

Doc. T94-054, as amended

Passed by the Board of Trustees on June 8, 1994

**UNIVERSITY OF MASSACHUSETTS
AFFIRMATIVE ACTION PLANS REPORTING FORMAT
AMHERST•BOSTON•DARTMOUTH•LOWELL•WORCESTER**

In order to improve the reporting process, the Affirmative Action officers will submit the full campus Affirmative Action Plans to the Board of Trustees every two or three years. Procedural requirements will remain in effect until revisions are approved by the Board of Trustees. The campuses will, however, provide annual updates to the Trustees in the areas of statistics, goals and timetables, utilization, and new initiatives, and also continue to provide timely updates and reports to the federal contracting authorities. This will allow the campuses to focus more on the aspects of their plans which are subject to change and which more accurately depict how successful the campus efforts are in the area of affirmative action and diversity. The statistical information will always be current and any new programs will be highlighted each year in a more compact document, allowing for easier focus on the more essential features of each plan. Representatives from each campus will be available to review their plans and inform the Committee of current results and future goals. The President shall establish reporting guidelines including components for inclusion in the two-to-three year plans and the annual updates.

**UNIVERSITY OF MASSACHUSETTS
GUIDELINES FOR AFFIRMATIVE ACTION PLANS REPORTING FORMAT
(Doc. T94-054)**

The Affirmative Action Plans that we receive from the campuses should contain certain informative relative to the particular campus environments. In addition, each campus may have unique programs designed to fill a need at that particular location. Some of the common elements that should be included within each program submitted by a campus include:

1. Policies

A listing of campus and Trustee policies which are applicable to the implementation of the plan. This section should include any policies, grievance procedures, and mission statement of the affirmative action office.

2. Utilization Analysis*

A statistical breakdown of the workforce in various categories at that campus as well as availability statistics. (Standard systemwide data format may be developed)

3. Goals and Timetables*

A statement of campus affirmative action goals and needs, programs which have been established to meet those goals, and a timetable to achieve certain levels of representation, etc. This section should also discuss results of efforts to achieve goals set out in the prior year's policy. (Standard systemwide data format may be developed)

4. Dissemination of the Policy

How the campus community is made aware of the plan.

5. Programs for Particular/Groups/Protected Categories

Description of campus initiatives designed to meet state and federal guidelines for recruitment/retention of particular categories of individuals.

6. New Programs*

Any new programs, efforts, committees, etc. established on the campus to further the goals of affirmative action or equal opportunity.

7. Internal Audit Procedure

The campus process for recordkeeping and use of the database to provide information on applicants, hires, employees, etc.

*Information to be included in each campus' annual update.