PURDUE UNIVERSITY

FORT WAYNE

AFFIRMATIVE ACTION PLAN

Gender, Race, Ethnicity

October 2024 to September 2025

November 25, 2024

To All Members of the Purdue University Fort Wayne Community:

Purdue University Fort Wayne is committed to the principle of equality of opportunity for all persons. Ensuring our faculty, staff, and students live and work in an inclusive environment and creating a community that recognizes the value of each member is more than just a strategic goal, it is the foundation by which we choose to operate.

As a university, we recognize the importance of increasing the diversity of our faculty, staff and students. The purpose of Purdue Fort Wayne's *Affirmative Action Plan* is to set forth the policies and procedures the University will pursue in fulfilling this commitment, and to reaffirm and ensure that this principle is applied to the recruitment, appointment, and promotion of all persons in all employment classifications. Vice Chancellors, deans, directors, and heads of units are responsible for the employment practices conducted in their schools and units, and for engaging in quality efforts to achieve equal opportunity goals.

This *Affirmative Action Plan* has been prepared to comply voluntarily with Executive Order 11246 of September 24, 1965, and the Office of Federal Contract Compliance Programs Code of Federal Regulations, Title 41, Chapter 60-2, Affirmative Action Programs. Every Purdue Fort Wayne employee must be aware of the University's commitment to diversity and each person is expected to act in accordance with university policies.

Anyone seeking additional information concerning this program should contact the Purdue Fort Wayne campus Human Resources & Office of Institutional Equity at: hr@pfw.edu or by calling 260-481-6840.

Sincerely,

Ronald L. Elsenbaumer, Ph.D.
Chancellor

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I. STATEMENT OF PURPOSE

A. Description of the University

Purdue University Fort Wayne is a state-assisted University serving Indiana's second largest city and nine area counties in Northeastern Indiana. Purdue University Fort Wayne is a Multisystem Metropolitan University campus, and Purdue University serves as the campus's managing agent.

The Fort Wayne campus employs approximately 1,385 persons, including 232 ladder rank faculty, 295 non-ladder rank faculty, and approximately 858 staff. Females make up approximately 49.96 percent of the regular workforce; a figure that is lower than the reported gender composition of state workforce. Minority groups make up approximately 22.89 percent of the regular workforce; a figure that is higher than the both the reported racial compositions of the regional workforce and state workforce.

As Northeastern Indiana's largest comprehensive University, Purdue Fort Wayne offers a wide range of certificate, associate and baccalaureate programs, in addition to selected graduate programs at the master's level. Its academic colleges, schools, and divisions offer degrees and certificates in about 200 areas. In August 2024, student enrollment was approximately 7,206 of whom 50.5 percent were female and about 21.5 percent were minorities. Of the 7,206 students enrolled, 922 were dual credit high school students, 5,567 were undergraduate students, and 717 were graduate students.

B. Purpose and Applicability of the Affirmative Action Plan

Because the Fort Wayne campus receives federal contracts, it is required by federal law to develop a written affirmative action program. Federal guidelines define an affirmative action program as "a management tool designed to ensure equal employment opportunity…[and] is to include those policies, practices, and procedures that the contractor implements to ensure that all qualified applicants and employees are receiving an equal opportunity for recruitment, selection, advancement, and every other term and privilege associated with employment." (41 CFR 60-2.10)

This process requires an analysis of the present quantity and quality of employment of women and minorities within the University to see if there are areas where women and minorities are considered to be "underutilized" when compared to the number of qualified women and minority employment candidates in the recruitment area. If underutilization is found, the University must use its best efforts, in good faith, to develop and implement procedures that are designed to increase the number of qualified women and minority candidates in the applicant pool and to establish hiring goals for women and minorities in areas where they are needed.

A complete affirmative action program also includes mechanisms that enable the University to continually monitor and evaluate its employment practices to ensure that

they are free of bias and discrimination based on race, color, sex, disability, age, veteran status, religion, ancestry, or national origin.

The purpose of the Purdue Fort Wayne Affirmative Action Plan is to reaffirm the University's continuing commitment to the principles of affirmative action and equal employment opportunity. In addition, the Affirmative Action Plan serves as a working document for reporting academic and staff personnel actions and distributing information relevant to the development, analysis, enforcement, evaluation, and monitoring of the plan and its policies.

This Affirmative Action Plan is developed in accordance with the requirements of Executive Order 11246 (as amended), and the implementation guidelines published by the Office of Federal Contract Compliance (OFCCP) in 41 CFR 60-2. The plan is also adopted and implemented in good-faith, in conformity with, and in reliance upon, the language of the Equal Employment Opportunity Commission Affirmative Action Guidelines (29 CFR 1608.5).

C.   Reaffirmation of Policy

At its meeting on January 21, 1970, the Board of Trustees reaffirmed and reinforced the University's general policy of equal opportunity by approving the following policy statements and responsibilities:

The University "*is committed to maintaining an inclusive community which recognizes and values the inherent worth and dignity of every person; fosters tolerance, sensitivity, understanding, and mutual respect among its members; and encourages each individual to strive to reach his or her own potential. In pursuit of its goal of academic excellence, the University seeks to develop and nurture diversity. The University believes that variety among its many members strengthens the institution, stimulates creativity, promotes the exchange of ideas, and enriches campus life.*

All aspects of the employment relationship, including recruitment, selection, hiring, training, professional development, tenure, promotion, compensation and separations are administered in accordance with this policy.

Acts of discrimination against any individual or group are wrong because they foster intolerance, incivility, and intimidation. The University does not condone and will not tolerate discrimination, harassment or intimidation of any individual in the University community for any reason. The University, through its actions, seeks to assure all its members of their rights to protections from the harmful effects of discrimination.

To meet its commitment under federal and state laws, the University also promulgates policies and programs to ensure that all persons have equal access to its educational programs, employment opportunities, facilities, and all other University activities without regard to race, religion, sex, color, national origin, ancestry, disability, status as a Vietnam

era veteran, or age. Additionally, the University promotes the full realization of equal employment opportunity through its affirmative action program.

The President of the University is charged with overall responsibility for nondiscrimination and equal opportunity."

In furtherance of the University's equal employment opportunity and affirmative action obligations, the President of the University has implemented the preceding policy through a number of actions, including issuance of Purdue University's Nondiscrimination Statement via *Equal Opportunity, Equal Access and Affirmative Action* Policy, last revised August 1, 2021.

D. Definitions

- ***Discrimination,*** within the context used in this Affirmative Action Plan, refers to the process of illegally differentiating between people on the basis of group membership rather than individual merit**.**

- ***Individual discrimination*** may result when a person is subjected to unlawful, unequal treatment on the basis of race, color, sex, disability, age, veteran status, religion, national origin, ancestry, genetic information, marital status, parental status, sexual orientation, gender identity and gender expression.

- ***Systemic discrimination*** may occur when unequal treatment results from "neutral" institutional practices that continue the effect of past discrimination.

- **Equal Employment Opportunity**: The concept of ***equal employment opportunity*** proclaims the right of each person to apply and be evaluated for employment opportunities without regard to race, color, sex, religion, age, national origin, ancestry, disability, or veteran status. It guarantees applicants the right to be considered solely on the basis of abilities to perform the duties of the job in question, with or without reasonable accommodations.

- **Affirmative Action**: The principle of *affirmative action* requires that aggressive efforts be utilized to employ and advance women and minorities in areas where they are employed in fewer numbers than is consistent with their availability in the relevant labor market. The University's objective is to employ and promote the best person for the job. Consistent with this practice, *affirmative action* requires that where there are candidates for a position who appear to be equally well qualified, the person selected should be the one who will contribute to the achievement of affirmative action goals.

1. Applicability

This Affirmative Action Plan applies to the operations of all schools and departments managed on and affiliated with the Fort Wayne campus, including organizational units.

2. **Access to the Plan**

The University maintains and renews this plan annually. It is available for inspection Monday through Friday from 8:00 a.m. to 5:00 p.m. in the Office of Institutional Equity (OIE) and online at https://www.pfw.edu/offices/human-resources/Institutional-Equity-and-Title-IX/#office-of-institutional-equity-committed-to-equality-4. Questions about the University's Affirmative Action Plan or about affirmative action may be directed to Human Resources at (260) 481-6840 or the Office of Institutional Equity at (260) 481-6679.

II. IMPLEMENTATION AND RESPONSIBILITY

Ultimate responsibility for compliance with nondiscrimination and affirmative action laws and policies rests with the Board of Trustees and with the University's executive officers.

A. Board of Trustees

The University is governed by a ten-member Board of Trustees appointed by the Governor of the State of Indiana. Their charge includes selecting the President of the University, deciding major policies, approving the budget, approving the President's nominations for major appointments, and approving all construction and major contracts.

B. Executive Staff, Line Management, and Supervisors

Dr. Ronald L. Elsenbaumer, Purdue Fort Wayne Chancellor, has full responsibility for the successful implementation of the University's Equal Opportunity, Equal Access, Affirmative Action Policy and the Affirmative Action Plan for the Fort Wayne campus.

Vice chancellors and deans are responsible for establishing action-oriented programs within their units and integrating equal opportunity and affirmative action principles and objectives into all employment- related decisions within their areas of responsibility. Vice chancellors and deans are also responsible for reviewing recommendations for hiring, compensation, promotion, transfer or reassignment, and termination to ensure compliance with the University's affirmative action program in both procedure and outcome, and for reviewing the qualifications of applicants and reasons for selection to ensure that minorities, women, veterans, and individuals with disabilities are given full opportunities for hire and promotion.

Department heads, directors, and supervisors are responsible for promoting equal employment opportunity and making good faith efforts to achieve affirmative action goals.
Evaluations of administrators and supervisors will include their equal employment opportunity and affirmative action efforts and results.

C. Affirmative Action Officer

Christine M. Marcuccilli, Director of the Office of Institutional Equity & Title IX Coordinator, has been designated by the Chancellor to serve as the responsible Affirmative Action Officer for the campus. Accordingly, she is responsible for ensuring the development, coordination, and dissemination of an annual Affirmative Action Plan for the Fort Wayne campus.

D. Reference to Regulations

This plan is intended to comply fully with all pertinent sections of 41 CFR 60-2 (required contents of affirmative action programs for women and minorities), whether or not specifically cited.

III. UTILIZATION ANALYSES

A. Job Classifications

For conducting meaningful workforce analyses, the University staff is first grouped by occupational duties into segments having broad similarities. These macro- groupings, called EEO-6 categories, are defined in the *Higher Education Staff Information (EEO-6) Report for Public/Private Institutions of Higher Education* that is issued by the Equal Employment Opportunity Commission. [1]The EEO-6 categories and their corresponding 2-digit identification codes the university uses are:

- 01 - Ladder Rank Faculty (Tenure and tenure-track)
- 03 - Non-Ladder Rank Instructional (Non-tenure)
- 04 - Student Assistants
- 05 - Executive, Administrative, Managerial (E.A.M.)
- 06 - Professional
- 07 - Secretarial and Clerical
- 08 - Technical and Paraprofessional
- 09 - Skilled Crafts
- 10 - Service and Maintenance

Job Groups (POCs)

Within each major category, staff is subdivided into job groups to create segments with greater similarities, based on the criteria outlined in 41 CFR 60-2.12(b) and five additional criteria:

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[1] *Individuals appointed as visiting faculty, post-doctoral research associates, and student assistants, positions labeled EEO-6 category 04 are included as part of the workforce summaries, but placement goals are not established for these groups. By definition, the positions are of a limited duration*

Jobs within a group have similar content, promotional opportunities, and wage or salary patterns. Jobs within a group exhibit similar patterns for utilizing males, females, and minorities.

In order to provide meaningful comparisons, job groups closely parallel the employment categories used in published data on the availability of minorities and women.
Job groups should take into consideration the reporting structure of the organization. Each job group contains a number of employees sufficient for valid statistical analyses. Job group definitions are developed by the staff of Human Resources.

Each job group is assigned a three-digit identification code, referred to as the (POC) or Purdue Occupational Code. A synopsis of the job groups within EEO-6 categories may be found online at:
https://www.purdue.edu/ethics/documents/POCCodesbyEEO6.8.11pdf.pdf.

B. **Determination of Availability (41 CFR § 60-2.14)**

In accordance with Department of Labor guidelines, the following factors are considered in developing an estimate of the availability of women and minorities for each job group:

1. The percentage of minorities and women with requisite skills in the reasonable recruitment area. The reasonable recruitment area is the geographical area from which the employer usually seeks or reasonably could seek employees to fill the positions in a job group.

2. The percentage of minorities and women among those promotable, transferable, and trainable employees within the employer's organization.

Availability estimates are determined in the following manner: data is sought from reliable published sources on the race, ethnicity, and sex composition of the potential pool relevant to the job group in question. The raw data by race, ethnicity, and sex is then weighted according to the best estimates of the proportions of hires made from each pool so that the sum of factor weights (expressed as a percentage) is 100 percent.

An estimation of the proportion drawn from each pool is calculated using input from all units having substantial numbers of staff in the job group. Then computer files are built containing basic information on raw percentages and the weighting factors. A computer program is used to calculate weighted estimates for each job group, incorporating the required factors.

In the determination of weights, the relevance and applicability of the data obtainable for each pool are important considerations. Specifically, if the source combines several disciplines, because of the small total numbers involved in each, and the proportions of each protected class in the different disciplines are widely spread, the reliability of the source to reflect the true composition of the pool is in question. In such cases, the weighting

of that pool would be lowered and the weighting of a more accurate pool would be increased, until better data becomes available.

Once they are computed, the availability estimates give participation standards against which to measure proportions of females and minorities in each job group in the University's workforce.

C. Utilization Analysis

1. Declaring Underutilization:

Once availability has been determined, the utilization analysis is a simple yes or no query. Each job group's minority and female availability figure (a percentage) is compared to the percentage of minority and female incumbents in that job group. If the percentage of incumbents is equal to or greater than the relevant availability figure, then that job group is at "parity" with availability, and no underutilization has occurred. If the percentage of female or minority incumbents falls below availability, the job group is "underutilized."

2. The "Whole Person" Rule

In every job group where underutilization is found, a goal is set for the entire campus and for each major organizational unit. Separate annual goals are set for minorities and women.

A job group is considered underutilized, and a goal is set, according to the "whole person" rule that is, where the underutilization for women or for minorities rounds to at least one person. Goals are the amount needed to achieve the expected figure, based on the size of the job category.

3. Placement Goals

Pursuant to 41 CFR 60-2.16, whenever the term "goal" is used, it is expressly intended that it should not be used to discriminate against any applicant or employee because of race, color, religion, sex, ancestry, or national origin. The establishment of a placement goal does not amount to an admission of impermissible conduct. All placement goals are voluntarily adopted in a good-faith effort to implement affirmative action policies. Where placement goal commitments exceed the percentage estimates of availability, the University acknowledges that these are not required by OFCCP or by order of any court.

Affirmative action placement goal setting at the University is done annually. This cycle grants each unit a longer horizon in which to develop and implement their objectives.

C. **Dissemination of Goals to Units**

Following the generation of the utilization reports, the Director of the Office of Institutional Equity makes available the reports to university executives, to include vice chancellors and deans. Consistent with the *Equal Opportunity, Equal Access and Affirmative Action* Policy, the responsibility for disseminating this information to department heads and to hiring supervisors rests with the respective deans and vice chancellors.

IV. IDENTIFICATION OF PROBLEM AREAS AND CORRECTIVE ACTION

A. **Workforce Composition and Selection**

In order to identify if there is any underutilization, an in-depth analysis is made on an on-going and on an annual basis, paying particular attention to the patterns revealed by the distribution of minorities and women in various job groups. The workforce analysis herein is based on an annual snapshot file.

1. *Composition of the workforce by gender and minority group status.*

Women represent 49.96% of the total Purdue Fort Wayne workforce. This is a slight decrease from the trend over the last 5 years. In the ladder rank faculty workforce women are highly represented in Sciences, Humanities, and Education. In the non-ladder rank faculty workforce women are highly represented in Community Outreach, Sciences, and Education.
Minorities represent 22.89% of the total Purdue Fort Wayne workforce. This is a continuing increase over the past 5 years.

2. *Composition of applicant flow by gender and minority group*

Applicant flow records for ladder rank, or tenure-track faculty, are kept by Human Resources. In order to determine areas of inadequate representation, analyses of the selection rates are conducted regularly by race and sex. These data and analyses (also referred to as Adverse Impact Analysis) are not included in the written Affirmative Action Plan.

Applicant flow records for Non-Faculty/Staff positions resided in SuccessFactors, the upgraded Human Capital Management system. This applicant tracking system is maintained by Human Resources. These flow records are analyzed regularly by Human Resources during the recruitment audit process.

3. *The selection process for Faculty*

Position descriptions for faculty are developed by each school and reflect the unique needs for the specialty being sought. Prior to posting, the position is reviewed by the dean of the school, the Office of Institutional Equity, and the Executive Assistant to

the Provost and Vice Chancellor for Academic Affairs to ensure compliance with university guidelines and policy. Upon request, faculty search committees are briefed on EO/EA/AA obligations and procedures. Approvals must be obtained from the dean of the school, from the Office of Institutional Equity, and the Provost and Vice Chancellor for Academic Affairs before on-campus interviews can be held. Approval must be obtained prior to extending an offer to a candidate. The hiring department and the Purchasing Department work jointly to approve placement of ads in all newspapers, journals and other professional publications before publication. All advertising for positions must carry the tagline:

> *"Purdue Fort Wayne is an EEO/AA employer fully committed to achieving a diverse workforce. All individuals, including minorities, women, individuals with disabilities, and protected veterans are encouraged to apply."*

4. The selection process for Staff

Whenever a staff vacancy occurs, position descriptions are reviewed by Compensation & Classification to ensure that they accurately represent current functions and duties. Jobs requiring substantially similar skill, effort, and responsibility have been classified together. There are no titles that express a preference for one sex over another.

All regular vacancies must be listed with Human Resources for announcement to University staff and the public through SuccessFactors, and every applicant must be recorded by these systems. HR and the Purchasing Department work jointly to approve placement of ads in all newspapers, journals and other professional publications before publication. All advertising for positions must carry the tagline:

> *"Purdue Fort Wayne is an EEO/AA employer fully committed to achieving a diverse workforce. All individuals, including minorities, women, individuals with disabilities, and protected veterans are encouraged to apply."*

5. Transfer/Promotions/Terminations

Current employees may apply for opportunities throughout the campus and supervisors are encouraged to announce such vacancies to his/her department through the most effective means. These opportunities may involve lateral transfer or promotion. Vacancies are announced publicly in accordance with Purdue Fort Wayne posting policy. All employees, including women and minorities, are encouraged to take advantage of the opportunity to apply.

As mentioned above, all vacancies are announced in accordance with Purdue Fort Wayne posting policy; therefore, recruitment occurs for each vacancy. Data is reviewed for applicant flow and for hires, including individuals who were transferred or promoted as a result of successfully applying for the vacancy along with non-university employees.

Separations from Purdue Fort Wayne are monitored and analyzed by Human Resources. Information from these impact studies is forwarded to area administrators. Specific attention is paid to involuntary terminations and reductions in force, when they occur, to evaluate if there is any adverse impact. The complete data and analyses are not included in the written Affirmative Action Program, but are performed annually and will be available for inspection.

B. Identification of Problem Areas by Job Group

The analysis of the workforce includes a comparison of the estimated availability percentages with the incumbent percentages for each EEO job group to determine if there are any job groups in which there are fewer minorities and/or women than would reasonably be expected based on availability estimates. Purdue Fort Wayne has identified the following job groups as having less than parity for women:

- Ladder Rank Faculty
- Non-ladder Rank Faculty
- Executive and Managerial
- Skilled Crafts

Further, Purdue Fort Wayne identified that minorities (all minorities combined) were not at parity for the following job groups:

- Ladder Rank Faculty
- Non-ladder Rank Faculty
- Executive, Administrative and Managerial
- Service and Maintenance

C. Other Areas of Compliance

1. Apprenticeship and training programs, formal and informal

The University does not have or expect to create apprenticeship programs for faculty.

2. Contract Compliance

The University seeks, identifies, and encourages the establishment of contracts with firms owned by women and minorities to provide the University with goods and services. However, no specific goals or set-asides are established for University purchases and contracts.

3. Attitude of workforce, managers and supervisors

Creating a hospitable environment for minorities and women is a regular part of professional development programs. All faculty and staff are encouraged to engage with

the mission of the institution as well as behave according to the Civility, Integrity and Diversity Statements of Purdue Fort Wayne. Specifically, the Office of Diversity and Multicultural Affairs offers numerous programs which focus on diversity, culture and environment.

4. *Complaints and Grievances*

   Faculty have access to the University Grievance Procedures for Academic Personnel as outlined by Faculty Grievances (I.B.1), revised November 1, 2023.

   Administrative/Professional and Clerical/Service employees can have complaints and grievances heard through the Dispute Resolution for Administrative/Professional and Clerical/Service Staff Members (VI.D.1) Policy, revised November 1, 2023.

   All employees bringing complaints alleging discrimination are directed and encouraged to use the procedures established for filing complaints, as modified by the Equal Opportunity, Equal Access and Affirmative Action (III.C.2) Policy, revised August 1, 2021.

   Complaints alleging harassment are processed in accordance with the Anti-Harassment (III.C.1) Policy, and the Procedures for Resolving Complaints of Discrimination and Harassment Policy. The Vice President for Ethics and Compliance is responsible for overseeing and coordinating the enforcement of policies and procedures that deal with harassment for all campuses and operations in the University system, including Purdue Fort Wayne.

   Human Resources or the Office of Institutional Equity responds to all complaints or requests for assistance. In addition, it pursues any patterns or trends that suggest a need for remedial actions. For example, a disproportionately high number of complaints from a particular school or department may trigger a University-initiated investigation by Human Resources or the Office of Institutional Equity.

5. *Technical aspects of compliance*

   Required posters and notices with information on equal employment opportunity and affirmative action policies are placed in all campus buildings. Human Resources Office of Institutional Equity checks employee bulletin boards and other relevant areas for required equal employment opportunity and affirmative action posters and notices. Purdue Fort Wayne retains solicited applications and resumes indefinitely in the SuccessFactors systems. Other records related to personnel actions are maintained in accordance with OFCCP guidelines and/or applicable federal regulations.

6. *Suggestions to enhance parity in recruitment process*

   - Search committees may request that a member of the Diversity Council become engaged in the Search and Screen process

- The Director of the Office of Institutional Equity informs department heads and search committees of their EO/EA/AA responsibilities at the beginning of the faculty and staff selection process. Talent Acquisition also approves recruitment plans and advertising language.

- Human Resources will monitor layoffs and recalls, should they occur, for adverse impact.

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- The individual reasons for termination will continue to be examined by Human Resources. Should a pattern of questionable activity occur, additional information will be requested.

- Human Resources will monitor staff placed in RIF (Reduction in Force) status, should this action occur for adverse impact.

V.   INTERNAL AUDIT AND REPORTING SYSTEMS

A.   Applicant Tracking for Faculty Vacancies

When there is a vacant faculty or academic position, the department provides the position description, the procedures to be used in screening applicants, the advertising plan, and other relevant information. The information must be reviewed and approved by the dean of the school, the Provost and Vice Chancellor for Academic Affairs, the Director of the Office of Institutional Equity before action may be taken by the department, and by the Human Resources for accuracy and compliance for International recruiting.

Once the vacant position has been fully approved, the department can place the ad and begin screening applicants. For faculty vacancies, the university uses an applicant tracking system called SuccessFactors. This system maintains accurate and up-to-date records on all recruitment activity, tracks each stage in the hiring process for every applicant. Talent Acquisition reviews applicant credentials, and refers those qualified to the hiring department. The department then reviews credentials online, and selects the individuals they wish to interview or pursue further.

The disposition of each applicant is captured by the respective system and provides the basis for analyzing results, including impact ratio analyses by Human Resources.

To apply for a job on the Purdue Fort Wayne campus, interested applicants log into the respective system, fill out an online applicant profile which includes their education, experience, and demographic information. Applicants browse the available positions on screen, and select those of interest. Individuals are able to apply from home, the public library, or from any computer connected to the Internet at any time, day or night.
All faculty classifications use these systems. In addition, the SuccessFactors system is utilized to obtain candidate information for limited term lecturer positions.

The dean of the school, the Provost and Vice Chancellor for Academic Affairs, and the Director of the Office of Institutional Equity must approve requests for interviews and requests for offers before the department can take action.

In addition to requiring full documentation of the hiring process, the procedures allow for by the dean of the school, the Provost and Vice Chancellor for Academic Affairs, and the Office of Institutional Equity to review each individual employment search, and where appropriate, intervene to ensure equal opportunity and affirmative action on the part of hiring officials.

When the applicant pool contains qualified women or minority candidates whom the department does not initially indicate will be interviewed, the school may be contacted to request that a second review be conducted of candidate(s) materials, plus a justification for the interview decision.

B.   **Human Resources Management System for Staff Vacancies**

For staff vacancies, the university uses an applicant tracking system called SuccessFactors. This system maintains accurate and up-to-date records on all recruitment activity, tracks each stage in the hiring process for every applicant. Talent Acquisition reviews applicant credentials, and refer those qualified to the hiring department. The department then reviews credentials online, and selects the individuals they wish to interview or pursue further.

The disposition of each applicant is captured by the respective system and provides the basis for analyzing results, including impact ratio analyses by Human Resources.

To apply for a job on the Purdue Fort Wayne campus, interested applicants log into the system, fill out an online applicant profile which includes their education, experience, and demographic information. Applicants browse the available positions on screen, and select those of interest. Individuals are able to apply from home, the public library, or from any computer connected to the Internet at any time, day or night.

All non-instructional staff classifications use these systems. In addition, the SuccessFactors system is utilized to obtain candidate information for limited term lecturer positions.

VI.   DEVELOPMENT AND EXECUTION OF PROGRAMS

A.   **Selection Process**

1.   Job Group Analysis

Human Resources has developed a system of classification for jobs called the job interest code. In this system, jobs are grouped on the basis of similar skills, similar pay, and potential for upward mobility. The job interest's codes are, in turn,

clustered to form job groups (POCs). The Annual Job Group Analysis lists each employee in the job group, and each person's educational level and discipline along with job title and salary.

2. Job Requirements and Descriptions

    Faculty

    Each academic department is responsible for reviewing faculty job specifications for job-relatedness and non-discrimination. The deans and/or department heads create job descriptions for faculty positions. The Director of the Office of Institutional Equity reviews these descriptions whenever there is a position vacancy, or when circumstances dictate.
    Staff

    Human Resources reviews all non-faculty position specifications for job-relatedness and non- discrimination on the basis of race, color, religion, national origin, veteran status, disability, age, or sex, except where age or sex is a bona fide occupational qualification. Human Resources maintains a job description bank, which lists the requirements for every non-faculty position at the University. The Classification and Compensation Administrator reviews these descriptions whenever there is a position vacancy or when other circumstances dictate. In addition, reviews may be requested by a unit supervisor or by the Director of the Office of Institutional Equity.

3. Selection Procedures

    Education, skills, and experience summaries have been established for the ranking and referral of applicants with administrative, technical, or service job interests. The summaries rely on job specification, and a comparison with each applicant's work experience, skills, and knowledge.

    i. *Education of Selection Personnel*

        Deans, department heads, and other unit managers responsible for making hiring decisions are taught equal employment opportunity requirements in workshops offered by the Office of Academic Affairs Human Resources, and the Office of Institutional Equity.

    ii. *Adherence to Uniform Guidelines on Employee Selection*

        Human Resources adheres to the Uniform Guidelines on Employee Selection in its screening and referral process. Close communication is maintained between staff handling employment and hiring supervisors.

4. Referral Procedures

    After a position has been posted and/or advertised, the credentials of all applicants are referred to the Search and Screen Committee for the position or its hiring supervisor. Search and Screen Committees have access to the Faculty/Librarian

Recruitment Manual. In addition, they communicate with the Director of Institutional Equity and present their recruitment plan for review.

Search and Screen Committees are provided with The Staff Recruitment and Selection Manual. In addition, they communicate with the Director of Institutional Equity, providing their recruitment plan for review.

5. Evaluation of Selection Process

The University observes requirements of the Uniform Guidelines on Employee Selection Procedures (UGESP). Where underutilization is found, the applicant flow data, selection criteria, and all elements of the selection process are reviewed to ensure that only job-related, non-discriminatory factors are considered in making employment decisions and that minorities and females have been considered. Selected officials will be informed of the need to take corrective action when adverse impact is found in the recruitment or selection process.

B. Recruitment

1. Distribution of Position Announcements

Staff

The daily job opportunities at Purdue Fort Wayne lists current openings posted through Human Resources and are accessible at the web site: https://careers.purdue.edu/FW/go/FW-Staff/7719900/. Printed copies of the job openings are mailed to various off campus locations.

Faculty

The Director of Institutional Equity monitors each faculty position announcement for an adequate search or recruitment plan. The office also checks for compliance with equal employment opportunity and affirmative action guidelines and statements. Faculty postings are available for viewing at the following web site: https://careers.purdue.edu/FW/go/FW-Faculty/7720100/.

Each advertisement and search plan are also reviewed to see that it includes mechanisms likely to reach potential applicants who would help to meet affirmative action goals.

2. Appropriateness of Outreach

Human Resources reviews recruitment plans for all vacancies. Recruitment plans are judged, in part, on the scope of advertising for the position. All vacancies posted are advertised on the University web page, which is globally accessible. Departments make good-faith efforts in their recruitment processes, actively seeking out minorities and women, particularly in those areas where there are placement goals.

Human Resources maintains a list of recruitment sources to assist departments in their recruitment efforts. In addition, Departments are familiar with recruitment sources that are particular to that area of expertise.

Advertisements for clerical and service positions are prepared by the respective school or department and approved by Human Resources before being sent to the Purchasing Department. Human Resources approves all faculty and administrative/professional advertisements for the inclusion of the statement: "Purdue Fort Wayne is an equal opportunity/equal access/affirmative action employer fully committed to achieving a diverse workforce. All individuals, including minorities, women, individuals with disabilities, and protected veterans are encouraged to apply." The phrase "An Equal Opportunity/Equal Access University" is used for advertising for special events, programs, and activities.

C. Promotions

Whenever a regular vacancy occurs, including promotion and transfer opportunities, the department head and/or supervisor must make this known to his/her regular staff members by the most effective means. In addition, all non-faculty positions must be posted through Human Resources.

Seniority Practices, Union Agreements and Lines of Progression

The University has formal tenure-track and promotional procedures in place for faculty. Three committees, a department primary committee, an area committee, and the University Committee on Promotions, review all annual nominations for tenure and promotion.

The University has no formal seniority system or current union contracts and maintains no formal lines of progression in the Executive, Administrative, and Managerial job group and non- faculty and non-administrative job groups.

D. Welfare

1. Benefits

The University provides employment benefits based on job category. Benefits are available to each faculty member regardless of gender, race, or other protected class status. Information about benefit choices is distributed annually to all employees and to all new hires.

2. Social and Recreational Opportunities

University sponsored social and recreational functions are offered to all employees without regard to race, color, religion, national origin, ancestry, veteran status, disability, age or sex. Institutional facilities are provided for all employees on an equal

basis. Where segregation is necessary by sex, for example locker rooms or rest rooms, facilities are substantially equal for males and females.

3. Career Counseling

Human Resources will periodically monitor these activities to determine if a significant number of protected class members are enrolling in these programs and to ensure that counseling sessions address informal lines of progress, upward mobility, and transfer opportunities which enhance development for protected class members.

4. Education

Faculty

All educational opportunities for faculty are open to participation by all faculty. Numerous professional development programs are offered to help faculty improve and conduct research. In addition, academic departments offer professional development seminars and workshops, which are open to all faculty in those units.

Staff

All educational opportunities are open to participation by women and minorities. Professional development programs are offered to Purdue Fort Wayne employees. Human Resources provides training services.

E. Communication of Purpose

The University promotes its values of mutual respect, diversity and collaboration through strategic communication of its Affirmative Action principles via the following:

- Communication of the University's equal employment opportunity/equal access/affirmative action (EO/EA/AA) policy is communicated to all new employees via its website: https://www.purdue.edu/policies/ethics/iiic2.html.

- The EO/EA/AA policy is also in the Purdue Fort Wayne Faculty and Staff Handbook.

- Equal employment opportunity posters and other required notices are displayed in locations where employment applications are received and on public bulletin boards in every campus building.

- The Associate Vice Chancellor of Human Resources and the Director of the Office of Institutional Equity meet with the Chancellor and senior executive staff to emphasize the importance of this policy and to reinforce the policy in meetings with top administrators, deans, department heads, and directors of divisions, offices, and other faculty and staff advisory groups.

- The Director of the Office of Institutional Equity informs department heads and search committees of their EO/EA/AA responsibilities at the beginning of the faculty and staff selection process. The Talent Acquisition Consultant also approves recruitment plans and advertising language.

- The Office of Academic Affairs' manual, Faculty/Librarian Recruitment, contains information on equal employment opportunity and affirmative action regulations, policies, and procedures.

- The Human Resources manual, Staff Recruitment and Selection, contains information on equal employment opportunity and affirmative action regulations, policies and procedures.

- Marketing Communications ensures that women and minorities are represented in all advertising and promotional materials. The Office of Institutional Equity monitors other handbooks, policy manuals, and brochures.

- The University, through its managing agent, publishes articles covering equal employment opportunity and affirmative action programs and the achievements of minority and women faculty, staff, and students in University publications.

Advertisements *and Notices*

Each advertisement for a vacant position is required to state in clear distinguishable type: "Purdue Fort Wayne is an equal opportunity/equal access/affirmative action employer fully committed to achieving a diverse workforce. All individuals, including minorities, women, individuals with disabilities, and protected veterans are encouraged to apply." Applicants are informed of the policy through posters displayed outside the reception area of Human Resources.
The Purchasing Department sends written notification of the policy, including the equal opportunity clause, to all sub-contractors, vendors, and suppliers doing business with the University.

Other Methods

The Associate Vice Chancellor of Human Resources and the Director of the Office of Institutional Equity communicate with organizations representing minorities, women, individuals with disabilities, Veterans, and community agencies and leaders about the Affirmative Action Plan and University policies regarding Equal Employment Opportunity/Affirmative Action.

Affirmative action information is distributed across campus using links available through the Human Resources and the Office of Institutional Equity website: http://www.pfw.edu/hr-oie/.

F. Special Initiatives by Organizational Units

The following is a list of some of the special initiatives taken at Purdue Fort Wayne to promote equal opportunity for women and minorities. It is in no way exhaustive but illustrative of some of the efforts at Purdue Fort Wayne.

- Human Resources representatives attend inner city job fairs and contact women and minority organizations to promote visibility of Purdue Fort Wayne as an employer of choice.

- Human Resources. the Office of Institutional Equity, Academic Affairs, and the Office of Services for Students with Disabilities partner to provide training to administrators and supervisors, which included issues of nondiscrimination.

- Human Resources conducts training on hiring requirements and best practices for conducting a position search.

- Human Resources reviews the recruitment process for Faculty/Librarian and Administrative/Professional positions.

- Human Resources works in conjunction with the Fort Wayne WorkOne Office by maintaining weekly contact via email to to promote Purdue Fort Wayne, job opportunities at Purdue Fort Wayne and increase diversity in applicant pools.

  - WorkOne NE Partners to MOU include:
    - Brightpoint;
    - Catholic Charities Fort Wayne;
    - Fort Wayne Community Schools;
    - Fort Wayne Housing Authority;
    - Fort Wayne Literacy Alliance;
    - Impact Institute;
    - Indiana Family and Social Services Administration (FSSA);
    - Ivy Tech Community;
    - JobCorps;
    - Learn More Center;
    - Management and Training Corp;
    - National Able; and
    - Proteus, Inc.

ORGANIZATIONAL PROFILE							
	American Indian or Alaska Native	Asian	Black or African American	Hawaiian or Other Pacific Islander	Hispanic/Latino	Caucasian	Grand Total
Academic Affairs	**3**	**6**	**2**		**6**	**67**	**91**
Academic Affairs Admin		**1**				**5**	**6**
Female		1				4	5
Male						1	1
Assessment Admin	**2**		**2**		**3**	**16**	**26**
Female			2		2	12	17
Male	2				1	4	9
CELT		**1**				**4**	**5**
Female		1				4	5
Central Advising					**1**	**8**	**11**
Female					1	7	9
Male						1	2
Collegiate Connection Administration						**2**	**3**
Female						1	2
Male						1	1
Engagement Admin						**1**	**1**
Male						1	1
Honor's Programs						**1**	**1**
Female						1	1
Institutional Research Admin						**3**	**3**
Male						3	3
Integrated Studies						**3**	**4**
Female						2	3
Male						1	1
Ofc of Grad Studies Admin	**1**					**1**	**2**
Female	1					1	2
Ofc of Sp Programs Admin		**3**				**3**	**6**
Female		3				3	6
Registrar Admin		**1**			**1**	**10**	**12**
Female					1	9	10
Male		1				1	2
SIS Support Svcs					**1**	**5**	**6**
Female					1	5	6
Study Abroad Administration						**1**	**1**
Male						1	1
Summit Scholars Program						**1**	**1**
Female						1	1
Testing Services						**2**	**2**
Female						2	2
Tutoring Center						**1**	**1**
Female						1	1
Athletics		**1**	**11**	**2**	**8**	**99**	**124**
Athletic Admin			**2**		**1**	**25**	**28**
Female			1		1	10	12
Male			1			15	16
Athletic Training					**2**	**4**	**6**
Female					1	3	4
Male					1	1	2
Baseball						**3**	**3**
Male						3	3
Compliance						**2**	**2**
Female						1	1
Male						1	1
Marketing Promotions			**1**			**1**	**2**
Male			1			1	2
Mastodon Acad Perf					**1**	**3**	**4**
Female					1	1	2
Male						2	2
Media Services		**1**	**1**	**1**	**1**	**38**	**44**

Female	1				10	11
Male		1	1	1	28	33
Men's Basketball		**1**			**6**	**7**
Male		1			6	7
Men's Golf					**1**	**1**
Male					1	1
Men's Soccer					**2**	**2**
Male					2	2
Men's Volleyball					**2**	**2**
Male					2	2
Pep Band		**1**				**1**
Male		1				1
Softball				**1**	**2**	**3**
Female				1	2	3
Women's Basketball		**2**			**3**	**6**
Female		1			1	3
Male		1			2	3
Women's Golf					**1**	**1**
Male					1	1
Women's Indoor Track		**3**			**3**	**6**
Female		1			1	2
Male		2			2	4
Women's Soccer			**1**	**1**	**1**	**3**
Female				1		1
Male			1		1	2
Women's Volleyball				**1**	**2**	**3**
Female					1	1
Male				1	1	2
Chancellor	**4**	**9**			**63**	**77**
Alumni Engagement					**2**	**2**
Female					2	2
Campus Well-Being Admin					**8**	**8**
Female					5	5
Male					3	3
Communications and Marketing					**19**	**19**
Female					6	6
Male					13	13
Community Research Institute (CRI)					**1**	**1**
Female					1	1
Development					**12**	**12**
Female					10	10
Male					2	2
Diversity & Multicultural Affairs		**3**			**2**	**5**
Female		3			1	4
Male					1	1
FW Chancellor Admin					**3**	**3**
Female					2	2
Male					1	1
FW Office of Institutional Equity					**1**	**1**
Female					1	1
Office of Diversity, Equity & Inclusion		**2**			**1**	**3**
Female		1			1	2
Male		1				1
TRIO Programs	**4**	**4**			**14**	**23**
Female	4	3			12	20
Male		1			2	3
Col of Visual & Performing Art	**3**	**2**		**8**	**104**	**126**
Art & Design	**2**			**5**	**23**	**32**
Female	2			1	11	15
Male				4	12	17
School of Music	**1**	**1**		**2**	**55**	**66**
Female	1			1	21	25
Male		1		1	34	41
Theatre		**1**			**11**	**12**
Female					7	7

Male			1			4	5
Visual & Perf. Arts					**1**	**15**	**16**
Female					1	8	9
Male						7	7
Col. of Eng, Tech & Comp Sci.	**5**	**34**	**3**		**3**	**72**	**122**
Civil & Mech Engr	**1**	**7**				**14**	**22**
Female	1					2	3
Male		7				12	19
Elect & Compu Engr	**3**	**5**	**1**		**1**	**10**	**20**
Female	1	2				3	6
Male	2	3	1		1	7	14
ETCS Admin						**2**	**3**
Female						1	2
Male						1	1
FW Computer Science		**12**			**1**	**12**	**27**
Female		2				3	6
Male		10			1	9	21
Org Leadership		**2**				**5**	**8**
Female		1				2	3
Male		1				3	5
Outreach Prgrm						**2**	**2**
Female						2	2
School of Polytechnic	**1**	**6**	**2**		**1**	**23**	**34**
Female		1			1	5	7
Male	1	5	2			18	27
Systems Engineering		**2**				**4**	**6**
Female		1					1
Male		1				4	5
College Of Liberal Arts	**1**	**10**	**6**		**10**	**103**	**140**
Anthropology and Sociology		**1**			**1**	**12**	**14**
Female		1			1	6	8
Male						6	6
Communication (FW)		**1**	**1**		**2**	**20**	**31**
Female		1	1		2	10	19
Male						10	12
Criminal Justice & Public Administration		**1**	**1**		**1**	**2**	**5**
Female		1				1	2
Male			1		1	1	3
English & Linguistics	**1**	**3**	**2**		**1**	**38**	**47**
Female		3	1		1	18	24
Male	1		1			20	23
History		**1**	**1**			**13**	**15**
Female						7	7
Male		1	1			6	8
Intl Language & Culture		**2**			**5**	**5**	**12**
Female		2			5	1	8
Male						4	4
Liberal Arts Admin		**1**	**1**			**3**	**5**
Female		1	1			3	5
Political Science						**10**	**11**
Female						5	5
Male						5	6
College of Science	**7**	**15**	**4**		**3**	**121**	**166**
Animal Research Clinic						**1**	**1**
Female						1	1
Biological Sciences	**3**	**6**	**2**		**1**	**31**	**51**
Female	3	2	2		1	20	34
Male		4				11	17
Chemistry and Biochemistry		**2**				**11**	**13**
Female						3	3
Male		2				8	10
College of Science Admin						**3**	**3**
Female						1	1
Male						2	2

Comm Sci & Disorders		1				9	10
Female						7	7
Male		1				2	3
Mathematics	4	4	2		1	39	57
Female	1	2	2		1	10	18
Male	3	2				29	39
Physics		2				10	13
Female						4	4
Male		2				6	9
Psychology					1	17	18
Female					1	7	8
Male						10	10
Division of Continuing Studies		13	2		1	67	90
Continuing Studies		1				8	12
Female		1				5	8
Male						3	4
DCS Credit Ops		6	2		1	47	59
Female		2	1		1	28	34
Male		4	1			19	25
DCS Marketing		1				1	2
Female		1				1	2
DCS Non-Credit Ops		5				2	8
Female		5				2	8
Small Business Development Ctr (SBDC)						9	9
Female						8	8
Male						1	1
Enroll Mgmt and Stu Experience		2	5		3	60	78
Admissions Admin		1	1		2	12	18
Female		1			2	8	12
Male			1			4	6
Career Development Center		1	1		1	5	8
Female		1	1		1	5	8
Enrollment Mgmt & Student Experience						4	4
Female						2	2
Male						2	2
Financial Aid			1			10	12
Female			1			8	10
Male						2	2
International Education Admin						4	4
Female						4	4
Military Student Services						1	1
Female						1	1
Office of Conduct & Care						7	8
Female						6	7
Male						1	1
Student Leadership						2	2
Female						2	2
Student Life			2			15	21
Female			1			2	4
Male			1			13	17
Facilities Management Admin		2	6		4	78	96
Campus Credentials & Transportation - CC						2	2
Female						1	1
Male						1	1
Facilities Management Admin			1			1	2
Female			1				1
Male						1	1
FW Building Srvcs			4		4	25	36
Female					2	9	11
Male			4		2	16	25
FW Grounds		1				12	13
Female		1				1	2
Male						11	11
Operations & Maint		1	1			14	19

Female						2	2
Male		1	1			12	17
Project Mgmt						**4**	**4**
Female						2	2
Male						2	2
Rad & Environ Mgmt						**2**	**2**
Female						2	2
Special Events						**10**	**10**
Female						8	8
Male						2	2
Warehouse Operations						**8**	**8**
Female						1	1
Male						7	7
Financial and Admin. Affairs		**5**	**4**		**4**	**58**	**72**
Accounting and Budget			**1**			**6**	**7**
Female						4	4
Male			1			2	3
Administrative Business Srvcs Admin		**1**				**17**	**18**
Female		1				14	15
Male						3	3
Bursar & Stu Finance Admin						**6**	**7**
Female						5	6
Male						1	1
FW Human Resources		**1**	**2**		**1**	**7**	**11**
Female		1	2		1	5	9
Male						2	2
Info Tech						**2**	**2**
Male						2	2
Purchasing					**1**	**2**	**3**
Female					1	1	2
Male						1	1
Telephone Operations						**2**	**2**
Female						2	2
University Police Admin		**2**	**1**		**2**	**11**	**16**
Female					1	1	2
Male		2	1		1	10	14
VC Fin & Admin Affairs Admin		**1**				**5**	**6**
Female						4	4
Male		1				1	2
Information Technology			**2**			**26**	**29**
Purdue Fort Wayne IT			**2**			**26**	**29**
Female						3	3
Male			2			23	26
Library		**1**			**1**	**19**	**21**
Library Admin		**1**			**1**	**19**	**21**
Female						14	14
Male		1			1	5	7
Richard T. Doermer Sch. of Bus	**1**	**15**			**1**	**33**	**51**
Accounting		**1**				**8**	**9**
Female		1				2	3
Male						6	6
Doermer School of Bus Admin						**4**	**4**
Female						2	2
Male						2	2
DSBMS Grad Bus. Ofc						**1**	**1**
Female						1	1
Economics & Finance	**1**	**3**				**7**	**12**
Female		1				3	5
Male	1	2				4	7
Hosp & Tour Mgmt		**2**				**4**	**6**
Female		1				4	5
Male		1					1
Management & Marketing		**9**			**1**	**9**	**19**
Female		4			1	4	9
Male		5				5	10

School of Education		5	1		2	53	66
Counseling & Graduate Education		2				13	18
Female		2				5	10
Male						8	8
Human Services		1			1	6	9
Female		1			1	5	8
Male						1	1
School of Education Admin			1		1	2	4
Female			1		1	1	3
Male						1	1
SOE Teacher Education		2				32	35
Female		1				25	27
Male		1				7	8
Student Housing	1	5	2		5	18	36
Student Housing	1	5	2		5	18	36
Female		3	2		3	5	15
Male	1	2			2	13	21
Grand Total	18	121	59	2	59	1041	1385

GENDER DISTRIBUTION BY JOB GROUP

Ladder Rank Faculty	Female	Male	Grand Total	% Female
FW Fac-Business & Management Sciences	11	11	22	50.00%
FW Fac-Education	12	9	21	57.14%
FW Fac-Engineering & Technology	10	35	45	22.22%
FW Fac-Fine & Performing Arts	7	21	28	25.00%
FW Fac-Health Sciences	6	1	7	85.71%
FW Fac-Humanities	31	28	59	52.54
FW Fac-Library	3	2	5	60.00%
FW Fac-Public & Environmental Affairs	1	2	3	33.33%
FW Fac-Sciences	9	33	42	21.43%
Total	90	142	232	**38.79%**

Non-Ladder Rank Faculty Instr.	Female	Male	Grand Total	% Female
FW Fac-Unspecified Discipline	5	4	9	55.56%
FW Fac-Business & Management Sciences	3	9	12	25.00%
FW Fac-Community Outreach	41	26	67	61.19%
FW Fac-Education	20	4	24	83.33%
FW Fac-Engineering & Technology	2	32	34	5.88%
FW Fac-Fine & Performing Arts	27	35	62	43.55%
FW Fac-Health Sciences	3	1	4	75.00
FW Fac-Humanities	25	29	54	46.30%
FW Fac-Public & Environmental Affairs	0	0	0	0.00%
FW Fac-Sciences	15	13	28	53.57%
Total	141	154	295	**47.80%**

Job Group	Female	Male	Grand Total	% Female
Executive, Admin & Managerial	41	55	96	42.27%
Professional	152	79	231	65.80%
Secretarial and Clerical	173	97	270	64.07%
Service and Maintenance	16	50	66	24.24%
Skilled Crafts	0	13	13	0.00%
Student Assistants	54	52	106	50.94%
Technical and Paraprofessional	25	51	76	32.89%
Total	461	397	858	**53.73%**

Total All Employees	Total Female	% Female
1385	692	**49.96%**

MINORITY DISTRIBUTION BY JOB GROUP

Ladder Rank Faculty	Minority	Non-Minority	Grand Total	% Minority
FW Fac-Business & Management Sciences	14	8	22	63.64
FW Fac-Education	4	17	21	19.05%
FW Fac-Engineering & Technology	26	19	45	57.78%
FW Fac-Fine & Performing Arts	5	23	28	17.86%
FW Fac-Health Sciences	4	3	7	57.14%
FW Fac-Humanities	13	46	59	22.03%
FW Fac-Library	1	4	5	20.00%
FW Fac-Public & Environmental Affairs	2	1	3	66.67%
FW Fac-Sciences	10	32	42	23.81%
Total		153	232	**34.05%**

Non-Ladder Rank Faculty	Minority	Non-Minority	Grand Total	% Minority
FW Fac-Unspecified Discipline	0	10	10	0.00%
FW Fac-Business & Management Sciences	1	11	12	8.33%
FW Fac-Community Outreach	15	52	67	22.39%
FW Fac-Education	0	24	24	0.00%
FW Fac-Engineering & Technology	5	29	34	14.71%
FW Fac-Fine & Performing Arts	5	57	62	8.06%
FW Fac-Health Sciences	0	4	4	0.00%
FW Fac-Humanities	4	50	54	7.41%
FW Fac-Public & Environmental Affairs	0	0	0	0.00%
FW Fac-Sciences	5	23	28	17.86%
Total	35	260	295	**11.86%**

Staff	Minority	Non-Minority	Grand Total	% Minority
Fort Wayne - Executive, Admin & Managerial	17	79	96	17.71%
Professional	50	181	231	21.65%
Secretarial and Clerical	47	223	270	17.41%
Service and Maintenance	16	50	66	24.24%
Skilled Crafts	1	12	13	7.69%
Student Assistants	61	45	106	57.55%
Technical and Paraprofessional	11	65	76	14.47%
Total	203	655	858	**30.99%**

Total All Employees	Total Minority	% Minority
1385	317	**22.89%**

Placement Goals to Achieve Parity

Ladder Rank Faculty	Female Underutilization	Minority Underutilization
Business & Management Sciences	-	-
Education	2	1
Engineering & Technology	-	-
Fine & Performing Arts	8	-
Health Sciences	-	-
Humanities	-	-
Library	-	-
Public & Environmental Affairs	-	-
Sciences	7	-
Non-Ladder Rank Faculty		
Fac-Unspecified Discipline	-	3
Business & Management Science	1	2
Community Outreach	-	-
Education	-	6
Engineering & Technology	5	4
Fine & Performing Arts	6	4
Health Sciences	-	1
Humanities	4	6
Sciences	-	-
Staff		
Executive, Administrative, and Managerial	11	4
Professional	5	9
Secretarial and Clerical	-	-
Service and Maintenance	11	2
Skilled Crafts	3	1
Technical Paraprofessional	5	4

WEB LINKS

- Purdue University's Nondiscrimination Policy Statement is available on the web at https://www.purdue.edu/home/ea_eou_statement/.

- Purdue University's Equal Opportunity, Equal Access and Affirmative Action Policy is available on the web at https://www.purdue.edu/policies/ethics/iiic2.html.

- Definitions of the macro-groupings (EEO-6 categories) as defined in *Higher Education Staff Information Report for Public/Private Institutions of Higher Education* are available on the web at http://nces.ed.gov/pubsearch/pubsinfo.asp?pubid=94422.

- A synopsis of the job groups within EEO-6 categories is available on the web at https://www.purdue.edu/ethics/Affirmative_Action/POCCodesbyEEO.pdf.

- The University Grievance Procedures for Academic Personnel is available on the web at http://www.purdue.edu/policies/academic-research-affairs/ib1.html.

- The Alternative Dispute Resolution Policy for Administrative/Professional and Clerical/Service Staff Members (VI.D.1) is available on the web at http://www.purdue.edu/policies/human-resources/vid1.html.

- The "Procedures for Resolving Complaints of Discrimination and Harassment" is available on the web at http://www.purdue.edu/ethics/resources/resolving-complaints.php.

- Staff job opportunities are posted on the on the web at https://careers.purdue.edu/FW/go/FW-Staff/7719900/.

- Faculty job opportunities are posted on the web at https://careers.purdue.edu/FW/go/FW-Faculty/7720100/.

- Partner Agreement BETWEEN Northeast Indiana Works AND Required One Stop Partners in effect from July 1, 2022, to June 30, 2025, is available on the web at https://neinworks.org/wp-content/uploads/2023/01/2022-NEINW-Partner-Agreement-with-Local-Partners.pdf.

- Indiana State Workforce Distribution Data is available in the *Indiana Economic Analysis Report* and the *Workforce Information Grant Annual Performance Report Program Year 2024*.

- Indiana Regional Workforce Distribution Data is available on the web at https://www.hoosierdata.in.gov/profiles.asp?scope_choice=b&county_changer2=Regr:3&id=2&page_path=Area+Profiles&path_id=11&menu_level=smenu1&panel_number=1.