 1978
Immigration Reform & Control Act of 1986
Civil Rights Restoration Act of 1987
Americans with Disabilities Act of 1990 as amended
Age Discrimination Act of 1975
Genetic Information Non-Discrimination Act of 2008
Alaska Statute 14.40.050 and 18.80.220

2. Individual merit will be considered by the university. University hiring decisions will be based on the individual's qualifications, demonstrated abilities and performance, as appropriate.

B. Affirmative Action

The university seeks to hire, train and promote individuals based on qualifications and demonstrated ability to perform the job. In its commitment to affirmative action, the university is committed to recruit and retain women and minorities in positions of employment where they have been traditionally under-represented. The concept of affirmative action requires that practices that adversely impact protected classes should be eliminated unless the university can demonstrate a legally permissible basis. To accomplish the goals of its affirmative action program, the university encourages employment applications from and makes special efforts to recruit protected classes. (06-01-17)

P04.02.014. Implementation.

The president and the chancellors are responsible for planning, implementing, and monitoring an effective program of equal employment opportunity. The president and each chancellor will provide an annual report to the board with regard to the effectiveness of their respective equal employment opportunity program. (06-20-97)

P04.02.030. Reasonable Accommodation for People with Disabilities.

The university will, absent undue hardship, provide a reasonable accommodation to an applicant or employee who is a qualified individual with a disability. (08-07-14)

R04.02.032. Definitions.

In R04.02.030 - 04.02.036, unless the context requires otherwise:

A. "ADA" means the federal law known as the Americans with Disabilities Act of 1990, as amended;

- B. "ADA Coordinator" means the individual designated to administer the university's ADA compliance program at the MAU. The name and contact information of the ADA Coordinator will be posted on the website of the regional human resources office;
- C. "Disability" means, with respect to an individual
 - 1. A physical or mental impairment that substantially limits one or more major life activities of such individual and that is not transitory and minor;
 - 2. A record of such an impairment; or 04.02 6 General Personnel Policies/Regulations
 - 3. Being regarded as having such an impairment. Individuals who meet the definition of "disability" solely under the "regarded as" prong of the definition of "disability" are not entitled to receive reasonable accommodation.
- D. "Equal Employment Opportunity Coordinator" or EEO Coordinator, means the individual designated to administer the university's affirmative action plan at the MAU, or designee, whichever reference is applicable;
- E. "Qualified Individual" means an individual who satisfies the requisite skill, experience, education, and other job-related requirements of the employment position such individual holds or desires, and who, with or without reasonable accommodation, can perform the essential functions of such position. The individual must be able to perform the essential functions of the position held or desired without posing a direct threat to the health or safety of the individual or others in the workplace or learning environment.
- F. "Reasonable Accommodation" means modifications or adjustments
 - 1. To a job application process that enable a qualified applicant with a disability to be considered for the position such applicant desires; or
 - 2. To the work environment, or to the manner or circumstances under which the position held or desired is customarily performed, that enable a qualified individual with a disability to perform the essential functions of that position; or
 - 3. That enables the employee with a disability to enjoy equal benefits and privileges of employment as are enjoyed by other similarly situated employees without disabilities. Reasonable accommodation may include but is not limited to making existing facilities used by employees readily accessible to and usable by individuals with disabilities, job restructuring; part-time or modified work schedules; reassignment to a vacant position; acquisition or modifications of equipment or devices; and other similar accommodations for individuals with disabilities.
- G. "Undue Hardship" means, with respect to the provision of an accommodation, significant difficulty or expense incurred by the university. (08-07-14)

R04.02.033. Request for Accommodation Process.

Requests for reasonable accommodation may be made by an applicant,

employee, or by a third party on the applicant or employee's behalf.

1. The requester must give verbal or written notification to the ADA Coordinator or to a supervisor in the employee's chain of command. Notification must include the existence of a disability, the disability-related limitation(s) or workplace barrier(s) that need to be accommodated, and, if known, the desired modification or adjustment to the application process or work environment. 04.02 7 General Personnel Policies/Regulations
2. A supervisor who receives verbal or written notification of a request for accommodation will promptly notify the ADA Coordinator.\
3. The ADA Coordinator will provide written confirmation of the receipt of a request for reasonable accommodation to the requester, either by letter or email.
4. Requests for accommodation will be processed as expeditiously as possible and within a reasonable period of time, depending on the specific circumstances. Reasonable accommodation requests by an applicant will be processed expeditiously, using timeframes tailored to the application process.
5. The ADA Coordinator may request medical documentation from an applicant or employee in support of a request for reasonable accommodation. Any request for medical documentation may not be open ended, and will be limited to documentation of the individual's disability and the functional limitations for which reasonable accommodation is sought. Submission of medical documentation is not required when the disability for which a reasonable accommodation is sought is known or readily observable and the need for accommodation is known or obvious.
6. If the ADA Coordinator determines that the applicant or employee is a qualified individual with a disability, the ADA Coordinator will initiate an interactive process with the applicant or employee to determine a reasonable accommodation.
7. In attempting to determine a reasonable accommodation, the ADA Coordinator will obtain and clarify relevant information from the employee, the supervisor, the regional personnel director, and other involved persons, as applicable.
8. The ADA Coordinator will identify effective solutions, including recommendations for reasonable accommodations, and report those recommendations to the respondent's immediate supervisor, regional human resources office, and other appropriate administrative officers.
9. The university will make a reasonable accommodation to the known physical or mental limitations of an otherwise qualified applicant or employee with a disability unless the accommodation would impose an undue hardship on the operation of university business.
10. Any denial of a requested reasonable accommodation will be provided in writing. The written denial will include the reason for the denial and information about the reconsideration process, and be dated and signed by the ADA Coordinator or designee.
11. An applicant or employee may seek reconsideration by the EEO Coordinator

of a denial of a requested reasonable accommodation. The EEO Coordinator or designee may conduct a review, decline a review, or refer the matter to an administrative process.

12. An employee or the employee's supervisor may make a request to the ADA Coordinator for modification of a reasonable accommodation when the accommodation is no longer effective in enabling the employee to perform the essential functions of the position. 04.02 8 General Personnel Policies/Regulations
13. Requests for reasonable accommodation and related documentation, such as requests for additional information and decisions regarding accommodation requests, and any medical or disability-related information provided to the ADA Coordinator, will be treated as confidential medical records and maintained in a separate medical file, except that:
 - a. Supervisors and managers may be informed regarding necessary restrictions on the work or duties of the applicant or employee and necessary accommodations;
 - b. First aid and safety personnel may be informed, when appropriate, if the disability might require emergency treatment; and
 - c. Government officials engaged in enforcing laws shall be provided relevant information on request. (08-07-14)

R04.02.034. Formal Complaint.

An employee who claims to have been subjected to discrimination based upon a disability and who has exhausted the reasonable accommodation process may initiate a written formal complaint in accordance with R01.02.025.E. (11-19-19)

R04.02.036. Remedies.

Unjustified delay or refusal to implement the reasonable accommodations determined by the ADA Coordinator may lead to referral to an appropriate administrative officer to obtain proper and timely action. An employee who delays or refuses unjustifiably to implement the reasonable accommodations is subject to disciplinary action. (08-07-14)

Chapter 04.03 Recruitment and Staffing

R04.03.010. Recruitment Procedure: Equal Employment Opportunity Statement.

Each regional human resources office will post the following statement:

"Applications from all persons are welcomed; women, minorities, persons with disabilities, and veterans are especially encouraged to apply. The University of Alaska does not discriminate on the basis of race, color, religion, national origin, citizenship, marital status, changes in marital status, pregnancy, childbirth or related medical conditions, parenthood, sex, sexual orientation, age, physical or mental disability, political affiliation or belief, genetic information, or status as a protected veteran in employment proscribed by:

- Titles VI and VII of the Civil Rights Act as amended in 1991
- Title IX of the Education Amendments of 1972
- Executive Order 11246 as amended
- Rehabilitation Act of 1973
- Americans with Disabilities Act as amended
- Pregnancy Discrimination Act
- Equal Pay Act of 1963
- Civil Rights Restoration Act of 1987
- Immigration Reform & Control Act
- Vietnam Era Veterans Readjustment Assistance Act
- Age Discrimination Act of 1975
- Age Discrimination in Employment Act
- Genetic Information Non-Discrimination Act of 2008
- Alaska Statute 18.80.220 and 14.40.050
- Regents' Policy

Inquiries concerning the application of these regulations to the university may be directed to the regional or local human resources office and/or affirmative action office, Statewide Office of Human Resources, Office of Federal Contract Compliance Programs, Department of Labor, Alaska Human Rights Commission, Department of Justice Office of Civil Rights, Department of Education Office of Civil Rights, or the Equal Employment Opportunity Commission, as applicable." (08-07-14)

R04.03.011. Recruitment Procedure: Affirmative Action Goals and Recruitment.

A. The Equal Employment Opportunity Coordinator will monitor hiring activities for progress towards affirmative action goals. The Equal Employment Opportunity Coordinator will meet with senior administrators, deans, directors, human resources, and hiring officials to discuss affirmative action goals and to recommend recruitment strategies to meet those goals.

B. Hiring officials, with the assistance of the affirmative action and regional human resources offices shall make good faith efforts to recruit minorities, persons with disabilities, and persons in underrepresented categories, and

will offer reasonable accommodation as appropriate. (08-07-14)

R04.03.012. Recruitment Procedure: Reasonable Accommodation.

Applicants will be informed of the university policy to provide reasonable accommodation for applicants and employees with disabilities. They will be informed that they can request accommodations during any part of the application process, including interviews. (01-12-07)

R04.03.013. Recruitment Procedure: Approval and Training.

A. Each MAU will establish a process for approval to recruit to include, at a minimum, budgetary approval and approval by the regional human resources office.

B. The regional human resources or affirmative action office will provide training to hiring authorities and search committees as needed to promote effective selection processes that comply with policy, regulations, and applicable state and federal law.
(01-12-07)

R04.03.014. Recruitment Procedure: Employment Process.

A. The hiring official will:

1. develop the vacancy announcement and advertising copy;
2. develop screening and evaluation criteria;
3. select the screening committee/individual screeners;
4. conduct interviews and reference checks;
5. select the best qualified candidate based on job-related criteria and available information;
6. obtain approval for the recruitment process from the regional human resources office prior to making the job offer;
7. for staff positions, identify appropriate starting salary in conjunction with the human resources office, and obtain authorization from the human resources office to offer the position and the approved salary;
8. for faculty positions, identify appropriate starting salary and obtain authorization from the Provost, or designee, to offer the position at the approved salary;
9. offer the position;
10. notify unsuccessful candidates;
11. submit required reports and documentation to the regional human resource office; and
12. forward recruitment records to the regional human resources office or maintain the records for the required period of time.

B. The regional human resources office will:

1. develop guidelines and processes for conducting and documenting recruitment and selection processes;
2. provide training on recruitment and selection processes;
3. approve vacancy announcements and advertising copy;
4. approve posted position requirements;
5. post vacancy announcements;
6. approve screening and evaluation criteria and processes prior to releasing applications to the hiring official;
7. approve screening documentation, including equal employment opportunity and affirmative action compliance, prior to proceeding to the interview process;
8. approve the recruitment process prior to authorizing the extension of a job offer;
9. for staff positions, approve the starting salary and step placement; and
10. maintain recruitment records and documentation for required period of time.

(01-12-07)

R04.03.015. Recruitment Procedure: Recruitment Requirements.

A. Recruitments may be opened with or without specific closing dates. Sufficient time will be allowed to produce a pool of applicants and to document affirmative action efforts, as appropriate.

B. Recruitments may be limited, with the approval of the human resources office, to current employees system-wide or at the regional, major organizational, or departmental level. Employees described in this subsection are also known as “internal applicants.”

C. Recruitment notices must include the following:

1. posting period;
2. position title;
3. position number;
4. notice of internal or external posting;
5. description of duties;
6. position requirements;
7. affirmative action statement;
8. reasonable accommodation statement;
9. public disclosure statement;
10. contact information.

D. The following affirmative action and public disclosure statements must be included in recruitment notices:

1. "An Equal Employment Opportunity/Affirmative Action employer and educational institution."
2. "Your application for employment with the University of Alaska is subject to public disclosure under the Alaska Public Records Act."

E. Advertisements are condensations of the recruitment notice and must include, at a minimum, the position title, posting period, contact information and the abbreviated affirmative action statement "EOE/M/F/Vet/Disabled."

F. Required education and experience will reflect the knowledge, skills, and abilities needed to perform the job satisfactorily based on the position description. Equivalencies to minimum education and experience qualifications may be allowed, except where required for licensing or accreditation. (08-07-14)

R04.03.020. Screening and Selection Process.

A. Screening is a process of reviewing applicants using uniform and consistent criteria to identify the most qualified candidates. Screening processes will be consistent with accepted human resource practice. All phases of the screening process and all evaluation criteria will be non-discriminatory, content valid, and job related, based on the position's duties and responsibilities.

B. At a minimum, screening for a position will include evaluation of written applications, interviews, and reference checks. With approval of the regional human resources office, screening may be expanded or modified. Additional screening steps may include skills tests, written or practical tests, telephone interviews, writing samples or portfolios, and oral presentations. (01-12-07)

R04.03.021. Screening and Selection: Reasonable Accommodation.

A. If a candidate with a disability, who is otherwise qualified to perform the essential duties of the position, is recommended for selection and seeks a reasonable accommodation, appropriate accommodation will be made to allow performance of the essential functions unless to do so would pose an undue hardship or direct threat.

B. In determining what constitutes a reasonable accommodation, hiring authorities are required to contact the Americans with Disabilities Act coordinator and the regional human resources office. The specific accommodations are to be determined through appropriate consultation with the person with the disability. (08-07-14)

R04.03.022. Screening and Selection: Records and Reporting.

Selection documentation, including applications, screening and evaluation materials, and applicant flow data, must be retained for a period of three years. Records and data may be retained in electronic or hard copy format. (01-12-07)

Section VI - Practices in Employment – Workforce Diversity cont’d

Objective 2 – Filing AA/EO Complaints

UAF IANRE follows the UA Regents Policy in regards to nondiscrimination. Regents Policy 01.02.020 reads:

It is the policy of the board that, in accordance with federal and state law, illegal discrimination against any individual because of race, religion, color, national origin, citizenship, age, sex, physical or mental disability, status as a protected veteran, marital status, changes in marital status, pregnancy, childbirth or related medical conditions, parenthood, sexual orientation, gender identity, political affiliation or belief, genetic information, or other legally protected status is prohibited. Decisions affecting individuals shall be based on the individual’s qualifications, abilities and performance, as appropriate.

Regents Policy and Regulation 04.02.010 further extends the board's policy of nondiscrimination into employment at UA. It reads:

Equal Employment Opportunity and Affirmative Action: Statement of Intent. The board recognizes that discrimination in employment practices has in the past foreclosed economic opportunity to a substantial number of persons in the United States. The board is committed to oppose illegal employment discrimination and to prohibit it within the university. In addition to prohibiting illegal employment discrimination, as a part of its commitment to equal employment opportunity, the board is committed through an affirmative action program, to recruit, employ and promote qualified “protected class” persons who have been historically under-represented in the workforce.

Filing a Complaint:

Any UAF IANRE employee, job applicant, or student/extension client who feels he or she may have been the victim of discrimination, unfair employment practice, or sexual harassment may file a complaint with:

Director of Equal Opportunity NIFA, USDA
1400 Independence Ave., SW., Stop 2296, Washington, DC 20250-2296

Director, Institute of Agriculture, Natural Resources and Extension
1751 Tanana Loop, University of Alaska Fairbanks, Fairbanks, Alaska 99775

Director, Department of Equity and Compliance
355 Duckering Building, 1760 Tanana Loop, University of Alaska Fairbanks, Fairbanks,
Alaska 99775

The University of Alaska Fairbanks Department of Equity and Compliance offers a reporting web page at <https://www.uaf.edu/equity/reporting.php> with information and resources and a form for filing complaints of discrimination at https://cm.maxient.com/reportingform.php?UnivofAlaska&layout_id=40

When the Department of Equity and Compliance receives a report of nonsexual or nongender-based discrimination, the 504/ADA coordinator (<https://www.uaf.edu/equity/contact.php>) will initiate a prompt, fair and impartial investigation.

An informal resolution of the complaint is possible. However, if the complainant chooses or if the university believes it is necessary, the coordinator will conduct a formal investigation. If an investigator finds a violation of policy, the appropriate campus authority will consider discipline or sanction. The 504/ADA coordinator will pursue remedies for the complainant and others affected.

Section VII - Administrative Oversight for the Performance Plan

Objective 1 – Civil Rights Staffing

Identify persons having the responsibility for lead staff for civil rights indicating the area(s) they represent and breadth of their responsibility; administrative sign-off authority for civil rights; and data preparation responsibility staff.

- a. *Milan Shipka, Interim Director*
Directs overall system-wide policy and makes decisions relative to civil rights compliance and implementation in program and employment. Informs faculty and staff about civil rights and affirmative action requirements.
- b. *Alda Norris, Civil Rights Compliance Coordinator*
Provides day-to-day leadership for assuring civil rights policies and procedures are communicated to the statewide Extension system. Works with program leadership in developing guidelines and procedures for assuring open access to programs and services offered by Extension educators. Coordinates the gathering of reporting information for the purposes of completing mandated federal and state reports.
- c. *Margo Griffith, Director Equity and Compliance*
Works with Extension search committee chairs to ensure that University recruitment policies and procedures are being followed. Assists in federal reporting efforts and training. Provides overall leadership for civil rights and affirmative action and equal opportunity compliance for UAF.