



UNIVERSITY OF NEVADA, LAS VEGAS

**EQUAL EMPLOYMENT
OPPORTUNITY AND
AFFIRMATIVE ACTION PROGRAM
2005**

**COMPILED IN ACCORDANCE WITH 41 CFR 60
AND SUBMITTED TO THE
OFFICE OF FEDERAL CONTRACT COMPLIANCE PROGRAMS**

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April 1, 2005

Dr. Carol C. Harter
President
University of Nevada, Las Vegas

***2005 EEO/AA Plan
Executive Summary***

Dear President Harter:

Enclosed for your review is the Executive Summary of the 2005 Equal Employment Opportunity / Affirmative Action Plan for the University of Nevada, Las Vegas.

As you are aware, management responsibility for maintaining the University's EEO/AA Program is assigned to the Office of Human Resources and Diversity Initiatives. Following the University's OFCCP audit in 2002-03, we have made substantial refinements to our EEO/AA Plan to better understand the representation of women and minorities at UNLV in relation to market availability.

- In 2003-04, the H20 occupational category for faculty was expanded from one job group to four job groups (by rank). In 2005, the H20 category has been further expanded from four job groups to 30 job groups (by academic discipline area). This fundamental re-design of our EEO/AA plan will give academic deans a clearer view of where women or minorities are available in the educational labor market, but remain underrepresented within our faculty.
- In similar fashion, in 2003-04 the H30 occupational group for non-academic professionals was expanded from one job group to four job groups. In 2005, the H30 occupational category has been further expanded from four job groups to six job groups – to recognize professional librarians and athletics professionals as separate professional areas, no longer co-mingled in a single job group with other academic and administrative support professionals.

The University's efforts to promote equal employment opportunity over the past several years have yielded significant dividends toward the fuller utilization of women and minorities in the University community, even as some challenges some remain. Highlights of the 2005 EEO/AA Plan are noted below:

Representation of Women among the Faculty.

- In 1994, women comprised 36% of our faculty and professional staff. In 2004, 43% of faculty and staff were women – representing a 10 year gain of seven percentage points.
- In 2005, women are represented among the faculty at or above labor market availability in 20 out of 30 academic discipline clusters and are represented below market availability in only 10 out of 30 discipline clusters.

- Among those disciplines in which women are under-represented in relation to market availability, *the university would need to recruit (on average) three women faculty in each area to achieve complete parity with the labor market.*

Representation of Minorities among the Faculty.

- In 1994, 14.8% of our faculty and professional staff were racial or ethnic minorities. In 2004, 19.8% of faculty and staff were minorities – representing a 10 year gain of 5.0 percentage points. It is, of course, axiomatic that among the national higher education labor market, Ph.D.'s are disproportionately low among minority professionals, making recruitment of such faculty a continuing challenge.
- In 2005, racial and ethnic minorities are represented among the faculty at or above labor market availability in 24 out of 30 academic discipline clusters and are represented below market availability in only six out of 30 discipline clusters.
- Among those disciplines in which minorities are under-represented in relation to market availability, *the university would need to recruit (on average) only one additional minority faculty member in each area to achieve complete parity with the labor market.*
 - *With respect to the professional schools, it is notable that both women and minorities are represented among the faculty of the Boyd School of Law and the School of Dental Medicine at or above labor market availability for these disciplines.*

Representation of Hispanics among Classified Staff.

- The persistent under-representation of Hispanics among UNLV's classified work force in relation to regional labor market availability (although total minority representation is generally at par with availability) continues to present a special area of concern.

The 2005 EEO/AA Plan will be submitted to the Office of Federal Contract Compliance Programs in compliance with 41 CFR 60. Please advise if additional information is needed.

Best regards,

Sam Connally
Associate Vice President
Human Resources & Diversity Initiatives
and University EEO/AA Officer

**EQUAL EMPLOYMENT OPPORTUNITY /
AFFIRMATIVE ACTION PROGRAM
2005**

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UNIVERSITY OF NEVADA, LAS VEGAS
REAFFIRMATION OF COMMITMENT
TO EQUAL EDUCATIONAL & EMPLOYMENT OPPORTUNITY

The University of Nevada, Las Vegas (UNLV) is committed to and will provide equality of educational and employment opportunity for all persons regardless of race, sex, age, color, national origin, creed, religion, disability, sexual orientation, or veteran status – except where sex, age, or ability represent bona fide educational or occupational qualifications. Further, the university seeks to promote campus diversity by enrolling and employing a larger number of minorities and women where these groups have historically been and continue to be under-represented within the university in relation to availability and may extend preference in staff employment to veterans, Nevada residents, and current State employees seeking promotion.

This affirmation is published in accordance with 41 CFR 60 and is in keeping with Title VII & Title IX of the Civil Rights Act of 1964, as amended; Executive Order 11246; the Rehabilitation Act of 1973; the Vietnam Era Veterans' Readjustment Assistance Act of 1974; the Civil Rights Restoration Act of 1988; Nevada Revised Statutes; and the Code and Policies of the Board of Regents of the University and Community College System of Nevada.

To ensure that equal educational and employment opportunity exists throughout the university, a results-oriented equal opportunity/affirmative action program has been implemented to overcome the effects of past discrimination and to eliminate any artificial barriers to educational or employment opportunities for all qualified individuals that may exist in any of our programs. The university aims to achieve, within all areas of the university community, a diverse student body, faculty, and staff capable of providing for excellence in the education of its students and for the enrichment of the total university community.

The University of Nevada, Las Vegas reaffirms its commitment to equality of educational and employment opportunity in its relationships with all members of the university community and its commitment to the elimination of any documented historical and continuing underutilization of women and minorities among the student body or employee complement. The University of Nevada, Las Vegas is committed to this program and is aware that with its implementation, positive benefits will be received from the greater utilization and development of previously underutilized human resources.

STATEMENT ON DIVERSITY IN THE UNIVERSITY COMMUNITY

As an institution of higher learning, the University of Nevada, Las Vegas represents a rich diversity of human beings among its faculty, staff, and students and is committed to maintaining a campus environment that values that diversity. Accordingly, the university supports policies, curricula, and co-curricular activities that encourage understanding and appreciation of all members of its community and will not tolerate any harassment of or disrespect for persons because of race, sex, age, color, national origin, creed, religion, disability, sexual orientation, or veteran status.

UNLAWFUL HARASSMENT, PERSONAL DISCRIMINATION, AND RETALIATION

The University of Nevada, Las Vegas affirms that students and employees are entitled to an educational and employment environment free from unlawful harassment or personal discrimination and expressly prohibits unlawful harassment or personal discrimination of any individual among the university community engaged in educational or employment pursuits based on that individual's race, sex, age, color, national origin, creed, religion, disability, sexual orientation, or veteran status. Further, no student or employee shall be subject to retaliation for bringing a good faith complaint pertaining to unlawful harassment or personal discrimination or for protesting such behavior directed against another member of the university community.

For more information concerning ways in which our multicultural learning community may be nurtured and protected or complaint resolution procedures, contact the Committee for an Inclusive and Just University, the Office of Diversity Initiatives, the Office of Multicultural Student Affairs, or the Office of Human Resources and Affirmative Action.

Effective April 1, 2005

Carol C. Harter
President

2005 EEO/AA PROGRAM EXECUTIVE SUMMARY

Pursuant to 41 CFR 60, the University undertakes an annual evaluation of the representation of women and minorities among its employees in relation to the availability of women and minorities in the labor market as part of its broader EEO/AA Program. While fluctuations in the representation of women and minorities within our employee complement occur naturally from year to year, the crux of EEO/AA planning is the comparison of the University's work force to the corresponding labor market.

In the simplest of terms, the objective of the University's EEO/AA Program, over time, is for our *work force to look just like the labor market* – that is, for the representation of women and minorities at UNLV to reflect their labor market availability, job group by job group. By updating our EEO/AA Program on an annual basis, the University is able to highlight the progress we may have made in the past year as well as to identify where continuing improvement is needed to achieve parity with labor market availability.

Comment on Plan Year

Prior to 2002, the University adopted an EEO/AA Plan on a calendar year basis. During the OFCCP audit, the University converted to a fiscal year basis, so as to bring the University's EEO/AA Plan into compliance with 41 CFR 60 during the audit period. UNLV has filed two fiscal year plans, for 2002-03 and for 2003-04.

A calendar year plan is significantly preferable to a fiscal year plan for the purpose of EEO/AA planning for the following reasons:

- The Fall data set extracted for IPEDS and other external reports is the “cleanest” data set available for both faculty and professional staff and represents the single most common data set used for institutional reporting. To preclude confusion between or among various institutional reports, it would be preferable for the EEO/AA plan to also be based on the fall institutional reporting data set effective November 1 each year.
- More critically, the Fall data set is inclusive of all the previous academic year's recruitment activity for both faculty and professional staff – presenting the clearest picture of progress the university may have made in the employment of women and minorities. A summer data set, by contrast, is the least representative since employees who have resigned or retired at the end of the academic term are deleted from the data set, while new hires have yet to be added.

For these reasons, the University has elected to return to a calendar year basis for the purpose of EEO/AA planning, beginning with CY 2005. The current EEO/AA plan is based on data effective as of March 1 2005. In future plan years, the annual EEO/AA plan will be based on the institutional data set effective as of November 1 each year.

General Purpose and Premise [41 CFR 60-2.10]

An affirmative action program is a management tool designed to ensure equal employment opportunity. *A central premise under-lying affirmative action is that, absent discrimination, over time an employer's work force will reflect the gender, racial, and ethnic profile of the labor market in which the University recruits.* Affirmative action programs are based on a quantitative analysis of the employer's work force in relation to relevant labor markets, as summarized in the following sections.

Organizational Profile [41 CFR 60-2.11]

The simplest analysis undertaken in AA planning is to profile the University by identifying staffing patterns of women and minorities among the various departments and divisions of the institution *to identify whether women and minorities enjoy substantially equal access to employment throughout the organization* or whether barriers to equal employment opportunity exist within sectors of the organization.

- In the 2005 analysis, women were represented in every department on campus in which there was a sufficient number of employees to create a statistical expectation for women to be represented – with the exceptions of Building Services and Housing Facilities.
- In the 2005 analysis, minorities were represented in every department on campus in which there was a sufficient number of employees to create a statistical expectation for minorities to be represented – with the exceptions of Campus Life and Kinesiology.
- The chairs or directors of these departments are encouraged to explore specific outreach initiatives in future recruitment processes to increase the diversity of applicant pools with respect to women or minorities, and would be ideal candidates for the allocation of target of opportunity funds to enhance recruitment efforts.

[Appendix A, Organizational Profile, is on file in the Office of Human Resources and Affirmative Action.]

Job Group Definition [41 CFR 60-2.12]

A more sophisticated approach to evaluating the representation of women and minorities within the organization is *to divide the work force into job groups within occupational categories across organizational lines.* Job groups are defined *on the basis of similarity of job content, salary range, and opportunity for progression* within the organization.

At UNLV, the definition of job groups is in transition. During EEO/AA Program years up to and including 2002-03, the university relied on broad EEO-6 occupational categories to define its work force. During an audit of the University's compliance with 41 CFR 60 in 2002-2003 by the Office of Federal Contract Compliance Programs (OFCCP), it was determined that the job titles allocated within some of these occupational categories were not sufficiently similar in job content, salary range, and opportunity to provide meaningful analysis. Thus, the University

refined its definition of job groups during 2003-04 to provide more discrete analysis, increasing the number of job groups from seven to 17, as illustrated in the following “cross-walk:”

Job Groups Through 2002-03

H10 Officials & Managers

H20 Faculty

H30 Professional Non-Faculty

H40 Technical/Paraprofessional

H50 Office Support

H60 Skilled Crafts

H70 Service/Maintenance

Job Groups Beginning 2003-04

H10 Officials & Managers

- 100 Executives
- 110 Directors & Managers

H20 Faculty

- 210 Non-Tenured Faculty
- 220 Assistant Professors
- 230 Associate Professors
- 240 Professors

H30 Professional Non-Faculty

- 310 Academic & Athletics
- 320 Scientific & Health
- 330 Administrative
- 340 Information Technology

H40 Technical/Paraprofessional

- 400 Tech/Paraprofessional

H50 Office Support

- 500 Office, Senior Level
- 510 Office, Support Level

H60 Skilled Crafts

- 600 Skilled Crafts

H70 Service/Maintenance

- 700 Maintenance
- 710 Public Safety
- 720 Custodial/Grounds

While the allocation of faculty into job groups by tenure status and rank is virtually universal among the EEO/AA Programs in the higher education community, contemporary compensation analysis documents that compensation structures in higher education vary substantially by academic discipline and are only marginally correlated to academic rank. Further, research published by the U.S. Department of Education documents that the labor market availability of women and minorities (discussed in the following sections) is similarly correlated to academic discipline, and only marginally correlated to academic rank. These factors suggest that a further refinement of job groups within the professorate is in order. Beginning with the current 2005 Plan, UNLV will define faculty job groups by academic discipline clusters, regardless of rank, increasing total job groups from 17 to 45, as illustrated in the following “cross walk.”

Job Groups for 2003-04

H10 Officials & Managers

- 100 Executives
- 110 Directors & Managers

H20 Faculty

- 210 Non-Tenured Faculty
- 220 Assistant Professors
- 230 Associate Professors
- 240 Professors

H30 Professional Non-Faculty

- 310 Academic & Athletics
- 320 Scientific & Health
- 330 Administrative
- 340 IT Professionals

Job Groups Beginning 2005

H10 Officials & Managers

- 100 Vice Presidents & Deans
- 110 AVPs & Exec Directors

H20 Faculty

- 206 Business – Business
- 207 Business – Economics
- 211 Education – Teacher Ed
- 212 Education – Other Ed
- 216 Engineering – Engineering
- 217 Engineering – Computer Science
- 221 Fine Arts – Fine Arts
- 222 Fine Arts – Architecture
- 226 HHS – Dental Medicine
- 227 HHS – Health & Human Sciences
- 228 HHS – Nursing
- 229 HHS – Public Health
- 230 Hotel Administration
- 235 Law
- 241 LA – English & Lit
- 242 LA – Foreign Languages
- 243 LA – History
- 244 LA – Philosophy
- 245 LA – Political Science
- 246 LA – Sociology
- 247 LA – Psychology
- 248 LA – Social Sciences
- 251 Sciences – Biological Sciences
- 252 Sciences – Physical Sciences
- 253 Sciences – Mathematics
- 256 UA – Communications & Journ.
- 257 UA – Counseling
- 258 UA – Criminal Just & Soc Wk
- 259 UA – Public Administration
- 290 Other Academic Programs (NEC)

H30 Professional Non-Faculty

- 310 Academic Support
- 320 Administrative Professionals
- 330 Athletics Professionals
- 340 Information Technology
- 350 Library Professionals
- 360 Sciences & Health Professionals

H40 Technical/Paraprofessional
400 Tech/Paraprofessional

H40 Technical/Paraprofessional
400 Tech/Paraprofessional

H50 Office Support
500 Office, Senior Level
510 Office, Support Level

H50 Office Support
500 Office, Senior Level
510 Office, Support Level

H60 Skilled Crafts
600 Skilled Crafts

H60 Skilled Crafts
600 Skilled Crafts

H70 Service/Maintenance
700 Maintenance
710 Public Safety
720 Custodial/Grounds

H70 Service/Maintenance
700 Maintenance
710 Public Safety
720 Custodial/Grounds

[Appendix B, Job Titles by Job Group, is on file in the Office of Human Resources & Affirmative Action.]

Job Group Analysis -- *Placement of Incumbents in Job Groups* [41 CFR 60-2.13]

After defining appropriate job groups based on similarity of job content, salary range, and opportunity, the organization then inventories employees by job group *to determine the percentages of women and minorities in each job group*. This process is commonly referred to as job group or work force analysis.

→ See Chart 1, Work Force & Availability Comparison for a summary profile of job groups with the head count and percentages of women and minorities in each job group (under the column heading “Wkf%” for FY 2002-03, FY 2003-04, and CY 2005.

[Appendix C, Job Group Analysis, is on file in the Office of Human Resources & Affirmative Action.]

Availability Analysis [41 CFR 60-2.14]

Availability is *an estimate of the number of qualified women and minorities available for employment* in a given job group, expressed as a percentage of all qualified persons available for employment. Commonly referred to as availability or labor market analysis, the purpose of this step in AA planning is *to form a valid basis for comparison* to determine whether the representation of women and minorities within the University reflects the diversity of the labor markets in which we recruit. The University must consider the following two factors in determining the availability of women and minorities, on a job group by job group basis, but remains at liberty to assign appropriate weights to each factor:

- The percentage of women or minorities with the requisite skills in the reasonable recruitment area.
- The percentage of women or minorities among those promotable, transferable, and trainable within the University.

The reasonable recruitment area is determined by where the university typically recruits candidates for vacancies in each job group. For executives, directors, and most academic faculty, the University recruits nationally – so the reasonable recruitment area is based on the national labor market. For most technical, paraprofessional, and classified vacancies, the University recruits locally – so the reasonable recruitment area is the Las Vegas labor market.

Some job groups rely more heavily than others on internal promotions – including officials & managers and senior faculty. However most job groups are characterized by open and competitive recruitment in which internal candidates are evaluated on an equal footing with external candidates. This openness helps UNLV attract the best qualified candidates in the dynamic Las Vegas labor market (with some 6,000 new entrants per month) – and should afford both women and minorities more open access to University employment. In the 2005 Plan Year, availability factors for all job groups are 100% based on reasonable recruitment area.

Once the typical recruitment pattern is determined for each job group (as above) with job searches resulting from open and competitive recruitment or internal promotion, it is necessary to identify the actual labor market in which the university recruits and determine an appropriate data source documenting the availability of women or minorities in the relevant labor market. UNLV has identified three distinct, national data sets that it believes are the most reliable for the various occupational categories, as indicated below.

- Executives (H10) are recruited nationally among the higher education labor market. Availability of women and minorities among all public and private educational institutions, nation-wide, is surveyed annually and published by the College and University Professional Association for Human Resources (CUPA-HR). See comparison between males and females for doctoral & master’s institutions at Table 29 and comparison between minorities and non-minorities for doctoral & master’s institutions at Table 31 of the Administration Compensation Survey.
- Likewise, Faculty (H20) are recruited nationally among the higher education labor market. Availability of women and minorities among all four-year educational institutions by academic discipline cluster are surveyed every five years by the U.S. Department of Education, National Center for Education Statistics, Table 231.
- In contrast, Professional Non-Faculty (H30), Technical/Paraprofessional (H40), Office Support (H50), Skilled Crafts (H60), and Service/Maintenance (H70) employees are typically recruited locally or regionally in the Las Vegas, Clark County area. Availability of women and minorities for these occupational categories is extracted from the 2000 U.S. Census, by detailed census occupation code.

For these job groups, the University matches each job title within the job group to a detailed Census occupation code. Using AA planning software (PeopleClick developed by PRI Associates), we then extract labor market availability from the U.S. Census for 2000, for the national or local labor market, as appropriate. Availability for each job group is then calculated by weighting the availability for each job title within the job

group (in relation to the proportion of incumbents within the job group) to determine the final availability of women and minorities for each job group.

→ See Chart 1, Work Force & Availability Comparison for a summary profile of the percentage availability of women and minorities for each job group, as reflected in reasonable recruitment areas for 2002-03, 2003-04, and 2005.

[Appendix D, Availability Analysis, is on file in the Office of Human Resources & Affirmative Action.]

Comparing Incumbency to Availability [41 CFR 60-2.15]

After determining work force percentages and availability percentages, the next step in the AA planning process, commonly referred to as utilization analysis, is *to compare the work force percentages to the availability percentages to determine whether women and minorities at UNLV are represented in proportion to their availability in the labor market*. Underutilization of women or minorities exists in a job group when the percentage of employees is less than the percentage that would reasonably be expected by their availability – and where the difference in the work force and availability percentages equates to at least one whole person.

The OFCCP’s definition of underutilization relies on a standard of reasonableness. Institutions may select among three recognized standards: the any difference test, an 80% test, and a standard deviations test. The University of Nevada, Las Vegas has adopted the most stringent of these standards – the Any Difference Test – to guide our affirmative action planning. The Any Difference Test documents whenever the representation of women or minorities among the UNLV work force is at least one whole person less than the expected representation of these groups in relation to their availability in the relevant labor market – by comparing the UNLV work force percentage to the availability percentage and calculating the number of persons UNLV would need to recruit in order to bring the representation of women or minorities in the job group into parity with the labor market.

In the 2005 analysis, *women were represented at or above labor market availability in 33 out of 45 job groups*; while women were underutilized in the following 12 job groups:

Education – Teacher	LA – English & Lit
Education – Other	LA – Psychology
Engineering – Comp Sci	Sciences – Bio Sci
FA – Fine Arts	Sciences – Math
HHS – Hlth & Hum Sci	Library Professionals
HHS – Public Health	Public Safety

In the 2003-04 analysis, *minorities were represented at or above labor market availability in 34 out of 45 job groups*; while minorities were underutilized in the following 11 job groups:

VPs & Deans	UA – Public Admin
Education – Other	Library Professionals
HHS – Hlth & Hum Sci	Office, Senior Level
LA – Psychology	Skilled Crafts

LA – Sociology
UA – Comm & Journ

Custodial/Grounds

→ See Chart 1, Work Force & Availability Comparison for a summary profile of job groups with the work force percentages of women and minorities in each job group compared with the availability percentages of women and minorities based on their respective labor market availability for 2002-03, 2003-04, and 2005.

The right-most column labeled “Mkt” shows the number of persons by which women or minorities are currently represented above or below market availability. [Negative numbers indicate those job groups where women or minorities are represented materially less than labor market availability.]

[Appendix E, Utilization Analysis, is on file in the Office of Human Resources & Affirmative Action.]

Placement Goals [41 CFR 60-2.16]

OFCCP guidelines require the university to establish placement goals wherever the work force percentage for women or minorities is materially less than the availability percentage for each job group. Placement goals serve as objectives or targets for our subsequent recruitment processes that should be reasonably attainable by means of applying every good faith effort to reach out to qualified women and minority candidates in the labor market. Placement goals must be at least equivalent to the labor market availability percentage for women and minorities in those job groups where underutilization has been defined – committing the university to recruit women or minorities in these job groups at rates which are at least equivalent to their availability in the labor market.

Placement Goals for Women. The placement goals for women for 2005 are for women to comprise at least the following percentages of new employees recruited during the year among the following job groups in which women are currently underutilized:

<u>Job Group</u>	<u>Goal</u>	<u>Job Group</u>	<u>Goal</u>
Education – Teacher	≥ 64%	LA – English & Lit	≥ 53%
Education – Other	≥ 54%	LA – Psychology	≥ 38%
Engineering – Comp Sci	≥ 32%	Sciences – Bio Sci	≥ 29%
FA – Fine Arts	≥ 31%	Sciences – Math	≥ 25%
HHS – Hlth & Hum Sci	≥ 50%	Library Professionals	≥ 84%
HHS – Public Health	≥ 50%	Public Safety	≥ 29%

Placement Goal for Minorities. The placement goal for minorities for 2005 is for minorities to comprise at least 24.9% of new employees recruited among the Office, Senior Level job group – the only job group in which minorities are currently underutilized.

<u>Job Group</u>	<u>Goal</u>	<u>Job Group</u>	<u>Goal</u>
VPs & Deans	≥ 12%	UA – Public Admin	≥ 14%
Education – Other	≥ 17%	Library Professionals	≥ 17%
HHS – Hlth & Hum Sci	≥ 15%	Office, Senior Level	≥ 28%

LA – Psychology	≥ 13%	Skilled Crafts	≥ 31%
LA – Sociology	≥ 14%	Custodial/Grounds	≥ 54%
UA – Comm & Journ	≥ 13%		

In recent years, the OFCCP has moved entirely away from numeric goals, requiring only that placement goals be at least equivalent to the availability percentages for those job groups in which women or minorities are under-represented in relation to labor market availability. This emphasis on percentage goals reflects the repudiation of quotas or set-asides commonly adopted in the early years of affirmative action planning as a means of increasing the representation of women and minorities in the work force, but whose literal application resulted in some instances of reverse discrimination against non-minority or male applicants. The OFCCP specifically cautions that placement goals may not be rigid and inflexible quotas (which are expressly forbidden); may not be considered as either a ceiling or a floor; may not create set-asides for specific groups; and may not be used to “supersede merit selection principles.” Current OFCCP guidance, thus, emphasizes that all affirmative action efforts must occur under the over-arching umbrella of equal consideration for every candidate, regardless of personal demographics, noting in particular that, “In all employment decisions, the (employer) must make selections in a nondiscriminatory manner.” [41 CFR 60-2.16(3)(2)]

[Appendix F, Placement Goals, is on file in the Office of Human Resources & Affirmative Action.]

Diversity as an Institutional Goal

The OFCCP’s percentage placement goals will be recognized as *transaction measures*. By requiring that the placement of women or minorities in job groups where they are currently underutilized at least match their availability in the labor market, the placement goal essentially represents race or sex neutral recruitment. If women and minorities are recruited at least in proportion to their labor market availability, it would be a fair observation that our current recruitment processes were non-discriminatory with respect to race or sex.

How does UNLV, however, continue to address the existing underutilization of women or minorities in some of its job groups – resulting from the cumulative effect of past recruitment patterns over several decades? Is it enough that we assure that our current recruitment and employment practices are non-discriminatory? Will this ever redress the extent to which historical practices may have had an adverse effect on women or minorities – even if such practices were facially race and sex neutral? Will recruitment parity ever achieve work force/labor market parity? Obviously, it will not; at least not in the half-life of an average career.

While the OFCCP declaims that placement goals are not intended to achieve proportional representation or equal results [§60-2.16(e)(3)], the OFCCP does affirm that “A central premise underlying affirmative action is that, absent discrimination, over time, a contractor’s work force, generally, will reflect the gender, racial, and ethnic profile of the labor pools from which the contractor recruits and selects.” [§60-2.10(a)(1)] This affirmation is consistent with the stated objective of the University’s EEO/AA Program for our *work force to look just like the labor market* – that is, for the representation of women and minorities at UNLV to reflect their labor market availability, job group by job group. This over-arching goal is an *outcome measure* reflected in the University’s Mission and Goal Statements – and fully consistent with the

decisions of the U.S. Supreme Court in its pair of University of Michigan affirmative action cases that affirmed the role and value of diversity in higher education.

While OFCCP guidelines provide that workforce percentages, availability percentages, and placement goals may all be set in relation to “total minority” data, it is often helpful for administrators to be aware of detailed race and ethnicity data so we can develop a better sense of whether our work force reflects the actual diversity of the labor market. For example, it is possible for minorities to be represented at UNLV at or above labor market availability in a given job group, but for certain race/ethnic groups to be underutilized within the same job group. To facilitate a more accurate view of availability and underutilization, the university is able to detail workforce and availability data by race/ethnic category, which discloses this kind of variation among utilization rates.

For example, in the School of Business, Business Faculty Job Group, the total utilization of minorities is nine above labor market availability. Among total minorities, however, detailed race/ethnicity data discloses that African Americans are two persons below market availability for African Americans; while Hispanics, Asians, and American Indians are two, ten, and one above market availability for these respective race/ethnic groups.

→ See Chart 2, Incumbency v Estimated Availability Detail which shows the break down of total minority work force percentages, availability percentages, and net utilization rates by race/ethnic category for 2005.

Representation of Hispanics

During 2003-04, analysis of total underutilization by race/ethnicity discloses that Hispanics were under-represented in eight of 17 job groups. In 2005, Hispanics are underutilized in seven of 45 job groups, totaling 78 employees – even though many of these job groups are represented at or above market availability in total minorities. Job groups in which Hispanics are under-represented and the number of persons below presumptive labor market availability include:

Sciences – Physical Sci (1)	Skilled Crafts (9)
Administrative Professionals (18)	Service/Maintenance (6)
Library Professionals (1)	Custodial/Grounds (35)
Office, Senior Level (8)	

Representation of African Americans

In similar fashion, during 2003-04, analysis of total underutilization by race/ethnicity disclosed that African Americans were under-represented in the IT Professional Job Group by one person. In 2005, African Americans are under-represented in 11 of 45 job groups, totaling 16 employees. Job groups in which African Americans are under-represented and the number of persons below presumptive labor market availability include:

Vice Presidents & Deans (1)
Business – Business (2)
Education – Teacher Ed (2)
Education – Other Ed (1)
Fine Arts – Fine Arts (1)
HHS – Health & Hum Sci (1)

LA – Political Science (1)
LA – Psychology (1)
LA – Sociology (1)
Library Professionals (1)
Scientific & Health Pro (4)

Representation of Asians

The 2003-04 analysis of total underutilization by race/ethnicity disclosed that Asians were under-represented in the Administrative Professionals Job Group by two persons and the Support Secretarial Job Group by one person. In 2005, Asians are under-represented in three of 45 job groups, totaling five employees. Job groups in which Asians are under-represented and the number of persons below presumptive labor market availability include:

LA – English & Lit (1)
Office, Senior Level (3)

Public Safety (1)

Representation of American Indians

The 2003-04 analysis of total underutilization by race/ethnicity discloses that American Indians were under-represented in the Professor Job Group by one person. In 2005, American Indians are under-represented in three of 45 job groups, totaling five employees. Job groups in which American Indians are under-represented and the number of persons below presumptive labor market availability include:

Hotel Administration (1)
Technical/Paraprofessional (3)

Office, Support Level (1)

Understanding Underutilization – Through Numbers, Pictures, & Words

While the OFCCP requires that the University determine placement goals in terms of availability percentages for job groups in which women and minorities may be underutilized, the differing size and proportion of various job groups to the university's work force as a whole often makes it difficult for administrators to comprehend how much work may be ahead of us to achieve labor market parity – or to recognize material progress when it occurs. In an effort to promote greater understanding of the nature and scope of underutilization at UNLV, the EEO/AA Plan presents utilization data in three separate forms: numbers, pictures, and words.

Numbers

The university translates the disparity between work force and availability percentages into ***the number of women or minorities that the University would actually need to hire to achieve parity with the labor market*** – given that the fundamental purpose of our EEO/AA Program, over time, is for the University's work force to reflect the demographics of the labor markets in which we recruit. Additionally, it is reasonable ***to compare work force and availability***

percentages from one AA plan year to the next, so that administrators can better understand the scope and impact that our EEO/AA Program is having on the composition and diversity of our work force over time.

- As of July 1, 2003, the University had 2,490 employees, of whom 1,190 (47.8%) were women and 644 (25.9%) were minorities.
- As of March 1, 2005, the University had 2,903 employees, of whom 1,435 (49.4%) were women and 817 (28.1%) were minorities – representing a net gain of 1.6 percentage points in the representation of women and 2.2 percentage points in the representation of minorities.

In the charts and graphs which are enclosed at the end of the Executive Summary, the work force and availability percentages from FY 2002-03 and FY 2003-04 are compared to CY 2005, first by the broad EEO categories that were used for analysis through FY 2002-03, then by the more discrete job groups that were used beginning FY 2003-04, and finally showing the expanded job groups in the Faculty and Professional Non-Faculty occupational categories for 2005. In addition to workforce and availability percentages, the right-most column shows the current number of women or minorities by which the UNLV work force is above or below labor market availability.

→ See Chart 1, Work Force & Availability Comparison for a statistical comparison from FY 2002-03 to CY 2005 between work force and availability percentages in tabular form.

Pictures

Second, for individuals who relate more to visual images than numerical formulations, the subsequent graphs show availability and work force percentages for both FY 2003-04 and CY 2005 in vertical bar charts, by occupational category – first for women, then for minorities. Reading from left to right (within each job group) the vertical bars display:

- | | | |
|---------------------------|------------|---|
| ▪ Availability Percentage | FY 2003-04 | Left-most column for each group |
| ▪ Work Force Percentage | FY 2003-04 | 2 nd from left column for each group |
| ▪ Availability Percentage | CY 2005 | 3 rd from left column for each group |
| ▪ Work Force Percentage | CY 2005 | Right-most column for each group |

In this visual representation, it is immediately apparent *whether our goal is being realized – if the bar for work force percentage ‘stands equal to or taller than’ the bar for labor market availability*. Additionally, by juxtaposing FY 2002-03 and FY 2003-04 data on the same graph, it becomes readily apparent whether we are achieving progress toward our goals and where we need to focus better attention. Finally, the number in parentheses following the job group name in the legend reflects the actual number of women or minorities we would need to recruit to achieve labor market parity in that job group – again providing a readily understandable framework for administrators to better understand the scope and impact of our EEO/AA goals.

→ See Graph 3, Utilization of Women – Availability v. Work Force Percentages, FY 2003-04 to CY 2005, for a two-year graphical comparison of availability and work force percentages.

→ See Graph 4, Utilization of Minorities – Availability v. Work Force Percentages, FY 2003-04 to CY 2005, for a two-year graphical comparison of availability and work force percentages.

Words

For those individuals who relate more to plain language descriptions (rather than the numerical tabulations or graphical representations of work force and availability percentages), the next section, *“Utilization Observations by Job Group,”* offers narrative observations on the utilization of women and minorities by EEO occupational categories and by job groups. Changes in representation among occupational categories are noted, as well as whether women and minorities are represented above, below, or at par with labor market availability.

Additional Required Elements [41 CFR 60-2.17]

The Section following Utilization Observations describes additional required elements of AA Programs, as specified at 41 CFR 60-2.17, which include: (a) designation of responsibility, (b) identification of problem areas, (c) action oriented-programs, and (d) internal audit and reporting system.

EEO/AA Obligations to Special Disabled Veterans, Vietnam Era Veterans, & Individuals with Disabilities [41 CFR 60-250 & 41 CFR 60-741]

The last section of this report describes additional EEO/AA obligations to special disabled veterans, veterans of the Vietnam ear, and individuals with disabilities in accordance with 41 CFR 60-250 and 41 CFR 60-371.

The University of Nevada, Las Vegas reaffirms its commitment to equality of educational and employment opportunity in its relationships with all members of the university community and its commitment to the elimination of any documented historical and continuing underutilization of women and minorities among the student body or employee complement. The University of Nevada, Las Vegas is committed to this program and is aware that with its implementation, positive benefits will be received from the greater utilization and development of previously underutilized human resources.

Data Certified as of March 1, 2005.

Sam Connally
Associate Vice President
Human Resources & Diversity Initiatives
and University EEO/AA Officer

2005 EEO/AA PROGRAM UTILIZATION OBSERVATIONS BY JOB GROUP

OFFICIALS & MANAGERS (H10)

In 2004, the Official and Managers Occupational Category consisted of 230 employees, of whom 107 (46.5%) were women and 41 (17.8%) were minorities.

In 2005, the Official and Managers Occupational Category was reduced from 230 positions to 56 positions allocated to this class to more accurately reflect similarity of job content, wage, and opportunity. With such a substantial restructuring, typical year-to-year comparisons are not appropriate; however, in 2005, the Official and Managers Occupational Category consisted of 56 employees, of whom 20 (35.7%) were women and four (7.1%) were minorities.

Vice Presidents & Deans (100)

In 2005, the Vice Presidents & Deans Job Group consists of 25 employees, of whom eight are women and one is a minority.

- Within the Vice Presidents & Deans Job Group, the availability of women in the labor market is 31.3%. Among this job group at UNLV, women comprise 32.0%. ***Current utilization of women is at par with market availability.***
- Within the Vice Presidents & Deans Job Group, the availability of minorities in the labor market is 11.7%. Among this job group at UNLV, minorities comprise 4.0%. ***Current utilization of minorities is one below market availability.***

AVPs and Executive Directors (110)

In 2005, the AVPs and Executive Directors Group consists of 31 employees, of whom 12 are women and three are minorities.

- Within the AVPs and Executive Directors Job Group, the availability of women in the labor market is 35.9%. Among this job group at UNLV, women comprise 38.7%. ***Current utilization of women is at par with market availability.***
- Within the AVPs and Executive Directors Job Group, the availability of minorities in the labor market is 11.8%. Among this job group at UNLV, minorities comprise 9.7%. ***Current utilization of minorities is at par with market availability.***

FACULTY (H20)

In 2004, the Faculty Occupational Category consisted of 768 employees, of whom 256 (33.3%) were women and 152 (19.8%) were minorities.

In 2005, the Faculty Occupational Category consisted of 834 employees, of whom 279 (33.5%) were women and 173 (20.7%) were minorities – *representing a net gain of 0.2 percentage points in the representation of women and a net gain of 0.9 percentage points in the representation of minorities in this occupational category.*

As documented previously, the 2005 EEO/AA Plan represents a major restructuring of the plan for faculty – analyzing faculty workforce and availability by academic discipline cluster, rather than by rank. Given this restructuring, typical year-to-year comparisons are not appropriate, but will be resumed in 2006.

Business – Business Faculty (206)

In 2005, the Business Faculty Job Group consists of 69 employees, of whom 14 are women and 16 are minorities.

- Within this job group, the availability of women in the labor market is 19.6%. Among this job group at UNLV, women comprise 20.3%. *Current utilization of women is at par with market availability.*
- Within this Job Group, the availability of minorities in the labor market is 9.3%. Among this job group at UNLV, minorities comprise 23.2%. *Current utilization of minorities is nine above market availability.*

Business – Economics Faculty (207)

In 2005, the Economics Faculty Job Group consists of 16 employees, of whom three are women and four are minorities.

- Within this job group, the availability of women in the labor market is 17.6%. Among this job group at UNLV, women comprise 18.8%. *Current utilization of women is at par with market availability.*
- Within this job group, the availability of minorities in the labor market is 16.2%. Among this job group at UNLV, minorities comprise 25.0%. *Current utilization of minorities is one above market availability.*

Education – Teacher Education (211)

In 2005, the Teacher Education Job Group consists of 61 employees, of whom 36 are women and 14 are minorities.

- Within this job group, the availability of women in the labor market is 64.2%. Among this job group at UNLV, women comprise 59.0%. *Current utilization of women is three below market availability.*

- Within this job group, the availability of minorities in the labor market is 14.3%. Among this job group at UNLV, minorities comprise 23.0%. *Current utilization of minorities is five above market availability.*

Education – Other Education (212)

In 2005, the Other Education Job Group consists of 47 employees, of whom 19 are women and seven are minorities.

- Within this job group, the availability of women in the labor market is 53.9%. Among this job group at UNLV, women comprise 40.4%. *Current utilization of women is six below market availability.*
- Within this job group, the availability of minorities in the labor market is 17.3%. Among this job group at UNLV, minorities comprise 14.9%. *Current utilization of minorities is one below market availability.*

Engineering – Engineering Faculty (216)

In 2005, the Engineering Faculty Job Group consists of 48 employees, of whom four are women and 20 are minorities.

- Within this job group, the availability of women in the labor market is 9.2%. Among this job group at UNLV, women comprise 8.3%. *Current utilization of women is at par with market availability.*
- Within this job group, the availability of minorities in the labor market is 23.0%. Among this job group at UNLV, minorities comprise 41.7%. *Current utilization of minorities is nine above market availability.*

Engineering – Computer Science Faculty (217)

In 2005, the Computer Science Faculty Job Group consists of 16 employees, of whom two are women and six are minorities.

- Within this job group, the availability of women in the labor market is 31.9%. Among this job group at UNLV, women comprise 12.5%. *Current utilization of women is three below market availability.*
- Within this job group, the availability of minorities in the labor market is 13.4%. Among this job group at UNLV, minorities comprise 37.5%. *Current utilization of minorities is three above market availability.*

Fine Arts – Fine Arts Faculty (221)

In 2005, the Fine Arts Faculty Job Group consists of 69 employees, of whom 18 are women and eight are minorities.

- Within this job group, the availability of women in the labor market is 31.5%. Among this job group at UNLV, women comprise 26.1%. *Current utilization of women is three below market availability.*
- Within this job group, the availability of minorities in the labor market is 10.7%. Among this job group at UNLV, minorities comprise 11.6%. *Current utilization of minorities is at par with market availability.*

Fine Arts – Architecture Faculty (222)

In 2005, the Architecture Faculty Job Group consists of 15 employees, of whom two are women and three are minorities.

- Within this job group, the availability of women in the labor market is 15.9%. Among this job group at UNLV, women comprise 13.3%. *Current utilization of women is at par with market availability.*
- Within this job group, the availability of minorities in the labor market is 14.6%. Among this job group at UNLV, minorities comprise 20.0%. *Current utilization of minorities is at par with market availability.*

HHS – Dental Medicine Faculty (226)

In 2005, the Dental Medicine Faculty Job Group consists of 24 employees, of whom six are women and four are minorities.

- Within this job group, the availability of women in the labor market is 15.9%. Among this job group at UNLV, women comprise 25.0%. *Current utilization of women is two above market availability.*
- Within this job group, the availability of minorities in the labor market is 14.6%. Among this job group at UNLV, minorities comprise 16.7%. *Current utilization of minorities is at par with market availability.*

HHS – Health & Human Sciences Faculty (227)

In 2005, the Health & Human Sciences Faculty Job Group consists of 28 employees, of whom ten are women and two are minorities.

- Within this job group, the availability of women in the labor market is 50.2%. Among this job group at UNLV, women comprise 35.7%. ***Current utilization of women is four below market availability.***
- Within this job group, the availability of minorities in the labor market is 14.5%. Among this job group at UNLV, minorities comprise 7.1%. ***Current utilization of minorities is two below market availability.***

HHS – Nursing Faculty (228)

In 2005, the Nursing Faculty Job Group consists of 25 employees, of whom 24 are women and three are minorities.

- Within this job group, the availability of women in the labor market is 96.3%. Among this job group at UNLV, women comprise 96.0%. ***Current utilization of women is at par with market availability.***
- Within this job group, the availability of minorities in the labor market is 12.6%. Among this job group at UNLV, minorities comprise 12.0%. ***Current utilization of minorities is at par with market availability.***

HHS – Public Health Faculty (229)

In 2005, the Public Health Faculty Job Group consists of 10 employees, of whom two are women and one is a minority.

- Within this job group, the availability of women in the labor market is 50.2%. Among this job group at UNLV, women comprise 20.0%. ***Current utilization of women is three below market availability.***
- Within this job group, the availability of minorities in the labor market is 14.5%. Among this job group at UNLV, minorities comprise 10.0%. ***Current utilization of minorities is at par with market availability.***

Hotel Administration (230)

In 2005, the Hotel Administration Faculty Job Group consists of 54 employees, of whom 17 are women and nine are minorities.

- Within this job group, the availability of women in the labor market is 15.9%. Among this job group at UNLV, women comprise 31.5%. ***Current utilization of women is eight above market availability.***
- Within this job group, the availability of minorities in the labor market is 14.6%. Among this job group at UNLV, minorities comprise 16.7%. ***Current utilization of minorities is one above market availability.***

Law Faculty (235)

In 2005, the Law Faculty Job Group consists of 38 employees, of whom 20 are women and eight are minorities.

- Within this job group, the availability of women in the labor market is 35.1%. Among this job group at UNLV, women comprise 52.6%. *Current utilization of women is six above market availability.*
- Within this job group, the availability of minorities in the labor market is 10.0%. Among this job group at UNLV, minorities comprise 21.1%. *Current utilization of minorities is four above market availability.*

Liberal Arts – English & Literature Faculty (241)

In 2005, the English & Literature Faculty Job Group consists of 38 employees, of whom 16 are women and five are minorities.

- Within this job group, the availability of women in the labor market is 52.9%. Among this job group at UNLV, women comprise 42.1%. *Current utilization of women is four below market availability.*
- Within this job group, the availability of minorities in the labor market is 11.6%. Among this job group at UNLV, minorities comprise 13.2%. *Current utilization of minorities is at par with market availability.*

Liberal Arts – Foreign Languages Faculty (242)

In 2005, the Foreign Languages Faculty Job Group consists of 13 employees, of whom seven are women and five are minorities.

- Within this job group, the availability of women in the labor market is 53.4%. Among this job group at UNLV, women comprise 53.8%. *Current utilization of women is at par with market availability.*
- Within this job group, the availability of minorities in the labor market is 32.2%. Among this job group at UNLV, minorities comprise 38.5%. *Current utilization of minorities is at par with market availability.*

Liberal Arts – History Faculty (243)

In 2005, the History Faculty Job Group consists of 22 employees, of whom nine are women and four are minorities.

- Within this job group, the availability of women in the labor market is 32.5%. Among this job group at UNLV, women comprise 40.9%. *Current utilization of women is one above market availability.*
- Within this job group, the availability of minorities in the labor market is 14.9%. Among this job group at UNLV, minorities comprise 18.2%. *Current utilization of minorities is at par with market availability*

Liberal Arts – Philosophy Faculty (244)

In 2005, the Philosophy Faculty Job Group consists of seven employees, of whom two are women and none is a minority.

- Within this job group, the availability of women in the labor market is 16.5%. Among this job group at UNLV, women comprise 28.6%. *Current utilization of women is at par with market availability.*
- Within this job group, the availability of minorities in the labor market is 12.8%. Among this job group at UNLV, minorities comprise 0.0%. *Current utilization of minorities is at par with market availability*

Liberal Arts – Political Science Faculty (245)

In 2005, the History Faculty Job Group consists of 16 employees, of whom four are women and two are minorities.

- Within this job group, the availability of women in the labor market is 22.3%. Among this job group at UNLV, women comprise 25.0%. *Current utilization of women is at par with market availability.*
- Within this job group, the availability of minorities in the labor market is 12.8%. Among this job group at UNLV, minorities comprise 12.5%. *Current utilization of minorities is at par with market availability*

Liberal Arts – Sociology Faculty (243)

In 2005, the History Faculty Job Group consists of 18 employees, of whom seven are women and one is a minority.

- Within this job group, the availability of women in the labor market is 38.2%. Among this job group at UNLV, women comprise 38.9%. *Current utilization of women is at par with market availability.*
- Within this job group, the availability of minorities in the labor market is 13.9%. Among this job group at UNLV, minorities comprise 5.6%. *Current utilization of minorities is one below market availability*

Liberal Arts – Psychology (247)

In 2005, the Psychology Faculty Job Group consists of 18 employees, of whom five are women and one is a minority.

- Within this job group, the availability of women in the labor market is 37.8%. Among this job group at UNLV, women comprise 27.8%. *Current utilization of women is one below market availability.*
- Within this job group, the availability of minorities in the labor market is 13.5%. Among this job group at UNLV, minorities comprise 5.6%. *Current utilization of minorities is one below market availability.*

Liberal Arts – Social Sciences (248)

In 2005, the History Faculty Job Group consists of 21 employees, of whom 10 are women and six are minorities.

- Within this job group, the availability of women in the labor market is 32.4%. Among this job group at UNLV, women comprise 47.6%. *Current utilization of women is three above market availability.*
- Within this job group, the availability of minorities in the labor market is 16.0%. Among this job group at UNLV, minorities comprise 28.6%. *Current utilization of minorities is two above market availability.*

Sciences – Biological Sciences Faculty (251)

In 2005, the Biological Sciences Faculty Job Group consists of 27 employees, of whom four are women and five are minorities.

- Within this job group, the availability of women in the labor market is 29.3%. Among this job group at UNLV, women comprise 14.8%. *Current utilization of women is three below market availability.*
- Within this job group, the availability of minorities in the labor market is 13.4%. Among this job group at UNLV, minorities comprise 18.5%. *Current utilization of minorities is one above market availability.*

Sciences – Physical Sciences Faculty (252)

In 2005, the Physical Sciences Faculty Job Group consists of 65 employees, of whom 13 are women and 12 are minorities.

- Within this job group, the availability of women in the labor market is 14.1%. Among this job group at UNLV, women comprise 20.0%. *Current utilization of women is three above market availability.*
- Within this job group, the availability of minorities in the labor market is 12.1%. Among this job group at UNLV, minorities comprise 18.5%. *Current utilization of minorities is four above market availability.*

Sciences – Mathematical Sciences Faculty (253)

In 2005, the Physical Sciences Faculty Job Group consists of 32 employees, of whom three are women and 14 are minorities.

- Within this job group, the availability of women in the labor market is 24.6%. Among this job group at UNLV, women comprise 9.4%. *Current utilization of women is four below market availability.*
- Within this job group, the availability of minorities in the labor market is 19.3%. Among this job group at UNLV, minorities comprise 43.8%. *Current utilization of minorities is seven above market availability.*

Urban Affairs – Communications & Journalism Faculty (256)

In 2005, the Communications & Journalism Faculty Job Group consists of 17 employees, of whom six are women and one is a minority.

- Within this job group, the availability of women in the labor market is 32.1%. Among this job group at UNLV, women comprise 35.3%. *Current utilization of women is at par with market availability.*
- Within this job group, the availability of minorities in the labor market is 12.6%. Among this job group at UNLV, minorities comprise 5.9%. *Current utilization of minorities is one below market availability.*

Urban Affairs – Counseling Faculty (257)

In 2005, the Counseling Faculty Job Group consists of seven employees, of whom two are women and two are minorities.

- Within this job group, the availability of women in the labor market is 36.2%. Among this job group at UNLV, women comprise 28.6%. *Current utilization of women is at par with market availability.*
- Within this job group, the availability of minorities in the labor market is 22.9%. Among this job group at UNLV, minorities comprise 28.6%. *Current utilization of minorities is at par with market availability.*

Urban Affairs – Criminal Justice & Social Work (258)

In 2005, the Counseling Faculty Job Group consists of 22 employees, of whom 12 are women and 10 are minorities.

- Within this job group, the availability of women in the labor market is 36.2%. Among this job group at UNLV, women comprise 54.5%. ***Current utilization of women is four above market availability.***
- Within this job group, the availability of minorities in the labor market is 22.9%. Among this job group at UNLV, minorities comprise 45.5%. ***Current utilization of minorities is five above market availability***

Urban Affairs – Public Administration Faculty (259)

In 2005, the Public Administration Faculty Job Group consists of seven employees, of whom three are women and none is a minority.

- Within this job group, the availability of women in the labor market is 43.4%. Among this job group at UNLV, women comprise 42.9%. ***Current utilization of women is at par with market availability.***
- Within this job group, the availability of minorities in the labor market is 14.4%. Among this job group at UNLV, minorities comprise 0.0%. ***Current utilization of minorities is one below market availability***

Other Academic Programs, Not Elsewhere Classified (290)

In 2005, the Other Academic Programs Faculty Job Group – including the Graduate College, Honors College, and University College – consists of five employees, of whom three are women and two are minorities.

- Within this job group, the availability of women in the labor market is 43.4%. Among this job group at UNLV, women comprise 60.0%. ***Current utilization of women is at par with market availability.***
- Within this job group, the availability of minorities in the labor market is 14.4%. Among this job group at UNLV, minorities comprise 40.0%. ***Current utilization of minorities is one above market availability***

PROFESSIONAL NON-FACULTY (H30)

In 2004, the Professional Non-Faculty Occupational Category consisted of 484 employees, of whom 253 (52.3%) were women and 111 (22.9%) were minorities. In the 2004 EEO/AA Plan, the Professional Non-Faculty Occupational Category included four job groups: Academic &

Athletics Professionals, Science & Health Professionals, Administrative Professionals, and Information Technology Professionals.

In 2005, the Professional Non-Faculty Occupational Category consisted of 835 employees, of whom 458 (54.9%) were women and 202 (24.2%) were minorities – ***representing a net gain of 2.6 percentage points in the representation of women and a net gain of 1.3 percentage points in the representation of minorities in this occupational category.***

In the 2005 EEO/AA Plan, the Professional Non-Faculty Occupational Category was redefined to include two additional job groups – with Library Professionals and Athletics Professionals being separated out from the Academic & Athletics Job Group. Additionally, it should be noted that the substantial increase in the number of positions in this occupational category represents the reallocation of position that were incorrectly included in Officials and Managers in previous EEO/AA plans. [Note: In future plan years, it may be advisable to further refine the H30 category to separate Accounting Professionals from Administrative Professionals, given the size of this job group.]

Academic Support Professionals (310)

In 2005, the Academic Support Professionals Job Group consists of 146 employees, of whom 95 are women and 52 are minorities.

- Within this job group, the availability of women in the labor market is 56.0%. Among this job group at UNLV, women comprise 65.1%. ***Current utilization of women is 13 above market availability.***
- Within this job group, the availability of minorities in the labor market is 26.7%. Among this job group at UNLV, minorities comprise 35.6%. ***Current utilization of minorities is 13 above market availability.***

Administrative Professionals (320)

In 2005, the Administrative Professionals Job Group consists of 395 employees, of whom 234 are women and 81 are minorities.

- Within this job group, the availability of women in the labor market is 34.9%. Among this job group at UNLV, women comprise 59.2%. ***Current utilization of women is 96 above market availability.***
- Within this job group, the availability of minorities in the labor market is 18.7%. Among this job group at UNLV, minorities comprise 20.5%. ***Current utilization of minorities is seven above market availability.***

Athletics Professionals (330)

In 2005, the Athletics Professionals Job Group consists of 59 employees, of whom 17 are women and 16 are minorities.

- Within this job group, the availability of women in the labor market is 28.4%. Among this job group at UNLV, women comprise 28.8%. *Current utilization of women is at par with market availability.*
- Within this job group, the availability of minorities in the labor market is 19.6%. Among this job group at UNLV, minorities comprise 27.1%. *Current utilization of minorities is four above market availability.*

Information Technology Professionals (340)

In 2005, the Information Technology Professionals Job Group consists of 88 employees, of whom 32 are women and 19 are minorities.

- Within this job group, the availability of women in the labor market is 28.3%. Among this job group at UNLV, women comprise 36.4%. *Current utilization of women is seven above market availability.*
- Within this job group, the availability of minorities in the labor market is 20.6%. Among this job group at UNLV, minorities comprise 21.6%. *Current utilization of minorities is at par with market availability.*

Library Professionals (350)

In 2005, the Library Professionals Job Group consists of 42 employees, of whom 30 are women and five are minorities.

- Within this job group, the availability of women in the labor market is 83.9%. Among this job group at UNLV, women comprise 71.4%. *Current utilization of women is five below market availability.*
- Within this job group, the availability of minorities in the labor market is 16.5%. Among this job group at UNLV, minorities comprise 11.9%. *Current utilization of minorities is one below market availability.*

Science & Health Professionals (360)

In 2005, the Science & Health Professionals Job Group consists of 105 employees, of whom 50 are women and 29 are minorities.

- Within this job group, the availability of women in the labor market is 38.1%. Among this job group at UNLV, women comprise 47.6%. *Current utilization of women is 10 above market availability.*
- Within this job group, the availability of minorities in the labor market is 22.2%. Among this job group at UNLV, minorities comprise 27.6%. *Current utilization of minorities is five above market availability.*

TECHNICAL/PARAPROFESSIONAL (H40)

In 2004, the Technical/Paraprofessional Occupational Category consisted of 205 employees, of whom 127 (62.0%) were women and 60 (29.3%) were minorities.

In 2005, the Technical/Paraprofessional Occupational Category consists of 295 employees, of whom 183 (62.0%) are women and 116 (39.3%) are minorities – ***representing no change in the representation of women and a net gain of ten percentage points in the representation of minorities in this occupational category.*** [Note: In future plan years, it may be advisable to further refine the H40 category to separate principal job groups, given the size of this job group.]

Technical/Paraprofessional (400)

- Within this job group, the availability of women in the labor market is 57.8%. Among this job group at UNLV, women comprise 62.0%. ***Current utilization of women is 12 above market availability.***
- Within this job group, the availability of minorities in the labor market is 28.3%. Among this job group at UNLV, minorities comprise 39.3%. ***Current utilization of minorities is 32 above market availability.***

OFFICE SUPPORT (H50)

In 2004, the Secretarial/Clerical Occupational Category consisted of 436 employees, of whom 376 (86.2%) were women and 129 (29.6%) were minorities.

In 2005, the Secretarial/Clerical Occupational Category consisted of 479 employees, of whom 418 (87.3%) were women and 159 (33.2%) were minorities – ***representing a net gain of 1.1 percentage points in the representation of women and a net gain of 3.6 percentage points in the representation of minorities in this occupational category.***

Office Support, Senior Level Job Group (500)

In 2005, the Office, Senior Level Job Group consists of 232 employees, of whom 205 are women and 60 are minorities.

- Within this job group, the availability of women in the labor market is 75.7%. Among this job group at UNLV, women comprise 88.4%. ***Current utilization of women is 29 above market availability.***
- Within this job group, the availability of minorities in the labor market is 28.4%. Among this job group at UNLV, minorities comprise 25.9%. ***Current utilization of minorities five below market availability.***

Office Support, Support Level Job Group (510)

In 2005, the Office, Support Level Job Group consists of 247 employees, of whom 213 are women and 99 are minorities.

- Within this job group, the availability of women in the labor market is 82.0%. Among this job group at UNLV, women comprise 86.2%. ***Current utilization of women is 10 above market availability.***
- Within this job group, the availability of minorities in the labor market is 28.7%. Among this job group at UNLV, minorities comprise 40.1%. ***Current utilization of minorities is 28 above market availability.***

SKILLED CRAFTS (H60)

In 2004, the Skilled Crafts Occupational Category consisted of 62 employees, of whom none (0.0%) were women and 15 (24.2%) were minorities.

In 2005, the Skilled Crafts Occupational Category consists of 55 employees, of whom one (3.2%) is a woman and 11 (20.0%) were minorities – ***representing a net gain of 1.8 percentage points in the representation of women and a net loss of 4.2 percentage points in the representation of minorities in this occupational category.***

Skilled Crafts (600)

- Within this job group, the availability of women in the labor market is 3.2%. Among this job group at UNLV, women comprise 1.8%. ***Current utilization of women is at par with market availability.***
- Within this job group, the availability of minorities in the labor market is 30.7%. Among this job group at UNLV, minorities comprise 20.0%. ***Current utilization of minorities is six below market availability.***

SERVICE AND MAINTENANCE (H70)

In 2004, the Service/Maintenance Occupational Category consisted of 305 employees, of whom 71 (23.3%) were women and 136 (44.6%) were minorities.

In 2005, the Service/Maintenance Occupational Category consisted of 349 employees, of whom 76 (21.8%) were women and 152 (43.6%) were minorities – ***representing a net loss of 1.5 percentage points in the representation of women and a net loss of 1.0 percentage points in the representation of minorities in this occupational category.***

Maintenance (700)

In 2005, the Maintenance Job Group consists of 105 employees, of whom 13 are women and 32 are minorities.

- Within this job group, the availability of women in the labor market is 7.6%. Among this job group at UNLV, women comprise 12.4%. *Current utilization of women is five above with market availability.*
- Within this job group, the availability of minorities in the labor market is 29.0%. Among this job group at UNLV, minorities comprise 30.5%. *Current utilization of minorities is one above market availability.*

Public Safety (710)

In 2005, the Public Safety Job Group consists of 41 employees, of whom 10 are women and 12 are minorities.

- Within this job group, the availability of women in the labor market is 29.5%. Among this job group at UNLV, women comprise 24.4%. *Current utilization of women is two below market availability.*
- Within this job group, the availability of minorities in the labor market is 22.4%. Among this job group at UNLV, minorities comprise 29.3%. *Current utilization of minorities is two above market availability.*

Custodial/Grounds (720)

In 2005, the Custodial/Grounds Job Group consists of 203 employees, of whom 53 are women, and 108 are minorities.

- Within this job group, the availability of women in the labor market is 26.3%. Among this job group at UNLV, women comprise 26.1%. *Current utilization of women is at par with market availability.*
- Within this job group, the availability of minorities in the labor market is 54.4%. Among this job group at UNLV, minorities comprise 53.2%. *Current utilization of minorities is two below market availability.*

2005 EEO/AA PROGRAM ADDITIONAL REQUIRED PROGRAM ELEMENTS

Designation of Responsibility [41 CFR 60-2.17(a)]

The University President has assigned institution-wide responsibility for implementation of the University's equal employment opportunity and affirmative action program under 41 CFR 60 for all faculty, professional, and classified staff employees to the Associate Vice President for Human Resources and Affirmative Action. In discharging the functions of the institutional EEO/AA Officer, the AVP for Human Resources and Affirmative Action has direct access to all senior officers, as necessary, to ensure effective program implementation.

Additionally, the Associate Vice President is responsible for ensuring compliance with equal employment opportunity and affirmative action program policies adopted by the Board of Regents of the University and Community College System of Nevada, published at Title 4, Chapter 8 of the Board of Regents' Handbook – including responsibility for receiving and investigating applicants' or students' complaints alleging personal discrimination in pertaining to recruitment, admission, retention, sexual harassment, or other unlawful discrimination.

Identification of Problem Areas [41 CFR 60-2.17(b)]

In 2002-03, the Office of Federal Contract Compliance Programs initiated an audit of UNLV to determine compliance with 41 CFR 60. A number of problem areas were identified and the OFCCP and the University entered into a Conciliation Agreement in March 2003 to correct the following program violations:

1. UNLV failed to maintain current Affirmative Action Programs for Minorities and Women, Individuals with Disabilities, and Covered Veterans and existing programs were predicated on an outdated methodology.
2. UNLV failed to demonstrated good faith efforts to recruit and increase the applicant flow of qualified females for employment opportunities and promotions in the Skilled Craft and Service/Maintenance job categories and failed to identify work force and availability percentages by race/ethnic category – masking the disparity among subgroups.
3. UNLV failed to collect and maintain personnel and employment records, maintain accurate records and relevant data to conduct an adverse impact analysis of its personnel activity data and develop and implement an Internal Audit and Reporting System to measure the effectiveness of its total program.
4. UNLV failed to assign clear lines of responsibility for the development and implementation of its Affirmative Action Program.
5. UNLV failed to maintain a current inventory of physical and mental job qualification standards, failed to post its EEO policies in conspicuous places on campus available to all

employees and applicants, and failed to provide reasonable physical access to the Human Resources Office for applicants or employees with disabilities.

The Conciliation Agreement required UNLV to file three reports on its progress to correct problem areas identified in the Audit:

- Interim Report April 1, 2003 – June 30, 2003
- First Annual Report July 1, 2003 – June 30, 2004
- Second Annual Report July 1, 2004 – June 30, 2005

The Interim Report was filed and accepted with commendation by the OFCCP. The First Annual Report, likewise, was filed and accepted with commendation, documenting progress toward the correction of remaining problem areas. See Appendix G, Additional Required Program Elements, for a copy of the full Conciliation Agreement and the First Annual Report for the period July 1, 2003 through June 30, 2004.

[Appendix G, Additional Required Program Elements, is on file in the Office of Human Resources & Affirmative Action.]

Action-Oriented Programs [41 CFR 60-2.17(c)]

OFCCP guidelines require that the university develop and execute action-oriented programs designed to correct problems areas and to attain established goals and objectives. Action-oriented programs may include substantive review of personnel policies or procedures which have previously produced inadequate results or consist of good faith efforts to remove identified barriers, expand employment opportunities, and produce measurable results.

UNLV committed itself to undertake the following specific action-oriented programs during the 2003-04 plan year, all of which have been completed.

- Transfer of EEO/AA Responsibility from the Office of Diversity Initiatives to the re-defined Office of Human Resources and Affirmative Action – and subsequent recruitment for an Associate Vice President for Human Resources and Affirmative Action.
- Acquisition of EEO/AA Planning software to ensure future AAP's reflect all required program components and are predicated on current guidelines.
- Acquisition and implementation of an automated search support system to facilitate improved recruitment processes that accurately capture applicants' race and sex data for use in adverse impact analysis.
- Review of faculty and professional staff recruitment guidelines under the supervision of the new Associate Vice President for Human Resources and Affirmative Action.
- Review of classified recruitment processes under the supervision of the new Associate Vice President for Human Resources and Affirmative Action.

Furthermore, during 2004-05, UNLV has undertaken and completed the following organizational, structural, and program changes in support of the University's diversity initiatives:

- Consolidated the Office of Diversity Initiatives into the Office of Human Resources and Affirmative Actions – with the consolidated unit being re-designated as the Office of Human Resources and Diversity Initiatives.
- Created an inaugural Staff Development / Employee Relations function including three full-time staff members and the allocation and equipping of a 400 sq ft training facility.
- Relocated Classified Staff Services – including the public recruitment function – from the 2nd floor to the 1st floor of the Campus Services Building to enhance access for mobility-impaired applicants (at an approximate cost of \$27,500).
- Installed automatic door openers for mobility impaired customers to the Campus Services Building along all corridors leading from the front entrance to the SW elevator and back to the main Human Resources facility on the 2nd floor (at an approximate cost of \$20,000).
- Hosted UNLV inaugural Martin Luther King, Jr. Celebration open to members of the Las Vegas community as well as UNLV, with Justice Michael Douglas serving as guest speaker, drawing an audience of 300 participants (at an approximate cost of \$12,500). President Harter has committed for this to be an annual event.
- Supported an organizational meeting of a Las Vegas / Clark County Industry Liaison Group meeting with the OFCCP regional office and offered support to co-sponsor one of three meetings per year.
- Created “Diversity Links” – customized web pages for diversity-related faculty & staff organizations and the Committee for an Inclusive & Just University – linked to the home page for the Office of Human Resources & Diversity Initiatives.
- Created and provided initial funding for “Diversity Initiatives Fund” – designated gift accounts established through the UNLV Foundation to receive charitable and tax-exempt gifts from community partners and university employees in support of diversity-related faculty & staff organizations.
- Funded SST Diversity Programming – theater based performance that highlights work environment issues pertaining to diversity, with facilitated discussion in May 2005.
- Sponsored two four-week programs on “Conversational Spanish for Service Providers” to foster a more welcoming environment for Spanish-speaking visitors to campus.
- Obtained Presidential support for divisions, colleges, and schools to report annual on diversity-related programming and good faith efforts to promote diversity at UNLV.

See Appendix G for detailed information documenting action-oriented programs.

Internal Audit and Reporting System [41 CFR 60-2.17(d)]

OFCCP guidelines require the University to develop and implement an auditing system that periodically measures the effectiveness of its total affirmative action program, including the following specific components:

1. Monitoring records of all personnel activity.
2. Requiring internal reporting on a scheduled basis.
3. Reviewing report results with all levels of management; and
4. Advising senior officers on program effectiveness and recommending program improvements.

In its Interim Conciliation Agreement Report, for the period April 1, 2003 – June 30, 2004, UNLV identified appropriate internal audit and reporting system components and committed to their implementation during the 2003-04 Plan Year. Audit and reporting program components were accepted by the OFCCP.

See Appendix G for detailed information documenting components of the university's internal audit and reporting system.

**2005 EEO/AA PROGRAM
EEO/AA OBLIGATIONS REGARDING
SPECIAL DISABLED VETERANS, VIETNAM ERA VETERANS,
AND INDIVIDUALS WITH DISABILITIES**

In accordance with the provisions of 41 CFR 60-250 and 41 CFR 60-741, the University of Nevada, Las Vegas affirms that the obligations and commitments reflected in the University's EEO/AA Program shall be inclusive of and expressly apply to Special Disabled Veterans, Veterans of the Vietnam Era, and Individuals with Disabilities.

The University of Nevada, Las Vegas will not discriminate because of an individual's status as a special disabled veteran, veteran of the Vietnam era, or individual with a disability and will take affirmative action to employ and advance in employment qualified special disabled veterans, veterans of the Vietnam era, and individuals with disabilities at all levels of employment, including the executive level.

With respect to physical and mental qualifications for employment, the University of Nevada, Las Vegas expressly affirms that:

- The University will establish and adhere to a schedule for the periodic review of all physical and mental job qualifications to ensure job-relatedness for the position;
- Special disabled veterans and individuals with disabilities shall be afforded an opportunity to complete for vacant positions for which they are qualified either with or without accommodation (without disclosing in advance if accommodations would be required for successful job performance);
- Once selected for a position, special disabled veterans and individuals with disabilities may request specific accommodation that would enable their successful job performance;
- The University shall provide all reasonable accommodations requested by special disabled veterans and individuals with disabilities to enable their successful job performance, without prejudice to the special disabled veteran or individual with a disability of any kind whatsoever.

All terms and conditions of employment – including selection, promotion, compensation, benefits, training & professional development, opportunity for career progressions, and participation in all university activities – for special disabled veterans, veterans of the Vietnam era, and individuals with disabilities shall be identical in scope and nature to the terms and conditions of employment for all other employees.

2005 EEO/AA PROGRAM SUPPORTING DOCUMENTATION

Enclosed Charts & Graphs

1. Chart: Work Force & Availability Comparison – FY 2002-03 to CY 2005
2. Chart: Incumbent v. Estimated Availability Detail – w/ Race & Ethnicity, 2005
3. Graph: Utilization of Women – Availability v Work Force Percentages
FY 2003-04 to CY 2005
4. Graph: Utilization of Minorities – Availability v Work Force Percentages
FY 2003-04 to CY 2005

Referenced Appendices

- A. Organizational Profile
- B. Job Titles by Job Group
- C. Job Group Analysis
- D. Availability Analysis
- E. Utilization Analysis
- F. Placement Goals
- G. Additional Required Program Elements

Note: As a cost savings measure, Appendices referenced in this text are not published with this Executive Summary. Appendices are maintained and available for inspection for a period of three years from the date of this publication in the Office of Human Resources & Diversity Initiatives, Campus Services Building, Room 237, University of Nevada, Las Vegas, 4505 Maryland Parkway, Las Vegas, NV 89154.

Questions or comments concerning UNLV's EEO/AA Program may be directed to Sam Connally, Associate Vice President for Human Resources & Diversity Initiatives, at 702-895-1043 or sam.connally@ccmail.nevada.edu.