

The University of Tennessee at Martin

Affirmative Action Plan

For

Veterans

Data Period from

October 1, 2007, through September 30, 2008

AFFIRMATIVE ACTION PLAN

Veterans

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1. STATEMENT OF POLICY

The Board of Trustees of the University of Tennessee on September 28, 1979, approved and included the following policy statement on Equal Employment Opportunity and Affirmative Action:

It is the policy of The University of Tennessee not to discriminate against any employee or applicant for employment on the basis of race, color, religion, sex, national origin, disability, age, or being a veteran with a disability or a veteran of the Vietnam Era. This policy extends to recruitment, employment, promotion, demotion, transfer, lay-off, termination, compensation, training, benefits, and all other terms and conditions of employment.

Employment opportunities will not be distinguished on the basis of sex unless sex is a bona fide occupational qualification. Employment opportunities will not be distinguished on the basis of age except where age is reasonably taken into account as a factor necessary to the normal operation or the achievement of any statutory objective of a program or activity administered by the University.

The University will take affirmative action to recruit, employ, and to advance in employment minorities, women, veterans with disabilities, and veterans of the Vietnam Era. Reasonable accommodations will be made for otherwise qualified veterans with disabilities and other persons with disabilities.

In accordance with the Vietnam Era Veterans' Readjustment Act of 1974, The University of Tennessee at Martin (UTM) will take affirmative action to employ and advance in employment qualified veterans with disabilities and veterans of the Vietnam Era. "The act protects (1) veterans with disabilities who are defined as being persons entitled to disability compensation under laws administered by the Veterans Administration for disability, or a person whose discharge or release from active duty was for such a disability incurred or aggravated in the line of duty and (2) veterans of the Vietnam Era who are defined as persons who served on active duty for a period of more than 180 days, any part of which occurred between February 28, 1961, and May 7, 1975, and who were discharged or released with other than dishonorable discharge or for a service-connected disability, if any part of such active duty was performed between the above dates and discharge or release occurred within 48 months preceding an alleged violation of the Act, or the affirmative action clause, or regulations issued pursuant to the Act."

The University of Tennessee at Martin will take affirmative action to employ and advance in employment qualified veterans, including veterans with disabilities and Vietnam Era veterans. With respect to all veterans, as with veterans with disabilities and other protected groups, “qualified” refers to the capability of performing a particular job, with reasonable accommodations to any disability. Business necessity and financial cost may be considered in determining whether a particular accommodation is reasonable.

2. DISSEMINATION OF POLICY

The University of Tennessee at Martin disseminates its Equal Employment Opportunity and Affirmative Action policy internally:

1. Through publication in faculty handbooks, personnel manuals, the Affirmative Action Plans, and other UTM publications;
2. By posting a copy of the policy on campus bulletin boards;
3. Through administrative issuance of oral and written affirmative action reminders to supervisory personnel and other employees;
4. Through employment orientation sessions;
5. Through management training programs; and
6. By an annual solicitation for disability identification,

UTM disseminates the policy externally:

1. By informing recruitment sources of the policy, both verbally and in writing;
2. By written notice to local and national community action and service organizations that administer programs designed to improve employment opportunities of minorities and women;

3. By including in job announcements published in news media that UTM is an EEO/AA/Title VI/Title IX/Section 504/ADA/ADEA employer;
4. By including a statement on job application forms that UTM is an EEO/AA/Title VI/Title IX/Section 504/ADA/ADEA employer; and
5. By written notice to contractors that UTM is and EEO/AA/Title VI/Title IX/Section 504/ADA/ADEA employer.

Copies of The University of Tennessee at Martin's **AFFIRMATIVE ACTION PLANS** are distributed to Vice Chancellors, Deans, Directors, Department Heads, and other administrative officials. These persons are responsible for communicating the contents of the **PLAN** to other supervisory personnel. Furthermore, the **PLAN** is available upon request to any employee, applicant for employment, or any EEO interest group in Dr. Ann Duncan's Office, Room 240F, Gooch Hall, Monday through Friday. 8:00 a.m. to 5:00 p.m.

3. RESPONSIBILITY FOR IMPLEMENTATION OF POLICY

Mr. Gary Rogers, Vice President and Chief Financial Officer, and Mr. Theotis Robinson, Vice President for Equity and Diversity, have responsibility for system-wide efforts to ensure that affirmative action is taken and that equal employment opportunity is observed throughout the University system. The Equity and Diversity Officer for The University of Tennessee at Martin is Dr. Ann Duncan; she reports to Chancellor, Dr. Tom Rakes. Dr. Duncan, Dr. Jerald Ogg, Provost/Vice Chancellor for Academic Affairs, Mr. Al Hooten, Vice Chancellor for Business and Finance, and Mr. Phillip Bright, Director of Human Resources, have the ultimate responsibility for ensuring that affirmative action is taken and that equal employment opportunity is observed at UTM.

The Equity and Diversity Officer prepares the annual ***AFFIRMATIVE ACTION PLAN***, conducts utilization and availability analyses, and assists in taking actions necessary to maintain equal opportunity within the UTM campus. She also investigates complaints and serves as liaison with off-campus agencies. The Director of Human Resources is responsible for all staff non-exempt employment, training, and promotion.

All Vice Chancellors work with the UTM System Vice Presidents and General Counsel to ensure that the ***UTM AFFIRMATIVE ACTION PLANS*** are implemented within their areas of responsibility. As such, they ensure that appropriate attention is devoted to affirmative action activities and that the principles of equal employment opportunity are pursued by the deans, department heads, and supervisors within their areas.

Employees are evaluated on their affirmative action commitment during their performance and progress review annually.

4. IMPLEMENTATION OF SPECIAL ACTIVITIES TO ENSURE EQUALITY OF OPPORTUNITY FOR VETERANS

The Equity and Diversity Officer, in addition to the responsibilities mentioned previously, serves as an advocate for the employment of veterans with disabilities and veterans of the Vietnam Era; she also is the compliance officer for the University. As an advocate, the Officer provides information to:

1. Raise the consciousness of supervisors (Vice Chancellors, Deans, Chairpersons, and Directors) relative to disability biases encountered by persons with disabilities (veterans and non-veterans) in employment; and
2. Raise the consciousness of supervisors relative to the needs and problems of citizens with disabilities.

The Equity and Diversity Officer, through the Affirmative Action Identification Form, identifies all prospective candidates for employment, including those who are veterans of the Vietnam Era. Further, the Equity and Diversity Officer checks the Affirmative Action Clearance Form to ensure that all qualified veteran candidates for non-exempt positions have not been discriminated against for employment with UTM.

It should be noted, again, that UTM will continue to offer employment, promotion, and training opportunities to veterans, regardless of disability, in exempt and non-exempt positions. Moreover, in offering employment/promotions to any veteran, the amount of salary offered will not be based on their receipt of any type of disability income, pension or other benefits received from other state/federal sources.

Finally, supervisors are strongly encouraged not only to employ qualified veterans with disabilities, but also to employ qualified veterans of the Vietnam Era.

NOTE: The information listed on pages 4 and 5 is applicable to all employees with disabilities (veterans and non-veterans).

5. RESULTS OF IMPLEMENTATION OF POLICY

The University of Tennessee at Martin has employed and continues to employ veterans in all seven of the EEO-6 categories. As a result, the UTM has veteran professionals employed in administrative, faculty, and staff positions.

It should be noted that all employees are mailed a survey form and are requested to provide information about their veteran status.