

Academic Affairs-Action Oriented Programs, Activities, and Plan 2002-2003, 2003-2004

Affirmative Action Awareness and Training: Academic Affairs engaged in a continuous effort in 2002/03 to promote awareness of UCSD's EEO/AA policy. Under the leadership of the Senior Vice Chancellor, key administrators from Academic Affairs units met to advise and consult with staff on a number of EEO/AA issues.

The Director of Staff HR for Academic Affairs established an HR Contact Group (AA-HRC) in April 2002. The objective of this group is to provide HR representatives from each department with information and training that will allow them to foster an environment that promotes the UCSD Principles of Community as well as general good business practices. Among the sessions scheduled were: Sound Business Practices/Good Faith Efforts, Sensitizing the Workforce (Disability/Sexual Orientation/Racial Issues are discussed); Intergenerational Interactions & Issues; Risk Management; and Dealing with People in Crisis. Monthly training and information sessions will continue in 2003-2004. HR directors and managers are scheduled to meet with the group to discuss affirmative action policies, issues and strategies.

In late 2002, Director Hidalgo established an HR Advisory Group with representatives from each academic division as well as representatives from major programs such as Library and Extension. This group will continue to identify, develop and implement strategies to effectively inform department administrators about issues pertaining to EEO/AA and diversity. The HR Advisory Group has continued to meet quarterly to review relevant University policies and campus procedures, and to discuss strategies for implementing the Academic Affairs affirmative action program. Members are asked to keep departments/units informed and up to date about the campus' affirmative action program as a whole, and that of Academic Affairs in particular. Last year, members of this group worked with the EEO/AA office to set up divisional training for managers and supervisors in their respective areas. Academic Affairs managers and supervisors were encouraged to participate in a workshop on Sound Business Practices/Good Faith Efforts and the majority of the Divisions and Units in Academic Affairs have completed their training, with 57 attendees thus far. In 2003 the committee served as a focus group for HR Classification and Compensation in their efforts to create a generic job description model for use by UCSD. Efforts to engage departments in brainstorming and problem solving to identify local strategies and to develop a sense of local empowerment will continue.

Academic Affairs disseminates EEO/AA policy to its employees through the Academic Affairs HR website. Staff from the Divisional Deans' and other senior administrators' offices discuss their commitment to equal opportunity and affirmative action at departmental meetings. Staff in the Office of the SVCAA will work with representatives from Divisions, Schools, Colleges, Departments, Research Units, Library, Extended Studies & Public Programs and Academic Business Officers to explore campus and system wide resources to leverage instructional materials in the EEO/AA arena.

Since 2002 we have had 83 staff members from Academic Affairs units attend the Diversity Education Program offered through Staff Education. Departments are regularly encouraged to send their supervisors to diversity training to enable them to instruct their staff and faculty on EO/AA and diversity issues. Academic Affairs continues to support employee participation in career development classes and programs offered through staff education as well as outside

training opportunities. Training is encouraged for all Academic Affairs employees including women, people of color, covered veterans and people with disabilities. Last year 31 staff members from 16 departments and units in Academic Affairs were awarded SEOEP funds to assist them with tuition and book expenses for career development activities, representing an 11% increase in SEOEP recipients from Academic Affairs since the previous year.

The Senior Vice Chancellor demonstrates his support for diversity by nominating and presenting an award to the academic unit or individual in Academic Affairs that has been most proactive in their efforts to promote campus EEO/AA policies. This year former Academic Affairs Staff HR Director Evelyn Hidalgo was honored for her continuing efforts to promote, communicate and support EEO/AA policies and programs throughout Academic Affairs. Her efforts include creating the Academic Affairs HR Advisory Group. This group is now able to take advantage of regular training and informational updates and to share best practices. Evelyn's coordination of the divisional HR reps is an important step at emphasizing the importance of leadership in diversity issues throughout the organization and not just in the Vice Chancellor's Office. Finally, Evelyn made great strides in helping Academic Affairs make the most of existing campus programs which promote diversity, career development, and the promotion and celebration of our staff workforce. A shining example of this success was Evelyn's planning and execution of Academic Affairs' first Employee of the Year (EOY) recognition ceremony. Not only did this event honor those Academic Affairs staff members nominated for the campus EOY award, but the attendees at the ceremony were illustrative of the significant diversity within the Academic Affairs workforce.

Of the 23 nominations received for the campus wide award, Academic Affairs accounted for four. In 2004, new Director Bobb Barile will spearhead efforts to significantly increase the number of nominations from Academic Affairs, both for individuals and units. An emphasis will also be placed on identifying and recognizing Management Service Officers that exemplify the qualities of "Diversity Champion." Divisions will be encouraged to actively promote this goal during the year.

Outreach, Recruitment and Career Development: SVCAA continues to work closely with managers and supervisors to enhance their outreach and recruitment efforts, particularly in areas where underutilization is identified. Academic Affairs has supported the development of recruitment plans by divisions and departments outlining appropriate and consistent outreach methods for recruiting diverse applicants. Departments/units are encouraged to advertise job openings in a wide variety of journals and newspapers designed to reach out to the greatest number of qualified candidates, including women and people of color.

In 2003, Academic Affairs departments and units increased their participation in many campus and University sponsored outreach and development activities, both on campus and in the community. Representatives from 11 Academic Affairs departments and units participated in a UCSD community outreach information fair in March, and last summer two units (Extension and Jacobs School of Engineering) participated in the Summer Hire-a-Youth Program. In the past year 394 staff from Academic Affairs departments participated in UCSD Career Connection activities; University Extension currently has a staff member participating in an internship as part of the Career Connection Program.

Workforce Statistics: The most recent report on the UCSD Career Workforce shows the percentage of People of Color working in Academic Affairs held steady at 31% from the previous year. In absolute numbers Academic Affairs realized an increase of 19 People of Color within the PSS, MSP and SMG workforce. As of October 2003, People of Color represent 33% of the PSS workforce, with the greatest gain being made in the number of Asian employees. Also notable is a 116% increase in Asian employees in the MSP program. Regrettably these gains were not also reflected in the numbers of Black, Hispanic and American Indian employees in the overall workforce; these groups combined for a net decrease of three employees from the previous year. In 2004 Academic Affairs will focus its recruitment efforts in areas with continuing underutilization, with emphasis on the Management and Senior Professional Program. Efforts will be made to promote internal recruitment and promotion opportunities for our employees. Academic Affairs will collaborate with Career Connections to develop an “MSO Traineeship” program, which will utilize internal resources to develop and train staff members interested in pursuing a career as a Management Service Officer. The program will provide classroom training, mentors, and hands-on internship opportunities for participants, with a goal of creating more diverse pools of applicants with the skills to compete for MSO positions.

Selection: Academic Affairs is committed to the assurance of fairness and nondiscrimination by encouraging departments to closely monitor the staff selection process for recruitments and promotions. Supervisors are encouraged to develop annual career plans with their employees with emphasis on helping all employees, including women and people of color, advance to higher level positions. A session on developing career plans for staff will be scheduled for the HR Contacts group.

To enhance the effectiveness of the selection process, the Office of the SVCAA strongly encourages divisions/units to make good faith efforts to diversify their job applicant pools. Academic Affairs will work closely with HR to develop training and informational sessions aimed at providing hiring supervisors with the tools and resources they need to diversify their staff and promote an environment consistent with the UCSD Principles of Community.

Working in collaboration with UCSD’s EO/SAA office, Employee Rehab, FSAP and other VC areas, Academic Affairs began a training series last summer to provide a forum for HR contacts to receive information on various issues related to selection and retention of staff and the recruitment of a diverse workforce. In an effort to embrace diversity and the UCSD Principles of Community, topics related to sensitizing the workforce were presented in a format that allowed for an open exchange of ideas and information. This year Academic Affairs plans to continue this training and expand the audience to include staff supervisors. SVCAA continues to create and endorse training and development opportunities for the staff in order to promote a culture of tolerance, understanding and equal opportunity for the UCSD community.