

August 19, 2013

MEMORANDUM

TO: Vice Presidents, Deans, Directors, & Department Chairs

FR: Sam Connally
Vice President for Human Resources & University EEO Officer

RE: EEO-Related Recruitment Process Enhancements

Dear Colleagues:

Earlier this year, I briefed deans and vice presidents on two steps we would be taking this Fall to enhance our recruitment processes. This email may provide the first notice to directors and department heads regarding these initiatives.

There are two areas in which PeopleSoft system constraints have prevented the University from adopting EEO-related best practices. HR staff have now completed the system work we needed to put these practices into operation. This email provides a brief description of process changes for university administrators. Operational level guidance will be provided to unit business managers and unit diversity officers under separate cover and will be incorporated into future recruitment process training.

Search Waiver Request

The University is committed to open and competitive searches for both faculty and staff vacancies in order to ensure a diverse work force. Under limited circumstances, however, deans or vice presidents may determine that a search waiver is in the best interests of the institution. Historically, search waivers have been submitted as a recruitment requisition in PeopleSoft. A limitation of this process is that it does not ensure that all concerned administrators are aware of the search waiver and its rationale and have approved the waiver request.

To address this limitation, HR has developed a new search waiver request form outside of PeopleSoft. The new form clearly documents the rationale for the request and captures approvals of the director or department head, and the college, school, or division dean or vice president. The form is designed to allow for “electronic approvals” by forwarding the form as a .pdf attachment to an email submitted to Employment@louisville.edu. Upon receipt of this email, all search waiver requests should be submitted on the Search Waiver Request at <http://louisville.edu/hr/itemssofinterest/searchwaiverdocument.pdf>.

Demographic Profiles for Applicant Pools & Diversity Thresholds

The goal of the University’s EEO plan, over time, is for the University’s workforce to reflect the diversity of the labor market where we recruit. Our annual EEO plan provides an estimate of the availability of women and minorities by occupation category and job group within each category – calculated as the percentage of women and minorities deemed to be available in the labor market in comparable jobs.

In addition to taking an annual snapshot of our workforce percentage in the EEO plan, EEO guidelines also require that we compare our current hiring rates to the market availability as an indicator of whether our current recruitment processes are reaching all segments of the population. As a minimum threshold, if women and minorities are hired at rates which are at least 80% of the market availability for similar jobs, the Federal government will construe that our recruitment processes are non-discriminatory. To aid in achieving this threshold, for all new searches initiated after this announcement, Employment Staff in Human Resources will review applicant pool data with hiring officials or search committees and compare the demographics of the applicant pool to labor market availability.

If the percentage of women or minorities in your applicant pool is less than 80% of the percentage of women and minorities available in the labor market, the department or search committee will be asked to undertake specific affirmative action-oriented outreach efforts to attract applications from qualified women and minorities before the search committee begins to evaluate applicants. If affirmative action efforts reasonably targeted to reach women and minority applicants have already been part of the original recruitment process, the applicant pool will be deemed to reflect market availability and no further action is required at the time the pool forms and the search may proceed. Labor market availability data is available at http://louisville.edu/hr/itemsofinterest/LaborMktAvail_JobGroup12.pdf.

The goal of this process is to ensure that our recruitment processes are adequate to reach all segments of the labor market – not to slow our recruitment processes down or create an impediment to your making a timely employment decision. Toward this end, it is advisable to include appropriate affirmative action oriented outreach efforts at the inception of your search if you anticipate that passive recruitment processes will not yield a diverse applicant pool. Mordean Taylor-Archer, Vice Provost for Diversity and International Affairs, and I are both available to assist unit diversity chairs or search committees in designing vacancy-specific outreach strategies, on request.

Thank you in advance for your support of these enhanced efforts. As the University's EEO Officer, I am confident their implementation will assist us in maintaining an inclusive and welcoming community of faculty and staff. Feel free to contact me if you have any questions.

With all best wishes,

Sam Connally
Vice President for Human Resources
and University EEO Officer