EXECUTIVE ORDER 11246 AFFIRMATIVE ACTION PROGRAM FOR WOMEN AND MINORITIES

PRAIRIE VIEW A&M UNIVERSITY

January 1, 2009 to December 31, 2009

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INTRODUCTION

Prairie View A&M University is the second oldest comprehensive public institution of higher education in the State of Texas. A member of the Texas A&M University System, it is a land-grant university authorized under the Morrill Acts of 1862 and 1890. The organization is led by the President of Prairie View A&M University who provides leadership to 1205 faculty and non-faculty employees headquartered in the City of Prairie View, Texas. Reporting directly to the President is an executive leadership team who oversees the administration of more than (157) departments, providing (79) degree programs in 9 colleges to over (6,178) undergraduate students and (2025) graduate students, with a myriad of programs and services in support of the university’s mission.

The departments are identified based on the university’s administrative organizational structure, for which there is an assigned Vice President, or director (referred herein as department head) and for which there are assigned active employees. The Vice President/department head has overall responsibility for administration of the department including the recruitment, retention and equal employment opportunity of their employees.

The Prairie View A&M University organizational structure is composed of the Office of the President, Vice Presidents and Executive Staff:

- Office of the President
- Provost and Senior Vice President for Academic Affairs
- Associate Provost/Associate Vice President of Academic Affairs
- Associate Provost for Enrollment Management
- Assistant Provost on Financial Aid
- Vice President for Business Affairs
- Assistant Vice President of Human Resources
- Assistant Vice President of Financial Accounting Reports
- Assistant Vice President of Financial Services
- Assistant Vice President of Physical Plant
- Vice President for Student Affairs and Institutional Relations
- Associate Vice President for Student Affairs
- Vice President for Research and Development
- Associate Vice President of Research & Development
- Vice President for Administration and Auxiliary Services
- Assistant Vice President of Auxiliary Services

The current organizational chart of Prairie View A&M University executive leadership offices is available online at the university’s web site http://www.pvamu.edu. Organizational charts for division, academic unit, college and department levels are available on their associated web sites.

Prairie View A&M University has developed a comprehensive Affirmative Action Program (AAP) for women and minorities and for individuals with disabilities and veterans. The AAP provides the principles and policies that commit the university to equal employment opportunity and documents the employment practices and procedures for administration of the AAP.

The AAP is developed in accordance with the U.S. Labor Department Office of Federal Contract Compliance Programs (OFCCP) recommendations for compliance with Executive Order 11246.
The Affirmative Action Program for Women and Minorities is organized into seven sections following the topics suggested by 41 C.F.R. § 60 as necessary components of an effective affirmative action program. Separate utilization analyses are prepared for women and minorities in all job groups and at all levels of the organization's workforce; and the percentage placement goal is calculated to achieve full utilization of women and minorities with requisite skills in the relevant labor markets.

The Affirmative Action Program for Individuals with Disabilities and for Protected Veterans is organized into ten sections following the topics suggested by 41 C.F.R. § 60-741 and 41 C.F.R. § 60-250 as necessary components of an effective, results-oriented affirmative action program.

Prairie View A&M University, Office of Equal Opportunity is responsible for developing and monitoring the university's AAP. The AAP plans are compiled annually and data are calculated to show the results of ongoing program efforts. The Office of Equal Opportunity maintains the primary support data for the AAP. The AAP plans and all associated support data are made available, upon request, to the OFCCP in accordance with its responsibility to enforce Executive Order 11246 and other legislation applicable to the university as a federal contractor and recipient of federal funds.

The terms "job group", "availability", "problem area", "underrepresentation", "concentration" and "disparate treatment" appearing in the AAP are terms that OFCCP regulations may require the university to use. These terms have no independent legal or factual significance whatsoever outside the context of OFCCP regulations. Although the university uses these terms in good faith in connection with its AAP, such usage does not signify that the university agrees these terms are properly applied to any particular factual situation or have any independent meaning outside the context of OFCCP regulations.
STATEMENT OF POLICY

Reaffirmation Commitment to Equal Employment Opportunity, Access and Affirmative Action

Prairie View A&M University is committed to providing an educational and work environment that is conducive to the personal and professional development of each individual employee. The Vice Presidents, Deans and Directors are responsible for achieving an equal employment opportunity environment, and each employee is accountable for creating an atmosphere that values and nurtures community, collegiality and accessibility.

Prairie View A&M University is committed to serving the state's students and citizens through education, leadership development, research and service. I am committed to meeting our goals through a dynamic and diverse workforce that effectively responds to our constituents.

It is my firm commitment to ensure that equal employment opportunity and access will be provided throughout the University to all students, employees and prospective employees. Please join me in this commitment.

The University has adopted a policy of affirmative action in order to create an environment that fosters diversity.

George C. Wright
President
POLICY COMMITMENT

This policy is designed to make affirmative action considerations an integral part of the regular process of employee selection, retention and advancement. Prairie View A&M University is committed to the specific and results-oriented procedures established by this AAP. These procedures and good faith efforts are designed to achieve the full representation of all university employees at all levels and in all parts of the workforce through affirmative action.

Prairie View A&M University is committed to meeting the following objectives:

- Provide equal employment and advancement opportunities for all individuals;
- Increase the utilization of underrepresented workforce populations, including women and minorities, at all levels of the workforce, in proportions at least equal to the respective proportions of women and minorities with requisite skills in the relevant labor markets;
- Publish and disseminate policies on equal opportunity, affirmative action,
- Provide an environment that fosters the professional development of each employee and is free of harassment and illegal discrimination;
- Assure discriminatory and disparate policies and practices are not integrated into university programs and initiatives; and,
- Utilize internal audit and reporting systems to evaluate and measure the effectiveness of affirmative action program activities.
I. GENERAL INFORMATION

A. Purpose

Prairie View A&M University has developed an AAP that meets the requirements of Executive Order 11246 and OFCCP Title 41 C.F.R. § 60. This AAP establishes specific and results oriented procedures to which university management is committed. These procedures, coupled with good faith efforts, are designed to achieve the full representation of a diverse workforce, including women and minorities, at all levels and in all parts of the workforce through affirmative action.

Prairie View A&M University is required to act affirmatively in all employment actions and to prepare an Affirmative Action Plan (AAP) that will be administered without regard to race, color, religion, sex, national origin, age, disability or veteran status. The AAP annually evaluates the initiatives and strategies in support of the university's programs to achieve equal employment opportunities. The annual review includes an evaluation of the representation of women and minorities in the Prairie View A&M University workforce as compared with the representation of women and minorities with requisite skills in the relevant labor markets for similar jobs. The implementation of the AAP is designed to correct problem areas and support recruitment goals.

B. Applicability

Prairie View A&M University is a federal contractor and recipient of federal funds and is subject to the requirements for federal contractors under Executive Order 11246 and OFCCP implementing regulations.

The AAP is prepared for all offices, divisions, academic units, colleges and departments reporting to the President on behalf of employees headquartered in Prairie View, Texas, as well as Prairie View A&M University employees assigned to the Prairie View College of Nursing headquartered in the Houston Medical Center and employees assigned to Prairie View A&M University's Northwest Campus-Graduate Center.

The President has designated overall administration of the AAP to the Office of Equal Opportunity. The Office of Equal Opportunity will implement AAP initiatives, disseminate the appropriate policies and goals, and internally monitor and report on the effectiveness of the action-oriented programs. The Office of Equal Opportunity in partnership with the Office of Human Resources will implement the development and day-to-day management of the AAP. Additionally, all university departments share a responsibility to further the principles of equal employment opportunity for the recruitment, retention and advancement objectives of this AAP.

The inclusive dates of this AAP are from January 1, 2009 to December 31, 2009. Analytical data, for the purpose of evaluating the AAP, are collected on January 1, 2009 and during the calendar year January 1, 2008 to December 31, 2008. This time period allows Prairie View A&M University's Affirmative Action Plan to be published in a manner that provides managers with the most current data available to make employment decisions.
C. Equal Employment Opportunities through Affirmative Action

1. Equal Employment Opportunity

In accordance with the Texas A&M University System Policy 08.01, Civil Rights Protections and Compliance, and associated Regulations, Prairie View A&M University is committed to providing equal opportunity for employment to all persons and will additionally take affirmative action initiatives to recruit, employ, train and promote qualified members of protected groups who may have been previously excluded.

Prairie View A&M University does not discriminate in employment opportunities or practices on the basis of race, color, religion, sex, national origin, age, disability or veteran status or any other characteristic protected by law. Employment decisions will be based on valid job requirements, merit, qualifications and abilities of the employee or applicant, and reflect the university's obligation to fill each position with the best talent available.

Affirmative action does not mean lowering standards of excellence or hiring unqualified persons. Affirmative action means that Prairie View A&M University will make good faith efforts to increase the opportunities for women and minorities to participate in all areas of the workforce by making positive steps to remove discriminatory barriers. The standard of excellence that assures quality performance is central to an effective AAP. Legitimate, essential and business necessity-based standards and requirements provide for a fair and equitable employment environment for all persons.

2. Affirmative Action Initiatives

Affirmative action initiatives will be incorporated into all Prairie View A&M University employment practices, compensation and other personnel actions based on abilities and qualifications.

   a. Applicants will have an equal opportunity for jobs for which they are qualified.

   b. Vacant positions will be advertised with external recruiting services to actively recruit women and minorities in addition to the Prairie View A&M University PV PATH Online Applicant Tracking System official web site.

   c. Advertised vacant positions will be posted with the Equal Employment Opportunity & Affirmative Action (EEO/AA) statement.

   d. Women and minorities will be actively recruited for positions at all levels.

   e. Women will not be penalized in their employment due to maternity leave.

   f. No distinction will be made between the treatment of women or men in regard to marital status.
g. Leave policies will treat employees equally in terms of any disabilities or illnesses.

h. No distinction will be made between men and women or between minorities and non-minorities with regard to opportunities, wages, hours or other conditions of employment.

i. Salary and wage rates will be based on actual job requirements, regardless of the employee's race or sex.

The Texas A&M University System Regulation 08.01.01, Civil Rights Compliance, commits the university to a preventive process on sexual harassment issues.

D. Grievance Procedures

Positive employer, employee relations are aided by effective communications concerning employment expectations. Satisfactory resolution of grievances and equitable application of appropriate policies, regulations and rules are essential to employee morale and productivity. The Office of Equal Opportunity is charged with assisting employees in resolving, where possible, any complaint of discrimination or noncompliance with federal regulations.

The Texas A&M University System Regulation 32.01.01, Complaint and Appeal Procedure for Faculty Members and Texas A&M University System Regulation 32.01.02, Complaint and Appeal Process for Non-faculty Employees outlines established procedures intended to cover all grievance situations.

1. Allegations of Discrimination or Harassment

Employees with questions or concerns about any type of discrimination in the workplace are encouraged to bring these issues to the attention of their immediate supervisor, or directly to the Equal Opportunity Compliance Officer. Employees can raise concerns and make reports without fear of reprisal, harassment, intimidation, threats, coercion or discrimination because they: (1) file a complaint with the university or with federal, state or local agencies; (2) assist or participate in any investigation, compliance review, hearing, or any other activity related to the administration of any federal, state or local equal employment opportunity or affirmative action statute; (3) oppose any act or practice made unlawful by federal, state or local law requiring equal employment opportunity or affirmative action; or, (4) exercise any other employment right protected by federal, state or local law or its implementing regulations.

2. Complaint Process for Allegations of Discrimination

a. Complaints Received by Applicants, Employees or Internal Agencies

Discrimination complaints, which may allege that a person has been denied employment, a promotion or some other benefit or opportunity because of race, sex, color, national origin, religion, age, disability or veteran status, are subject to the procedures as set forth in Texas A&M University System Regulation 08.01.01 and 08.01.
All employee non-discrimination complaints and grievances are viewed as employee relations issues. The Office of Human Resources manages non-discrimination grievances from faculty and non-faculty employees.

Regardless of the origin of the complaint, management of Human Resources and the appropriate deans, department heads or directors share all necessary information and are mutually cooperative throughout the process of investigating and resolving the complaint.

b. Complaints Received by External Agencies

When an internal complaint is not resolved, employees may, at their discretion, seek assistance from state or federal agencies. Upon receipt of this type of non-discrimination complaint, Human Resources will coordinate the resolution or disposition of the non-discrimination complaints with the appropriate office and the mutual cooperation of its dean, department head or director. For complaints of discrimination the Office of Equal Opportunity will coordinate the resolution or disposition of the complaint with the appropriate office and the mutual cooperation of its dean, department head or director.

II. DISSEMINATION OF AFFIRMATIVE ACTION POLICIES AND PROCEDURES

Prairie View A&M University recognizes that for a comprehensive AAP to be successful the policy and procedures must be broadly communicated to management personnel and employees, as well as the community, professional organizations, vendors and recruiting services. The university will implement, or continue to implement, external and internal dissemination procedures, all of which are the responsibility of Offices of Equal Opportunity and Human Resources, to communicate its obligation to engage in affirmative action efforts for equal employment opportunities.

The Prairie View A&M University and Texas A&M University Systems’ web sites provides public access to applicable policies, regulations and rules on equal employment opportunity and affirmative action, specifically Texas A&M University System Policy 08.01, Civil Rights Protections and Compliance.

A. External Dissemination

Prairie View A&M University will use appropriate communication techniques for outreach and positive recruitment of qualified individuals at all levels of the organization.

1. The Affirmative Action Program for Women and Minorities will be made available online at the web site for the Office of Equal Opportunity and the Office of Human Resources and provided in print to be maintained in the Reserve Section of the John B. Coleman Library.

2. The Equal Employment Opportunity Affirmative Action statement that, Prairie View A&M University is "An Equal Opportunity, Affirmative Action Employer" will be consistently incorporated into appropriate employment and recruitment materials. Reference to this clause may be abbreviated "EEO/AA" if space does not permit the entire statement.
3. The Office of Human Resources will continue to inform major recruiting sources of the university's commitment to affirmative action for equal employment opportunities for women and minorities. A list of applicable employment openings is provided to the Texas Workforce Commission for inclusion on their web sites.

4. The Office of Human Resources will continue to include the EEO/AA statement in all recruitment literature, employment promotional information, hiring, and employment process training materials and on the university's PV PATH Online Applicant Tracking System web site. Photographs of employees will include representation of women, minorities and individuals with disabilities when employees are featured in these publications.

5. A statement relating to the EEO/AA policy will be provided to all covered contractors.

B. Internal Dissemination

Prairie View A&M University recognizes that even a strong outreach program will be ineffective without adequate internal support from employees at all levels of the organization. The following activities are designed to foster understanding, acceptance and support among university executives, managers, supervisors and other employees and to encourage such persons to take necessary actions to aid the university in meeting its obligations.

1. Dissemination of Policy

   a. Each year the President will issue a memorandum to all employees reaffirming the EEO/AA policy statement.

   b. The Affirmative Action Plan (AAP) will be updated annually and made available online at the Office of Equal Opportunity web site and provided in print in the Office of Human Resources and for the Reserve Section of the John B. Coleman Library on campus. University department heads and directors are encouraged to make all individuals involved in personnel decisions aware of these documents and their contents.

   c. The Office of Equal Opportunity will review the AAP with university executive staff and employees who work in appropriate human resources positions and discuss each employee's responsibility to assist the university in meeting its objectives.

   d. Managers and supervisors will be informed about the university's EEO/AA policy by dissemination of the AAP, presentations conducted by Office of Equal Opportunity, hiring process guidelines on the Office of Equal Opportunity web site, or university-sponsored educational programs, which may include workshops on the EEO hiring process.

   e. Photographs and articles in employee publications, whether in print or online, will continue to include representation of women and minorities.
f. Federally required EEO/AA posters are posted in departmental locations viewable by employees and applicants. The Office of Equal Opportunity monitors compliance with this requirement.

2. Training
   a. Hiring managers and supervisors will be provided with access to online training materials, tools and resources on the Office of Equal Opportunity web site. Topics include the university's commitment to equal opportunity, affirmative action, the university's EEO/AA policy, and how to make fair, consistent and documented hiring decisions.
   b. Training and counseling will be made available to employees, supervisors and administrators in order to gain positive support and understanding of the AAP. The university may conduct special seminars and conferences to address topics pertinent to affirmative action, equal employment opportunity and diversity.
   c. Within 30 days of employment newly hired employees will be required to complete an online training course supporting EEO/AA, called "Creating a Discrimination-Free Workplace," available at the Texas A&M University System Training web site. Incumbent employees will retake the training course every two years.

III. DESIGNATION OF RESPONSIBILITY

To assure consistent endeavor and progress toward the goal of equal employment opportunity, executive and management employees have been designated with specific responsibilities for carrying out the policy and procedures of this AAP. Full effectiveness of the program also requires the participation of all university departments and employees in support of EEO/AA.

A. Responsibilities of University Officials

1. The President assumes overall responsibility for success of the AAP and has:
   a. Designated Prairie View A&M University's Equal Opportunity Compliance Officer with specific authority and responsibility for overall equal employment opportunity and affirmative action administration university-wide; and,
   b. Further delegated to all executives, deans, vice presidents, department heads, directors, managers and supervisors the responsibility to share in the day-to-day implementation of the program within their organizational units.

2. The Equal Opportunity Compliance Officer has been given support in administering & implementation of Prairie View A&M University's Affirmative Action Plan and will continue to:
   a. Oversee all aspects of EEO/AA programs for all of Prairie View A&M University's organizational units.
b. Develop and disseminate Prairie View A&M University's statements of policy, organizational procedures, program goals and reports to the Vice-President of Student Affairs and Institutional Relations concerning all aspects of the University's EEO/AA programs and initiatives;

c. Serve as a liaison between Prairie View A&M University and any governmental/regulatory agencies or other organizations representing women, minorities, individuals with disabilities, and protected-veterans; this includes organizations such as community groups and vocational rehabilitation;

d. Coordinate with the Assistant Vice-President of Human Resources and Director of Employee Services to ensure that Prairie View A&M University's employment practices, monitoring and reporting systems are implemented for faculty employees;

e. Serve as the primary EEO/AA specialist and information source within the organization and provide the President and executive leadership the latest developments in affirmative action areas; and,

f. Administer the employee *formal or informal* discrimination complaint procedures for all faculty and non-faculty employees.

3. The President has delegated the responsibility for managing equal employment opportunity and affirmative action programs and:

a. Provide leadership to the development of procedures and processes that support the organization's commitment to equal opportunity and affirmative action employment for all persons;

b. Coordinate the development and implementation of the Affirmative Action Plan, utilizing associated statistical analyses and disseminating the program internally and externally;

c. Develop, implement and monitor reporting systems that measure the effectiveness of the university's programs and that would indicate the need for remedial action, when necessary;

d. Develop strategies that assure equal employment opportunities and take additional initiatives to recruit, select and advance women and minorities at all levels of the workforce;

e. Develop training and provide resources to all levels of the workforce in matters concerning equal employment, affirmative action; discrimination, and harassment.

f. Develop systems to audit personnel activities and practices to assure compliance with the technical aspects of applicable federal laws and regulations;
g. Review employment practices, selection and promotion procedures and training programs to evaluate the organization's adherence to equal employment opportunity and affirmative action initiatives;

h. Keep informed of all new or updated regulations to assure that the organization is in compliance with federal and state laws and communicate or respond to questions relating to equal employment and affirmative action issues, as appropriate, with executive leadership and employees;

i. Establish and monitor policies concerning the handling of employee discrimination complaints in a prompt and equitable manner; and,

k. Establish and maintain contact with individuals and organizations representing women and minorities to stay abreast of potential problem areas and communicate the university's AAP.

B. Responsibilities of Deans, Vice Presidents and Department Heads

1. Provide leadership and support within their organizational units to administer, support and comply with the AAP and take additional initiatives to create a campus community that fosters diversity;

2. Review employment decisions to assure compliance with equal employment opportunity and affirmative action including, but not limited to, recruitment, selection, transfers, promotions, terminations, compensation, benefits, training programs, social and recreational activities;

3. Administer applicable grievance processes for non-faculty and faculty employees or applicants and assist in the review, investigation and disposition of grievances or complaints from within their units;

4. Participate in periodic review of employment practices, training programs, compensation, social and recreational programs to assist with identification of problem areas or barriers related to EEO/AA policy and procedures and recommend corrective actions if necessary; and,

5. Share in all aspects of the administrative responsibilities for the implementation and monitoring of the AAP.

C. Responsibilities of Managers and Supervisors:

1. Implement and support equal opportunity and affirmative action employment practices within their organizational unit. This responsibility includes recruitment and selection of new employees, advancement opportunities, training programs, identification of problem areas, and other actions as contained in this Affirmative Action Plan;
2. Implement measures to prevent discrimination or harassment of employees for any reason, whether race, sex, religion, color, national origin, age, disability, veteran status or any other status protected by law;

3. Document the disposition of applications in the applicant pools during the hiring process for all posted job vacancies. The Prairie View A&M University PV PATH Online Applicant Tracking Systems web site will be used for non-faculty hiring processes; and,

4. Provide development opportunities for all employees through professional, personal, educational or skill development training and assure that women and minorities are afforded full opportunity to participate in such training programs.

D. University Offices Supporting EEO/AA

1. The Procurement Services Division is responsible for including EEO/AA clauses in contracts awarded under government prime contracts and subcontracts, as appropriate under applicable regulations. Procurement Services will also assure legal requirements for suppliers and subcontractors are met as required by Executive Order 11246. A copy of the certifications and/or documentation of EEO/AA clauses will be provided, upon request, to the Office of Equal Opportunity for auditing purposes.

2. The Office of Human Resources is responsible for overseeing the employee grievance procedures concerning faculty and staff positions as per the Texas A&M University System Regulation 32.01.02 and 32.01.01, Complaint and Appeal Process for Non-Faculty Employees.

IV. MONITORING AND REPORTING PROCESS

A. Procedures

The Office of Equal Opportunity is responsible for developing and monitoring data used for affirmative action programs and initiatives as well as retention of Affirmative Action Plan supportive documentation.

1. The Office of Equal Opportunity will produce or obtain annual reports that provide for workforce analyses of full-time budgeted faculty and non-faculty employees. These analyses will inform the annual review of the representation of women and minorities and comparisons with prior years for affirmative action initiatives.

2. Workforce data will be December 31 of each year, and recruitment, availability and other data will be obtained annually for the period January 1 through December 31 so that sufficient time can be dedicated to review and evaluation prior to preparation of the annual AAP documentation and report.
3. The Office of Equal Opportunity will coordinate, as necessary, with the Assistant Vice President of Human Resources, the Director of Employee Services, and other pertinent offices to obtain data, statistics or program strategies/outcomes to prepare the annual AAP.

4. Annual statistical and supporting documentation for preparation of the AAP will be maintained in the Office of Equal Opportunity.

B. Data Sources

Equal Opportunity will obtain, compile, review, validate and arrange data obtained from internal and external sources for affirmative action analyses, reports and monitoring.

1. The Prairie View A&M University Budget/Payroll/Personnel (BPP) database is used to obtain employee personnel data for the workforce analysis. The BPP database provides the following data related to affirmative action program analyses: employee name, title, department, race, sex, EEO category, salary, hire date, and employment actions and dates.

2. The Prairie View A&M University PV PATH Online Applicant Tracking System and its associated database system outsourced to PeopleAdmin, Inc., is used to generate recruitment and availability data for affirmative action analyses. Prairie View A&M University maintains sole control and responsibility of data on all aspects of recruitment, applications and selections for positions posted on Prairie View A&M University PV PATH Online Applicant Tracking Systems. Data are used for analyses of applicants, hires, internal and external availability and recruitment advertisement effectiveness.

3. The Office of the Senior Vice President and Provost for Academic Affairs provides annual data on the faculty recruitment process, applicant flow, and external availability of women and minorities in specific academic disciplines. Data are used for analyses of applicants, hires, and internal and external availability as available.

4. The Office of Human Resources maintain database systems on position titles, position descriptions, exempt and non-exempt categories, salary ranges, education requirements, career ladders and EEO categories. These data are used to evaluate annually the appropriate formation of the AAP job groups.

C. Job Groups

Prairie View A&M University has grouped its job titles into job groups based on similarity of content, opportunities and wage rates. Similarity of content refers to the duties and responsibilities of the job titles within the job group. Similarity of opportunities refers to training, transfers, promotions, pay, mobility, and other career enhancement opportunities offered by jobs within the job group.

1. Job Group Formation - For the purposes of conducting meaningful workforce analyses, all active job titles are grouped by duties within the broad occupational categories of the Integrated Postsecondary Education Data System maintained by the U.S. Department of Education, known as the EEO categories. Development of the university's AAP job groups was consistent with the following guidelines:
a. Jobs within a group have similar content, wage rates and opportunities;

b. Jobs with substantially different qualifications should not be combined;

c. Job groups should reflect, as closely as possible, the logical structure inherent to the organization;

d. Entry-level jobs should not be grouped with higher-level jobs and jobs within a formal career ladder should not be combined into the same job group; and,

e. Each job group should be large enough to facilitate meaningful statistical analyses.

2. EEO Categories Used for Job Group Formation

The seven broad occupational EEO categories shown below were used as a starting point for subdividing 1,205 active job titles into job groups for the purpose of the annual AAP.

a. EEO Category 1: Executive, Administrative and Managerial

This category includes all persons whose primary responsibilities include administration and management of a university-level office, division, college, department or center. It is assumed assignments in this category customarily and regularly require the exercise of discretion and independent judgment and the authority to direct the work of others. This category includes such titles as president, director, vice president, provost, associate dean and manager.

b. EEO Category 2: Faculty

This category includes all persons whose specific assignments are conducting instruction, research, or public service as a principal activity (or activities), and who hold academic titles of professor, associate professor, assistant professor, instructor, lecturer, or the equivalent of any one of these categories. Due to the unique nature of recruitment, selection and advancement for faculty at an institution of higher education, the titles falling within the EEO category for faculty have been subdivided into job groups specific to the college disciplines.

c. EEO Category 3: Professional Non-Faculty

This category includes all persons whose assignment requires either a college education or experience of such a kind and amount as to provide a comparable background within the group. This category includes employees with assignments requiring specialized professional training and such titles as manager, senior professional, supervisor and coordinator.
d. EEO Category 4: Secretarial and Clerical

This category includes all persons whose assignments typically are associated with clerical activities or are specifically of an office or facility administrative support role. This category includes personnel who are responsible for internal and external communications, recording and retrieval of data (other than computer programmers) and/or information and other processes required in an office. Titles such as customer service associate, executive secretary and business assistant are included in this category.

e. EEO Category 5: Technical and Paraprofessional

This category includes all persons whose assignments require specialized knowledge or skills that may be acquired through experience or academic work such as offered in many two-year technical institutions, junior colleges or other associate degree programs in higher education. This category includes persons who perform some of the duties of a professional or technician in a supportive role, requiring less formal training and/or experience than is normally required for professional or technical status. This category includes titles such as computer technician, scientific assistant, technical illustrator and technician.

f. EEO Category 6: Skilled Crafts

This category includes all persons whose assignments typically require special manual skills and a thorough and comprehensive knowledge of the processes involved in the work, acquired through on-the-job training and experience or through apprenticeship or other formal training programs. This category includes such titles as mechanic, electrician, skilled machinist, carpenter, artist and press operator.

g. EEO Category 7: Service and Maintenance

This category includes all persons whose assignments require limited degrees of previously acquired skills and knowledge and in which workers perform duties that result in or contribute to the comfort, convenience and hygiene of personnel and the student body or that contribute to the upkeep and care of buildings, facilities or grounds of the institutional property. This category includes such titles as laundry worker, cafeteria worker, bus driver, garage worker, custodial personnel, gardener, refuse collector, construction worker and security personnel.

D. Analyses for Annual Affirmative Action Program

1. Organizational Profile - Workforce Analysis

In accordance with C.F.R. § 60-2.11(c), Prairie View A&M University has prepared an Organizational Profile in the form of a workforce analysis. The workforce analysis is arranged by departments, as identified by their assigned administrative locations (ADLOCS), for which there were active employees as of December 31, 2008. As of that date, there were 1,205 budgeted employees in 157 departments by ADLOC.
The workforce analysis lists job titles as they appeared in the BPP records ranked from the average lowest paid within a specific title to the average highest paid within a specific title in each department.

The workforce analysis indicates the employment data for each department. For each job title, the following is provided: total number of incumbents, the total number of minorities, the total number of male and female incumbents, and the total number of male and female incumbents in each of the following groups: Blacks, Hispanics, Asians/Pacific Islanders and American Indians/Alaskan Natives. The workforce analysis is maintained in a separate volume in the Office of Equal Opportunity.

2. Job Group Analysis

In accordance with 41 C.F.R. § 60-2.12, Prairie View A&M University has prepared a job group analysis that combines titles into job groups based on similarity of content, wage rates and opportunities. Similarity of content refers to the duties and responsibilities of the job titles within the job group. Similarity of opportunities refers to training, transfers, promotions, tenure, pay, mobility, and other career enhancement opportunities offered by jobs within the job group. The job groups have also been formed to allow for a structured mobility process for established university-wide career ladders.

For affirmative action reporting purposes, Prairie View A&M University has grouped job titles into (23) job groups structured within the EEO broad occupational categories defined in section IV. C. 2 above.

The job group analysis lists titles for which there are incumbent employees assigned to each job group, including supervisory and manager titles. The job group analysis is maintained in a separate volume in the Office of Equal Opportunity.

3. Placement of Incumbents in Job Groups

Pursuant to 41 C.F.R. § 60-2.13, Prairie View A&M University has separately stated the number and percentage of women and minorities employed in each job group. A table displaying these percentages in each job group is maintained in a separate volume in the Office of Equal Opportunity.

4. Availability/Representation Analysis

Using the Availability Factor Computation Method pursuant to 41 C.F.R. § 602.14, Prairie View A&M University has estimated the availability of women and minorities for each job group.
a. Consideration of Availability Factors

In determining availability of women and minorities, the university considered two factors based on historical recruitment data:

1) The percentage of women or minorities with requisite skills in the reasonable recruitment area; and,

2) The percentage of women and minorities among those promotable, transferable and trainable within the university.

b. Determination of Reasonable Recruitment Area

In accordance with 41 C.F.R. § 60-2.14(c), Prairie View A&M University has identified recruitment areas for each job group. Additionally, the university has also considered possible additional recruitment areas. Based upon such consideration, it has determined that the areas from which it might seek qualified workers with the skills necessary to fill particular job group positions is not unreasonable. The university has determined that its recruitment areas are reasonable and not structured such as systematically cause the effect of excluding neither women nor minorities.

The reasonable areas identified for recruitment for affirmative action purposes includes the local Harris and Fort Bend-Waller, TX statistical areas, the State of Texas, and the United States. The reasonable recruitment areas are contained in a separate volume maintained in the Office of Equal Opportunity.

c. Determination of Feeder Job Pools

Pursuant to 41 C.F.R. § 60-2.14(c)(2) and (f), and based on patterns of promotion and transfer and career ladder mobility, Prairie View A&M University has identified job groups that are "feeder pools" for each job group. These job groups, known as feeder pools, include employees that are reasonably promotable, transferable and trainable. The university has not defined these "feeder pools" such as to effect the conscious exclusion of women or minorities. The job titles included in these feeder pools appear in the AAP held in the Office of Equal Opportunity.

d. Requisite Skill Census Data

Pursuant to 41 C.F.R. § 60-2.14(d), when determining the percentages of women and minorities with requisite skills, in the reasonable recruitment area, Prairie View A&M University used the current U.S. Census (2000) file information. That census data contained information regarding individual occupational classification categories. Furthermore, Prairie View A&M University has identified every job title with the associated occupational classification in the organization that coincides with the U.S. Census (2000) file EEO file information. The information concerning availability was derived from data regarding recent doctoral degrees awarded (Survey of Earned Doctorates) a source identified by the Office of Equal Opportunity for determination of the percentages of women and minorities in the various academic disciplines and job groups. The relevant statistical data used for the university's job groups are also included in the AAP Plan volume retained by the Office of Equal Opportunity.
5. Comparing Incumbency to Availability

Pursuant to 41 C.F.R. § 60-2.15, Prairie View A&M University has compared the percentage of minorities and women in each job group with the availability estimates for those job groups. Pursuant to OFCCP Supplementary Information, Section-by-Section Analysis of Comments and Revision § 60-2.15, 165 Fed. Reg. 68021, 68033-68034, the university has used a two standard deviation test of statistical significance to determine whether the percentage of women or minorities in a job group was less than would be reasonably expected given their availability percentage for that particular job group. The comparison of incumbency to availability analysis is contained in a separate volume maintained in the Office of Human Resources.

6. Annual Placement Goals

Pursuant to 41 C.F.R. § 60-2.16, where Prairie View A&M University has determined the percentage of women or minorities employed in a particular job group is less than reasonably would be expected given their availability for employment in that particular job group, the university has established an Annual Placement Goal equal to the availability percentage for women or minorities, as appropriate, for the job group.

Annual Placement Goals apply to movement into a job group, whether from new hires or from promotion or transfer from another job group. Prairie View A&M University will make a good faith effort to attain its Annual Placement Goals through implementation of action-oriented recruitment and outreach programs.
In accordance with 41 C.F.R. § 60-2.16, the following principles apply to Annual Placement Goals:

a. Annual Placement Goals are not rigid or inflexible quotas which must be met;
b. Annual Placement Goals do not set a ceiling or a floor for the employment of particular groups;
c. Annual Placement Goals do not justify and will not be used to extend a preference to any person, select a person, or adversely affect any person's employment status on the basis of that person's race, sex, color, national origin, religion or age;
d. Annual Placement Goals do not create set-asides for specific groups and are not intended to achieve proportional representation or equal results; and,
e. Annual Placement Goals will not be used to supersede merit selection principles and do not require nor justify the hiring or promotion of a less qualified person in preference to a more qualified person.

The comparison of incumbency to availability analysis and Annual Placement Goals are contained in a separate volume maintained in the Office of Equal Opportunity.

7. Disparity Analyses

a. Prairie View A&M University reviews job vacancy specifications submitted by supervisors and hiring managers when initiating the employment process. The specifications are reviewed to assure they are not discriminatory with regard to race, sex, color, national origin, religion, age, disability or veteran status.

b. Prairie View A&M University monitors the hiring process activity from the initial posting of the vacancy to the selection of the applicant for hiring. This procedure involves the use of Prairie View A&M University PV PATH Online Applicant Tracking Systems data or other applicant flow data, as well as collaboration with the hiring manager or other department representative responsible for the hiring process. When needed, the Office of Equal Employment Opportunity will recommend actions to ensure that applicants/persons are not discriminated against in the hiring process.

c. The analyses of a quarterly percentage of terminations and new hires are prepared and are reviewed, as such maybe necessary, to assist with making determinations whether there exists a disparate impact in the selection or retention of employees.
V. IDENTIFICATION OF PROBLEMS AREAS

Pursuant to 41 C.F.R. § 60-2.17 (b), Prairie View A&M University has performed an assessment of measurable aspects of the recruitment, employment, and other practices in the workforce by organization and by job group. Statistical data and reports are contained in a separate volume maintained in Office of Equal Opportunity.

A. Analyses of Workforce

1. Workforce by Organizational Unit

Prairie View A&M University has reviewed the workforce by organizational unit, as set forth in the Workforce Analysis, to determine if problems exist for women or minorities in employment practices in any organizational unit or distribution in different jobs within any organizational unit. The university has found no significant problems however, for the organizational units in which it was determined that the percentage of women or minorities employed are statistically less than would reasonably be expected given their availability for employment in the particular job group, the university Prairie View A&M University has established the current 'Annual Placement Goals' contained within this report.

2. Workforce by Job Group

Prairie View A&M University has reviewed the workforce by job group to determine if problems exist for women or minorities in employment practices within any job group. The university has found no significant problems however, for the job groups in which it was determined that the percentage of women or minorities employed are statistically less than would reasonably be expected given their availability for employment in the particular job group, the university Prairie View A&M University has established the current 'Annual Placement Goals' contained within this report.

The establishment of an 'Annual Placement Goal' does not amount to an admission of impermissible conduct. It is neither a finding of discrimination or a finding of a lack of good faith affirmative action efforts. Rather, the establishment of an Annual Placement Goal is designed to be a technical targeting term used exclusively by affirmative action planners who seek to apply good faith efforts to increase in the future the percentage employment of women and minorities in the workforce.

3. Analysis of Promotions

Prairie View A&M University does not perform a statistical analysis on promotions since vacant non-faculty positions are filled by posting and advertising the positions in a competitive process and is analyzed with applicant and new hire data. Faculty promotions are based on the individual attaining the required qualifications and there are no promotional pools to consider.
4. Analysis of Terminus by Job Title

Prairie View A&M University does not perform a statistical analysis on terminations unless there is a statistically significant reduction-in-force event. No statistically significant reductions in force occurred during 2009. All terminations are voluntary by an employee or involuntary based on employee performance deficits or inappropriate or illegal activities. No pools of employees are involved in these terminations.

5. Prairie View A&M University has reviewed its employment practices for any other obstacles to achieving equal employment opportunity and affirmative action objectives and has found no significant problems.
VI. ACTION-ORIENTED PROGRAMS

Pursuant to 41 C.F.R. § 60-2.17(c), Prairie View A&M University has established an action-oriented plan to achieve its Annual Placement Goals through ongoing recruitment programs and activities and training. The Texas A&M University System Regulation 33.99.01, Employment Practices and Texas A&M Rule 33.99.01.M1, Hiring Rules for Non-Faculty Positions outlines the regulations and rules for recruitment and selection procedures.

A. Recruitment Programs and Activities

1. Programs for Applicants and Employees

   a. The APP is posted on the Office of Equal Opportunity web site and in print at the John B. Coleman Library. The AAP is further disseminated internally and externally to maximize its effectiveness.

   b. The Equal Employment Opportunity I Affirmative Action statement, "Prairie View A&M University is an equal opportunity, affirmative action employer" is incorporated into all employment and recruitment materials.

   c. Job vacancies for non-faculty positions are posted on the Prairie View A&M University PV PATH Online Applicant Tracking web site by Human Resources for a minimum of ten working days. Non-faculty vacancies are also posted with the Texas Workforce Commission on their "Work in Texas" web site. An applicant, including current employees, may apply for posted vacant positions by submitting an application, responding to job-related questions, and submitting the application to the posted vacancy.

   d. Computers are available at Human Resources for applicants to use at no cost during normal business hours to allow them to apply online for posted vacancies or access any other Prairie View A&M University web site.

   e. The Office of Career Services, Office of Marketing & Recruitment and the Director of Multicultural Services actively sponsors and/or facilitates various on-campus career fairs; and, these offices and/or officers also attend local Commerce job fairs and participate in other community-based job fairs and high school career programs.

   f. Applicants are asked to identify if they are members of a protected class. Submission of this information is voluntary, and refusal to provide it will not subject the applicant to discriminatory treatment.

   g. Exit survey responses are solicited from budgeted non-faculty terminating employees. The Office of Human Resources evaluates survey responses and determines whether there are any significant barriers and/or problem areas that must be addressed in accordance with the AAP.
2. Programs for Faculty Employees

a. The deans of each college monitor the appropriateness of the applicant pool diversity for faculty positions prior to choosing candidates for on-site interviews from the pool.

b. The President, Executive Vice President and Provost, monitor the demographics of the offers being made to faculty to assess if the processes in place show effectiveness in attracting and recruiting diverse faculty.

B. Training Programs

The Office of Equal Opportunity in collaboration with the Office of Human Resources, provides the following training programs in support of the AAP. These programs and classes are available at no cost to employees or departments.

a. Training for hiring managers on all aspects of the recruitment and selection process, including using the PV PATH Online Applicant Tracking system, search committees, evaluation of applicants, interviews, reference verifications and strategies to increase diversity in the applicant pool.

b. Training for hiring departmental Search Committee Chairs/Hiring Panels on the knowledge and skills to assist with hiring processes and to help assure job searches are conducted in a fair, consistent and non-discriminatory manner and that all phases of the job search are documented is provided by the Office of Equal Opportunity.

c. Training on Equal Employment Opportunity (EEO) issues, called "Creating a Discrimination-Free Workplace, is mandatory for all State employees within 30 days of employment. This training is required by all budgeted employees, student employees, part-time employees and seasonal or temporary workers according to Texas Labor Code 21.010. The Code further requires that each employee must retake the EEO training every two years. The Office of Equal Opportunity monitors compliance with this requirement.

C. Other Initiatives

1. Representatives of Office of Equal Opportunity and the Office of Human Resources attend local, regional or national workshops and conferences given by professional organizations with an interest and specialty in equal employment, affirmative action, diversity, discrimination, employment law and related topics in order to gain best-practices and benchmarking data to enhance the organization's AAP.
VII. INTERNAL MONITORING AND REPORTING SYSTEM

Pursuant to 41 C.F.R. § 60-2.17(d) Prairie View A&M University periodically measures and reports on the effectiveness of the AAP to assure that the university's policy of non-discrimination is incorporated into all employment practices. The internal review and reporting process is conducted by Office of Equal Opportunity on a periodic basis.

A. Internal Periodic Monitoring

1. Analysis of Annual Placement Goal Attainment

The university performs a review of the composition of women and minority applicants into a job group with any applicable Annual Placement Goals.

2. Analysis of Applicant Flows and New Hires

The university performs a review of the women and minority composition of applicants recruited, referred, interviewed and selected.

3. Analysis of Terminations

The university performs a review of the women and minority composition of terminated employees and the job groups from which they have been terminated in those instances where terminations occur from involuntary actions that involve a pool of employees such as a reduction-in-force.

4. Analysis of Promotions

University employees are required to apply and compete for vacant university positions; therefore, no separate analyses of promotions are performed.

5. Evaluation of Recruiting Services

The university reviews the women and minority composition of applicants as a result of advertisement at external online recruiting web sites to identify the most effective sources for attracting a diverse applicant pool.

B. Internal Reporting and Review

The Office of Equal Opportunity reviews on a periodic basis the results of monitoring and associated reports and advises university executives of program effectiveness as necessary, to implement appropriate actions consistent with the university's AAP objectives.
PRAIRIE VIEW A&M UNIVERSITY

OFFICE OF HUMAN RESOURCES

PART II: 2009

AFFIRMATIVE ACTION PLAN FOR THE
EMPLOYMENT AND ADVANCEMENT IN
EMPLOYMENT OF INDIVIDUALS WITH
DISABILITIES AND VETERANS

January 1, 2009 – December 31, 2009
PART II

AAP FOR DISABLED VETERANS, VETERANS OF THE VIETNAM ERA, AND PERSON WITH DISABILITIES

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STATEMENT OF POLICY

Reaffirmation Commitment to Equal Employment Opportunity, Access, and Affirmative Action

Prairie View A&M University is committed to providing an educational and work environment that is conducive to the personal and professional development of each individual employee. The Vice Presidents, Deans and Directors are responsible for achieving an equal employment opportunity environment, and each employee is accountable for creating an atmosphere that values and nurtures community, collegiality and accessibility.

Prairie View A&M University is committed to serving the state’s students and citizens through education, leadership development, research and service. I am committed to meeting our goals through a dynamic and diverse workforce that effectively responds to our constituents.

It is my firm commitment to ensure that equal employment opportunity and access will be provided throughout the University to all students, employees and prospective employees. Please join me in this commitment.

The University has adopted a policy of affirmative action in order to create an environment that fosters diversity.

George C. Wright
President
Chapter B: Review of Personnel Processes

41.C.F.R. §§ 60-250.44(b); 60-741.44(b)

The University’s good faith effort to address the requirements for 503 and 38 U.S.C. 4212 (formerly 2012) are outlined in the following pages. Prairie View A&M University has chosen to discuss the specific actions that must be carried out as listed in 41 CFR 60-250.6(a) through (f) and those items listed in 41 CFR 60-741.6(a) through (f). Since these items (a) through (f) are similar in both regulations, they are discussed together in this section. Where there are differences, it is pointed out. The standard compliance review information is summarized at the end of this section for the convenience of the reviewing officer.

It is the policy of the Texas A&M University System and Prairie View A&M University to seek and employ qualified persons at all locations and facilities, and to provide equal employment opportunity for all applicants and employees in recruiting, hiring, promotion, transfer, layoff, termination, compensation, insurance, benefits, and selection for training, including apprenticeship. The objective of this Affirmation Action Program is to provide access to all levels of job classifications for qualified individuals with a disability or a disabled/Vietnam Era veteran.

Each employee and applicant for employment, who is an individual with a disability, or a disabled or Vietnam-Era veteran, is invited to identify himself or herself, so he or she may benefit from this Affirmative Action Program.

The University’s invitation to self-identify includes these voluntary opportunities:

- As part of its employment application, each applicant can voluntarily identify if they are disabled, or a disabled or Vietnam-Era veteran. Individual EEO information is not shared with the hiring department during the hiring process.
- Applicants needing assistance with the application or interviewing process are given contact information for the Human Resources Office.
- Employees may identify a disability, with or without a request for a reasonable work accommodation, to their supervisor or appropriate human resources representative any time after the hire.
- Employees can identify through updates to employee personal data recorded online in HR Connect online information system.

The self-disclosure of a disability by an applicant or employee at the present, or any time in the future, is voluntary and confidential and refusal to provide it will not subject the individual to any adverse treatment.
Chapter C: Physical and Mental Qualifications

41 C.F.R. §§ 60-250.44(c); 60-741.44(c)

To insure that all physical and mental qualifications and requirements are job related and promote equal employment opportunity for all known covered veteran and employees and applicants with disabilities, reviews are periodically made of the Company's physical and mental qualifications and requirements as they relate to employment, training, and promotion.

The Company's physical and mental job requirements are reviewed to determine whether or not they are job related and consistent with business necessity and safe performance on the job.

Schedule for Review: Any previously reviewed classification will be reviewed again if there is a change in working conditions which affects the job's physical or mental requirements (e.g., new requirements, new equipment, etc.).
Chapter D: Reasonable Accommodation to Physical and Mental Limitations
41 C.F.R §§ 60-250.44(d); 60-741.44(d)

Prairie View A&M University will make every effort to provide reasonable accommodations to physical and mental limitations of applicants and employees with disabilities or who are disabled veterans unless it can demonstrate that the accommodations would impose an undue hardship on the operation of business. Prairie View A&M University – Prairie View will confidentially review performance issues of employees with known disabilities to determine whether a reasonable accommodation is needed when: 1) the employee is having significant difficulty with job performance, and 2) it is reasonable to conclude that the problem is related to the known disability.

Employees may also contact the following at any time to formally request an accommodation:

Mr. Albert Gee
Assistant Vice President
Human Resources
ADA 504 Coordinator
Tel: 936-261-1730
Email: argee@pvamu.edu
Chapter E: Harassment

41 C.F.R. §§ 60-250.44(e); 60-741.44(e)

Prairie View A&M University has developed and implemented a set of procedures to ensure that its employees who are disabled or Vietnam Era Veterans are not harassed due to those conditions. Texas A&M University System's Civil Rights Protection and Compliance (08.01) anti-harassment policy, includes a section prohibiting harassment of individuals with disabilities or veterans of the Vietnam era. A copy of Prairie View A&M University’s Policy Against Sexual Harassment includes a section prohibiting harassment of individuals with disabilities or veterans of the Vietnam era are available for distribution to new as well as to existing employees.
Chapter F: External Dissemination of Policy, Outreach and Positive Recruitment

41 C.F.R. §§ 60-250.44(f); 60-741.44(f)

Based upon Prairie View A&M University's review of its personnel policies as described in Chapter B, the following activities will be implemented or continued to further enhance our affirmative action efforts. All activities are the responsibility of the Assistant Vice President of Human Resources.

1) Initiate and maintain communication with organizations having special interests in the recruitment of and job accommodations for disabled veterans, veterans of the Vietnam era, and individuals with disabilities.

2) Include workers with disabilities when employees are pictured in consumer, promotional, or help wanted advertising.

3) Disseminate information concerning employment opportunities to radio and television stations, and to publications that primarily reach disabled veterans, veterans of the Vietnam era, and individuals with disabilities.

4) Provide information emphasizing job opportunities for disabled veterans, veterans of the Vietnam era, and individuals with disabilities to all local educational institutions, public and private.

5) Inform all recruiting sources, in writing and orally, of the Company's affirmative action policy for disabled veterans, veterans of the Vietnam era, and individuals with disabilities.

6) List with the State Employment Development Department all suitable job openings of three days or more.

This is an on-going activity. A listing of job opportunities reported to the State Employment Development Department (Texas Workforce Commission) is always kept current.
Chapter G: Internal Dissemination of Policy

41 C.F.R. §§ 60-250.44(g); 60-741.44(g)

In order to gain positive support and understanding for the affirmative action program for disabled veterans, veterans of the Vietnam era, and individuals with disabilities Prairie View A&M University – Prairie View will implement or continue to implement the following internal dissemination procedures, all of which are the responsibility of the Vice President of Human Resources. The following policies and procedures are designed to foster support and understanding from Prairie View A&M University’s executive staff, management, supervisor’s, and other employees in an effort to encourage all employees to take the necessary actions to aid Prairie View A&M University – Prairie View in meeting its obligations.

1) Include the policy in the Company's policy manual and other in-house publications.

2) Conduct special meetings with executive, management, and supervisory personnel to explain the intent of the policy and individual responsibility for effective implementation, making clear the President's attitude.

3) Schedule training sessions for all employees involved in recruiting, selection, promotion, and other related employment issues for disabled veterans, veterans of the Vietnam era, and individuals with disabilities.

4) Discuss the policy thoroughly in both employee orientation and management training programs.

5) Include articles on accomplishments of disabled veterans, veterans of the Vietnam era, and workers with disabilities in Company publications.

6) When employees are featured in employee handbooks or similar publications for employees, include employees with disabilities.
Chapter H: Audit and Reporting System
41 C.F.R. §§ 60-250.44(h); 60-741.44(h)

Prairie View A&M University – Prairie View has developed and currently implements an audit and reporting system that addresses the following:

1) Measures the effectiveness of Prairie View A&M University’s overall Affirmative Action Program and whether the company is in compliance with specific obligations.

2) Indicates the need for remedial action.

3) Measures the degree to which Prairie View A&M University’s objectives are being met.

4) Whether there are any undue hurdles for individuals with disabilities and Vietnam Era Veterans regarding company sponsored educational, training, recreational, and social activities.
Chapter J: Training

41 C.F.R. §§ 60-250.44(j); 60-741.44(j)

Prairie View A&M University trains all employees involved in any way with the recruitment, selection, promotion, disciplinary actions, training, and related processes of individuals with disabilities or Vietnam Era Veterans to ensure commitment to the company’s stated Affirmative Action goals.
Chapter K: Compensation

41 C.F.R. §§ 60-250.21(i); 60-741.21(i)

It is the policy of Prairie View A&M University that when offering employment or promotion to disabled veterans, veterans of the Vietnam era, or individuals with disabilities, the amount of compensation offered will not be reduced because of any disability income, pension, or other benefit the applicant or employee receives from another source.