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**Minnesota State**

**Minnesota State University, Mankato**

**Affirmative Action Plan for July 1, 2022 – June 30, 2024**

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# Statement of Commitment

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Minnesota Administrative Rules, part 3905.0400, subpart 1, item C

This statement reaffirms Minnesota State University, Mankato (hereafter “the University”) is committed to Minnesota’s statewide affirmative action efforts and providing equal employment opportunity to all employees and applicants in accordance with equal opportunity and affirmative action laws.

I affirm my personal and official support of these policies which provide that:

- No individual shall be discriminated against in the terms and conditions of employment, personnel practices, or access to and participation in programs, services, and activities, or subject to harassment, on the basis of race, sex (including pregnancy), color, creed, religion, age, national origin, sexual orientation, gender expression, gender identity, disability, marital status, familial status, status with regard to public assistance, or membership or activity in a local human rights commission.
- The prohibition of discrimination on the basis of sex precludes sexual harassment, gender-based harassment, and harassment based on pregnancy.
- This University is committed to the implementation of the affirmative action policies, programs, and procedures included in this plan to ensure that employment practices are free from discrimination. Employment practices include, but are not limited to the following: hiring, promotion, demotion, transfer, recruitment or recruitment advertising, layoff, disciplinary action, termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship. We will provide reasonable accommodation to employees and applicants with disabilities.
- This University will continue to actively promote a program of affirmative action, wherever females, racial/ethnic minorities, and individuals with disabilities are underrepresented in the workforce, and work to retain all qualified, talented employees, including protected group employees and veterans.
- This University will evaluate its efforts, including those of its directors, managers, and supervisors, in promoting equal opportunity and achieving affirmative action objectives contained herein. In addition, this University will expect all employees to perform their job duties in a manner that promotes equal opportunity for all.

It is the University’s policy to provide an employment environment free of any form of discriminatory harassment as prohibited by federal, state, and local human rights laws. I strongly encourage suggestions as to how we may improve. We strive to provide equal employment opportunities and the best possible service to all Minnesotans.

University President:  Date Signed: 03/02/23

# Executive Summary

Minnesota Administrative Rules, part 3905.0400, subpart 1, item A

This Affirmative Action Plan meets the requirements as set forth in statute, in Administrative Rule, and by Minnesota Management and Budget (MMB). The Plan outlines:

- Affirmative action goals
- Timetables
- Reasonable and assertive hiring and retention methods for achieving these goals

This Affirmative Action review revealed underutilization of the following protected group(s) and veterans in the following job categories:

**Table 1 Workforce Underutilization Analysis of Protected Groups and Veterans**  
(x indicates the job categories and protected groups or veterans that have underutilization.)

Job Categories	Females	Racial/Ethnic Minorities	Individuals with Disabilities	Veterans
Officials & Administrators	X	-	X	-
Professionals	-	X	X	X
Technicians	X	X	-	-
Protective Services: Non-sworn	-	-	-	-
Paraprofessionals	-	-	-	-
Office/Clerical	-	X	-	-
Skilled Craft	X	-	-	X
Service Maintenance	X	X	X	X
Faculty – Adjunct	-	X	X	X
Faculty – Fixed Term	X	-	-	X
Faculty – Tenure Track	-	-	-	X
Faculty – Tenured	X	X	X	X

Once complete, information about how to obtain or access a copy of this Plan is provided to every employee of the University. Our intention is to make every employee aware of Minnesota State Mankato’s commitments to affirmative action and equal employment opportunity. The completed Plan is also posted on the University’s website and maintained in the Office of Equal Opportunity & Title IX.

Affirmative Action Officer: *S. A. A'lang* Date Signed: 03/02/2023

Human Resources Director: *Jill Frederickson-Kratzke* Date Signed: 3/2/2023

University President: *hshh* Date Signed: 03/02/23

## Organizational Profile

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Founded as a Normal School in 1868, Minnesota State University, Mankato is now the second largest university in Minnesota with a tradition of combining big-ideas with real-world thinking to find solutions for pressing problems in the state, region, and global society. Mankato, Minnesota, is a community of nearly 44,500 people, about 85 miles southwest of the twin cities of Minneapolis and St. Paul. The University acknowledges the land and the tribal nations upon this land whose work is being accomplished. We acknowledge that we are on Dakota land. We also take the opportunity to recognize that we live, work, and learn in the homeland of the Dakota people, whose language frames our name – Minnesota State University, Mankato.

Serving approximately 14,000 students annually, the University is an applied research institution, with more than 200 academic programs, from bachelor's through doctoral degrees. The University is a diverse and global campus with 18% students of color and 1,175+ international students from 95 countries, cutting-edge information technology solutions and extensive partnerships. The University has additional locations and a growing number of on-line programs to accelerate educational access and opportunity. These locations include partnerships in northern Minnesota's iron range. Fast facts about the University can be found here: <https://mankato.mnsu.edu/about-the-university/fast-facts/>.

Minnesota State University, Mankato is a member of the Minnesota State system. Minnesota State has established a strategic vision, Equity 2030, which aims to close the educational equity gaps across race and ethnicity, socioeconomic status, ability, and geographic location by the end of the decade at every Minnesota State college and university and to provide an opportunity for all Minnesotans to create a better future for themselves, for their families, and for their communities. The focus of the work includes:

- Enhancing access and student success.
- Providing Minnesota with the talent it needs.
- Anchoring the communities and regions we serve.

Equity 2030 seeks to bridge efforts occurring within divisions and institutions, creating an intentional statewide culture of equity-minded collaboration and resulting in equitable practice embedded throughout our institutions. The full Equity 2030 plan is available at: <https://www.minnstate.edu/Equity2030/index.html>.

Minnesota State University, Mankato has identified five broad themes as our basis for discussion in developing our next comprehensive strategic plan. The themes are Serving Students and Managing Enrollment, Focusing our Resources, Offering an Exceptional Student Experience, Caring for Health and Well-Being, and Ensuring a Welcoming, Equitable, and Inclusive University. We seek to attract teacher-scholars demonstrated commitment to creating an inclusive learning and working environment. Minnesota State University, Mankato, is student-centered and focuses on applied research that expands knowledge; improves learning; and serves the region, state, and nation.

# Individuals Responsible for Directing/Implementing the Affirmative Action Plan

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Minnesota Administrative Rules, part 3905.0400, subpart 1, item B

## President

### Responsibilities

The President is responsible for establishing an Affirmative Action Plan, including goals, timetables, and compliance with all federal and state laws and regulations. Quarterly, the President reports the University's progress in meeting its affirmative action goals and objectives to the Commissioner of Minnesota Management & Budget (MMB). The President, through the Commissioner of MMB, will report annually to the Governor and the Legislature the University's progress in meeting its affirmative action goals and objectives.

### Duties

The duties of the President include, but are not limited to:

- Appoint the Affirmative Action Officer or designee and include accountability for the administration of the University's Affirmative Action Plan in his or her position description.
- Take action, if needed, on complaints of discrimination and discriminatory harassment.
- Issue a statement affirming the department's commitment to affirmative action and equal employment opportunity and ensure the statement is shared with all employees.
- Make decisions and changes in policies, procedures or physical accommodations as needed to implement effective affirmative action in the University.
- Actively promote equal employment opportunity and incorporate diversity and inclusion principles in annual business plans, strategic plans, and the University's mission.
- Notify all contractors and sub-contractors with the department of their affirmative action responsibilities.
- Enforce equal employment opportunity in affirmative and non-affirmative hiring decisions reviewed in the hiring process.
- Require that all University directors, managers, and supervisors include responsibility statements to support affirmative action, equal opportunity, diversity, and/or cultural responsiveness in their position descriptions and annual objectives.
- Comply with state-wide and University anti-discrimination and anti-harassment policies.

### Accountability

The President is accountable directly to the Chancellor of Minnesota State and indirectly to the Commissioner of MMB for affirmative action matters.

## Name of individual(s) responsible

**Name:** Edward Inch

**Title:** President

**Email:** edward.inch@mnsu.edu

**Phone:** (507) 389-1111

## Affirmative Action Officer

### Responsibilities

The Affirmative Action Officer is directly responsible for developing, coordinating, implementing, and monitoring the University's affirmative action plan.

### Duties

The duties of the Affirmative Action Officer include, but are not limited to:

- Develop and administer the University's Affirmative Action Plan.
- Develop and set University-wide affirmative action hiring goals.
- Monitor University compliance and fulfill all affirmative action reporting requirements.
- Disseminate the affirmative action policy to employees in the University.
- Inform the President of progress on affirmative action and equal opportunity goals and report potential concerns.
- Act as the affirmative action liaison between the University, Minnesota State system office, MMB, and the Governor's Office.
- Determine the need for affirmative action training within the University. Develop training goals and content with internal and external resources.
- Review and recommend changes in policies, procedures, programs, and physical accommodations to implement affirmative action and equal opportunity.
- Develop innovative programs to attract and retain individuals from protected groups and veterans in the University.
- Support and recruit protected groups (racial/ethnic minorities, individuals with disabilities, and females) and veterans for employment, promotion, and training opportunities.
- Manage the University's pre-hire review process.
- Review requests for non-affirmative hires in the Monitoring the Hiring process and refer unresolved issues to the President for final decision.

- Ensure supervisors and managers are making good faith efforts to recruit and retain qualified candidates and employees from protected groups and veterans.
- Oversee the administration of the Americans with Disabilities Act Title I and Title II.
- Maintain records of requests for reasonable accommodations.
- Oversee the administration of the University Diversity Recruitment program.
- Comply with state-wide and University anti-discrimination and anti-harassment policies.

### Accountability

The Affirmative Action Officer is accountable to the President for program impacts and for ongoing program activities and direction. The Affirmative Action Officer oversees the administration of ADA Title II, manages diversity and inclusion initiatives, and other equal opportunity related matters. In addition, the AAO ensures that aggregate data and trends of complaints of illegal discrimination in hiring are provided and shared with the Human Resources Director on a quarterly basis.

### Name of individual(s) responsible

**Name:** Linda Álvarez

**Title:** Director of Equal Opportunity & Title IX

**Email:** [linda.alvarez@mnsu.edu](mailto:linda.alvarez@mnsu.edu)

**Phone:** (507) 389-2986

## Affirmative Action Officer Designee(s)

### Responsibilities

Designees are responsible for the implementation of the department's Affirmative Action Plan at their facility/work location. Each designee is directly accountable to the University's Affirmative Action Officer for matters relating to affirmative action.

### Duties

The duties of Affirmative Action Officer Designees include, but are not limited to:

- Fulfill all affirmative action reporting requirements by submitting standard reports.
- Ensure dissemination of all relevant affirmative action information to appropriate staff.
- Serve as ex-officio member of the Employee Resource Group (ERG) diversity committee at their work and/or participate in the University's diversity or equity committee.
- Determine the need for diversity training and recommend training at their respective work location.

- Review policies, procedures, and practices to recommend changes to the Affirmative Action Officer.
- Partner with the University’s recruitment team at their work locations.
- Comply with statewide and University anti-discrimination and anti-harassment policies.

### Accountability

The Affirmative Action Officer Designee is accountable directly to the Affirmative Action Manager on matters pertaining to Affirmative Action and Equal Opportunity.

### Name of individual(s) responsible

**Name:** Laura Diaz

**Title:** Assistant Director of Equal Opportunity & Title IX

**Email:** [laura.diaz.2@mnsu.edu](mailto:laura.diaz.2@mnsu.edu)

**Phone:** (507) 389-2986

## Human Resources Director or Designee(s)

### Responsibilities

The Human Resource (HR) Office is responsible for ensuring equitable and uniform administration of all personnel policies.

The HR Director is responsible, in conjunction with the University ADA Coordinator, for ensuring timely responses to all Americans with Disabilities Act (ADA) requests for reasonable accommodations to remove barriers to equal employment opportunity with the University. The HR Director is responsible for assisting managers and supervisors in human resources management activities.

Staff within HR who work on affirmative action and diversity issues are accountable to the HR Director or Designee.

### Duties

The duties of HR Director include, but are not limited to:

- Maintain effective working relationships with the University Affirmative Action Officer and designees.
- Provide leadership to HR staff and others to ensure personnel decision-making processes adhere to equal opportunity and affirmative action principles.
- Provide guidance in the development and use of selection criteria to ensure they are objective, uniform, and job related.

- Assist in recruitment and retention of protected groups and veterans, and notify managers and supervisors of existing disparities.
- Ensure an Affirmative Action Pre-hire Review process is implemented and followed by hiring managers and supervisors in collaboration with the Affirmative Action Officer.
- Initiate and report on progress made with corrective actions outlined in this Affirmative Action Plan.
- Ensure that the reasonable accommodation process is implemented and followed for all employees and applicants in need of a reasonable accommodation.
- Assist supervisors, managers, and the Affirmative Action Officer in the recruitment of protected group members and veterans through career and job fairs and other efforts, as well as in selection and retention of protected group members and veterans.
- Assist supervisors, managers, the Affirmative Action Officer, and HR staff in the creation of supported worker positions. These positions help reduce University costs by diverting supportive employment duties from higher skilled workers to supported worker positions. This can improve employee morale and retention of individuals with disabilities in integrated employment.
- Request assistance from MMB to support diversity recruitment efforts, as well as the retention of protected group members and veterans in hard-to-fill or executive level positions.
- Include responsibility statements for affirmative action/equal employment opportunity in position descriptions and annual performance objectives.
- Comply with state-wide and University anti-discrimination and anti-harassment policies.

### Accountability

HR staff are accountable to the HR Director or Designee. The HR Director is directly accountable to the University President.

### Name of individual(s) responsible

**Name:** Jill Frederickson-Kratzke  
**Title:** Interim Director of Human Resources  
**Email:** [jill.frederickson-kratzke@mnsu.edu](mailto:jill.frederickson-kratzke@mnsu.edu)  
**Phone:** (507) 389-2015

## Americans with Disabilities Act Title I Coordinator

### Responsibilities

The Americans with Disabilities Act (ADA) Title I Coordinator is responsible for ensuring the University's compliance with the ADA Title I – Employment, in accordance with the ADA - as amended, and the Minnesota Human Rights Act.

## Duties

The duties of the ADA Title I Coordinator include, but are not limited to:

- Provide consultation to supervisors and staff on how to request reasonable accommodations.
- Track and facilitate requests for reasonable accommodations for employees.
- Ensure compliance with ADA reporting according to state and federal requirements.
- Receive requests for ADA accommodations and work with appropriate supervisors, unions, etc. to approve or deny the request, or provide alternative accommodations.
- Assist in working with the supervisor to provide reasonable accommodations to qualified individuals (as defined by ADA) with known physical or mental disabilities to enable them to perform essential functions of the job.
- Discuss the purpose and essential functions of the job with supervisor when a request for reasonable accommodations is made.
- Assist in determining the precise job-related limitations with the supervisor.
- Assist in identifying potential accommodations and can assist in assessing the effectiveness each would have in allowing the employee to perform essential functions of the job.
- Comply with state-wide and University anti-discrimination and anti-harassment policies.

## Accountability

The ADA Title I Coordinator is accountable to the Director of Human Resources.

## Name of individual(s) responsible

**Name:** Brian Breck

**Title:** Assistant Director of Human Resources

**Email:** [brian.breck@mnsu.edu](mailto:brian.breck@mnsu.edu)

**Phone:** (507) 389-6075

## Americans with Disabilities Act Title II Coordinator

### Responsibilities

The Americans with Disabilities Act (ADA) Title II Coordinator is responsible ensuring the University's compliance with the ADA Title II – Public Services, in accordance with the ADA as amended, and the Minnesota Human Rights Act.

### Duties

The duties of the ADA Title II Coordinator include, but are not limited to:

- Provide guidance, coordination, and direction to University management on the ADA. The University develops and implements policies, procedures, and practices to ensure University employment practices and programs are accessible and nondiscriminatory.
- Provide training, technical guidance, and consultation to the University's management and staff on compliance and best practices with regards and obligations to members of the public with disabilities, as well as the provision of reasonable modifications for visitors.
- Track and facilitate requests for reasonable modifications for members of the public accessing University services. Report reasonable modifications annually to MMB.
- Research case law rules and regulation and update Executive team on evolving ADA issues. Participate in monthly training sessions to learn updates and share practices on ADA.
- Ensure compliance with ADA reporting according to state and federal requirements.
- Assist the Affirmative Action Officer in designing and delivering training for University employees assisting ADA modifications for the public.
- Provide reasonable modifications to members of the public (as defined by ADA) with known physical or mental disabilities to ensure equal access and privileges to programming and services. The ADA Title II Coordinator will consult with the member of the public in need of a modification and:
  - Discuss the purpose and essential functions of the reasonable modification.
  - Identify the potential modifications and assess the effectiveness each request.
  - After discussion and review, select and implement the modifications that are appropriate for both the member of the public and the University.
  - Document this review and reported in the State ADA Annual Report.
- Comply with state-wide and University anti-discrimination and anti-harassment policies.

### Accountability

The ADA Title II Coordinator is accountable to the University's President.

### Name of individual(s) responsible

**Name:** Henry Morris  
**Title:** Vice President of Diversity, Equity and Inclusion  
**Email:** [henry.morris@mnsu.edu](mailto:henry.morris@mnsu.edu)  
**Phone:** (507) 389-1150

## Senior Managers and Faculty Executive Team Leaders

### Responsibilities

University senior managers and executive team leaders are responsible for implementing all aspects of the University Affirmative Action Plan and the University's commitment to affirmative action and equal opportunity.

### Duties

The duties of senior managers and executive team leaders include, but are not limited to:

- Identify problem areas and eliminate barriers that prevent equal employment opportunity within the University.
- Communicate the equal opportunity employment policy and the affirmative action plan to all employees.
- Assist the Affirmative Action Officer in periodic audits of hiring and promotion patterns to remove obstacles to attaining affirmative action goals and objectives.
- Hold regular discussions with supervisors and employees to ensure the University's equal employment opportunity policies are being followed.
- Inform and evaluate managers and supervisors on their equal employment opportunity efforts and results, in addition to other job performance criteria.
- Comply with statewide and University anti-discrimination and anti-harassment policies.

### Accountability

Senior managers and executive team leaders are accountable directly to the University President.

### Name of individual(s) responsible

**Name:** David Hood  
**Title:** Provost & Senior Vice President for Academic Affairs  
**Email:** [david.hood@mnsu.edu](mailto:david.hood@mnsu.edu)  
**Phone:** (507) 389-1333

**Name:** David Jones  
**Title:** Vice President for Student Affairs & Enrollment Management

**Email:** [david.jones@mnsu.edu](mailto:david.jones@mnsu.edu)

**Phone:** (507) 389-2121

**Name:** Mark Johnson

**Title:** Vice President for Information & Technology Services

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**Phone:** (507) 389-2555

**Name:** Richard Straka

**Title:** Vice President for Finance & Administration

**Email:** [richard.straka@mnsu.edu](mailto:richard.straka@mnsu.edu)

**Phone:** (507) 389-6622

**Name:** Kent Stanley

**Title:** Vice President for University Advancement

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**Phone:** (507) 389-2021

**Name:** Lynn Akey

**Title:** Vice President for Student Success, Analytics & Integrated Planning

**Email:** [lynn.akey@mnsu.edu](mailto:lynn.akey@mnsu.edu)

**Phone:** (507) 389-1365

**Name:** Henry Morris

**Title:** Vice President of Diversity, Equity, and Inclusion

**Email:** [henry.morris@mnsu.edu](mailto:henry.morris@mnsu.edu)

**Phone:** (507) 389-1150

**Name:** Sheri Sargent

**Title:** Chief of Staff

**Email:** [sheri.sargent@mnsu.edu](mailto:sheri.sargent@mnsu.edu)

**Phone:** (507) 389-1112

## All Employees

### Responsibilities

All employees are responsible for conducting themselves in accordance with the State of Minnesota's policy of equal employment opportunity. This includes refraining from any actions that would subject any employee to negative treatment on the basis of race, creed, color, sex (including pregnancy, child birth, and related medical condition), national origin, age, marital status, familial status, disability, sexual orientation, gender expression, gender identity, veteran status, reliance on public assistance, membership or activity in a local human rights commission, religion, political opinions, or affiliations. Protected class also includes genetic information for employees. Employees who believe they have been

subjected to such discrimination or harassment are encouraged to use the University's complaint procedure.

## Duties

The duties of all employees include, but are not limited to:

- Exhibit an attitude of respect, courtesy, and cooperation toward colleagues and the public.
- Refrain from any actions that would adversely affect a colleague on the basis of their race, creed, color, sex (including pregnancy, child birth, and related medical conditions), national origin, age, marital status, familial status, disability, sexual orientation, gender expression, gender identity, veteran status, reliance on public assistance, membership or activity in a local human rights commission, religion, political opinions, or affiliations. Protected class also includes genetic information for employees.
- Comply with state-wide and University anti-discrimination and anti-harassment policies.

## Accountability

Employees are accountable to their designated supervisor and indirectly to the University's President. All employees are responsible for conducting themselves in accordance with the Affirmative Action Plan.

## Communication of the Affirmative Action Plan

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Minnesota Administrative Rules, part 3905.0400, subpart 1, item D and Minnesota Administrative Rules, part 3905.0400, subpart 1, item E

The following information describes the methods that the University takes to communicate the Affirmative Action Plan to employees and the general public:

### Internal Methods of Communication

- **Internal memorandum.** University leadership or the Affirmative Action Officer will send an internal memo to University employees each year. This message identifies the location of the Affirmative Action Plan and the employee's responsibility to read and understand it. It also indicates the employee's responsibility to support and implement equal opportunity and affirmative action.
- **Intranet.** The University's Affirmative Action Plan is available to all employees on the University's internal website at <https://admin.mnsu.edu/equal-opportunity-title-ix/> and in print to anyone who requests it. As requested, the University will make the plan available in alternative formats.
- **Printed copy.** A physical copy of the University's Affirmative Action Plan is available to employees at the following address: Office of Equal Opportunity & Title IX, Minnesota State University, Mankato, 014 Morris Hall, Mankato, MN 56001

- **Signage.** Nondiscrimination and equal opportunity statements and posters are prominently displayed in areas frequently used by employees.

## External Methods of Communication

- **Public website.** The University’s Affirmative Action Plan is available on the University’s public website at <https://admin.mnsu.edu/equal-opportunity-title-ix/>. Printed copies are available to anyone who requests it. As requested, the University will make the plan available in alternative formats.
- **Equal opportunity employer language.** The University’s website homepage, letterhead, publications, and all job postings include the statement “Minnesota State Mankato is an equal opportunity employer.” The University will also ensure a representative ratio of diversity is on all marketing materials.
- **Signage.** Nondiscrimination and equal opportunity statements and posters are prominently displayed in common public areas. Examples of posters displayed include: Equal Employment Opportunity is the Law, Employee Rights Under the Fair Labor Standards Act, and the Americans with Disabilities Act Notice to the Public.
- A physical copy of the University’s Affirmative Action Plan is available to contractors, vendors, and members of the public at the following address: Office of Equal Opportunity & Title IX, Minnesota State University, Mankato, 014 Morris Hall, Mankato, MN 56001

## Job Category Analysis

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Minnesota Administrative Rules 3905.0600 Subp 3.A and Minnesota Administrative Rules 3905.0600 Subp 3.B

The University conducted a Job Category Analysis to determine the percent of protected group employees and veterans in each job category. The job category analysis lists job class titles in each Equal Employment Opportunity (EEO) job category at the University. A job classification is a group of one or more positions with similar duties and responsibilities. These classifications help clarify positions within the class so the same schedules of pay can be applied with equity to all positions in the class that fall under the same, or substantially the same, employment conditions.

## Determining Availability

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MS 43A.19(b), MS 43A.19(c), Minnesota Administrative Rules 3905.0600 Subp 1, Minnesota Administrative Rules 3905.0600 Subp 2, Minnesota Administrative Rules 3905.0600 Subp 3C, and Minnesota Administrative Rules 3905.0600 Subp 3D

The University used the United States Census Bureau’s EEO Tabulation 2014-2018 American Community Survey (ACS) statistical data for external availability, which is the most current statistical information available at the time of developing this affirmative action plan. The feeder job statistics of employees are used for internal availability (refer to Appendix D. Feeder Jobs for details).

These external and internal factors are weighted according to the University's past hiring patterns and/or future recruitment focus to obtain the final availability (Refer to Appendix E. Determining Availability for details).

## Utilization/Comparing Employees to Availability, Goal Establishment, and Timetables

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Minnesota Administrative Rules 3905.0400 Subp 1 Item G, Minnesota Administrative Rules 3905.0600 Subp 3, Minnesota Administrative Rules 3905.0600 Subp 4, and Minnesota Administrative Rules 3905.0600 Subp 5.

Utilization is an analysis of affirmative action and equal opportunity employment data used to assess the available workforce for a given state.

Underutilization Analysis worksheets are attached in the appendices. Numbers less than 10 are indicated with "<10" in accordance with Minnesota Management and Budget's guidance on data privacy.

Through the utilization and availability analysis, the University has determined which job categories are underutilized for females, racial/ethnic minorities, individuals with disabilities, and veterans in the University and has set hiring goals for the next two years. Hiring goals are objective and used for making good faith efforts for all aspects of the affirmative action plan. Effective hiring goals are strategic, actionable, and measurable efforts the University is committed to pursuing and implementing in 2022-2024.

The goals are not quotas, nor do they require protected group or veteran status-based hiring preferences. They are aspirational goals so that the University makes good faith efforts to remove barriers to equal employment opportunity.

The University used the whole person rule to establish a hiring goal. This means when the actual representation percentage of females, racial/ethnic minorities, individuals with disabilities, or veterans is less than reasonably would be expected given the workforce participation in the labor market area/reasonable recruitment area and that difference is at least one whole person (more than 1), then a goal is established for that job category.

When a hiring goal for a job category is established, a percentage goal equals to the final availability percentage is calculated for females, racial/ethnic minorities, individuals with disabilities, and veterans in that job category.

In Appendix F. the Utilization Goals indicates if a job category by protected group or veterans is underutilized.

Area(s) in the University's workforce that require further monitoring appear in the "Establish Goals?" column as:

- "Yes": There is underutilization.
- "Monitor": The University needs to monitor the job category as it may be underutilized where employee movement occurs.

In Table 2. Hiring Goals by Job Category, Protected Groups and Veterans, if a protected group or veterans in a job category shows “Monitor,” the University will proactively make good faith efforts to recruit external qualified protected groups and veterans. The University will also train and retain employees in the job category to help prevent underutilization due to an employee move or attrition.

Refer to Appendix F. Utilization-Goals for details of underutilization and hiring goals.

Table 2. Table two is a summary of Hiring Goals by Job Category, and Protected Groups and Veterans. The actions the University will take to address these hiring goals will be described in the Corrective Actions and Action-Oriented Programs section.

**Table 2. Hiring Goals by Job Category and Protected Group and Veterans**

Job Categories	Females Establish Goals?	Females If Yes, Goals for FY 2022-2024	Racial/ Ethnic Minorities Establish Goals?	Racial/ Ethnic Minorities If Yes, Goals for FY 2022-2024	Individuals with Disabilities Establish Goals?	Individuals with Disabilities If Yes, Goals for FY 2022-2024	Veterans Establish Goals?	Veterans If Yes, Goals for FY 2022-2024
Officials and Administrators	Yes	49.30%	Monitor	-	Yes	3.43%	Monitor	-
Professionals	-	-	Yes	20.52%	Yes	4.78%	Yes	4.40%
Technicians	Yes	72.08%	Yes	6.04%	Monitor	-	Monitor	-
Protective Services: Non-sworn	Monitor	-	Monitor	-	Monitor	-	Monitor	-
Paraprofessionals	-	-	Monitor	-	Monitor	-	Monitor	-
Office/Clerical	-	-	Yes	7.36%	Monitor	-	Monitor	-
Skilled Craft	Yes	12.51%	-	-	Monitor	-	Yes	9.25%
Service Maintenance	Yes	32.87%	Yes	9.05%	Yes	4.80%	Yes	4.89%
Faculty – Adjunct	-	-	Yes	12.94%	Yes	4.27%	Yes	3.69%
Faculty – Fixed Term	Yes	51.94%	-	-	-	-	Yes	3.34%

Job Categories	Females Establish Goals?	Females If Yes, Goals for FY 2022-2024	Racial/Ethnic Minorities Establish Goals?	Racial/Ethnic Minorities If Yes, Goals for FY 2022-2024	Individuals with Disabilities Establish Goals?	Individuals with Disabilities If Yes, Goals for FY 2022-2024	Veterans Establish Goals?	Veterans If Yes, Goals for FY 2022-2024
Faculty – Tenure Track	-	-	-	-	<i>Monitor</i>	-	Yes	3.48%
Faculty - Tenured	Yes	54.54%	Yes	26.96%	Yes	5.05%	Yes	2.55%

## Identification of Areas for Further Monitoring

Minnesota Administrative Rules 3905.0400 Subp. 1 Item H, Minnesota Administrative Rules 3905.0600 Subp 6, and MS 43A.19 Subd. 1(a)(3) for separations

Monitoring personnel activities can serve as a means of measuring the University’s progress toward achieving the established goals in the absence of discrimination and effectiveness of the University’s good faith efforts.

### Progress Reports

The progress report examines hiring goals established in the prior Affirmative Action Plan. As a part of the University’s monitoring practices, the University evaluated if it met the hiring goal(s) established in the prior Affirmative Action Plan (refer to [Appendix A. Progress Report](#)).

[Appendix A. Progress Report](#) includes only job categories that have hiring goal(s) established in the prior Affirmative Action Plan and it evaluates if the University attained the hiring goal(s).

Where the indication of the “Goal Met?” column is:

- “Yes”: the University met the goal established in the prior Affirmative Action Plan.
- “No”: the University did not attain the goal established in the prior Affirmative Action Plan.
- “No Hire/Prom”: there were no opportunities in the prior Affirmative Action Plan period.

### Females

The University established hiring goals for female employees in the prior affirmative action plan for the following job categories: Officials/Administrators; Skilled Craft; Faculty: Fixed Term; and Faculty: Tenured.

The University did not improve in the Officials/Administrators and Skilled Craft job categories. Although female employees account for 55.40% of the University's workforce, they only account for 37.50% of Officials/Administrators. During the two-year period, less than 10 female employees were hired in the Officials/Administrators job category. During the same period, retirement was the reason for separation of female employees in the Officials/Administrators job category.

In the Skilled Craft job category, there was only a slight increase of female employees in the total workforce in this job category even though there was an increase in the number of positions available. During the two-year period, although there were no female employees separated from this job category, an underutilization remains.

The factors contributing to no improvement in the Officials/Administrators and Skilled Craft job categories for female employees are discussed in the "Barriers" under "Action-Oriented Programs" in the section that follows.

The University improved in the Faculty: Fixed Term and Faculty: Tenured job categories for female employees. In the Faculty: Fixed Term job category, females accounted for more than 46% of all hires and promotions combined in the two-year period. During the same period, female employees accounted for 46.67% of all separations, with non-renewal/non-certification and resignations as reasons for the separations.

During the two-year period, female employees accounted for 59.30% of all promotions in the Faculty: Tenured job category, while accounting for 39.02% of all separations in this job category. Retirements accounted for 81.25% of all female separations in this job category.

### **Racial/Ethnic Minorities**

The University established hiring goals for racial/ethnic minority employees in the prior affirmative action plan for the following job categories: Professionals; Technicians; and Faculty: Tenured.

The University did not improve in the Faculty: Tenured job category. Of the 86 hires and promotions in this job category, 17 were racial/ethnic minorities representing 19.77% of all promotions. Further analysis is needed to determine the number of employees eligible for promotion/tenure during the two-year period of the previous affirmative action plan, and whether that was a contributing factor to no improvement in this job category. The factors contributing to no improvement in the Faculty: Tenured job category for racial/ethnic minority employees are discussed in the "Barriers" under "Action-Oriented Programs" in the section that follows.

The University improved in the Professionals and Technicians job categories for individuals with disabilities. In the Professionals job category, the University experienced 23.08% actual placement of racial/ethnic minorities through hires and promotions. During the same two-year period, racial/ethnic minorities accounted for 20.27% of all separations in the Professionals job category. Any advances in

hires and promotions of racial/ethnic minorities separating from the Professionals job category, may have been offset by the separations.

In the Technicians job category, there was a decrease in the number of positions from 30 to 19, which likely contributed to the resulting “improvement” in this job category. Another contributing factor was that there were no separations among racial/ethnic minorities in this job category.

### **Individuals with Disabilities**

The University established hiring goals for employee individuals with disabilities in the prior affirmative action plan for the following job categories: Officials/Administrators; Professionals; Technicians; and all Faculty categories (Adjunct, Fixed-term, Tenure-Track and Tenured).

The University did not improve in the Officials/Administrators, Faculty: Adjunct, and Faculty: Tenured job categories. Of the 12 hires and promotions in the Officials/Administrators job category during the two-year period of the previous affirmative action plan, less than 10 employees were individuals with disabilities. In the Faculty: Adjunct job category, of the 225 hires and promotions, less than 10 were individuals with disabilities even though there were an additional 23 positions from the previous affirmative action plan. Likewise, in the Faculty: Tenured job category, of the 87 hires and promotions, less than 10 employees were individuals with disabilities.

The University did not engage in a solicitation campaign during the past two-year period of the previous affirmative action plan to encourage employees to provide self-identifying information regarding their disability status. The University will need to engage in this effort during this plan period. Additional factors contributing to no improvement in the Officials/Administrators, Faculty: Adjunct, and Faculty: Tenured job category for individuals with disabilities are discussed in the “Barriers” under “Action-Oriented Programs” in the section that follows.

The University improved in the Professionals, Technicians, Faculty: Fixed Term, and Faculty: Tenure-Track job categories. During the two-year reporting period, less than 10 employees, who self-identified as individuals with disabilities, separated from the Professionals job category. At the same time, seven positions were added in the job category.

In the Technicians job category, there was a decrease in the number of positions from 30 to 19, which likely contributed to the resulting “improvement” in this job category for individuals with disabilities. Another contributing factor was that there were no separations among individuals with disabilities in this job category.

In the Faculty: Fixed Term job category, during the two-year reporting period, no individuals with disabilities separated from this job category. Additionally, in the Faculty: Tenure-Track job category, no individuals with disabilities separated from this job category as well. During the same period, although accounting for less than 10 of hires and promotions, the University experience actual placement of individuals with disabilities.

## Veterans

The University established hiring goals for veteran employees in the prior affirmative action plan for the following job categories: Officials/Administrators; Professionals; Paraprofessionals; Office/Clerical; and all Faculty categories (Adjunct, Fixed-term, Tenure-Track and Tenured).

The University did not improve in the Professionals, Para-professionals, Office/Clerical, Faculty: Fixed Term, Faculty: Tenure-Track and Faculty: Tenured. Although there was an increase to the number of positions within the Professionals job category since the reporting period of the previous affirmative action plan, less than 10 of the hires and promotions were veterans.

In the Para-professionals job category, there were no separations by veterans in the job category. However, at the same time, less than 10 veterans were hired or promoted into the job category.

In the Office/Clerical job category, although there were 56 hires and promotions, veterans accounted for less than 10 of employees hired/promoted. At the same time, there were 12 less positions within this job category.

In the Faculty: Fixed Term job category, of the 53 hires and promotions, less than 10 veterans were hired/promoted. During the same period, there were 19 less positions in the job category.

In the Faculty: Tenure-Track job category, although there were no separations by veterans in this job category, among the 49 hires and promotions, less than 10 hires and promotions were veterans. At the same time, there were 19 less positions in this job category.

In the Faculty: Tenured job category, of the 87 hires and promotions, less than 10 were veterans. This occurred during the same time that 9 positions were added in this job category.

The University did not engage in a solicitation campaign during the past two-year period of the previous affirmative action plan to encourage employees to provide self-identifying information regarding their veteran status. The University will need to engage in this effort during this plan period. The factors contributing to no improvement in the Professionals, Para-professionals, Office/Clerical, Faculty: Fixed Term, Faculty: Tenure-Track and Faculty: Tenured job category for veterans are discussed in the "Barriers" under "Action-Oriented Programs" in the section that follows.

The University improved in the Officials/Administrators and Faculty: Adjunct job categories. During the two-year reporting period, there were no separations by veterans in the Officials/Administrators job category. In the Faculty: Adjunct job category, during the reporting period, of the 225 hires and promotions, 10 veterans were hired into this job category. At the same time, there were less than 10 separations by veterans in this job category.

## Separations

[Appendix B. Separation Analysis](#) shows the results by separation type the protected group and veterans during the prior affirmative action plan period to evaluate and identify potential action area(s) for retention strategies for the 2022-2024 plan year.

The separation percentages were derived within the separation type by protected group or veterans to identify impact on protected group members including veterans. There are two examinations in this worksheet:

1. The total percentage indicates the percentage by separation type. For example, if there were 1,000 separations in total and of those separations, 150 employees separated due to dismissal or non-certification, then the dismissal or non-certification percentage would be 15.00% (10 divided by 1,000).
2. The “percentage type<sup>1</sup>” indicates percentage by protected group and veteran type within a separation type. For example, if there were 150 separations by dismissal or non-certification in total and of those separations, 80 were female employees, then the female dismissal or non-certification separation would be 53.33% (80 divided by 150). Therefore, the “percentage type<sup>1</sup>” analyzes the percent of protected groups and veterans compromised in each separation type.
3. The “percentage type<sup>2</sup>” indicates percentages by separation type within the protected group or veterans. For example, if there were 500 female separations in total and of those separations, 80 female employees separated due to the dismissal or non-certification reason, then the female dismissal or non-certification separation would be 16.00% (80 divided by 500). Therefore, the “percentage type<sup>2</sup>” analyzes the percent of separation type within the protected group or veterans.

## Corrective Actions, Action-Oriented Programs, and Timetable

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Minnesota Administrative Rules 3905.0400 Subp 1 Item H.

The University’s affirmative action plan is designed to implement the provisions of this affirmative action plan and meet requirements found in [Minnesota Statutes, section 43A.191 Subdivision 2](#). These Action-Oriented Programs are carried out throughout this affirmative action plan period.

### Corrective Actions

This section identifies ways the University will eliminate barriers, provide corrective actions, and make good faith efforts toward the affirmative action goals for underutilized protected groups and veterans (broken down by specific job categories).

The University developed the below action-oriented programs specific to the job category/protected group(s) or veterans identified in the [“Identification of Areas for Further Monitoring”](#) section supported

by the “Utilization/Availability Analysis, Establishment of Statement of Goals, and Timetable” and “Personnel Activities” sections.

**Table 3. Areas of Further Monitoring and Corrective Actions**

Areas for Further Monitoring	Corrective Actions Specific to the Further Monitoring Areas Identified
<p><b>Officials and Administrators</b></p> <ul style="list-style-type: none"> <li>• <i>Females and Individuals with Disabilities are underutilized.</i></li> <li>• <i>Even though there is no underutilization of racial/ethnic minorities in this job category, it is a group to “monitor” since underutilization may occur if there is any employee movement.</i></li> </ul>	<ul style="list-style-type: none"> <li>• Identify and advertise position postings in female-affiliated professional organizations.</li> <li>• Identify and advertise position postings in professional organizations identifying individuals with disabilities as their membership base.</li> <li>• Review search procedure to determine if any potential barriers exist for recruitment of the underutilized groups.</li> <li>• Incorporate strategies from <i>Disability Inclusion Toolkit</i>, a Higher Education Resource Consortium (HERC) member resource.</li> <li>• Incorporate HERC’s Recruitment Strategies: Racial and Ethnic Diversity online resources.</li> </ul>
<p><b>Professionals</b></p> <ul style="list-style-type: none"> <li>• <i>Racial/Ethnic Minorities, Individuals with Disabilities, and Veterans are underutilized.</i></li> </ul>	<ul style="list-style-type: none"> <li>• Develop partnerships with local/regional racial/ethnic minority organizations to promote vacancies among their participants/clients.</li> <li>• Incorporate University exit survey data for racial/ethnic minorities and conduct an analysis. Develop a plan to address any significant issues.</li> <li>• Incorporate HERC’s Recruitment Strategies: Racial and Ethnic Diversity online resources.</li> <li>• Utilize the State of Minnesota Connect 700 program to increase exposure to classified state jobs in the disability community.</li> <li>• Incorporate best practices in recruitment strategies and retention efforts including those offered by the State of Minnesota Veterans Employment Services.</li> <li>• Incorporate HERC’s Recruitment Strategies: Veterans online resources.</li> </ul>

Areas for Further Monitoring	Corrective Actions Specific to the Further Monitoring Areas Identified
<p><b>Technicians</b></p> <ul style="list-style-type: none"> <li>• <i>Females and Racial/Ethnic Minorities are underutilized.</i></li> <li>• <i>Even though there is no underutilization of individuals with disabilities and veterans in this job category, they are groups to “monitor” since underutilization may occur if there is any employee movement.</i></li> </ul>	<ul style="list-style-type: none"> <li>• Develop partnerships with local/regional vocational schools to increase recruitment efforts for recent graduates.</li> <li>• Identify and advertise position postings in female-affiliated professional organizations in respective industry fields.</li> <li>• Incorporate HERC’s Recruitment Strategies: Racial and Ethnic Diversity online resources.</li> <li>• Develop partnerships with local/regional racial/ethnic minority organizations to promote vacancies among their participants/clients.</li> <li>• Review notice of vacancies and minimum qualifications to determine if any potential barriers exist for recruitment.</li> <li>• Incorporate strategies from <i>Disability Inclusion Toolkit</i>, a Higher Education Resource Consortium (HERC) member resource.</li> <li>• Utilize the State of Minnesota Connect 700 program to increase exposure to classified state jobs in the disability community.</li> </ul>
<p><b>Protective Service: Non-Sworn</b></p> <ul style="list-style-type: none"> <li>• <i>No areas of underutilization exist for this job category; however, all protected groups and veterans require monitoring since underutilization may occur if there is any employee movement.</i></li> </ul>	<ul style="list-style-type: none"> <li>• Incorporate HERC’s Recruitment Strategies: Racial and Ethnic Diversity online resources.</li> <li>• Incorporate strategies from <i>Disability Inclusion Toolkit</i>, a Higher Education Resource Consortium (HERC) member resource.</li> <li>• Utilize the State of Minnesota Connect 700 program to increase exposure to classified state jobs in the disability community.</li> </ul>
<p><b>Paraprofessionals</b></p> <ul style="list-style-type: none"> <li>• <i>Even though there is no underutilization of racial/ethnic minorities, individuals with disabilities, and veterans in this job category, they are groups to “monitor” since underutilization may occur if there is any employee movement.</i></li> </ul>	<ul style="list-style-type: none"> <li>• Incorporate HERC’s Recruitment Strategies: Racial and Ethnic Diversity online resources.</li> <li>• Incorporate strategies from <i>Disability Inclusion Toolkit</i>, a Higher Education Resource Consortium (HERC) member resource.</li> <li>• Review position descriptions and minimum qualifications to determine if any potential barriers exist for recruitment.</li> <li>• Utilize the State of Minnesota Connect 700 program to increase exposure to classified state jobs in the disability community.</li> </ul>

Areas for Further Monitoring	Corrective Actions Specific to the Further Monitoring Areas Identified
<p><b>Office/Clerical</b></p> <ul style="list-style-type: none"> <li>• <i>Racial/Ethnic Minorities are underutilized.</i></li> <li>• <i>Even though there is no underutilization of individuals with disabilities and veterans in this job category, they are groups to “monitor” since underutilization may occur if there is any employee movement.</i></li> </ul>	<ul style="list-style-type: none"> <li>• Incorporate HERC’s Recruitment Strategies: Racial and Ethnic Diversity online resources.</li> <li>• Develop partnerships with local/regional racial/ethnic minority organizations to promote vacancies among their participants/clients.</li> <li>• Develop partnerships with local/regional vocational schools to increase recruitment efforts for recent graduates.</li> <li>• By May 1, 2023, review position postings procedure and minimum qualifications to determine if any potential barriers exist for recruitment.</li> <li>• Utilize the State of Minnesota Connect 700 program to increase exposure to state jobs in the disability community.</li> <li>• Incorporate best practices in recruitment strategies and retention efforts including those offered by the State of Minnesota Veterans Employment Services.</li> </ul>
<p><b>Skilled Craft</b></p> <ul style="list-style-type: none"> <li>• <i>Females and Veterans are underutilized.</i></li> <li>• <i>Even though there is no underutilization of individuals with disabilities in this job category, it is a group to “monitor” since underutilization may occur if there is any employee movement.</i></li> </ul>	<ul style="list-style-type: none"> <li>• Identify and advertise position postings in female-affiliated professional organizations in respective industry fields.</li> <li>• Incorporate best practices in recruitment strategies and retention efforts including those offered by the State of Minnesota Veterans Employment Services.</li> <li>• Develop partnerships with local/regional vocational schools to increase recruitment efforts for recent graduates.</li> <li>• Utilize the State of Minnesota Connect 700 program to increase exposure to state jobs in the disability community.</li> </ul>

Areas for Further Monitoring	Corrective Actions Specific to the Further Monitoring Areas Identified
<p><b>Service Maintenance</b></p> <ul style="list-style-type: none"> <li>• <i>Females, Racial/Ethnic Minorities, Individuals with Disabilities, and Veterans are underutilized.</i></li> </ul>	<ul style="list-style-type: none"> <li>• Identify and advertise position postings in female-affiliated professional organizations in respective industry fields.</li> <li>• Incorporate HERC’s Recruitment Strategies: Racial and Ethnic Diversity online resources.</li> <li>• Develop partnerships with local/regional vocational schools to increase recruitment efforts for recent graduates.</li> <li>• Utilize the State of Minnesota Connect 700 program to increase exposure to state jobs in the disability community.</li> <li>• Incorporate best practices in recruitment strategies and retention efforts including those offered by the State of Minnesota Veterans Employment Services.</li> <li>• Review position descriptions and minimum qualifications to determine if any potential barriers exist for recruitment.</li> </ul>
<p><b>Faculty: Adjunct</b></p> <ul style="list-style-type: none"> <li>• <i>Racial/Ethnic Minorities, Individuals with Disabilities, and Veterans are underutilized.</i></li> </ul>	<ul style="list-style-type: none"> <li>• Incorporate HERC’s Recruitment Strategies: Racial and Ethnic Diversity online resources.</li> <li>• Human Resources will work with hiring managers to advertise and promote vacancies beyond the current advertising resources such as MinnesotaDiversity, Chronicle of Higher Education, HigherEdJobs, and local and statewide print and online media.</li> <li>• Incorporate strategies from <i>Disability Inclusion Toolkit</i>, a Higher Education Resource Consortium (HERC) member resource.</li> <li>• Incorporate best practices in recruitment strategies and retention efforts including those offered by the State of Minnesota Veterans Employment Services</li> </ul>
<p><b>Faculty: Fixed Term</b></p> <ul style="list-style-type: none"> <li>• <i>Females and Veterans are underutilized.</i></li> </ul>	<ul style="list-style-type: none"> <li>• Identify and advertise position postings in female-affiliated professional organizations.</li> <li>• Incorporate best practices in recruitment strategies and retention efforts including those offered by the State of Minnesota Veterans Employment Services.</li> <li>• Human Resources will work with hiring managers to advertise and promote vacancies beyond the current advertising resources such as MinnesotaDiversity, Chronicle of Higher Education, HigherEdJobs, and local and statewide print and online media.</li> </ul>

Areas for Further Monitoring	Corrective Actions Specific to the Further Monitoring Areas Identified
<p><b>Faculty: Tenure-Track</b></p> <ul style="list-style-type: none"> <li>• <i>Veterans are underutilized.</i></li> <li>• <i>Even though there is no underutilization of individuals with disabilities in this job category, it is a group to “monitor” since underutilization may occur if there is any employee movement.</i></li> </ul>	<ul style="list-style-type: none"> <li>• Incorporate best practices in recruitment strategies and retention efforts including those offered by the State of Minnesota Veterans Employment Services.</li> <li>• Identify and advertise position postings in professional veteran’s organizations.</li> <li>• Human Resources will work with hiring managers to advertise and promote vacancies beyond the current advertising resources such as MinnesotaDiversity, Chronicle of Higher Education, HigherEdJobs, and local and statewide print and online media.</li> </ul>
<p><b>Faculty: Tenured</b></p> <ul style="list-style-type: none"> <li>• <i>Females, Racial/Ethnic Minorities, Individuals with Disabilities, and Veterans are underutilized.</i></li> </ul>	<ul style="list-style-type: none"> <li>• Broaden recruitment efforts for Faculty: Tenure-Track job vacancies nationally to a diverse pool of applicants as well as target specific national organizations or higher education national organizations subgroups identifying the underutilized groups in their membership.</li> </ul>

## Action-Oriented Programs

This section provides an overview of the University’s general efforts and actions to ensure equal employment opportunity. The University has reviewed barriers to hiring during the previous plan period and identified recruitment strategies, processes, and training to address underutilization for this plan year.

### Barriers

The University has constraints to address underutilization and areas for monitoring identified in the previous section.

Across the national level, higher education institutions and other employers have experienced challenges in recruiting and hiring individuals with limited applicant pools. A factor that has impacted this has been the COVID-19 global pandemic, which is continuing into the 3<sup>rd</sup> year. During this time, the University has experienced a decline in the number of applicants and qualified candidates in most job categories.

In addition, due to continuing uncertainties regarding future operating budgets during the next two years, it is unclear whether the University will experience fewer hiring opportunities than previous reporting periods. The University will need to engage in a review of anticipated vacancies. If the University has fewer vacancies, it may impact the University’s ability to affirmatively hire females, racial/ethnic minorities, individuals with disabilities and veterans. However, affirmative steps will be

taken to actively recruit and hire these protected groups and veterans when vacancies become available as discussed in the next section “Recruitment and Processes.”

Measuring the success of recruitment efforts for underutilized groups is dependent on applicants providing self-identifying information in regard to their gender, race/ethnicity, disability status, and veteran status. The University did not engage in a solicitation campaign during the past two-year period of the previous affirmative action plan. The University will need to engage in this effort during this plan period.

The University’s advertising resources is limited. Through Human Resources, job vacancies are posted through several advertising subscription services. However, in order to advertise through additional sources, individual departments/units must cover the cost through departmental funds. This has limited outreach efforts for departments/units that choose not to incur the additional cost, or do not have allocated funds in their budgets. The University will need to establish funding that can be utilized by all departments/units. In addition, the University will need to expand their advertising sources to target recruitment efforts for underutilized groups.

## **Recruitment and Processes**

The University takes the following actions to improve recruitment and increase the number of qualified females, racial/ethnic minorities, individuals with disabilities and veterans in the applicant pool:

- The University’s Office of Equal Opportunity & Title IX and Human Resources will partner to continue to provide additional educational and reference material for search advisory committees regarding the search process with regard to all equal opportunity and affirmative action activities and programs.
- Review and develop supplemental materials to the Minnesota State search advisory committee training that focuses on reviewing applicants through an equity lens and managing unconscious bias in the search process.
- Conduct further analysis of University employment data to conduct targeted outreach to the underutilized groups for the respective job categories identified in this plan.
- Establish a process to assess existing employee connections to local, regional, state and national organizations and/or associations in respective fields, which can be utilized for recruitment efforts.
- Identify and form partnerships with community organizations such as the local Workforce Center, Greater Mankato Growth, and South Central College to promote vacancies among their participants, clients, and alumni.
- The Affirmative Action Officer and designee(s) will assist divisional and college leadership to develop recruitment and retention activities for their respective areas.
- Identify resources, including monetary and personnel, needed to provide equitable and specific recruitment across all University departments and job classifications.
- Develop resource materials to provide all finalists information about the University and greater Mankato community.

- Develop method to measure effectiveness of recruitment efforts, including, but not limited to, advertising sources.
- The University will continue to place advertisements of job opportunities through [the State of MN Career site](https://mn.gov/mmb/careers/search-for-jobs/) (https://mn.gov/mmb/careers/search-for-jobs/).
- Continue to consider female, racial/ethnic minorities, individuals with disability, and veteran applicants for all positions for which they qualify.
- Use LinkedIn job posting feature to recruit applicants, which may lead to a broader and more diverse applicant pool.
- Advertise the Connect 700 program to attract qualified individuals with disabilities by providing a link to MMB's web site.
- Continue to identify the University as an affirmative action/equal employment opportunity employer on all job announcements/postings, vacancy notices and advertisements.
- Continue to publish recruitment materials and media depicting individuals representing protected groups and veterans.
- As vacancies become available, review qualifications and job classification of position descriptions.
- On an ongoing basis, review and revise job postings to eliminate non-inclusive language.
- Once available, utilize the new recruiting service through MMB partnership with Direct Employers Association to customize recruitment efforts to local and statewide community partners.

#### **Persons Responsible:**

- Linda Alvarez, Affirmative Action Officer, Director of Equal Opportunity & Title IX
- Jill Frederickson-Kratzke, Interim Human Resources Director
- Provost and Deans:
  - David Hood, Provost & Sr. Vice President for Academic Affairs
    - Patricia Marincic, Dean, College of Allied Health and Nursing
    - Chris Brown, Dean, College of Humanities and Social Sciences
    - Brenda Flannery, Dean, College of Business
    - Jean Haar, Dean, College of Education
    - Aaron Budge, Acting Dean, College of Science, Engineering and Technology
    - Laura Yin, Acting Associate Dean of College of Science, Engineering and Technology
    - Anne Dahlman, Interim Associate Provost and Interim Dean, Global Education
    - Chris Corley, Dean, Library & Learning

- Jennifer Veltsos, Interim Associate Vice President of Curriculum and Interim Dean, Graduate Studies
  - Teri Wallace, Interim Associate Vice President for Research and Interim Dean, Extended Campus
- Senior Managers and Executive Team Leaders:
  - Sheri Sargent, Chief of Staff
  - Henry Morris, VP for Diversity, Equity and Inclusion
  - David Jones, Vice President for Student Affairs & Enrollment Management
  - Richard Straka, Vice President for Finance and Administration
  - Mark Johnson, Vice President for Information & Technology Solutions
  - Kent Stanley, Vice President for University Advancement
  - Lynn Akey, Vice President for Student Success, Analytics and Integrated Planning
  - David Hood, Provost and Sr. Associate Vice President for Academic Affairs
  - Steve Smith, Assistant Vice President of Budget and Business Service
  - Paul Corcoran, Assistant Vice President of Facilities Management
  - Kevin Buisman, Director, Athletics
  - Elizabeth Whitcomb, Director, Student Financial Services
  - Cindy Janney, Dean of Students and Director of Residential Life
  - Kelly Meier, Assistant Vice President, Diversity, Equity and Inclusion
  - Timothy Berry, Interim Assistant Vice President, Faculty Affairs and Equity Initiatives

## Retention

The University will take the following actions to improve retention of females, racial/ethnic minorities, individuals with disabilities and veterans:

- Implement new onboarding academy that focuses on orientation and onboarding of new faculty, including adjunct faculty.
- Further develop and implement new employee on-boarding program for non-faculty employees.
- Strongly encourage new faculty in their first year of employment to participate in networking opportunities through organized monthly lunches. Continue to provide a second-year group that can continue the networking and connection with fellow faculty who participated in their first year.
- Encourage University staff self-identifying as women to participate in activities of the “Women in Higher Education” group through the University’s Center for Teaching and Learning.
- Conduct exit interviews, analyze the data, and address identified concerns.
- Encourage all new hires to receive applicable trainings for their position and individual career development.

- Ensure an inclusive work environment and equal opportunities for all employees through training.
- Encourage use of the University's mentor programs.
- Develop and communicate to employees' leadership ladder/succession planning.
- Review results of the 2022 HERC Job seeker Survey Reports to incorporate recommendations to retain employees.
- Review results of the CUPA-HR 2022 Higher Education employee Retention Survey to incorporate recommendations to retain employees.

### **Persons Responsible:**

- Linda Alvarez, Affirmative Action Officer, Director of Equal Opportunity & Title IX
- Jill Frederickson-Kratzke, Interim Human Resources Director
- Provost and Deans:
  - David Hood, Provost & Sr. Vice President for Academic Affairs
    - Patricia Marincic, Dean, College of Allied Health and Nursing
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## **Training**

The University will take the following training actions to improve retention of females, racial/ethnic minorities, individuals with disabilities, and veterans:

- Implement New Faculty Orientation to assist new faculty in learning University tools to help them be successful in the classroom.
- Develop and provide on-boarding and orientation to new (non-faculty) employees.
- Implement a Racial Equity Advocates Group for faculty. Training is provided to approved applicants that focuses on engagement of facilitated courageous conversations about racial inequities.
- Continue to share opportunities from reputable organizations with faculty and encourage faculty to continue to engage in professional development.
- Implement cross-learning programs to develop employee's skill and competencies.
- Ensure all new hires complete required University and Minnesota State training and that current employees complete annual required training.
- Continue to announce University training opportunities to all employees.
- Continue to broadly announce all promotion and transfer opportunities as they relate to employee collective bargaining units and compensation plans.
- Develop and provide supplemental training on unconscious bias in the search process to all hiring managers and search advisory committee members.
- Partner with the University's Diversity, Equity and Inclusion division to provide additional training opportunities in the areas of unconscious bias, inclusive work environments, systemic racism issues, and other relevant training topics to employees.

## **Persons Responsible:**

- Linda Alvarez, Affirmative Action Officer, Director of Equal Opportunity & Title IX
- Jill Frederickson-Kratzke, Interim Human Resources Director
- Provost and Deans:
  - David Hood, Provost & Sr. Vice President for Academic Affairs

- Patricia Marincic, Dean, College of Allied Health and Nursing
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## **Methods of Auditing, Evaluating, and Reporting Program Success**

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Minnesota Administrative Rules 3905.0400, subpart 1, item I

### **Pre-Employment Review Procedure/Monitoring the Hiring Process**

A report on action steps for 2020-2022 recruitment and retention plans have been compiled by our divisions, colleges and administrative units and will be maintained by the Office of Equal Opportunity

& Title IX to assist with future evaluation. Also filed in the Office of Human Resources are records of all unclassified hires and notes on specific recruitment activities. All such records are kept on file for four (4) years as required by Minnesota State Mankato's Records Retention Schedule. In addition, all new hires receive the following types of review.

The requirement to establish methods of auditing, evaluating and reporting program success includes a procedure for pre-employment review of all hiring decisions for units where underutilization currently exists. This pre-employment review takes place as follows:

**1. Unclassified Employees:**

When a vacancy occurs, the following procedures will be implemented before an offer of employment is made. Please refer to the Unclassified Recruitment and Appointment Process procedures titled *Unclassified Search Process Checklist* under the Other Relevant Information section of this plan.

**2. Classified Employees:**

In the employment process for classified employees, the Director of Equal Opportunity & Title IX will review all relevant documentation should the individual recommended for appointment not be from an underrepresented group and qualified individuals from underrepresented groups were available for consideration.

Minnesota State Mankato will evaluate its selection process to determine if its requirements unnecessarily screen out a disproportionate number of women, minorities, or individuals with disabilities. Minnesota State Mankato will use the monitoring the hiring process form for every hire to track the number of women, minorities, individuals with disabilities and veterans in each stage of the selection process. Directors, managers, and supervisors will work closely with Human Resources and the Affirmative Action Officer in reviewing the requirements for the position, posting the position, and interviewing and selection to ensure that equal opportunity and affirmative action is carried out. Directors, managers, and supervisors will be asked to document their hiring decisions and equal opportunity professionals will review for bias. Minnesota State Mankato will report the number of affirmative and non-affirmative hires to Minnesota Management and Budget on a quarterly basis.

When candidates are invited to participate in the selection process, employees scheduling the selection process will describe the process format to the candidate (e.g., interview process, testing process). All candidates will be provided information regarding the procedure to request reasonable accommodations if necessary, to allow candidates with disabilities equal opportunity to participate in the selection process. For example, describe if interview questions are offered ahead of time or what technology may be used during a test. This allows for an individual with a disability to determine if they may need a reasonable accommodation in advance of the selection process.

All personnel involved in the selection process will be trained and accountable for Minnesota State Mankato's commitment to equal opportunity and the affirmative action program and its implementation.

## Pre-Review Procedure for Layoff Decisions

The Affirmative Action Officer, in conjunction with Minnesota State Mankato's Human Resources office, shall be responsible for reviewing all pending layoffs to determine their effect on Minnesota State Mankato's affirmative action goals and timetables.

If it is determined that there is an adverse impact on protected groups or veterans, Minnesota State Mankato will document the reasons why the layoff is occurring, such as positions targeted for layoff, applicable personnel policies or collective bargaining agreement provisions, or other relevant reasons. Minnesota State Mankato will determine if other alternatives are available to minimize the impact on protected groups and veterans.

## Other Methods of Program Evaluation

The University submits the following compliance reports to MMB as part of the efforts to evaluate the University's affirmative action plan:

- Quarterly Monitoring the Hiring Progress Reports
- Biennial Affirmative Action Plan
- Annual Americans with Disabilities Act Report
- Annual Internal Complaint Report
- Disposition of Internal Complaint (submitted to MMB within 30 days of final disposition)

The University also evaluates the Affirmative Action Plan in the following ways:

- Monitors progress toward stated goals by job category (ongoing);
- Analyzes employment activity (hires, promotions, and terminations) by job category to determine if there is disparate impact (ongoing);
- Analyzes compensation program to determine if there are patterns of discrimination (ongoing);
- Reviews the accessibility of online systems and websites, and ensures that reasonable accommodations can be easily requested (annually);
- Discusses progress with University leadership on a periodic basis and makes recommendations for improvement (see Corrective Actions); and
- Conduct periodic confidential survey to capture data regarding those who identify as a Veteran and/or an Individual with a Disability (annual or biennial).

## Policies, Procedures, and Notice

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### A. Minnesota State Board Policy, 1B.1 Equal Opportunity and Nondiscrimination in Employment and Education (Review began April 2022. See current policy [here](#))

#### Part 1. Policy Statement

**Subpart A. Equal opportunity for students and employees.** Minnesota State Colleges and Universities has an enduring commitment to enhancing Minnesota’s quality of life by developing and fostering understanding and appreciation of a free and diverse society and providing equal opportunity for all its students and employees. To help effectuate these goals, Minnesota State Colleges and Universities is committed to a policy of equal opportunity and nondiscrimination in employment and education.

**Subpart B. Nondiscrimination.** No person shall be discriminated against in the terms and conditions of employment, personnel practices, or access to and participation in, programs, services, and activities with regard to race, sex, color, creed, religion, age, national origin, disability, marital status, status with regard to public assistance, sexual orientation, gender identity, or gender expression. In addition, discrimination in employment based on familial status or membership or activity in a local commission as defined by law is prohibited.

Harassment on the basis of race, sex, color, creed, religion, age, national origin, disability, marital status, status with regard to public assistance, sexual orientation, gender identity, gender expression, or familial status is prohibited. Harassment may occur in a variety of relationships, including faculty and student, supervisor and employee, student and student, staff and student, employee and employee, and other relationships with persons having business at, or visiting the educational or working environment.

This policy is directed at verbal or physical conduct that constitutes discrimination /harassment under state and federal law and is not directed at the content of speech. In cases in which verbal statements and other forms of expression are involved, Minnesota State Colleges and Universities will give due consideration to an individual's constitutionally protected right to free speech and academic freedom. However, discrimination and harassment are not within the protections of academic freedom or free speech.

The system office, colleges, and universities shall maintain and encourage full freedom, within the law, of expression, inquiry, teaching and research. Academic freedom comes with a responsibility that all members of our education community benefit from it without intimidation, exploitation or coercion.

This policy shall apply to all individuals affiliated with Minnesota State Colleges and Universities, including but not limited to, its students, employees, applicants, volunteers, agents, and Board of Trustees, and is intended to protect the rights and privacy of both the complainant and respondent and other involved individuals, as well as to prevent retaliation or reprisal. Individuals who violate this policy shall be subject to disciplinary or other corrective action.

This policy supersedes all existing system, college, and university equal opportunity and nondiscrimination policies.

## **Part 2. Definitions.**

**Subpart A. Consensual Relationship.** Consensual relationship means a sexual or romantic relationship between two persons who voluntarily enter into such a relationship. Employees who are members of the same household should also refer to the Board Policy 4.10, of Trustees Nepotism policy 4.10.

**Subpart B. Discrimination.** Discrimination means conduct that is directed at an individual because of his or her protected class and that subjects the individual to different treatment by agents or employees so as to interfere with or limit the ability of the individual to participate in, or benefit from, the services, activities, or privileges provided by the system or colleges and universities or otherwise adversely affects the individual's employment or education.

**Subpart C. Discriminatory harassment.** Discriminatory harassment means verbal or physical conduct that is directed at an individual because of his or her protected class, and that is sufficiently severe, pervasive, or persistent so as to have the purpose or effect of creating a hostile work or educational environment.

As required by law, Minnesota State Colleges and Universities further defines sexual harassment as a form of sexual discrimination which is prohibited by state and federal law. Sexual harassment includes unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct, and other verbal or physical conduct of a sexual nature when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or education, evaluation of a student's academic performance, or term or condition of participation in student activities or in other events or activities sanctioned by the college or university; or
2. Submission to or rejection of such conduct by an individual is used as the basis for employment or academic decisions or other decisions about participation in student activities or other events or activities sanctioned by the college or university; or
3. Such conduct has the purpose or effect of threatening an individual's employment; interfering with an individual's work or academic performance; or creating an intimidating, hostile, or offensive work or educational environment.

**Subpart D. Employee.** Employee means any individual employed by Minnesota State Colleges and Universities, including all faculty, staff, administrators, teaching assistants, graduate assistants, residence directors and student employees.

**Subpart E. Protected Class.** For purposes of this policy:

1. Protected class includes race, sex, color, creed, religion, age, national origin, disability, marital status, status with regard to public assistance, sexual orientation, gender identity, or gender expression. In addition, familial status and membership or activity in a local human rights commission are protected classes in employment.

2. This policy prohibits use of protected class status as a factor in decisions affecting education and employment where prohibited by federal or state law.

**Subpart F. Retaliation.** Retaliation includes, but is not limited to, intentionally engaging in any form of intimidation, reprisal or harassment against an individual because he or she:

- a. made a complaint under this policy;
- b. assisted or participated in any manner in an investigation, or process under this policy, regardless of whether a claim of discrimination or harassment is substantiated;
- c. associated with a person or group of persons who are disabled or are of a different race, color, creed, religion, sexual orientation, gender identity, gender expression, or national origin; or
- d. Made a complaint or assisted or participated in any manner in an investigation or process with the Equal Employment Opportunity Commission, the U.S. Department of Education Office for Civil Rights, the Minnesota Department of Human Rights or other enforcement agencies, under any federal or stated nondiscrimination law, including the Civil Rights Act of 1964; Section 504 of the Rehabilitation Act of 1973; the Minnesota Human Rights Act, Minn. Stat. Ch. 363A, and their amendments.

Retaliation may occur whether or not there is a power or authority differential between the individuals involved.

**Subpart G. Sexual harassment and violence as sexual abuse.** Under certain circumstances, sexual harassment or violence may constitute sexual abuse according to Minnesota law. In such situations, the system office and colleges and universities shall comply with the reporting requirements in Minnesota Statutes Section 626.556 (reporting of maltreatment of minors) and Minnesota Statutes Section 626.557 (Vulnerable Adult Protection Act). Nothing in this policy will prohibit any college or university or the system office from taking immediate action to protect victims of alleged sexual abuse. Board Policy 1B.3 Sexual Violence addresses sexual violence.

Subpart H. Student. For purposes of this policy, the term “student” includes all persons who:

1. Are enrolled in one or more courses, either credit or non-credit, through a college or university;
2. Withdraw, transfer or graduate, after an alleged violation of the student conduct code;
3. Are not officially enrolled for a particular term but who have a continuing relationship with the college or university;
4. Have been notified of their acceptance for admission or have initiated the process of application for admission or financial aid; or
5. Are living in a college or university residence hall although not enrolled in, or employed by, the institution.

**Part 3. Consensual Relationships.** An employee of Minnesota State Colleges and Universities shall not enter into a consensual relationship with a student or an employee over whom he or she exercises direct or otherwise significant academic, administrative, supervisory, evaluative, counseling, or extracurricular authority or influence. In the event a relationship already exists, each college and

university and system office shall develop a procedure to reassign evaluative authority as may be possible to avoid violations of this policy. This prohibition does not limit the right of an employee to make a recommendation on personnel matters concerning a family or household member where the right to make recommendations on such personnel matters is explicitly provided for in the applicable collective bargaining agreement or compensation plan.

**Part 4. Retaliation.** Retaliation as defined in this policy is prohibited in the system office, colleges and universities. Any individual subject to this policy who intentionally engages in retaliation shall be subject to disciplinary or other corrective action as appropriate.

**Part 5. Policies and procedures.** The chancellor shall establish procedures to implement this policy. The equal opportunity and nondiscrimination in employment and education policy and procedures of colleges and universities shall comply with Board Policy 1B.1 and Procedure 1B.1.1.

## **B. Minnesota State System Procedure 1B.1.1 Report/Complaint of Discrimination/Harassment Investigation and Resolution (Review began May 2022. See current policy [here](#))**

### **Part 1. Purpose and applicability.**

**Subpart A. Purpose.** This procedure is designed to further implement Minnesota State Colleges and Universities policies relating to nondiscrimination by providing a process through which individuals alleging violation of Board Policy 1B.1 Equal Opportunity and Nondiscrimination in Employment and Education may pursue a complaint. This includes allegations of retaliation, or discrimination or harassment based on sex, race, age, disability, color, creed, national origin, religion, sexual orientation, gender identity, gender expression, marital status, or status with regard to public assistance. In addition, discrimination in employment based on membership or activity in a local commission as defined by law is prohibited.

**Subpart B. Applicability.** This procedure shall apply to all individuals affiliated with Minnesota State Colleges and Universities, including its students, employees, and applicants for employment, and is intended to protect the rights and privacy of both the complainant and respondent and other involved individuals, as well as to prevent retaliation/reprisal. Individuals who violate this procedure shall be subject to disciplinary or other corrective action.

A single act of discrimination or harassment may be based on more than one protected class status. For example, discrimination based on anti-Semitism may relate to religion, national origin, or both; discrimination against a pregnant woman might be based on sex, marital status, or both; discrimination against a transgender or transsexual individual might be based on sex or sexual orientation.

Not every act that may be offensive to an individual or group constitutes discrimination or harassment. Harassment includes action beyond the mere expression of views, words, symbols or thoughts that another individual finds offensive. To constitute a violation of Board Policy 1B.1, conduct must be considered sufficiently serious to deny or limit a student's or employee's ability to participate in or benefit from the services, activities, or privileges provided by Minnesota State Colleges and Universities.

**Subpart C. Scope.** This procedure is not applicable to allegations of sexual violence; allegations of sexual violence are handled pursuant to Board Policy 1B.3 Sexual Violence and System Procedure 1B.3.1. In addition, harassment and discrimination complaints not arising from alleged violations of Board Policy 1B.1, are to be addressed under other appropriate policies and established practices.

**Part 2. Definitions.** The definitions in Board Policy 1B.1 also apply to this procedure.

**Subpart A. Designated officer.** Designated officer means an individual designated by the president or chancellor to be primarily responsible for conducting an initial inquiry, determining whether to

proceed with an investigation under this procedure, and investigating or coordinating the investigation of reports and complaints of discrimination/harassment in accordance with this procedure.

Prior to serving as the designated officer, the individual must complete investigator training provided by the system office.

**Subpart B. Decisionmaker.** Decisionmaker means a high level administrator designated by the president or chancellor to review investigative reports, to make findings whether Board Policy 1B.1 has been violated based upon the investigation, and to determine the appropriate action for the institution to take based upon the findings.

Prior to serving as a decisionmaker for complaints under this procedure, administrators must complete decisionmaker training provided by the system office.

**Subpart C. Retaliation.** Retaliation is as defined in Board Policy 1B.1 Equal Opportunity and Nondiscrimination in Employment and Education policy.

**Part 3. Consensual relationships.** Board Policy 1B.1 Equal Opportunity and Nondiscrimination in Employment and Education prohibits consensual relationships between an employee and a student or another employee over whom he or she exercises direct or otherwise significant academic, administrative, supervisory, evaluative, counseling, or extracurricular authority or influence, whether or not both parties appear to have consented to the relationship, except as noted.

Examples of prohibited consensual relationships include, but are not limited to:

- An employee and a student if the employee is in a position to evaluate or otherwise significantly influence the student's education, employment, housing, participation in athletics, or any other college or university activity (employee includes, for example, graduate assistants, administrators, coaches, advisors, program directors, counselors and residence life staff);
- A faculty member and a student who is enrolled in the faculty member's course, who is an advisee of the faculty member, or whose academic work is supervised or evaluated by the faculty member; and
- A supervisor and an employee under the person's supervision.

A faculty member or other employee is prohibited from undertaking a romantic or sexual relationship or permitting one to develop with a student or supervisee who is enrolled in the person's class or is subject to that person's supervision or evaluation.

If a consensual, romantic or sexual relationship exists between an employee and another individual and subsequent events create a supervisor/supervisee, faculty/student or similar relationship between them, the person with evaluative or supervisory authority is required to report the relationship to his or her supervisor so that evaluative functions can be reassigned if possible.

This procedure does not cover consensual relationships between individuals that do not require one to exercise direct or otherwise significant academic, administrative, supervisory, evaluative, counseling, or extracurricular authority or influence over the other.

This prohibition does not limit the right of an employee to make a recommendation on personnel matters concerning a person with whom they have a consensual relationship where the right to make recommendations on such personnel matters is explicitly provided for in the applicable collective bargaining agreement or compensation plan.

#### **Part 4. Reporting Incidents of discrimination/harassment**

**Subpart A. Reporting an incident.** Any individual who believes she or he has been or is being subjected to conduct prohibited by Board Policy 1B.1 is encouraged to report the incident to the designated officer. The report/complaint should be brought as soon as possible after an incident occurs.

Any student, faculty member or employee who knows of, receives information about or receives a complaint of discrimination/harassment is strongly encouraged to report the information or complaint to the designated officer of the system office, college, or university.

**Subpart B. Duty to report.** Administrators and supervisors shall refer allegations of conduct that they reasonably believe may constitute discrimination or harassment under Board Policy 1B.1 to the designated officer, or in consultation with the designated officer may inquire into and resolve such matters.

**Subpart C. Reports against a president.** A report/complaint against a president of a college or university shall be filed with the system office. However, complaints against a president shall be processed by the college or university if the president's role in the alleged incident was limited to a decision on a recommendation made by another administrator, such as tenure, promotion or non-renewal, and the president had no other substantial involvement in the matter.

**Subpart D. Reports against system office employees or Board of Trustees.** For reports/complaints that involve allegations against system office employees, the responsibilities identified in this procedure as those of the president are the responsibilities of the chancellor. Reports/complaints that involve allegations against the chancellor or a member of the Board of Trustees shall be referred to the chair or vice chair of the Board for processing. Such reports/complaints may be assigned to appropriate system personnel or outside investigatory assistance may be designated.

**Subpart E. False statements prohibited.** Any individual who is determined to have provided false information in filing a discrimination report/complaint or during the investigation of such a report/complaint may be subject to disciplinary or corrective action.

**Subpart F. Withdrawn complaints.** If a complainant no longer desires to pursue a complaint, the system office, colleges, and universities reserve the right to investigate and take appropriate action.

**Part 5. Right to representation.** In accordance with federal law and applicable collective bargaining agreement and personnel plan language, represented employees may have the right to request and receive union representation during an investigatory meeting.

Nothing in this procedure is intended to expand, diminish or alter in any manner whatsoever any right or remedy available under a collective bargaining agreement, personnel plan or law. Any disciplinary action imposed as a result of an investigation conducted under this procedure will be processed in accordance with the applicable collective bargaining agreement or personnel plan.

**Part 6. Investigation and Resolution.** The system office, college or university has an affirmative duty to take timely and appropriate action to stop behavior prohibited by Board Policy 1B.1, conduct investigations and take appropriate action to prevent recurring misconduct.

**Subpart A. Personal resolution.** This procedure neither prevents nor requires the use of informal resolution by an individual who believes he or she has been subject to conduct in violation of Board Policy 1B.1. In such a situation, the individual should clearly explain to the alleged offender as soon as possible after the incident that the behavior is objectionable and must stop. If the behavior does not stop or if the individual believes retaliation may result from the discussion, the individual should report to the designated officer. Under no circumstance shall an individual be required to use personal resolution to address prohibited behaviors.

**Subpart B. Information privacy.** Confidentiality of information obtained during an investigation cannot be guaranteed; such information, however, will be handled in accordance with applicable federal and state data privacy laws.

**Subpart C. Processing the complaint.** The designated officer must be contacted in order to initiate a report/complaint under this procedure. The scope of the process used in each complaint/report shall be determined by the designated officer based on the complexity of the allegations, the number and relationship of individuals involved, and other pertinent factors.

1. **Jurisdiction.** The designated officer shall determine whether the report/complaint is one which should be processed through another system office, college or university procedure available to the complainant; if appropriate, the designated officer shall direct the complainant to that procedure as soon as possible.
2. **Conflicts.** The designated officer should identify to the president or chancellor/designee any real or perceived conflict of interest in proceeding as the designated officer for a specific complaint. If the president or chancellor/designee determines that a conflict exists, another designated officer shall be assigned.
3. **Information provided to complainant.** At the time the report/complaint is made, the designated officer shall:
  - a.) inform the complainant of the provisions of the Board Policy 1B.1 and this procedure;
  - b.) provide a copy of or Web address for Board Policy 1B.1 and this procedure to the complainant;
  - c.) determine whether other individuals are permitted to accompany the complainant during investigatory interviews and the extent of their involvement; and
  - d.) inform the complainant of the provisions of Board Policy 1B.1 prohibiting retaliation.
4. **Complaint documentation.** The designated officer shall insure that the complaint is documented in writing. The designated officer may request, but not require the complainant

to document the complaint in writing using the complaint form of the system office, college or university.

5. **Information provided to the respondent.** At the time initial contact is made with the respondent, the designated officer shall inform the respondent in writing of the existence and general nature of the complaint and the provisions of the nondiscrimination policy. At the initial meeting with the respondent, the designated officer shall:
  - a) provide a copy of or Web address for Board Policy 1B.1 and this procedure to the respondent;
  - b.) provide sufficient information to the respondent consistent with federal and state data privacy laws to allow the respondent to respond to the substance of the complaint;
  - c.) explain to the respondent that in addition to being interviewed by the designated officer, the respondent may provide a written response to the allegations;
  - d.) determine whether other individuals are permitted to accompany the respondent during investigative interviews and the extent of their involvement; and
  - e.) inform the respondent of the provisions of Board Policy 1B.1 prohibiting retaliation.
6. **Investigatory process.** The designated officer shall:
  - a.) conduct a fact-finding inquiry or investigation into the complaint, including appropriate interviews and meetings;
  - b.) inform the witnesses and other involved individuals of the prohibition against retaliation;
  - c.) create, gather and maintain investigative documentation as appropriate;
  - d.) disclose appropriate information to others only on a need to know basis consistent with state and federal law, and provide a data privacy notice in accordance with state law; and
  - e.) handle all data in accordance with applicable federal and state privacy laws.
7. **Interim actions.**
  - a.) **Employee reassignment or administrative leave.** Under appropriate circumstances, the president or chancellor may, in consultation with system legal counsel and labor relations, reassign or place an employee on administrative leave at any point in time during the report/complaint process. In determining whether to place an employee on administrative leave or reassignment, consideration shall be given to the nature of the alleged behavior, the relationships between the parties, the context in which the alleged incidents occurred and other relevant factors. Any action taken must be consistent with the applicable collective bargaining agreement or personnel plan.
  - b.) **Student summary suspension or other action.** Under appropriate circumstances, the president or designee may, in consultation with system legal counsel, summarily suspend a student at any point in time during the report/complaint process. A summary suspension may be imposed only in accordance with Board Policy 3.6 and associated system procedures. After the student has been summarily suspended, the report/complaint process should be completed within the shortest reasonable time period, not to exceed nine (9) class days. During the summary suspension, the student may not enter the campus or participate in any college or university activities without obtaining prior permission from the president or designee. Other temporary measures may be taken in lieu of summary suspension where the president or designee determines such measures are appropriate.
8. **No basis to proceed.** At any point during the processing of the complaint, the designated officer may determine that there is no basis to proceed under Board Policy 1B.1. The

designated officer shall refer the complaint as appropriate. The designated officer shall notify the complainant and respondent of the outcome as appropriate, in accordance with applicable data privacy laws.

9. **Timely Completion.** Colleges, universities and the system office must provide resources sufficient to complete the investigative process and issue a written response within 60 days after a complaint is made, unless reasonable cause for delay exists. The designated officer shall notify the complainant and respondent if the written response is not expected to be issued within the 60 day period. The college, university or system office must meet any applicable shorter time periods, including those provided in the applicable collective bargaining agreement.

**Subpart D. Resolution.** After processing the complaint the designated officer may consider one or more of the following methods to resolve the complaint as appropriate:

1. conduct or coordinate education/training;
2. facilitate voluntary meetings between the parties;
3. recommend separation of the parties, after consultation with appropriate system office, college or university personnel;
4. other possible outcomes may include recommending changes in workplace assignments, enrollment in a different course or program, or other appropriate action;
5. the system office, college or university may use alternative dispute resolution or mediation services as a method of resolving discrimination or harassment complaints. Alternative dispute resolution and mediation options require the voluntary participation of all parties to the complaint;
6. upon completion of the inquiry, the designated officer may dismiss or refer the complaint to others as appropriate.

**Subpart E. Decision process.** If the above methods have not resolved the complaint within a reasonable period of time to the satisfaction of the designated officer, or the designated officer feels additional steps should be taken, the procedures in this subpart shall be followed.

1. **Designated officer.** The designated officer shall:
  - a.) prepare an investigation report and forward it to the decisionmaker for review and decision;
  - b.) take additional investigative measures as requested by the decisionmaker; and
  - c.) be responsible for coordinating responses to requests for information contained in an investigation report in accordance with the Minnesota Government Data Practices Act and other applicable law including, but not limited to, the Family Educational Rights and Privacy Act (FERPA). In determining the appropriate response, the designated officer shall consult with the campus data practice compliance official and/or the Office of General Counsel.
2. **Decision maker.** After receiving the investigation report prepared by the designated officer, the decisionmaker shall:
  - a.) determine whether additional steps should be taken prior to making the decision. Additional steps may include:
    1. a request that the designated officer conduct further investigative measures;
    2. a meeting with the complainant, respondent or other involved individuals. If a meeting involving a represented employee is convened, the complainant or respondent may choose to be accompanied by the bargaining unit representative, in accordance with the applicable collective bargaining agreement and federal and state law; and

3. a request for additional information which may include a written response from the complainant or respondent relating to the allegations of the complaint.
- b.) take other measures deemed necessary to determine whether a violation of Board Policy 1B.1 has been established;
- c.) when making the decision, take into account the totality of the circumstances, including the nature and extent of the behaviors, the relationship(s) between the parties, the context in which the alleged incident(s) occurred, and other relevant factors;
- d.) determine the nature, scope and timing of disciplinary or corrective action and the process for implementation if a violation of the nondiscrimination policy occurs. This may include consultation with human resources or supervisory personnel to determine appropriate discipline;
- e.) As appropriate, consistent with applicable state and federal data privacy laws, report in writing to the complainant, respondent and the designated officer her or his findings, and the basis for those findings, as to whether Board policy 1B.1 has been violated.
- f.) Conduct that is determined not to have violated Board policy 1B.1 shall be referred to another procedure for further action, if appropriate.

## **Part 7. System office, college, or university action.**

The system office, college, or university shall take the appropriate corrective action based on results of the investigation, and the designated officer shall make appropriate inquiries to ascertain the effectiveness of any corrective or disciplinary action. Complainants are encouraged to report any subsequent conduct that violates Board Policy 1B.1.1, as well as allegations of retaliation.

Written notice to parties relating to discipline, resolutions, and/or final dispositions resulting from the report/complaint process is deemed to be official correspondence from the system office, college or university. In accordance with state law, the system office, college or university is responsible for filing the complaint disposition concerning complaints against employees with the Commissioner of Employee Relations within 30 days of final disposition.

## **Part 8. Appeal**

**Subpart A. Filing an appeal.** The complainant or the respondent may appeal the decision of the decisionmaker. An appeal must be filed in writing with the president or designee within ten (10) business days after notification of the decision. The appeal must state specific reasons why the complainant or respondent believes the decision was improper. In a complaint against a president or other official who reports directly to the chancellor, an appeal may be considered by the chancellor whether or not the chancellor served as the decisionmaker.

**Subpart B. Effect of review.** For employees represented by a collective bargaining agreement, an appeal under this procedure is separate and distinct from, and is not in any way related to, any contractual protections or procedures. During the pendency of the appeal disciplinary or corrective

action taken as a result of the decision shall be enforced. In addition, in cases involving sanctions of suspension for ten (10) days or longer, students shall be informed of their right to a contested case hearing under Minnesota Statutes §14.

**Subpart C. Appeal process.** The president or designee shall review the record and determine whether to affirm or modify the decision. The president or designee may receive additional information if the president or designee believes such information would aid in the consideration of the appeal. The decision on appeal shall be made within a reasonable time and the complainant, respondent and designated officer shall be notified in writing of the decision, consistent with applicable state and federal data privacy laws. The decision on appeal exhausts the complainant's and respondent's administrative remedies under this procedure except as provided herein.

**Part 9. Education and training.** The system office, colleges and universities shall provide education and training programs to promote awareness and prevent discrimination/harassment, such as educational seminars, peer-to-peer counseling, operation of hotlines, self-defense courses, and informational resources. Education and training programs should include education about Board Policy 1B.1 and this procedure. All colleges and universities and the system office shall promote awareness of Board Policy 1B.1 and this procedure, and shall publicly identify the designated officer.

**Part 10. Distribution of board policy 1B.1 and this procedure.** Information regarding Board Policy 1B.1 and this procedure shall, at a minimum, be distributed to students at the time of registration and to employees at the beginning of employment. Distribution may be accomplished by posting on an internet Web site, provided all students and employees are directly notified of how to access the policy and procedure by an exact address, and that they may request a paper copy. Copies of the policy and procedure shall be conspicuously posted at appropriate locations at the system office and on college and university campuses at all times and shall include the designated officers' names, locations and telephone numbers.

Designated officers also must be identified by name, location and phone number in informational publications such as student catalogs, student and employee handbooks, bulletin boards, campus Web sites and other appropriate public announcements.

**Part 11. Maintenance of report/complaint procedure documentation.** During and upon the completion of the complaint process, the complaint file shall be maintained in a secure location in the office of the designated officer for the system office, college or university in accordance with the applicable records retention schedule. Access to the data shall be in accordance with the respective collective bargaining agreement or personnel plan, the Minnesota Government Data Practices Act, the Family Educational Rights and Privacy Act or other applicable law.

# Minnesota State University, Mankato Discrimination/Harassment Complaint Form

An electronic version of the Minnesota State University, Mankato Discrimination/Harassment Complaint form can be found at: <https://link.mnsu.edu/eotitleixreport>

## Minnesota State Mankato Discrimination/Harassment and Sexual Violence Reporting Form



This is a secure reporting form accessible only to the appropriate Minnesota State University, Mankato officials, including the Office of Equal Opportunity & Title IX. You are not required to complete the entire form in order for the report to be submitted; however, you must complete fields denoted with an asterisk. The University will use the information provided to process the report, which can include an investigation and contacting the complainant, respondent and/or any potential witnesses. If the report does not contain specific information, the University's investigation and response may be limited.

### Capture

Please note that this report does not constitute a Formal Complaint

\* Report Type:

\* Case Type:

\* Sub Case Type:

Incident Start Date:

Incident End Date:

Incident Location(s):

Specific Incident Location:

Please provide as many details as possible regarding the incident or matter of concern, including what happened, who was present, how it happened. Please refrain from including the survivor's/victim's name without their permission.

**B I U S** Format - |

Words: 0 Characters: 0/10000

Remedy Sought:

**B I U S** Format - |

Words: 0 Characters: 0/10000

Would you like to report Anonymously?:

Yes  No

You can submit this report by clicking on the "Save" icon above. Please know that submissions are not continually monitored and will typically be reviewed on the next business day. If you have provided your contact information, a staff member of the Office of Equal Opportunity & Title IX will contact you. Thank you for bringing your concerns to the attention of Minnesota State Mankato.

### Reporter Details

\* Legal First Name:

Preferred First Name:

\* Last Name:

Preferred Pronoun:

Email Address:

Permanent Phone #:    
Country Code Phone Number

Personal Cell Phone #:    
Country Code Phone Number

Preferred Contact Method:

Local Address:

Is the contact method selected a safe way to contact you?:  Yes  No

### File Upload

Upload File: **0 of 10 Attachments**

You can submit this report by clicking on the "Save" icon above. Please know that submissions are not continually monitored and will typically be reviewed on the next business day. If you have provided your contact information, a staff member of the Office of Equal Opportunity & Title IX will contact you. Thank you for bringing your concerns to the attention of Minnesota State Mankato.

## C. Minnesota State Board Policy, 1B.3 Sexual Violence

### Part 1. Policy statement

Sexual violence is an intolerable intrusion into the most personal and private rights of an individual, and is prohibited at Minnesota State Colleges and Universities. Minnesota State is committed to eliminating sexual violence in all forms and will take appropriate remedial action against any individual found responsible for acts in violation of this policy. Acts of sexual violence may also constitute violations of criminal or civil law or of other Board Policies that may require separate proceedings. To further its commitment against sexual violence, Minnesota State provides reporting options, an investigative and disciplinary process, prevention training, and other related services as appropriate.

### Subpart A. Application of policy to students, employees, Board of Trustees and others

This policy applies to all Minnesota State students and employees, Board of Trustees and to others, as appropriate, where incidents of sexual violence on system property have been reported. Reports of sexual violence committed by a student at a location other than on system property are covered by this policy pursuant to the factors listed in Board Policy 3.6, Part 2. Reports of sexual violence committed by a system employee at a location other than system property are covered by this policy.

Reports of sexual violence committed on system property by individuals who are not students or employees are subject to appropriate actions by Minnesota State, including but not limited to pursuing criminal or civil action against them.

Allegations of discrimination or harassment are governed by Board Policy 1B.1.

### Subpart B. College and university policies

Each Minnesota State college and university shall adopt a clear, understandable written policy on sexual violence that applies to its campus community, including but not limited to its students and employees. The policy content and implementation must be consistent with the standards in this policy and System Procedure 1B.3.1.

### Part 2. Definitions.

The following definitions apply to this policy and System Procedure 1B.3.1.

#### Affirmative Consent

Consent is informed, freely given, and mutually understood willingness to participate in sexual activity that is expressed by clear, unambiguous, and affirmative words or actions. It is the responsibility of the person who wants to engage in sexual activity to ensure that the other person has consented to engage in the sexual activity. Consent must be present throughout the entire sexual activity and can be revoked at any time. If coercion, intimidation, threats, and/or physical force are used, there is no consent. If the complainant is mentally or physically incapacitated or impaired so that the complainant

cannot understand the fact, nature, or extent of the sexual situation, there is no consent; this includes conditions due to alcohol or drug consumption, or being asleep or unconscious. A lack of protest, absence of resistance, or silence alone does not constitute consent, and past consent to sexual activities does not imply ongoing future consent. The existence of a dating relationship between the people involved or the existence of a past sexual relationship does not prove the presence of, or otherwise provide the basis for, an assumption of consent. Whether the respondent has taken advantage of a position of influence over the complainant may be a factor in determining consent.

### **Dating, intimate partner, and relationship violence**

Violence including physical harm or abuse, and threats of physical harm or abuse, arising out of a personal intimate relationship. This violence also may be called domestic abuse or spousal/partner abuse and may be subject to criminal prosecution under Minnesota law.

### **Employee**

Any individual employed by Minnesota State, its colleges and universities and the system office, including student workers.

### **Non-forcible sex acts**

Non-forcible acts include unlawful sexual acts where consent is not relevant, such as sexual contact with an individual under the statutory age of consent, as defined by Minnesota law, or between persons who are related to each other within degrees wherein marriage is prohibited by law.

### **Subpart B. Sexual assault**

An actual, attempted, or threatened sexual act with another person without that person's affirmative consent. Sexual assault is often a criminal act that can be prosecuted under Minnesota law, as well as form the basis for discipline under Minnesota State student codes of conduct and employee disciplinary standards. Sexual assault includes but is not limited to:

1. Involvement without consent in any sexual act in which there is force, expressed or implied, or use of duress or deception upon the victim. Forced sexual intercourse is included in this definition, as are the acts commonly referred to as date rape or acquaintance rape. This definition also includes the coercing, forcing, or attempting to coerce or force sexual intercourse or a sexual act on another.
2. Involvement in any sexual act when the victim is unable to give consent.
3. Intentional and unwelcome touching of a person's intimate parts (defined as primary genital area, groin, inner thigh, buttocks, or breast); or coercing, forcing, or attempting to coerce or force another to touch a person's intimate parts.
4. Offensive sexual behavior directed at another, such as indecent exposure or voyeurism.

## **Sexual violence**

A continuum of conduct that includes sexual assault, non-forcible sex acts, dating and relationship violence, stalking as well as aiding acts of sexual violence.

## **Stalking**

Conduct directed at a specific person that is unwanted, unwelcome, or unreciprocated and that would cause reasonable people to fear for their safety or the safety of others or to suffer substantial emotional distress.

## **Student**

All persons who:

1. Are enrolled in one or more courses, either credit or non-credit, through a college or university; or
2. Withdraw, transfer, or graduate after an alleged violation of the code of student conduct; or
3. Are not officially enrolled for a particular term but who have a continuing relationship with the college or university; or
4. Have been notified of their acceptance for admission or have initiated the process of application for admission or financial aid; or
5. Are not college or university employees and are not enrolled in the institution but live in a college or university residence hall.

## **System Property**

The facilities and land owned, leased, or under the primary control of Minnesota State, its Board of Trustees, system office, colleges, and universities.

## **D. Minnesota State System Procedure 1B.3.1 Response to Sexual Violence and Title IX Sexual Harassment**

### **Part 1. Purpose**

This procedure provides a process through which individuals alleging sexual violence may pursue a complaint, pursuant to Board Policy 1B.3 Sexual Violence Policy prohibiting sexual violence.

This procedure is intended to protect the rights and privacy of both the complainant and respondent and other involved individuals, as well as to prevent retaliation and reprisal.

### **Part 2. Definitions**

The definitions in Policies 1B.3 and 1B.1 also apply to this procedure.

#### **Campus security authority**

Campus security authority includes the following categories of individuals at a college or university:

1. A college or university security department;
2. Any individual who has campus security responsibilities in addition to a college or university security department;
3. Any individual or organization identified in a college or university security policy as an individual or organization to which students and employees should report criminal offenses;
4. An official of a college or university who has significant responsibility for student and campus activities, including, but not limited to, student housing, student discipline, and campus judicial proceedings; advisors to recognized student organizations; and athletic coaches. Professional counselors, whose official responsibilities include providing mental health counseling, and who are functioning within the scope of their license or certification, are not included in this definition.

#### **Complainant**

An individual who is alleged to be the victim of conduct that could constitute sexual harassment (as defined by Title IX).

#### **Educational program or activity**

Includes locations, events, or circumstances over which the college or university exercised substantial control over both the respondent and the context in which the sexual harassment (as defined by Title IX) occurs, and also includes any building owned or controlled by any officially recognized student organization of the college or university.

#### **Formal complaint**

A document filed by a complainant or signed by the Title IX Coordinator alleging sexual harassment (as defined by Title IX) against a respondent and requesting that the college or university investigate the allegation of sexual harassment. At the time of filing the formal complaint of sexual harassment (as

defined by Title IX), a complainant must be participating in or attempting to participate in the education program or activity of the college or university with which the formal complaint is filed.

### **Respondent**

An individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment (as defined by Title IX).

### **Supportive measures**

Non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the complainant or respondent before or after the filing of a formal Title IX complaint or where no formal complaint has been filed. Such measures are designed to restore or preserve equal access to the education program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the recipient's educational environment, or deter sexual harassment. Supportive measures may include, but are not limited to, counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, campus escort services, mutual restrictions on contact between the parties, changes in work or housing locations, leaves of absence, increased security and monitoring of certain areas of the campus. The Title IX Coordinator is responsible for coordinating the effective implementation of supportive measures.

### **Title IX Coordinator**

Employee(s) designated by the president to coordinate the college or university's efforts to comply with its Title IX responsibilities and Board Policies 1B.1 and 1B.3. A campus can delegate Title IX responsibilities to, for example, a deputy or deputies, and/or an investigator.

### **Title IX sexual harassment**

For purposes of Title IX, sexual harassment means conduct on the basis of sex that occurs in a college or university's program or activity in the United States that satisfies one or more of the following:

1. An employee of the college or university conditioning the provision of an aid, benefit, or service of the recipient on an individual's participation in unwelcome sexual conduct.
2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive and objectively offensive that it effectively denies a person equal access to the college or university's education program or activity; or
3. Sexual assault; dating, intimate partner, and relationship violence; and stalking as defined in Board Policy 1B.3

## **Part 3. Reporting Incidents of Sexual Violence**

### **Subpart A. Prompt reporting encouraged**

Complainants of sexual violence and sexual harassment (as defined by Title IX) may report incidents at any time, but are strongly encouraged to make reports promptly in order to best preserve evidence for a potential legal or disciplinary proceeding.

Complainants are strongly encouraged to report incidents of sexual violence to law enforcement for the location where the incident occurred. Complainants are also encouraged to contact the local victim/survivor services office, counseling and health care providers, campus Title IX coordinators, or Minnesota State Colleges and Universities campus security authorities for appropriate action.

### **Subpart B. Assistance in reporting**

When informed of an alleged incident of sexual violence and sexual harassment (as defined by Title IX), all Minnesota State Colleges and Universities students and employees are urged to encourage and assist complainants, as needed, to report the incident to local law enforcement, local victim/survivor services, campus Title IX coordinator, or campus security authorities.

Campus security authorities, when informed of an alleged incident of sexual violence and sexual harassment (as defined by Title IX), shall promptly assist the complainant, as requested, including providing guidance in filing complaints with outside agencies, such as law enforcement; obtaining appropriate assistance from victim/survivor services or medical treatment professionals; and filing a complaint with the Title IX Coordinator.

When appropriate, Minnesota State Colleges and Universities may pursue legal action against a respondent, including, but not limited to, trespass or restraining orders, in addition to disciplinary action under the applicable student or employee conduct standard. A college or university may take actions it deems necessary or appropriate in response to all protection, restraining, or no-contact orders.

### **Subpart C. Required reports**

Any campus security authority or any college or university employee with supervisory or student-advicing responsibility who has been informed of an alleged incident of sexual violence and sexual harassment (as defined by Title IX), shall follow college or university procedures for making a report for the annual crime statistics report. In addition, the campus security authority or any college or university employee with supervisory or student-advicing responsibility who has been informed of an alleged incident of sexual violence and sexual harassment (as defined by Title IX) shall report to the Title IX Coordinator, in order to initiate any applicable investigative or other resolution procedures.

Campus security authorities may be obligated to report to law enforcement the fact that a sexual assault has occurred, but the name of or other personally identifiable information about the complainant will be provided only with the consent of the complainant, except as may be required or permitted by law.

### **Subpart D. Mandatory reporting of abuse or neglect of children or vulnerable adults**

Minnesota law provides special protection for children under 18 and vulnerable adults. These laws, Minnesota Statutes sections 626.556 and 626.557, identify those who are mandated to report neglect or abuse of children under 18 and maltreatment of vulnerable adults. Faculty, student teachers or clinical participants, day care personnel, and others involved in education or services to children or vulnerable adults may be considered mandated reporters under both of these laws. Reports of abuse

or neglect of a child or vulnerable adult, must be made to law enforcement or state or county social service agencies.

## **Part 4. Confidentiality of reporting**

### **Confidential reports**

Because of laws concerning government data contained in Minn. Stat. Ch. 13 Government Data Practices, colleges and universities cannot guarantee confidentiality to those who report incidents of sexual violence except where those reports are privileged communications with licensed healthcare professionals. Some off-campus reports also may be legally privileged by law, such as reports to clergy, private legal counsel, or healthcare professionals.

## **Part 5. Policy notices**

### **Subpart A. Distribution of policy to students**

Each college or university shall, at a minimum, at the time of registration make available to each student information about its sexual violence and sexual harassment (as defined by Title IX) policy and procedure), including its online reporting system that allows for anonymous reporting, and shall additionally post a copy of its policy and procedure at appropriate locations on campus and in appropriate handbooks at all times. A college or university may distribute its policy and procedure by posting on an Internet or Intranet website, provided all students are directly notified of how to access the policy by an exact address, and that they may request a paper copy.

### **Subpart B. Distribution of policy to employees**

Colleges, universities, and the system office shall make available to all employees a copy of the sexual violence and sexual harassment (as defined by Title IX) policy and procedure. Distribution may be accomplished by posting on an Internet or Intranet website, provided all employees are directly notified of the exact address of the policy and procedure as well as the option of receiving a paper copy upon request.

### **Subpart C. Required notice**

Each college or university shall have a sexual violence and sexual harassment (as defined by Title IX) policy, which must include the notice provisions in this part.

1. **Notice of Title IX Coordinator.** Each college and university must notify applicants for admission and employment, students, employees, and all unions holding collective bargaining agreements with the college or university of the name or title, office address, electronic mail address, and telephone number of the employee or employees designated as the Title IX Coordinator.
2. **Notice of non-discrimination.** Each college and university must notify applicants for admission and employment, students, employees and all unions holding collective bargaining agreements with the college and university that the college or university does not discriminate on the basis

of sex in the education program or activity that it operates, and that it is required by Title IX not to discriminate in such a manner. Inquiries about the application of Title IX may be referred to the Title IX Coordinator and/or to the United States Department of Education.

### 3. **Notice of complainant options**

Following a report of sexual violence the complainant must be promptly notified of:

- a. Where and how to obtain immediate medical assistance. Complainants should be informed that timely reporting and a medical examination within 72 hours are critical in preserving evidence of sexual assault and proving a criminal or civil case against a perpetrator. Complainants should be told, however, that they may report incidents of sexual violence at any time.
- b. Where and how to report incidents of sexual violence to local law enforcement officials, and/or appropriate college, university, or system contacts for employees, students, and others. Such contacts should be identified by name, location, and phone number for 24-hour availability, as applicable.
- c. Resources for where and how complainants may obtain on- or off-campus counseling, mental health, or other support services.

### 4. **Notice of complainant rights**

Complainants must be notified of the following:

- a. Their right to make a report with local law enforcement officials in sexual assault cases.
- b. Rights under the crime victims bill of rights, Minn. Stat. §§ 611A.01 – 611A.06, including the right to assistance from the Crime Victims Reparations Board and the commissioner of public safety.
- c. Availability of prompt assistance from campus officials, upon request, in notifying the appropriate campus investigating authorities and law enforcement officials, and, at the direction of law enforcement authorities, assistance in obtaining, securing, and maintaining evidence in connection with a sexual violence incident.
- d. Assistance available from campus authorities in preserving for a sexual violence complainant materials relating to a campus disciplinary proceeding.
- e. Complaints of incidents of sexual violence made to campus security authorities must be promptly and appropriately resolved.
- f. Upon a sexual assault complainant's request, the college, university, or system office may take action and other supportive measures to prevent unwanted contact with the alleged assailant, including, but not limited to, transfer of the complainant and/or the respondent to alternative classes, or to a work site or to alternative college-owned housing, if such alternatives are available and feasible.

- g. Upon request, students who reported sexual assaults to the college or university and subsequently chose to transfer to another college or university will be provided with information about resources for victims of sexual assault at the college or university to which the complainant is transferring.

## **Part 6. Investigation and Disciplinary Procedures**

### **Subpart A. General principles**

College and university investigation and disciplinary procedures concerning allegations of sexual violence and sexual harassment (as defined by Title IX) against employees or students must:

1. Be respectful of the needs and rights of individuals involved and treat them with dignity;
2. Not suggest the complainant was at fault for the sexual assault or should have behaved differently to prevent the assault;
3. Proceed as promptly as possible;
4. Permit a student complainant and a student respondent to have the same opportunity to have an appropriate support person or advisor present at any interview or hearing, in a manner consistent with the governing procedures and applicable data practices law;
5. Afford employees the right to representation consistent with the appropriate collective bargaining agreement or personnel plan;
6. Be conducted in accordance with applicable due process standards and privacy laws;
7. Simultaneously inform both the complainant and respondent of the outcome in a timely manner, as permitted by applicable privacy law.
8. Be based on a preponderance of evidence standard, meaning that it is more likely than not that the policy, procedure, or code has been violated.

The past sexual history of the complainant and respondent must be deemed irrelevant except as that history may directly relate to the incident being considered.

A respondent's use of any drug, including alcohol, judged to be related to an offense may be considered to be an exacerbating rather than mitigating circumstance.

### **Subpart B. Relationship to parallel proceedings**

In general, college, university, and system office investigation and disciplinary procedures for allegations of sexual violence and sexual harassment (as defined by Title IX) will proceed independent of any action taken in criminal or civil courts. A college or university need not, and in most cases should not, delay its proceedings while a parallel legal action is ongoing. If a college or university is aware of a criminal proceeding involving the alleged incident, they may contact the prosecuting authority to coordinate when feasible. Criminal or civil court proceedings are not a substitute for college, university, and system office procedures.

### **Subpart C. Memorandum of understanding with local law enforcement**

Each college or university shall enter into a memorandum of understanding with the primary law enforcement agencies that serve their campus(es). Prior to the start of each academic year, each college or university shall distribute an electronic copy of the MOU to all employees on the campus that are subject to the memorandum. Colleges and universities are exempt from the MOU requirement if they and local or county law enforcement agencies establish a sexual assault protocol team to facilitate effective cooperation and collaboration between the college or university and law enforcement.

### **Subpart D. False statements prohibited**

Colleges, universities, and the system office take allegations of sexual violence and sexual harassment (as defined by Title IX) very seriously and recognize the consequences such allegations may have on a respondent as well as the complainant. Any individual who knowingly provides false information regarding the filing of a complaint or report of sexual violence, or who provides false information during the investigation of such a complaint or report, may be subject to discipline or, under certain circumstances, legal action. Complaints of conduct that are found not to violate policy are not assumed to be false.

### **Subpart E. Sanctions**

Sanctions that may be imposed if a finding is made that sexual violence and sexual harassment (as defined by Title IX) has occurred include, but are not limited to, discipline up to and including suspension, or expulsion of students, or discipline, up to and including termination from employment, as provided in the applicable bargaining agreement or compensation plan, for employees. The appropriate sanction will be determined on a case-by-case basis, taking into account the severity of the conduct, the student's or employee's previous disciplinary history, and other factors as appropriate.

Witnesses or victims who report in good faith an incident of sexual violence will not be sanctioned by the college, university, or system office for admitting in the report to a violation of the student conduct policy on the use of alcohol or drugs.

### **Subpart F. Retaliation prohibited**

Actions by a student or employee intended as retaliation, reprisal, or intimidation against an individual for making a complaint or participating in any way in a report or investigation under this policy are prohibited and are subject to appropriate disciplinary action.

## **Part 7. Investigation and Resolution**

The college, university or system office has a duty to take timely and appropriate action to stop behavior prohibited by Board Policy 1B.3, conduct investigations and take appropriate action to prevent recurring misconduct.

### **Subpart A. Informal resolution**

A college or university may offer an informal resolution process if a formal complaint is filed and after providing both parties a notice of allegations. The parties must voluntarily consent, in writing, to the

informal resolution process. At any time before agreeing to a resolution, any party has the right to withdraw from the informal resolution process and resume the process with respect to the formal complaint. This procedure neither prevents nor requires the use of informal resolution by individuals who believe they have been subject to conduct in violation of Board Policy 1B.3. Informal resolution shall not be used to resolve allegations that an employee sexually harassed a student.

### **Subpart B. Information privacy**

Confidentiality of information obtained during an investigation cannot be guaranteed; such information, however, will be handled in accordance with applicable federal and state data privacy laws.

### **Subpart C. Processing the complaint**

The Title IX Coordinator must be contacted in order to initiate a complaint under this procedure. The Title IX Coordinator shall determine the process used in each complaint based on the complexity of the allegations, the number and relationship of individuals involved, and other pertinent factors.

1. **Jurisdiction.** The Title IX Coordinator shall:
  - a. determine whether the complaint is one which should be processed through another system office, college or university procedure available to the complainant;
  - b. if appropriate, direct the complainant to that procedure as soon as possible; and
  - c. for sexual harassment complaints, (as defined by Title IX), determine whether or not the complaint involves the education program or activity of the college or university and whether the incident occurred in the United States.
2. **Conflicts.** The Title IX Coordinator should identify to the president or chancellor/designee any real or perceived conflict of interest in proceeding as the Title IX Coordinator, for the decision-maker, and/or for any person designated to facilitate an informal resolution for a specific complaint. If the president or chancellor/designee determines that a conflict exists, another Title IX Coordinator, decision-maker, or person facilitating an informal resolution must be assigned.
3. **Information provided to complainant.** At the time the complaint is made, the Title IX Coordinator shall:
  - a. inform the complainant of the provisions of the Board Policy 1B.3 and this procedure;
  - b. provide a copy of or Web address for Board Policy 1B.3 and this procedure to the complainant;
  - c. determine whether other individuals are permitted to accompany the complainant during investigatory interviews and the extent of their involvement;
  - d. inform the complainant of the provisions of Board Policy 1B.3 prohibiting retaliation;
  - e. discuss the availability of supportive measures; and

- f. explain the process for filing a formal Title IX complaint
4. **Complaint documentation.** The Title IX Coordinator shall insure that the complaint is documented in writing. The Title IX Coordinator may request, but not require the complainant to document the complaint in writing using the complaint form of the system office, college or university.
5. **Information provided to the respondent.** At the time initial contact is made with the respondent, the Title IX Coordinator shall inform the respondent in writing of the existence and general nature of the complaint and the provisions of the sexual violence policy, including the name of the complainant. At the initial meeting with the respondent, the Title IX Coordinator shall:
- a. provide a copy of or Web address for Board Policy 1B.3 and this procedure to the respondent;
  - b. provide sufficient information to the respondent consistent with federal and state data privacy laws to allow the respondent to respond to the substance of the complaint;
  - c. explain to the respondent that in addition to being interviewed by the Title IX Coordinator, the respondent may provide a written response to the allegations;
  - d. determine whether other individuals are permitted to accompany the respondent during investigative interviews and the extent of their involvement;
  - e. discuss the availability of supportive measures;
  - f. inform the respondent of the provisions of Board Policy 1B.3 prohibiting retaliation; and
  - g. utilize the template notice of allegations.
6. **Investigatory process.** The Title IX Coordinator shall:
- a. conduct a fact-finding inquiry or investigation into the complaint, including appropriate interviews and meetings;
  - b. inform the witnesses and other involved individuals of the prohibition against retaliation;
  - c. create, gather and maintain investigative documentation as appropriate;
  - d. disclose appropriate information to others only on a need to know basis consistent with state and federal law, and provide a data privacy notice in accordance with state law;
  - e. handle all data in accordance with applicable federal and state privacy laws
  - f. include an objective evaluation of all relevant evidence – including both inculpatory and exculpatory evidence.

- g. Presume that the respondent is not responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the investigation process.
- h. Not require, allow, rely upon, or otherwise use questions or evidence that constitute, or seek disclosure of, information protected under a legally recognized privilege, unless the person holding such privilege has waived the privilege.
- i. For formal Title IX complaints, before completing the investigation report, send to both the complainant and the respondent and their advisors, if any, the evidence subject to inspection and review. Both the complainant and the respondent must have at least ten (10) calendar days to submit a written response to the evidence, which the Title IX Coordinator will consider before completing the investigative report. Both parties and their advisors may use the information solely for purposes of proceedings pursuant to this policy.
- j. Create an investigative report that fairly summarizes relevant evidence and, at least ten (10) calendar days prior to a formal hearing, send to each party and the party's advisor, if any, the investigative report in an electronic format or a hard copy, for their review and written response.

## 7. Interim actions

- a. **Employee reassignment or administrative leave.** Under appropriate circumstances, the president or chancellor may, in consultation with system legal counsel and labor relations, reassign or place an employee on administrative leave at any point in time during the report/complaint process. In determining whether to place an employee on administrative leave or reassignment, consideration shall be given to the nature of the alleged behavior, the relationships between the parties, the context in which the alleged incidents occurred and other relevant factors. Any action taken must be consistent with the applicable collective bargaining agreement or personnel plan.
  - b. **Student summary suspension or other action.** Under appropriate circumstances, the president or designee may summarily suspend a student at any point in time during the report/complaint process. A summary suspension may be imposed only in accordance with Board Policy 3.6 and associated system procedures. After the student has been summarily suspended, the report/complaint process should be completed within the shortest reasonable time period, not to exceed nine (9) class days. During the summary suspension, the student may not enter the campus or participate in any college or university activities without obtaining prior permission from the president or designee. Other temporary measures may be taken in lieu of summary suspension where the president or designee determines such measures are appropriate.
8. **No basis to proceed.** At any point during the processing of the complaint, the Title IX Coordinator may determine that there is no basis to proceed under Board Policy 1B.3. The Title

IX Coordinator may refer the complaint as appropriate to other college or university officials. If the conduct alleged in the formal Title IX complaint would not constitute Title IX sexual harassment even if proved, did not occur in the college or university's education program or activity, or did not occur against a person in the United States, then the college or university must dismiss the formal complaint. The college or university may dismiss a formal Title IX complaint or any allegations therein any time during the investigation or hearing if a complainant notifies the Title IX Coordinator in writing that the complainant would like to withdraw the formal complaint or any allegations therein; the respondent is no longer enrolled or employed by the college or university; or specific circumstances prevent the college or university from gathering evidence sufficient to reach a determination as to the formal complaint or allegations therein. The college or university must promptly notify both the complainant and the respondent of any dismissal.

9. **Timely completion.** Colleges, universities and the system office shall provide resources sufficient to complete the investigative process and issue a written response in a timely manner after a complaint is made, unless reasonable cause for delay exists. Reasonable cause may include considerations such as the absence of the party, a party's advisor or a witness; concurrent law enforcement activity or the need for language assistance or accommodation of disabilities. The Title IX Coordinator shall notify the complainant and respondent if the written response is not expected to be issued within a timely manner. The college, university or system office must meet any applicable shorter time periods, including those provided in the applicable collective bargaining agreement.

#### **Subpart D. Decision process**

If the above methods, including the informal resolution process, have not resolved the complaint within a reasonable period of time to the satisfaction of the Title IX Coordinator, the procedures in this subpart must be followed.

1. **Title IX Coordinator.** The Title IX Coordinator shall:
  - a. Prepare an investigation report.
  - b. Refer the matter for a formal hearing.
2. **Formal Hearing.** Formal hearings for Title IX sexual harassment complaints will be conducted by the Office of Administrative Hearings pursuant to the rules for administrative hearings. If either the complainant or respondent does not have an advisor for the formal hearing, the college or university must provide an advisor without fee or charge to the complainant or respondent. Colleges and Universities shall maintain a roster of advisors for this purpose. The role of the advisor for the respondent is to conduct cross-examination on behalf of the respondent. At the conclusion of the formal hearing, the administrative law judge will issue a written recommendation for a final decision made by the college or university decision-maker.
3. **Decision-maker.** After receiving the report and recommendation prepared by the administrative law judge, the decision-maker shall:

- a. Decide whether the policy has been violated; and
- b. On appropriate sanctions if the policy has been violated;
- c. Issue a written determination that must include;
  1. identification of the allegations potentially violating this policy;
  2. a description of the procedural steps taken from the receipt of the formal complaint through the determination, including any notifications to the parties, interviews with parties and witnesses, site visits, methods used to gather other evidence, and hearing help;
  3. findings of fact supporting the determination;
  4. conclusions regarding application of the policy to the facts;
  5. a statement of, and rationale, for the result as to each allegation, including determination regarding responsibility, any disciplinary sanctions the college or university imposes on the respondent, and whether remedies designed to restore or preserve equal access to the college or university's education program or activity will be provided by the college or university to the complainant; and
  6. the college or university's procedures and permissible bases for the complainant and respondent to appeal.

The written determination may satisfy these elements by adopting portions of the report and recommendation. The decision-maker must provide the written determination to the parties simultaneously. The determination regarding responsibility becomes final either on the date that the college or university provides the parties with written determination of the result of the appeal; or if an appeal is filed; or if an appeal is not filed, the date on which an appeal would no longer be considered timely.

The college, university, or system office shall take the appropriate corrective action based on results of the investigation, and the Title IX Coordinator shall make appropriate inquiries to ascertain the effectiveness of any corrective or disciplinary action. Complainants are encouraged to report any subsequent conduct that violates Board Policy 1B.3, as well as allegations of retaliation. Disciplinary action for students may include any sanctions the college or university imposes for any student conduct matters, up to and including expulsion. Disciplinary action for employees may include any discipline allowed under the applicable collective bargaining agreement or personnel plan, up to and including termination.

Written notice to parties relating to discipline, resolutions, and/or final dispositions resulting from the report/complaint process is deemed to be official correspondence from the college, university, or system office. In accordance with state law, the college, university, or system office is responsible for filing the complaint disposition concerning complaints against employees with the Commissioner of Minnesota Management and Budget within 30 days of final disposition.

## **Part 8. Appeal**

### **Subpart A. Filing an appeal**

The complainant or the respondent may appeal the decision of the decision-maker. An appeal must be filed in writing with the president or designee within ten (10) calendar days after notification of the decision. The appeal must state specific reasons why the complainant or respondent believes the decision or sentence were improper. In a complaint against a president or other official who reports directly to the chancellor, an appeal may be considered by the chancellor whether or not the chancellor served as the decision-maker. In addition, for a formal Title IX complaint, both the complainant and respondent may appeal a dismissal of a formal complaint.

### **Subpart B. Appeal process**

The president or designee shall review the record and determine whether to affirm or modify the decision. Grounds for appeal include procedural irregularity that affected the outcome, new evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made that could affect the outcome of the matter, and a conflict of interest or bias by the Title IX Coordinator, or decision-maker that affected the outcome of the matter. The president or designee may receive additional information if the president or designee believes such information would aid in the consideration of the appeal. The decision on appeal must be made within a reasonable time and the complainant, respondent and Title IX Coordinator must be notified in writing of the decision, consistent with applicable state and federal data privacy laws. The decision on appeal exhausts the complainant's and respondent's administrative remedies under this procedure except as provided herein.

## **Part 9. Education and Training**

The colleges, universities, and system office shall provide education and training programs to promote awareness and prevent discrimination/harassment, such as educational seminars, peer-to-peer counseling, operation of hotlines, self-defense courses, and informational resources. Education and training programs should include education about Board Policy 1B.3 and this procedure. All colleges, universities, and the system office shall promote awareness of Board Policy 1B.3 and this procedure, and shall publicly identify the Title IX Coordinator. A college or university must ensure that Title IX Coordinators, investigators, decision-makers, and any person who facilitates an informal resolution policy, received training on Title IX sexual harassment complaints. Any materials used to train Title IX Coordinators, investigators, decision-makers, and any person who facilitates an informal resolution process on handling formal Title IX complaints must be made publicly available on the college or university's website.

## **Sexual Violence Prevention and Education**

### **Subpart A. Campus-wide training**

Colleges, universities, and the system office shall:

1. Include in their sexual violence policy a description of educational programs that they offer to students and employees to promote the awareness of sexual violence offenses, including sexual violence prevention measures and procedures for responding to incidents;
2. Provide training on awareness of sexual violence prevention measures and procedures for responding to incidents of sexual violence. At a minimum, all incoming students and all new employees must be provided with this training;
3. Emphasize in their educational programs the importance of preserving evidence for proof of a criminal offense, safe and positive options for bystander intervention, and information on risk reduction to recognize warning signs of abusive behavior and risk associated with the perpetration of sexual violence.

#### **Subpart B. Other training and education**

Colleges and universities and affiliated student organizations are encouraged to develop educational programs, brochures, posters, and other means of information to decrease the incidence of sexual violence and advise individuals of the legal and other options available if they are the complainants of an incident or if they learn of such an incident.

#### **Subpart C. Training for individuals charged with decision-making authority**

Prior to serving as either an investigator or decision-maker for complaints under this procedure, administrators shall complete investigator or decision-maker training provided by the system office.

Investigators/decision-makers, campus security officers, and anyone else involved in the adjudication process must receive annual training on the issues related to domestic violence, dating violence, sexual assault, and stalking and how to conduct an investigation and hearing process that protects the safety of victims and promotes accountability.

### **Part 10. Maintenance of Report/Complaint Procedure Documentation**

During and upon the completion of the complaint process, the complaint file must be maintained in a secure location in the office of the Title IX Coordinator for the college, university or system office, for a period of seven (7) years, in accordance with the applicable records retention schedule. Access to data must be in accordance with the respective collective bargaining agreement or personnel plan, the Minnesota Government Data Practices Act, the Family Educational Rights and Privacy Act, and other applicable law. Information on reports of incidents of sexual violence that are made to campus security authorities must be documented in accordance with the Jeanne Clery disclosure of Campus Security and Campus Crime Statistics Act, codified at 20 U.S.C. § 1092 (f). The information will be used to report campus crime statistics on college and university campuses as required by the Clery Act.

Each college, university and the system office shall annually report statistics on sexual assaults to the Minnesota Office of Higher Education. Additionally, the report must be published on each college and university website in accordance with state law.

# Minnesota State University, Mankato Sexual Violence Complaint Form

The Sexual Violence Complaint Form shown below can be found at <https://link.mnsu.edu/eotitleixreport>.

## Minnesota State Mankato Discrimination/Harassment and Sexual Violence Reporting Form



This is a secure reporting form accessible only to the appropriate Minnesota State University, Mankato officials, including the Office of Equal Opportunity & Title IX. You are not required to complete the entire form in order for the report to be submitted; however, you must complete fields denoted with an asterisk. The University will use the information provided to process the report, which can include an investigation and contacting the complainant, respondent and/or any potential witnesses. If the report does not contain specific information, the University's investigation and response may be limited.

### Capture

Please note that this report does not constitute a Formal Complaint

\* Report Type:

\* Case Type:

\* Sub Case Type:

Incident Start Date:

Incident End Date:

Incident Location(s):

Specific Incident Location:

Please provide as many details as possible regarding the incident or matter of concern, including what happened, who was present, how it happened. Please refrain from including the survivor's/victim's name without their permission.

**B I U S**

Remedy Sought:

**B I U S**

Would you like to report Anonymously?  Yes  No

You can submit this report by clicking on the "Save" icon above. Please know that submissions are not continually monitored and will typically be reviewed on the next business day. If you have provided your contact information, a staff member of the Office of Equal Opportunity & Title IX will contact you. Thank you for bringing your concerns to the attention of Minnesota State Mankato.

### Reporter Details

\* Legal First Name:

Preferred First Name:

\* Last Name:

Preferred Pronoun:

Email Address:

Permanent Phone #:   Country Code Phone Number

Personal Cell Phone #:   Country Code Phone Number

Preferred Contact Method:

Local Address:

Is the contact method selected a safe way to contact you?  Yes  No

### File Upload

Upload File: **0 of 10 Attachments**

You can submit this report by clicking on the "Save" icon above. Please know that submissions are not continually monitored and will typically be reviewed on the next business day. If you have provided your contact information, a staff member of the Office of Equal Opportunity & Title IX will contact you. Thank you for bringing your concerns to the attention of Minnesota State Mankato.

## **E. Minnesota State Board Policy, 1B.4 Access and Accommodation for Individuals with Disabilities**

### **Part 1. Policy Statement.**

Minnesota State Colleges and Universities is committed to ensuring its programs, services and activities are accessible to individuals with disabilities, through its compliance with state and federal laws. The system recognizes that individuals with disabilities may need accommodations to have equally effective opportunities to participate in or benefit from the system's programs, services and activities.

### **Part 2. Definitions. An individual with a disability:**

**Subpart A.** An individual with a disability:

1. Any person who has a physical or mental impairment which materially limits one or more of the person's major life activities.
2. Any person who has a record of such impairment which means that a person has a history of or has been classified as having a mental or physical impairment that materially limits one or more major life activities.

**Subpart B.** Qualified individual with a disability. An individual who, with or without reasonable modifications to rules, policies, or practices, the removal of architectural, communication, or transportation barriers, or the provision of auxiliary aids and services, meets the essential eligibility requirements for receipt of services or participation in a system office, college, or university program or activity. Essential eligibility requirements include, but are not limited to, academic and technical standards requisite to admission or participation in an education program or activity.

**Subpart C.** Personal devices and services may include wheelchairs; individually prescribed devices, such as prescription eyeglasses or hearing aids; readers for personal use or study; or services of a personal nature including assistance in eating, toileting, or dressing.

### **Part 3. General Access Policy.**

Colleges, universities and the system office shall provide access to programs, services and activities to qualified individuals with known disabilities as required by law. An individual requesting an accommodation may be required to provide documentation of eligibility for the accommodation.

### **Part 4. Availability and Notice.**

Colleges, universities, and the system office shall post notices to the public in an accessible format stating 1) prohibition against discrimination on the basis of disability, and 2) contact information for

the person designated to provide information about or respond to requests for reasonable accommodation.

## **Part 5. Reasonable Accommodations.**

**Subpart A. Programs, Services, and Activities.** Colleges, universities and the system office shall make reasonable accommodations to ensure access to programs, services, and activities as required by law. Access means that a qualified individual with a disability will not be excluded from participation in or be denied the benefits of the programs, services, or activities, nor will the individual be subjected to discrimination. Reasonable accommodations may include modifications to: rules, policies, or practices; the removal of architectural, communication, or transportation barriers; provision of auxiliary aids or the provision of equally effective programs, services, or activities. In accordance with the Americans with Disabilities Act, accommodations will not be provided 1) for personal devices or services even though the individual may be a qualified individual with a disability, or 2) that result in a fundamental alteration in the nature of a service, program, or activity or in undue financial or administrative burdens.

**Subpart B. Employment.** System Procedure 1B.0.1, Reasonable Accommodations in Employment, applies to accommodation requests by employees and applicants for employment.

## **Part 6. Offered and/or Sponsored Services or Activities for Qualified Students with Disabilities**

Colleges and universities have a responsibility to provide a qualified student with a disability access to services and activities that are operated or sponsored by the institution or that receive significant assistance from the institution. Such access shall be provided in a reasonable manner as required by law. At a minimum, the following must be available to qualified students with disabilities:

1. support, counseling, and information services that may include support groups, individual counseling, career counseling and assessment, and referral services;
2. academic assistance services that may include assistive devices, early registration services, early syllabus availability, course selection, program advising, course work assistance, testing assistance and modification, and tutoring; and
3. coordination services that may include personnel acting on the student's behalf and serving as the primary contact and coordinator for students needing services, assistance in working individually with faculty and administrators, intervention procedures, and grievance procedures.

## **Part 7. Process.**

Each college and university shall establish a process for an individual with a disability to request an accommodation to access the institution's programs, services, or activities consistent with state and

federal laws. The process for individuals with disabilities to request an accommodation must, at a minimum include the following:

- a. Provide the requesting individual with a copy of Board Policy 1B.4.
- b. Assignment and identification of a staff member responsible for making a determination about the request for accommodation or the delivery of services.
- c. Provide a process for appealing a denial of a request for accommodation.

## F. Minnesota State System Procedure 1B.0.1 Reasonable Accommodations in Employment

**Part 1. Purpose.** This procedure sets forth the process to be used for responding to requests for reasonable accommodations in employment based on an applicant's or employee's disability. The scope of this procedure is limited to reasonable accommodations, and is not intended to fully describe other provisions of the Americans with Disabilities Act or the Minnesota Human Rights Act.

**Part 2. Reasonable Accommodations in Employment.** It is the policy of MnSCU to encourage the employment and promotion of any qualified individual including qualified individuals with disabilities. The system office, college or university will not discriminate in providing reasonable accommodations to qualified individuals with a disability in regard to job application procedures, hiring, advancement, discharge, employee compensation, job training or other terms, conditions, and privileges of employment.

**Part 3. Definitions.** For purposes of this procedure, the following terms have the meaning given them.

**Subpart A. Employer:** The employer is the system office, college or university.

**Subpart B. Essential Functions:** Essential functions are the fundamental job duties of the position in question. The term does not include the marginal functions of the position.

1. A job function may be considered essential for any of several reasons, including but not limited to the following:

- a. The function may be essential because the reason the position exists is to perform that function;
- b. The function may be essential because of the limited number of employees available among whom the performance of that job function can be distributed; and/or
- c. The function may be highly specialized so that the incumbent in the position is hired for his or her expertise or ability to perform the particular function.

1. Evidence of whether a particular function is essential includes, but is not limited to:

- a. The employer's judgment as to which functions are essential;
- b. Written job descriptions;
- c. The amount of time spent on the job performing the function;

- d. The consequences of not requiring the incumbent to perform the function;
- e. The terms of a collective bargaining agreement;
- f. The work experience of past incumbents in the job; and/or
- g. The current work experience of incumbents in similar jobs.

**Subpart C. Individual with a Disability:** An individual with a disability for the purposes of determining reasonable accommodations is any applicant, current employee, including student employees, or employees seeking promotion, who has a physical or mental impairment which substantially or materially limits one or more of such individuals major life activities. Generally, a disabling physical or mental condition which is expected to be temporary and from which the individual is expected to recover is not a disability under this procedure.

**Subpart D. Qualified Individual with a Disability:** A qualified individual with a disability is an individual with a disability who meets the requisite skill, education, experience and other job-related requirements of the job and who, with or without reasonable accommodation, can perform the essential functions of the job.

**Subpart E. Reasonable Accommodations:** A reasonable accommodation is a modification or adjustment to a job or employment practice or the work environment that enables a qualified individual with a disability to perform the essential functions of the job as identified at the time of the reasonable accommodation request and to access equal employment opportunities. Reasonable accommodations may also include those things which make a facility and its operations readily accessible to and usable by individuals with disabilities. Under the law, the employer has a responsibility to make reasonable accommodations for individuals with a disability only if the disability is known and it is not an undue hardship under Part 6, Subpart C.

**Part 4. Identification of Assigned Staff Member.** The system office, and each college and university shall assign and identify a staff member responsible for administering requests for reasonable accommodations.

**Part 5. Right to Representation.** In accordance with applicable collective bargaining agreement language, employees may have the right to request and receive union representation during the reasonable accommodations process.

**Part 6. Providing Reasonable Accommodations.**

**Subpart A. Job Relatedness.** Reasonable accommodations will be provided only for job-related needs of individuals with a disability. The primary factor in evaluating an accommodation's job

relatedness is whether the accommodation specifically assists the individual to perform the essential functions of the job as identified at the time of the reasonable accommodation request. If the requested accommodation is primarily for the benefit of the individual with a disability to assist that individual in daily personal activities, the employer is not required to provide the accommodation. The appropriate reasonable accommodation is best determined through a flexible, interactive process that involves both the employer and the qualified individual with a disability; it may include the appropriate union representative as provided by the applicable collective bargaining agreement.

**Subpart B. Essential Functions.** The system office, college or university may deny employment or advancement in employment based on the inability of an individual with a disability to perform the essential functions of the job and may decline to make accommodations to the physical or mental needs of an employee or job applicant with a disability if:

- a. the accommodation would impose an undue hardship on the system office, college or university as provided under Subpart C.; or
- b. the individual with a disability, with or without reasonable accommodations, is not qualified to perform the essential functions of that particular job; or
- c. having the individual in the job would create a direct threat because of a significant risk to the health and safety of the individual or others and the risk cannot be eliminated by reasonable accommodation.

**Subpart C. Undue Hardship:** In determining whether providing a reasonable accommodation would impose an undue hardship on the employer, the factors to be considered include:

1. The nature and net cost of the accommodation needed;
2. The overall financial resources of the employer involved in the provision of the reasonable accommodation, the number of persons employed, and the effect on expenses and resources;
3. The overall financial resources of the employer, the overall size of the business of the employer with respect to the number of its employees, and the number, type and location of its facilities;
4. The type of operation or operations of the employer, including the composition, structure and functions of the workforce, and the geographic separateness and administrative or fiscal relationship of the employer in question to the covered entity; and
5. The impact of the accommodation upon the operation of the employer, including the impact on the ability of other employees to perform their duties and the impact on the employer's ability to conduct business.

**Subpart D. Documentation.** Documentation of a disability is required as part of the reasonable accommodation process unless the nature and extent of the disability is already known to the

employer, or as a practical matter, the requested accommodation is minimal and the employer makes modifications for its convenience, regardless of whether the employee or applicant meets the requirements for a reasonable accommodation under this procedure.

**Subpart E. Choice of Accommodations.** The employer is not required to provide the specific accommodation requested by the individual and may choose an effective accommodation which is less expensive or easier to provide. Accommodations provided to the individual are the financial responsibility of the employer.

**Subpart F. Request Process.** The system office, colleges and universities are responsible for establishing a process for individuals with disabilities to make requests for reasonable accommodations in compliance with the Americans with Disabilities Act or the Minnesota Human Rights Act. Such process should include the following:

1. MnSCU policy statement and definitions;
2. Assignment and identification of a staff member responsible for administering requests for reasonable accommodations;
3. Provide a process for appealing a reasonable accommodations decision.

**Part 7. Application.** Nothing in this procedure is intended to expand, diminish or alter the provisions of the Americans with Disabilities Act or the Minnesota Human Rights Act.

### **Request for Reasonable Accommodation Form**

The Employee/Applicant Request for Americans with Disabilities Act (“ADA”) Reasonable Accommodation Form shown below can be found at

<https://mnsu.sharepoint.com/sites/MNSU/hr/SitePages/Reasonable-Accommodations-%26-ADA.aspx>.

RESET

Employee/Applicant Request for Americans with Disabilities Act ("ADA") Reasonable Accommodation Form

Minnesota State University, Mankato is committed to complying with the Americans with Disabilities Act ("ADA") and the Minnesota Human Rights Act ("MHRA"). To be eligible for an ADA accommodation, you must be 1) qualified to perform the essential functions of the position and 2) have a disability that substantially or materially limits a major life activity or function. The ADA Coordinator/Designee will review each request on an individualized case-by-case basis to determine wheamether or not an accommodation can be made.

Employee/Applicant Name: \_\_\_\_\_

Job Title: \_\_\_\_\_

Work Location: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Data Privacy Statement: This information may be used by the agency human resources representative, ADA Coordinator or designee, or any other individual who is authorized by the agency to receive medical information for purposes of providing reasonable accommodations under the ADA and MHRA. This information is necessary to determine whether you have a disability as defined by the ADA or MHRA, and to determine whether any reasonable accommodation can be made. The provision of this information is strictly voluntary; however, if you refuse to provide it, the agency may not have sufficient information to provide a reasonable accommodation.

DO NOT PROVIDE ANY INFORMATION THAT IS NOT RELATED TO YOUR REQUEST FOR REASONABLE ACCOMMODATION. DO NOT PROVIDE COPIES OF MEDICAL RECORDS.

A. Questions to clarify accommodation requested.

- 1. What specific accommodation are you requesting?
2. If you are not sure what accommodation is needed, do you have any suggestions about what options we can explore?
a. Answer yes or no:
b. If yes, please explain:

B. Questions to document the reason for the accommodation request (please attach additional pages if necessary).

- 1. If you are an employee, what, if any, job function are you having difficulty performing; or if you are an applicant, what portion of the application process are you having difficulty participating in?
2. What, if any, employment benefits are you having difficulty accessing?
3. What limitation, as result of your physical or mental impairment, is interfering with your ability to perform the functions of your job, access an employment benefit, or participate in the application process?
4. If you are requesting a specific accommodation, how will that accommodation be effective in allowing you to perform the functions of your job, access an employment benefit, or participate in the application process?

Information Pertaining to Medical Documentation: In the context of assessing an accommodation request, medical documentation may be needed to determine if the employee/applicant has a disability covered by the ADA and to assist in identifying an effective accommodation. The ADA Coordinator or designee in each agency is tasked with collecting necessary medical documentation. In the event that medical documentation is needed, the employee/applicant will be provided with the appropriate forms to submit to their medical provider. The employee/applicant has the responsibility to ensure that the requested information is returned to the ADA Coordinator or designee in a timely manner.

This form does not cover, and the information to be disclosed should not contain, genetic information. "Genetic information" includes: information about an individual's genetic tests; information about genetic tests of an individual's family members; information about the manifestation of a disease or disorder in an individual's family members (family medical history); an individual's request for, or receipt of, genetic services, or the participation in clinical research that includes genetic services by the individual or a family member of the individual; and genetic information of a fetus carried by an individual or by a pregnant woman who is a family member of the individual and the genetic information of any embryo legally held by the individual or family member using an assisted reproductive technology.

Employee/Applicant Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## G. Notice Under the Americans with Disabilities Act

In accordance with the requirements of Title II of the Americans with Disabilities Act of 1990 (“ADA”), the Minnesota State University, Mankato will not discriminate against qualified individuals with disabilities on the basis of disability in its services, programs, or activities.

**Employment:** Minnesota State University, Mankato does not discriminate on the basis of disability in its hiring or employment practices and complies with all regulations promulgated by the U.S. Equal Employment Opportunity Commission under title I of the ADA.

**Effective Communication:** Minnesota State University, Mankato will generally, upon request, provide appropriate aids and services leading to effective communication for qualified persons with disabilities so they can participate equally in Minnesota State University, Mankato’s programs, services, and activities, including qualified sign language interpreters, documents in Braille, and other ways of making information and communications accessible to people who have speech, hearing, or vision impairments.

**Modifications to Policies and Procedures:** Minnesota State University, Mankato will make all reasonable modifications to policies and programs to ensure that people with disabilities have an equal opportunity to enjoy all of its programs, services, and activities. For example, individuals with service animals are welcomed in Minnesota State University, Mankato offices, even where pets are generally prohibited.

Anyone who requires an auxiliary aid or service for effective communication, or a modification of policies or procedures to participate in a program, service, or activity of Minnesota State University, Mankato, should contact the office of ADA Coordinator – Title I, (507) 389-6057, [brian.breck@mnsu.edu](mailto:brian.breck@mnsu.edu), as soon as possible but no later than 48 hours before the scheduled event.

The ADA does not require the Minnesota State University, Mankato to take any action that would fundamentally alter the nature of its programs or services or impose an undue financial or administrative burden.

Complaints that a program, service, or activity of Minnesota State University, Mankato is not accessible to persons with disabilities should be directed University ADA Coordinator – Title I, (507) 389-6057, [brian.breck@mnsu.edu](mailto:brian.breck@mnsu.edu).

Minnesota State University, Mankato will not place a surcharge on a particular individual with a disability or any group of individuals with disabilities to cover the cost of providing auxiliary aids/services or reasonable modifications of policy, such as retrieving items from locations that are open to the public but are not accessible to persons who use wheelchairs.

## H. Minnesota State University, Mankato Grievance Procedure Under Title II of the Americans with Disabilities Act

Minnesota State University, Mankato recognizes that disability is an aspect of diversity and students with disabilities must be ensured equitable access to programs, opportunities, and activities at the University.

All programs, services, facilities, technology resources, and activities of the University, when viewed in their entirety, will be accessible to and usable by students with disabilities. All classes, meetings, programs, or other events will be held in facilities that are accessible. Announcements of meetings or other events will contain a statement indicating the availability of accommodation of disabilities upon request.

Requests for accommodation must be initiated by the student and supported by documentation of the disability. Reasonable accommodations may include: alterations to rules, policies, or practices, removal of architectural or communication barriers, and/or the provision of auxiliary aids.

Minnesota State University, Mankato has the right to refuse to provide an accommodation that poses a direct threat to the health and safety of others, constitutes a substantial change or alteration to an essential element of a course or program, results in undue financial or administrative hardship to the University, or is considered a personal device or service (i.e. wheelchairs, hearing aids, personal transportation).

### PROCEDURE

All students with a disability may request accommodation through Accessibility Resources.

Responsibilities of students seeking accommodation for their disability include:

- Self-identify as an individual with a disability through Minnesota State University, Mankato Accessibility Resources.
- Provide current documentation from an appropriate professional that describes the nature of the disability, functional limitations, and the need for specific accommodations.
- Follow specific Accessibility Resources procedures for obtaining reasonable and appropriate accommodations, including meeting timelines each semester. Faculty and staff are not required to provide accommodations when students do not fulfill their responsibilities.
- Abide by the Minnesota State University, Mankato Student Code of Conduct.
- Meet the University's qualifications and essential technical, academic, and institutional standard

Responsibilities of Accessibility Resources include:

- Determine eligibility for participation of students with disabilities in the accommodations process based upon a review of appropriate documentation.
- Determine reasonable accommodations for each student based on the individual's disability related needs.

- Assure the student receives appropriate accommodations.
- Support and advise faculty and department staff regarding student disability accommodations as they relate to program standards.

Responsibilities of faculty and staff include:

- Understand and comply with the University’s policies and procedures for providing accommodations to students with disabilities.
- Notify students, through the class syllabi and/or departmental electronic and printed materials, that accommodations are available.
- Discuss with Accessibility Resources staff any concerns related to the accommodation(s) or arrangements that have been requested by the student.
- Maintain appropriate confidentiality of information and communication regarding students with disabilities, except as permitted/required by law
- Determine the essential elements and academic standards of the course or program.

#### Denial of Accommodation Request Grievance

This grievance process shall apply to situations where a student has followed the established procedures to request accommodations on the basis of disability and the request has been denied or otherwise not provided.

- Written or emailed grievances should be filed within 30 days of the date the incident occurred with the Director of Accessibility Resources.

#### Discrimination Complaint Procedures

- If an informal resolution is not reached through the Denial of Accommodation Request Grievance filed with Accessibility Resources, the student should file a complaint through the University’s Office of Equal Opportunity and Title IX (507-389-2986; [eotitleix@mnsu.edu](mailto:eotitleix@mnsu.edu))
- Students also may file a complaint directly with the U.S. Department of Education’s Office for Civil Rights (<http://www.ed.gov/about/offices/list/ocr/index.html>) or with the Minnesota Department of Human Rights ([www.humanrights.state.mn.us](http://www.humanrights.state.mn.us)). The Statute of Limitations for filing a complaint with the Office for Civil Rights is 180 days from the date the incident occurred.

#### Confidentiality and Maintenance of Records

All disability-related documentation will be centralized in a confidential file in Accessibility Resources. Departments, faculty, and staff may not access diagnostic or other information regarding a student’s disability and may not keep copies of such documentation. Information concerning a student’s disability should be disclosed only to those with a legitimate “need to know”. Sharing of information with other faculty and staff needs to be balanced with the student’s interest while maintaining their privacy. Confidentiality is not maintained in the case of child abuse, suicidal or homicidal intent.

A confidential file is maintained on each student that includes demographics, documentation of the disability, a record of each contact and action taken. An electronic database is utilized for caseload management purposes for Accessibility Resources staff only. Student records will be shredded seven years after the last contact, but Accessibility Resources will maintain a record of each student and their dates of affiliation with the Office.

#### RATIONALE

Minnesota State University, Mankato, is committed to achieving equal educational opportunity and full participation for persons with disabilities. Achieving full participation and integration of individuals with disabilities requires the cooperative efforts of all the departments, offices, and personnel. Assurance of equal educational opportunity rests upon legal foundations established by federal law, specifically the Rehabilitation Act of 1973 including Section 504, and the Americans with Disabilities Act Amendments Act of 2008.

By federal law, a person with a disability is any person who: 1) has a physical or mental impairment; 2) has a record of such impairment; or 3) is regarded as having such an impairment which substantially limits one or more major life activities such as self-care, walking, seeing, hearing, speaking, breathing, or learning.

A qualified individual is a person who, with or without reasonable modifications to rules, policies, or practices, the removal of architectural, communication, or transportation barriers, or the provision of auxiliary aids and services, meets the essential eligibility requirements for receipt of services or participation in a university program or activity. Essential eligibility requirements include, but are not limited to, academic and technical standards requisite to admission or participation in an education program or activity. (MnSCU Board Policy 1B.4, Subpart C)

## **I. Americans with Disabilities Act (“ADA”) Title II (non-employee) Reasonable Accommodation/Modification in Public Services, Programs or Activities Request Form**

A fillable form is available at <https://www.mnsu.edu/university-life/campus-services/accessibility-resources/getting-started/prospective-students/documentation-guidelines/>.

# ACCESSIBILITY RESOURCES

MINNESOTA STATE UNIVERSITY, MANKATO

Support for Students with Disabilities.  
132 Memorial Library • Mankato, MN 56001  
507-389-2825 (Phone) • 800-627-3529 (MRS/TTY) • 507-389-1199 (Fax)  
www.mnsu.edu/access

## DOCUMENTATION OF DISABILITY

Accessibility Resources' goal is to provide reasonable and effective accommodations for students with qualifying disabilities, to support equal access to their education.

Eligibility for accommodations is determined by the individual's qualifications as a person with a disability. A disability is a physical or mental impairment that substantially impairs or restricts one or more major life activities. Documentation must be less than three years old.

Student Name: \_\_\_\_\_ Tech ID# \_\_\_\_\_

Address: \_\_\_\_\_

Initial Diagnosis Date: \_\_\_\_\_

Most Recent Assessment Date: \_\_\_\_\_

Disability/Diagnosis: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The diagnosis must clearly state a DSM-V Diagnosis and must verify interference with a major life activity. Please check the major life activities affected by the above listed diagnosis:

- |  |                                    |
|--|------------------------------------|
| <input type="checkbox"/> Caring for oneself      | <input type="checkbox"/> Hearing   |
| <input type="checkbox"/> Performing manual tasks | <input type="checkbox"/> Breathing |
| <input type="checkbox"/> Walking                 | <input type="checkbox"/> Learning  |
| <input type="checkbox"/> Seeing                  | <input type="checkbox"/> Working   |

Current Symptoms: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

6.14.21

Current Treatment Strategies and Prognosis: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Summary of the functional limitations of the disability and the impact of medication and/or treatment on educational functioning: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Suggested Accommodations:**  
Health Providers can provide suggestions for reasonable accommodations appropriate at the post-secondary level of education. Such accommodations should be supported by the assessment results and by the diagnosis. Accessibility Resources will evaluate recommendations on a case-by-case basis. Accommodations must be reasonable and cannot fundamentally alter the basic nature or essential elements of an institutions/s courses or programs.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Provider's Name: \_\_\_\_\_

Provider's Title/Credentials: \_\_\_\_\_

Provider's Signature: \_\_\_\_\_

Provider's/Clinic's Phone Number: \_\_\_\_\_

Date: \_\_\_\_\_

**Please return the form to Accessibility Resources at the fax number listed above.**

**It is imperative we receive verification of the provider's authenticity. All documentation must include an official clinic stamp, original letterhead and/or fax cover sheet.**

1.24.22

## J. Evacuation Procedure for Individuals with Disabilities or Otherwise in Need of Assistance

A copy of the University's weather and emergency evacuation plans can be found at:  
<https://www.mnsu.edu/university-life/health-and-safety/university-security/emergency-preparedness/evacuations--shelter-in-place/>

Minnesota State Mankato is committed to creating a safe and secure environment for all students, faculty, and staff. The Minnesota State Mankato Emergency Preparedness information has been developed to assist the University in meeting this goal. All students and employees are encouraged to regularly review the information provided and become familiar with suggested recommendations concerning disasters or emergencies that may impact the Minnesota State Mankato community.

Knowledge and preparation by both individuals needing assistance and those who do not is key to reducing the impact of emergencies. When developing a plan, safety needs should be determined on a case-by-case basis because it varies with each individual and building. [Section 504 of the Rehabilitation Act, 1973](https://www2.ed.gov/policy/rights/reg/ocr/edlite-34cfr104.html) (<https://www2.ed.gov/policy/rights/reg/ocr/edlite-34cfr104.html>) and [Americans with Disabilities Act, 1990 \(ADA\)](https://www.ada.gov/) (<https://www.ada.gov/>) provide that no qualified individual with a disability be denied access to or participation in services, programs, and activities at Minnesota State Mankato.

Directors, managers, and supervisors should review the emergency evacuation procedures with staff, including informing all staff that if additional assistance may be needed, and individuals with disabilities should contact Minnesota State Mankato contact(s) below to request the type of assistance they may need.

**Title:** Accessibility Resources  
**Email:** [ar@mnsu.edu](mailto:ar@mnsu.edu)  
**Phone:** (507) 389-2825

**Title:** University Security  
**Email:** [security@mnsu.edu](mailto:security@mnsu.edu) (Non-urgent matters)  
**Phone:** (507) 389-2111

The University has ensured our campus digital environment is accessible and free from barriers for all members of the campus community. The University website (<https://mankato.mnsu.edu/>), provides the basic aspects of prescribed accessibility standards in implementing a website design that meets the needs of all users.

### **Evacuation of People with Disabilities and Mobility Issues**

In cases of emergencies, those individuals with physical disabilities may need assistance with building evacuation. Evacuation of persons with disabilities will be given a high priority, but may require assistance from First Responders. First Responders can assist in the evacuation of disabled individuals when the person's location and physical limitations are identified by telephoning 911 or University Security. Individuals with accessibility limitations are encouraged to notify Accessibility Resources and establish an emergency protocol in advance.

### **Areas of Refuge**

An area where persons unable to use stairways can remain temporarily to await instructions or assistance during an emergency evacuation. These areas should have direct access to an exit, be fire-resistant and protected from smoke, so people can wait safely for emergency responders. Minnesota State Mankato has three buildings with Areas of Refuge including: Clinical Science Building, University Dining Center, and Margaret R. Preska Residence Community. Other campus venues were built to an earlier building code without incorporating Areas of Refuge. The physical design of a campus building without an Area of Refuge area can utilize "Safe Areas" using the following criteria:

- Stairwell: must be enclosed
- Elevator lobby: elevator in the lobby must be equipped with standby power
- Horizontal exit: a fire-resistant wall that separates an area into two areas
- Interior side of an exit door: enclosed by fire-resistant, interior wall
- Exterior side of an exit door: exterior wall adjacent to the Area of Refuge must be fire-resistant.

Notification of a person's location and limited mobility is needed by telephoning 911 or University Security (2111) to assist emergency personnel with evacuation. Campus hallway mounted telephones, along with classroom telephones, are located throughout campus buildings with direct access to Univ Security during an emergency.

### **Personal Evacuation Plans**

People with mobility or other concerns that would make independent evacuation difficult are encouraged to make alternative emergency evacuation plans. While emergency personnel are usually available to assist with evacuation, this may not always be the case. Every individual must quickly become familiar with the area by locating exits, stairwells, elevators, firefighting equipment, fire alarms, and possible safe areas. Accessibility Resources can assist students develop their own safety plan. Additional resources for developing a plan can come from asking supervisors, University Security, Human Resources, Facilities, and Environmental Health & Safety about evacuation plans.

This information provides a general guideline of evacuation procedures for persons with disabilities for fire and other building emergencies. Faculty, staff, students, and visitors must develop their own facilities evacuation plans and identify their primary and secondary evacuation routes from each building they use.

### **Emergency evacuation plans should include:**

- Being familiar with evacuation options
- Seeking evacuation assistants who are willing to assist in case of an emergency
- Knowing building refuge location(s) or nearest stairwell
- Dissemination of plan to University Security, Residential Life, and faculty upon the student approval and request

Most campus buildings have accessible exits at the ground level floor which can be used during an emergency. In complexes like Trafton Hall, people can move into the unaffected wings of the building rather than exiting. However, in most campus buildings people will need to use stairways to reach building exits. Elevators cannot be used because they have been shown to be unsafe to use in an emergency and in many buildings, they are automatically recalled to the ground floor, or stop working during a fire alarm.

### **Evacuation Options:**

Individuals without disabilities must evacuate to the nearest exit. Individuals with disabilities have four basic evacuation options:

- **Horizontal evacuation:** Using building exits to the outside ground level or going into unaffected wings of multi-building complexes;
- **Stairway evacuation:** Using steps to reach ground level exits from building;
- **Stay in place:** Unless danger is imminent, remaining in a safe room with an exterior window, a telephone, and a solid or fire-resistant door may be the best option. Wait for instructions from University Security via StarAlert messaging or contact University Security (507-389-2111) and report your location. This information will be forwarded to on-site emergency personnel, who will determine the necessity for evacuation.
- **Safe Areas/Area of refuge:** Go to a safe area away from obvious danger, use a volunteer/assistant/helper if necessary. The person or assistant will notify emergency personnel of the location of the person with a disability needing assistance. Emergency personnel will determine if further evacuation is necessary. Usually, the safest areas are stair enclosures. Other possible safe areas include fire rated corridors or vestibules adjacent to exit stairs. Many campus buildings feature fire rated corridor construction that may offer safe refuge. Taking a position in a rated corridor next to the stair is a good alternative to a small stair landing crowded with the other building occupants using the stairway.

For false or needless alarms or an isolated and contained fire, a person with a disability may not have to evacuate. The decision to evacuate will be made by University Security or 911 emergency personnel. University Security will tell the individual their decision or relay the information to emergency personnel responding to the incident.

### **Evacuation Procedures for Individuals with Mobility, Hearing, or Visual Disabilities:**

Individuals with disabilities should follow the following procedures:

- **Mobility Aids (Wheelchair and Other Power-Driven Mobility Devices (OPDMD)):** People with disabilities have the right to choose whatever mobility device best suits their needs. Individuals with mobility, circulatory, respiratory, or neurological disabilities use many kinds of devices for mobility. Some use walkers, canes, crutches, or braces. Some use manual or power wheelchairs or electric scooters. A person seeking an accommodation should utilize University Accessibility Resources to ensure their needs and/or request is reasonable.

It is important to communicate with the individual before making the decision to physically assist them unless the person is unconscious or otherwise unable to communicate and danger is imminent. Consult the person as to their preference regarding the following:

- The number of people necessary for assistance
- Whether to extend or move extremities when lifting because of pain, catheter bags, brace, etc.
- Whether to carry the person forward or backward on the stairs

If an evacuation chair (EMS only) is not available, carrying options include using a two-person, lock-arm position (see the Lock-Arm Position drawing) or having the person sit in a sturdy chair preferably with arms. For level travel, an office chair with wheels could be utilized. The person should be secured in the chair when possible using a belt or rope. Trained emergency personnel should provide this type of assistance.

A person may choose to stay in a safe area or Area of Refuge rather than take medical risks in being moved. Unless danger is imminent, this request should be honored, and emergency personnel will continue to monitor the situation. If the person remains in a safe area the person should call University Security (507-389-2111) for assistance, or have someone who is exiting notify emergency personnel of their location.

- **Mobility Impaired – Non-Wheelchair (individuals who do not use wheelchairs):** Persons using mobility aids and/or wheelchairs should move to a safe area with their assistant when the alarm sounds, or Stay in Place and notify emergency personnel. The evacuation assistant should move to an area of safety outside the building and tell University Security the location of the person with a disability. If the person with a disability is alone, he/she should phone University Security or 911 with their present location and the safe area they are headed or located at. If the stair landing is chosen as the safe area, please note that many campus buildings have relatively small stair landings. Wheelchair users are advised to wait until the heavy traffic has passed before entering the stairway.

Persons with mobility impairments (crutches, canes, walkers, etc.), who can walk independently, may be able to negotiate stairs in an emergency with minor assistance. If danger is imminent, the individual should wait until the heavy traffic has cleared before attempting the stairs. If there is no immediate danger (detectable smoke, fire, or unusual odor), the person with a disability may choose to stay in the building, using the other options, until the emergency personnel arrive and determine if evacuation is necessary. Options may include:

- Inquire if assistance is needed

- Ensure a clear path of travel
- No imminent danger: The person may choose to remain in the building or to be directed to safe area (stairwell) until First Responders arrive.
- Imminent danger: Use a sturdy chair, with or without wheels, to move the person, or help carry the person to safety.
- Notify emergency personnel immediately about any person(s) remaining in the building and their locations.

A person with a mobility disability may have to make personal evacuation choices in an emergency based on situational awareness and imminent threat level. Emergency response time by First Responders to assist mobility individuals can vary depending on the situation, location, and available resources. Personal safety plans requiring emergency assistance should prepare and plan for interrupted or delayed First Responder response based on the size and scope of the incident. Individual emergency evacuation procedures should include:

1. *Coordinate with personal assistant or friend/designee to assist in leaving the building. If this is not an option/or available, then...*
2. *Stay in the current room/space and call 911 or Security (507-389-2111) and share your location and mobility restrictions*
3. *Go to the nearest set of stairs and call 911 or Security (507-389-2111) and share your location and mobility restrictions*
4. *Go to the nearest elevator and call 911 and share your location and mobility restrictions*

### **Guidelines for Persons Assisting Disabled Occupants**

The following general guidelines have been adopted by the University to help evacuate individuals with disabilities. However, these guidelines may not apply in every circumstance due to specific individual needs. It is important to remember that evacuation is difficult and uncomfortable for both the rescuers and the people being assisted. Some people have conditions that can be aggravated or triggered if they are moved incorrectly. It is also important to know that environmental conditions (smoke, debris, loss of electricity) will complicate evacuation efforts. Before attempting to evacuate a person with a disability consider your options and the risk of injury to yourself and others. Do not make an emergency worse.

- Occupants should be invited to volunteer ahead of time to assist persons with disabilities in an emergency. If a volunteer is not available, identify someone to assist who is willing to accept the responsibility.
- Two or more trained volunteers, if available, should conduct the evacuation.
- Always **ask** someone with a disability how you can help **before** attempting any rescue technique or giving assistance. Ask how they can best be assisted or moved, and whether there are any special considerations or items that need to come with them.
- Before attempting an evacuation, volunteers and the people being assisted should discuss how any lifting will be done and where they are going.
- Proper lifting techniques should be used to avoid injury to rescuers' backs (e.g. bending the knees, keeping the back straight, holding the person close before lifting, and using leg muscles to lift). Ask permission of the evacuee if an evacuation chair or similar device is being considered as an aid in an evacuation. When using such devices, make sure the person is

secured properly. Be careful on stairs and rest at landings if necessary. Certain lifts may need to be modified depending on the person's disabilities.

- **Do not** use elevators, unless authorized to do so by police or fire personnel. Elevators could fail during a fire.
  - If the situation is life threatening, call 911 or University Security at 507-389-2111.
  - Check on people with disabilities during an evacuation. A "buddy system", where persons with disabilities pre-identify volunteers (co-workers/roommates) to alert them and assist them in an emergency, is a good method.
  - Attempt a rescue evacuation **only** if you have had rescue training or the person is in immediate danger and cannot wait for professional assistance. (First Responders are trained in rescue procedures).
- **Deafness and Hearing Impairment:** Give visual or written instructions to advise the safest route or direction.
    - Alert individual: by touch and eye contact, turning lights on/off or wave arms to gain attention.
    - Gestures and pointing directions or instructions
    - Written notes or a brief statement with evacuation instructions
    - Offer visual instructions to advise of safest route or direction by pointing toward exits or evacuation maps.
  - **Blindness or Visual Impairment:** Give verbal instructions to advise the safest route or direction using compass directions, estimated distances, and directional terms.
    - Communicate nature and location of emergency
    - Offer assistance: If accepted, offer your arm to assist with guiding
    - Give other verbal instructions and information on where you're going, obstacles, and safety concerns (i.e. elevators cannot be used).
    - Update and orient at a safe area, inquire if further assistance is needed before leaving
  - **Mental Disorders and Cognitive Disabilities:** A person with a mental disorder and/or cognitive disability prevents the person from using or accessing building features due to an inability to process or understand the information necessary to use those features.

The University evacuation process requires a person to be able to process and understand information to safely evacuate a building. Evacuation planning for people with a mental disorder is essentially the same process as for those with other disabilities. Notifying the person of an evacuation may result in confusion based on the mental/physical health of the individual. A person(s) with a mental disorder may need assistance in evacuating to a safe location if instructions and directions are misinterpreted or not understood.

## Glossary/Definitions

### Americans with Disabilities (ADA)

The Americans with Disabilities Act (ADA) prohibits discrimination against people with disabilities and guarantees that they have equal opportunity to participate in mainstream American life. Passed in 1990, this federal law made it illegal to discriminate against a disabled person in terms of employment opportunities, access to transportation, public accommodations, communications, and government activities.

The ADA defines a person with a disability as a person who has a physical or mental impairment that substantially limits one or more major life activity. This includes people who have a record of such an impairment, even if they do not currently have a disability. It also includes individuals who do not have a disability but are regarded as having a disability. The ADA also makes it unlawful to discriminate against a person based on that person's association with a person with a disability.

### **Five Titles of the ADA:**

#### **Title I: Equal Employment Opportunity for individuals with disabilities**

This title is designed to remove barriers that would deny qualified individuals with disabilities access to the same employment opportunities and benefits available to others without disabilities. Employers must reasonably accommodate the disabilities of qualified applicants or employees unless an undue hardship would result.

Web Link: [Title 1: Employment](#)

#### **Title II: Nondiscrimination on the basis of disability in State and Local Government Services**

This title prohibits discrimination on the basis of disability by public entities. The public entity is required to provide access to programs, services and activities provided by the state or local government, when viewed in their entirety.

Web Link: [Title 2: State and local government activities](#)

#### **Title III: Nondiscrimination on the basis of disability by Public Accommodations and in Commercial Facilities**

This title prohibits discrimination on the basis of disability by private entities in places of public accommodation. Examples include hotels, restaurants, golf courses, private schools, day care centers, health clubs, etc.

Web Link: [Public accommodations](#)

#### **Title IV: Telecommunications**

This title requires telephone companies to have developed interstate and intrastate telephone relay services in every state.

#### **Title V: Miscellaneous Provisions**

The final title contains a variety of provisions relating to the ADA as a whole, including its relationship to other laws and its impact on insurance providers and benefits.

#### **Mental Illness or Disorders:**

Is a term used to describe mental health conditions that impact mood, thinking, and behavior. These disorders may interfere with a person's ability to relate to others and function on a daily basis.

Disorders have numerous wide-ranging diagnoses which can present various mental and physical symptoms that include:

- [Mood disorders](#) (depression, bipolar disorder, etc.)
- [Psychotic disorders](#) (schizophrenia, schizoaffective disorder, etc.)
- [Anxiety disorders](#) (generalized anxiety disorder, post-traumatic stress disorder, phobias, etc.)

#### **OPDMD: Other power-driven mobility devices**

Defined as "any mobility device powered by batteries, fuel, or other engines... that is used by individuals with mobility disabilities for the purpose of locomotion, including golf cars, electronic personal assistance mobility devices... such as the Segway® PT, or any mobility device designed to operate in areas without defined pedestrian routes, but that is not a wheelchair". When an OPDMD is being used by a person with a mobility disability, different rules apply under the ADA than when it is being used by a person without a disability.

The University must allow people with disabilities who use any OPDMD to enter the premises unless a particular type of device cannot be accommodated because of legitimate safety requirements. In most circumstances, people with disabilities use ATVs and other combustion engine-driven devices/vehicles may be prohibited from indoor spaces, and restrictions in outdoor areas with heavy pedestrian traffic. A person seeking an accommodation needs to go through University Accessibility Resources to ensure the device and/or request is reasonable.

- **Severe Weather Evacuation Options:**

Individuals in need of assistance during an evacuation have three evacuation options based on their location in their building:

- **Horizontal evacuation:** If located on the ground or basement floor, severe weather shelter areas are located throughout each floor;
- **Elevator evacuation:** If there are no safe areas above the ground floor, the elevator may be used to evacuate to the ground or basement levels; and/or
- **Shelter in Place:** Seeking shelter in a designated severe weather shelter and remaining there until the "all clear" is used.

## Other Relevant Information

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### Unclassified Search Process Checklist

1. Fill out the necessary position origination documents according to the [Hiring Process Guidelines](#).
2. [Establish the Search Committee](#) and submit the names of the committee members to HR.
3. Review the [Job Posting Guidelines](#) and submit Job Posting Requests using the applicable link below.
  1. [Faculty - Posting Requests](#)
  2. [Athletics, MSUAASF and Administrator Posting Requests](#) (For MSUAASF and Administrator positions, the Job Posting must match the Position Description.)
  3. HR will forward the job posting to the search chair, Dean/VP and the Office of Equal Opportunity & Title IX, for final approval before posting the position online.
  4. HR posts all unclassified positions on the following websites: MSU Career Opportunities, Minnesota State Career Opportunities, HigherEdJobs.com, Higher Education Recruitment Consortium (HERC) and The Chronicle of Higher Education.
4. After the position has been posted online by HR, Review [recruitment guidelines](#) and submit [advertising requests](#).
5. Create and e-mail draft applicant screening materials to HR for review and approval. After reviewing, HR will send final recommendations and forms to the Dean and Search Chair. The applications will not be released to the search committee (in step 7) until HR has approved the screening forms. Below are required forms and templates.
  1. [Initial Applicant Screening Form](#)
  2. [Phone Reference Check Questions](#)
  3. [Phone/Pre-Screen Interview Questions](#) (optional)
  4. [On-campus interview questions](#)
  5. [Teaching/presentation evaluation](#) (optional)
  6. [Diversity, Equity and Inclusion statement rubric](#)
6. For IFO probationary positions, the search chair must notify HR of any internal fixed term candidates eligible for prior consideration. To do this review the [prior consideration guidelines](#) and then complete the [Prior Consideration Form](#).
  1. If internal fixed term is recommended for hire, proceed to step 9.
  2. If internal fixed term is recommended to continue in process to be considered along with other applicants, proceed to step 7.
  3. If internal fixed term is not qualified for position, notify applicant. Note: This can be done before placing print ads, but the position must be posted on the Minnesota State Mankato web page, Minnesota State web page, and HigherEdJobs.com before reviewing internal candidates.
7. HR will review all on-line applications received and:

1. Notify applicants that their application is either complete, incomplete, or if they do not meet the minimum qualifications (applicant responded 'no' to any of the minimum supplemental questions).
  2. Send a spreadsheet of the applicant pool to the Office of Equal Opportunity & Title IX for review and approval of the applicant pool.
  3. Once the pool is approved by EEO & Title IX, HR will electronically forward all completed applications to the search committee.
8. Search committee screens qualified applications using consistent, equal opportunity, and job related criteria for all candidates.
1. Evaluate the applicants using the initial applicant screening form created in step 5.1.
  2. (Optional) Conduct phone interviews on the (approx. 4-7) most qualified applicants, using the form created in step 5.
  3. Please note that reference checks will no longer need to be conducted for finalists (see 12e).
9. Determine potential finalists.
1. Submit the [Finalist Approval Form](#) and required attachments electronically to the Dean/VP. Required attachments include:
    1. [Screening Summary Report](#)
    2. Resume/CV
    3. Unofficial transcript for each of the proposed finalists (selected for interview and 'may be selected for interview')
    4. Job posting
    5. [Recruitment Report](#)
  2. After the Dean/VP has signed the Finalist Approval Form, they will send the Finalist Approval Form and attachments to HR electronically.
10. HR will review the finalist approval packet and then give the final approval to proceed with on-campus interviews.
1. HR will e-mail Search Chair and Dean/VP with a copy of the approved finalist approval form.
  2. HR will e-mail finalists and request that they complete a Work Experience Summary ([IFO](#)) or ([MSUAASF](#)) and that an official transcript of their highest completed and/or required degree, be sent to HR. If an applicant is not able to provide an official transcript from their international institution, we will accept credential evaluations prepared by any [National Association of Credentials Evaluation Services](#) member.
11. Arrange and conduct interviews with finalists using the questions from the [On-Campus Interview Form](#) created in step 5. (Review [Expense Reimbursement for Finalists](#) and comply with travel regulations. Reminder: Meal expenses limited to per diem rates.)
1. Ask candidates to bring to their interview a completed:
    1. Work Experience Summary ([IFO](#)) or ([MSUAASF](#)) to be used in determining appropriate salary, if selected as the final candidate
    2. [Authorization to Verify Employment History](#) for HR to verify employment history
  2. Remind candidates that an official transcript must be sent to HR (see 10b)
  3. See additional information on [conducting interviews](#). Be sure to redact confidential information from applications materials of finalists. See [Confidentiality and Access to Applicant Materials for details](#)

4. Provide candidates with appropriate [benefit summary](#).
5. Record results of the interviews on the [Screening Summary Report](#) form.
6. Submit travel reimbursement form at completion of interview.

**Note:** If interview candidates are deemed not qualified during the interview process, or an offer is declined by an approved final candidate, any future candidates that you wish to interview from column 4 of the Screening Summary Report will first need to be approved. Please contact your Staffing Specialist further information.

12. Complete and submit the [Offeree Approval Form](#) and required attachments electronically, as noted on the offeree approval form. Remember, the Dean/VP makes the final selection.
  1. After the Dean/VP has reviewed and approved the Offeree Approval Form/packet, they will send the Offeree Approval Form to HR electronically for review. HR will contact the search chair when the Offeree Approval Form is approved.
  2. The VP's office and HR will review the creditable work experience packet.
  3. Please attach the signed [Authorization to Verify Employment History](#) of the intended offeree to the Offeree Approval Form, HR will conduct employment verifications of the past three (3) employers of the offeree candidate.
  4. If applicable, please attach the [Prior Consideration Form](#)
  5. Once the offeree approval packet has been approved, the search committee will conduct three (3) reference checks for the intended offeree, using the form created in step 5 and will submit the completed reference checks to the Staffing Specialist.
  6. Upon completion of the Verifications of Employment, transcript review, Work Experience calculations and reference checks, HR will be in contact with the Dean/VP regarding a salary offer.

**Note:** If a candidate is not recommended for hire, complete and submit the [Notice of Failed Search Form](#). After all signatures are obtained, HR will notify the search chair, Dean and all applicants of the failed search. Proceed to step 15.

13. Dean/VP extends a verbal offer and submits a hiring transmittal packet to HR electronically, who will create and mail a formal written offer letter, terms of appointment, and new hire paperwork. Upon receipt of a signed offer, HR will notify the Dean/VP and the Search Chair.
14. HR will work with the Dean/VP and Search Chair to notify remaining finalists of non-selection. HR will then e-mail all other applicants that the search has been completed and they are no longer being considered.
15. Search Chair must compile and submit all search materials to HR electronically (i.e. screening forms, employment verification forms, screening summary report, and all other search/applicant materials). Refer to [Documenting a Search](#).

# Appendices

## Appendix A: Progress Report

Females (note: Promo = promotion)

Job Category	Prior AAP Total Employee #	Prior AAP Total Females #	Prior AAP Total Females %	Prior AAP Availability Female %	Total Hires & Promo #	Total Hired #	Male Hired #	Females Hired #	Un-known Hired #	Females Hired %	Total Promo #	Male Promo #	Females Promo #	Un-known Promo #	Female Promo %	Actual Female Hiring (%)	Female Had Goals in Prior AAP?	Female Goal Met?
Officials and Administrators	38	14	36.84%	45.94%	12	<10	<10	<10	<10	**.**%*	<10	<10	<10	<10	**.**%*	**.**%*	Yes	No
Professionals	355	202	56.90%	46.29%	117	80	27	52	<10	65.00%	37	<10	28	<10	75.68%	68.38%	-	-
Technicians	30	21	70.00%	32.04%	<10	<10	<10	<10	<10	**.**%*	<10	<10	<10	<10	**.**%*	**.**%*	-	-
Protective Services: Non-sworn	<10	<10	**.**%*	**.**%*	<10	<10	<10	<10	<10	**.**%*	<10	<10	<10	<10	**.**%*	**.**%*	-	-
Paraprofessionals	20	13	65.00%	32.04%	<10	<10	<10	<10	<10	**.**%*	<10	<10	<10	<10	**.**%*	**.**%*	-	-
Office/Clerical	184	173	94.02%	55.94%	56	32	<10	28	<10	87.50%	24	<10	24	<10	100.00%	92.86%	-	-
Skilled Craft	35	<10	**.**%*	**.**%*	11	10	<10	<10	<10	**.**%*	<10	<10	<10	<10	**.**%*	**.**%*	Yes	No
Service Maintenance	113	35	30.97%	31.84%	30	27	19	<10	<10	**.**%*	<10	<10	<10	<10	**.**%*	**.**%*	-	-
Faculty – Adjunct	207	114	55.07%	46.83%	225	225	87	138	<10	61.33%	<10	<10	<10	<10	**.**%*	61.33%	-	-
Faculty – Fixed Term	81	27	33.33%	43.78%	53	50	27	23	<10	46.00%	<10	<10	<10	<10	**.**%*	47.17%	Yes	Yes

<b>Faculty – Tenure Track</b>	138	70	50.72%	41.80%	49	45	15	30	<10	66.67%	<10	<10	<10	<10	**.**%*	63.27%	-	-
<b>Faculty - Tenured</b>	386	182	47.15%	50.62%	87	<10	<10	<10	<10	**.**%*	86	35	51	<10	59.30%	58.62%	Yes	Yes
<b>Total</b>	<b>1596</b>	<b>855</b>	<b>53.57%</b>	<b>blank</b>	<b>652</b>	<b>484</b>	<b>197</b>	<b>286</b>	<b>&lt;10</b>	<b>59.09%</b>	<b>168</b>	<b>56</b>	<b>112</b>	<b>&lt;10</b>	<b>66.67%</b>	<b>blank</b>	<b>blank</b>	<b>blank</b>

**Racial/Ethnic Minorities** (note: Promo = promotion; Mino = Racial/Ethnic Minorities)

<b>Job Category</b>	<b>Prior AAP Total Employee #</b>	<b>Prior AAP Total Mino #</b>	<b>Prior AAP Total Mino %</b>	<b>Prior AAP Availability Mino %</b>	<b>Total Hires &amp; Promo #</b>	<b>Total Hired #</b>	<b>Non-Mino Hired #</b>	<b>Mino Hired #</b>	<b>Un-known Hired #</b>	<b>Mino Hired %</b>	<b>Total Promo #</b>	<b>Non-Mino Promo #</b>	<b>Mino Promo #</b>	<b>Un-known Promo #</b>	<b>Mino Promo %</b>	<b>Actual Mino Hiring (%)</b>	<b>Mino Had Goals in Prior AAP?</b>	<b>Mino Goal Met?</b>
<b>Officials and Administrators</b>	38	<10	**.**%*	**.**%*	12	<10	<10	<10	<10	**.**%*	<10	<10	<10	<10	**.**%*	**.**%*	-	-
<b>Professionals</b>	355	39	10.99%	20.37%	117	80	58	20	<10	25.00%	37	29	<10	<10	**.**%*	23.08%	Yes	Yes
<b>Technicians</b>	30	<10	**.**%*	**.**%*	<10	<10	<10	<10	<10	**.**%*	<10	<10	<10	<10	**.**%*	**.**%*	Yes	Yes
<b>Protective Services: Non-sworn</b>	<10	<10	**.**%*	**.**%*	<10	<10	<10	<10	<10	**.**%*	<10	<10	<10	<10	**.**%*	**.**%*	-	-
<b>Paraprofessionals</b>	20	<10	**.**%*	**.**%*	<10	<10	<10	<10	<10	**.**%*	<10	<10	<10	<10	**.**%*	**.**%*	-	-
<b>Office/Clerical</b>	184	12	6.52%	5.39%	56	32	26	<10	<10	**.**%*	24	19	<10	<10	**.**%*	17.86%	-	-
<b>Skilled Craft</b>	35	<10	**.**%*	**.**%*	11	10	<10	<10	<10	**.**%*	<10	<10	<10	<10	**.**%*	**.**%*	-	-
<b>Service Maintenance</b>	113	<10	**.**%*	**.**%*	30	27	23	<10	<10	**.**%*	<10	<10	<10	<10	**.**%*	**.**%*	-	-
<b>Faculty – Adjunct</b>	207	22	10.63%	10.01%	225	225	184	32	<10	14.22%	<10	<10	<10	<10	**.**%*	14.22%	-	-

<b>Faculty – Fixed Term</b>	81	12	14.81%	10.60%	53	50	38	11	<10	22.00%	<10	<10	<10	<10	**.*%*	20.75%	-	-
<b>Faculty – Tenure Track</b>	138	34	24.64%	22.99%	49	45	29	15	<10	33.33%	<10	<10	<10	<10	**.*%*	32.65%	-	-
<b>Faculty - Tenured</b>	386	76	19.69%	24.65%	87	<10	<10	<10	<10	**.*%*	86	69	17	<10	19.77%	19.54%	Yes	No
<b>Total</b>	<b>1596</b>	<b>210</b>	<b>13.16%</b>	<b>blank</b>	<b>652</b>	<b>484</b>	<b>378</b>	<b>90</b>	<b>16</b>	<b>18.60%</b>	<b>168</b>	<b>134</b>	<b>32</b>	<b>&lt;10</b>	<b>19.05%</b>	<b>blank</b>	<b>blank</b>	<b>blank</b>

**Individuals with Disabilities** (note: Promo = promotion; IwD = Individuals with disabilities)

<b>Job Category</b>	<b>Prior AAP Total Employee #</b>	<b>Prior AAP Total IwD #</b>	<b>Prior AAP Total IwD %</b>	<b>Prior AAP Availability IwD %</b>	<b>Total Hires &amp; Promo #</b>	<b>Total Hired #</b>	<b>Non-IwD Hired #</b>	<b>IwD Hired #</b>	<b>Un-known Hired #</b>	<b>IwD Hired %</b>	<b>Total Promo #</b>	<b>Non-IwD Promo #</b>	<b>IwD Promo #</b>	<b>Un-known Promo #</b>	<b>IwD Promo %</b>	<b>Actual IwD Hiring (%)</b>	<b>IwD Had Goals in Prior AAP?</b>	<b>IwD Goal Met?</b>
<b>Officials and Administrators</b>	38	<10	**.*%*	**.*%*	12	<10	<10	<10	<10	**.*%*	<10	<10	<10	<10	**.*%*	**.*%*	Yes	No
<b>Professionals</b>	355	<10	**.*%*	**.*%*	117	80	71	<10	<10	**.*%*	37	34	<10	<10	**.*%*	9.40%	Yes	Yes
<b>Technicians</b>	30	<10	**.*%*	**.*%*	<10	<10	<10	<10	<10	**.*%*	<10	<10	<10	<10	**.*%*	**.*%*	Yes	Yes
<b>Protective Services: Non-sworn</b>	<10	<10	**.*%*	**.*%*	<10	<10	<10	<10	<10	**.*%*	<10	<10	<10	<10	**.*%*	**.*%*	-	-
<b>Paraprofessionals</b>	20	<10	**.*%*	**.*%*	<10	<10	<10	<10	<10	**.*%*	<10	<10	<10	<10	**.*%*	**.*%*	-	-
<b>Office/Clerical</b>	184	<10	**.*%*	**.*%*	56	32	30	<10	<10	**.*%*	24	24	<10	<10	**.*%*	**.*%*	-	-
<b>Skilled Craft</b>	35	<10	**.*%*	**.*%*	11	10	<10	<10	<10	**.*%*	<10	<10	<10	<10	**.*%*	**.*%*	-	-

<b>Service Maintenance</b>	113	<10	**.**% **.**%		30	27	27	<10	<10	**.**% **.**%	<10	<10	<10	<10	**.**% **.**%	**.**%	-	-
<b>Faculty – Adjunct</b>	207	<10	**.**% **.**%		225	225	218	<10	<10	**.**% **.**%	<10	<10	<10	<10	**.**% **.**%	**.**%	Yes	No
<b>Faculty – Fixed Term</b>	81	<10	**.**% **.**%		53	50	44	<10	<10	**.**% **.**%	<10	<10	<10	<10	**.**% **.**%	**.**%	Yes	Yes
<b>Faculty – Tenure Track</b>	138	<10	**.**% **.**%		49	45	41	<10	<10	**.**% **.**%	<10	<10	<10	<10	**.**% **.**%	**.**%	Yes	Yes
<b>Faculty - Tenured</b>	386	<10	**.**% **.**%		87	<10	<10	<10	<10	**.**% **.**%	86	85	<10	<10	**.**% **.**%	**.**%	Yes	No
<b>Total</b>	<b>1596</b>	<b>33</b>	<b>2.07%</b>	<b>blank</b>	<b>652</b>	<b>484</b>	<b>453</b>	<b>28</b>	<b>&lt;10</b>	<b>5.79%</b>	<b>168</b>	<b>164</b>	<b>&lt;10</b>	<b>&lt;10</b>	<b>**.**%</b>	<b>blank</b>	<b>blank</b>	<b>blank</b>

**Veterans** (note: Promo = promotion; VET = Veterans)

<b>Job Category</b>	<b>Prior AAP Total Employee #</b>	<b>Prior AAP Total VET #</b>	<b>Prior AAP Total VET %</b>	<b>Prior AAP Availability VET %</b>	<b>Total Hires &amp; Promo #</b>	<b>Total Hired #</b>	<b>Non-VET Hired #</b>	<b>VET Hired #</b>	<b>Un-known Hired #</b>	<b>VET Hired %</b>	<b>Total Promo #</b>	<b>Non-VET Promo #</b>	<b>VET Promo #</b>	<b>Un-known Promo #</b>	<b>VET Promo %</b>	<b>Actual VET Hiring (%)</b>	<b>VET Had Goals in Prior AAP?</b>	<b>VET Goal Met?</b>
<b>Officials and Administrators</b>	38	<10	**.**% **.**%		12	<10	<10	<10	<10	**.**% **.**%	<10	<10	<10	<10	**.**% **.**%	**.**%	Yes	Yes
<b>Professionals</b>	355	11	3.10% 5.40%		117	80	44	<10	31	**.**% **.**%	37	14	<10	22	**.**% **.**%	**.**%	Yes	No
<b>Technicians</b>	30	<10	**.**% **.**%		<10	<10	<10	<10	<10	**.**% **.**%	<10	<10	<10	<10	**.**% **.**%	**.**%	-	-
<b>Protective Services: Non-sworn</b>	<10	<10	**.**% **.**%		<10	<10	<10	<10	<10	**.**% **.**%	<10	<10	<10	<10	**.**% **.**%	**.**%	-	-
<b>Paraprofessionals</b>	20	<10	**.**% **.**%		<10	<10	<10	<10	<10	**.**% **.**%	<10	<10	<10	<10	**.**% **.**%	**.**%	Yes	No

<b>Office/Clerical</b>	184	<10	**.**% **.**%	56	32	19	<10	11	**.**% **.**%	24	<10	<10	16	**.**% **.**%	Yes	No		
<b>Skilled Craft</b>	35	<10	**.**% **.**%	11	10	<10	<10	<10	**.**% **.**%	<10	<10	<10	<10	**.**% **.**%	-	-		
<b>Service Maintenance</b>	113	<10	**.**% **.**%	30	27	<10	<10	21	**.**% **.**%	<10	<10	<10	<10	**.**% **.**%	-	-		
<b>Faculty – Adjunct</b>	207	<10	**.**% **.**%	225	225	121	10	94	4.44% **.**%	<10	<10	<10	<10	**.**% 4.44%	Yes	Yes		
<b>Faculty – Fixed Term</b>	81	<10	**.**% **.**%	53	50	35	<10	15	**.**% **.**%	<10	<10	<10	<10	**.**% **.**%	Yes	No		
<b>Faculty – Tenure Track</b>	138	<10	**.**% **.**%	49	45	41	<10	<10	**.**% **.**%	<10	<10	<10	<10	**.**% **.**%	Yes	No		
<b>Faculty - Tenured</b>	386	<10	**.**% **.**%	87	<10	<10	<10	<10	**.**% **.**%	86	20	<10	65	**.**% **.**%	Yes	No		
<b>Total</b>	<b>1596</b>	<b>38</b>	<b>2.38%</b>	<b>blank</b>	<b>652</b>	<b>484</b>	<b>282</b>	<b>20</b>	<b>182</b>	<b>4.13%</b>	<b>168</b>	<b>54</b>	<b>&lt;10</b>	<b>111</b>	<b>**.**%</b>	<b>blank</b>	<b>blank</b>	<b>blank</b>

## Appendix B: Separation Analysis

**Total Separations** (note: Sep = Separation; Minority = Racial/Ethnic Minority; IwD = Individuals with Disabilities; VET = Veterans)

Separation Type	Total % by Sep Type	Sep Type <sup>1</sup> Female % within Sep Type	Sep Type <sup>2</sup> Sep Type % within Total Female Sep	Sep Type <sup>1</sup> Minority % within Sep Type	Sep Type <sup>2</sup> Sep Type % within Total Minority Sep	Sep Type <sup>1</sup> IwD % within Sep Type	Sep Type <sup>2</sup> Sep Type % within Total IwD Sep	Sep Type <sup>1</sup> VET % within Sep Type	Sep Type <sup>2</sup> Sep Type % within Total VET Sep
Death	**.**%**	**.**%**	**.**%**	**.**%**	**.**%**	**.**%**	**.**%**	0.00%	0.00%
Dismissal	**.**%**	**.**%**	**.**%**	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Early/Enhanced Retirement	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Layoff	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Non-Renewal / Non- Cert	**.**%**	**.**%**	**.**%**	**.**%**	**.**%**	0.00%	0.00%	0.00%	0.00%
Reduction in Workforce	**.**%**	**.**%**	**.**%**	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Resignation	41.95%	56.57%	42.75%	22.22%	53.66%	**.**%**	**.**%**	**.**%**	**.**%**
Retirement	34.32%	51.85%	32.06%	**.**%**	**.**%**	**.**%**	**.**%**	**.**%**	**.**%**
Termination	14.83%	54.29%	14.50%	**.**%**	**.**%**	**.**%**	**.**%**	**.**%**	**.**%**
Transfer	**.**%**	**.**%**	**.**%**	**.**%**	**.**%**	**.**%**	**.**%**	**.**%**	**.**%**
<b>Total Separations</b>	<b>100.00%</b>	<b>55.51%</b>	<b>100.00%</b>	<b>17.37%</b>	<b>100.00%</b>	<b>4.24%</b>	<b>100.00%</b>	<b>**.**%</b>	<b>**.**%</b>

**Officials and Administrators** (note: Sep = Separation; Minority = Racial/Ethnic Minority; IwD = Individuals with Disabilities; VET = Veterans)

Separation Type	Total % by Sep Type	Sep Type <sup>1</sup> Female % within Sep Type	Sep Type <sup>2</sup> Sep Type % within Total Female Sep	Sep Type <sup>1</sup> Minority % within Sep Type	Sep Type <sup>2</sup> Sep Type % within Total Minority Sep	Sep Type <sup>1</sup> IwD % within Sep Type	Sep Type <sup>2</sup> Sep Type % within Total IwD Sep	Sep Type <sup>1</sup> VET % within Sep Type	Sep Type <sup>2</sup> Sep Type % within Total VET Sep
Death	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Dismissal	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Early/Enhanced Retirement	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Layoff	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Non-Renewal / Non-Cert	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Reduction in Workforce	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Resignation	**.**%*	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Retirement	**.**%*	**.**%*	**.**%*	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Termination	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Transfer	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
<b>Total Separations</b>	<b>**.**%*</b>	<b>**.**%*</b>	<b>**.**%*</b>	<b>0.00%</b>	<b>0.00%</b>	<b>0.00%</b>	<b>0.00%</b>	<b>0.00%</b>	<b>0.00%</b>

**Professionals** (note: Sep = Separation; Minority = Racial/Ethnic Minority; IwD = Individuals with Disabilities; VET = Veterans)

Separation Type	Total % by Sep Type	Sep Type <sup>1</sup> Female % within Sep Type	Sep Type <sup>2</sup> Sep Type % within Total Female Sep	Sep Type <sup>1</sup> Minority % within Sep Type	Sep Type <sup>2</sup> Sep Type % within Total Minority Sep	Sep Type <sup>1</sup> IwD % within Sep Type	Sep Type <sup>2</sup> Sep Type % within Total IwD Sep	Sep Type <sup>1</sup> VET % within Sep Type	Sep Type <sup>2</sup> Sep Type % within Total VET Sep
Death	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Dismissal	**.**%*	**.**%*	**.**%*	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Early/Enhanced Retirement	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Layoff	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Non-Renewal / Non-Cert	**.**%*	**.**%*	**.**%*	**.**%*	**.**%*	0.00%	0.00%	0.00%	0.00%
Reduction in Workforce	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Resignation	54.05%	57.50%	46.94%	**.**%*	**.**%*	**.**%*	**.**%*	**.**%*	**.**%*
Retirement	16.22%	**.**%*	**.**%*	**.**%*	**.**%*	**.**%*	**.**%*	0.00%	0.00%
Termination	17.57%	84.62%	22.45%	**.**%*	**.**%*	0.00%	0.00%	0.00%	0.00%
Transfer	**.**%*	**.**%*	**.**%*	**.**%*	**.**%*	0.00%	0.00%	**.**%*	**.**%*
<b>Total Separations</b>	<b>100.00%</b>	<b>66.22%</b>	<b>100.00%</b>	<b>20.27%</b>	<b>100.00%</b>	<b>**.**%*</b>	<b>**.**%*</b>	<b>**.**%*</b>	<b>**.**%*</b>

**Technicians** (note: Sep = Separation; Minority = Racial/Ethnic Minority; IwD = Individuals with Disabilities; VET = Veterans)

Separation Type	Total % by Sep Type	Sep Type <sup>1</sup> Female % within Sep Type	Sep Type <sup>2</sup> Sep Type % within Total Female Sep	Sep Type <sup>1</sup> Minority % within Sep Type	Sep Type <sup>2</sup> Sep Type % within Total Minority Sep	Sep Type <sup>1</sup> IwD % within Sep Type	Sep Type <sup>2</sup> Sep Type % within Total IwD Sep	Sep Type <sup>1</sup> VET % within Sep Type	Sep Type <sup>2</sup> Sep Type % within Total VET Sep
Death	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Dismissal	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Early/Enhanced Retirement	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Layoff	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Non-Renewal / Non-Cert	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Reduction in Workforce	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Resignation	**.**%*	**.**%*	**.**%*	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Retirement	**.**%*	**.**%*	**.**%*	0.00%	0.00%	0.00%	0.00%	**.**%*	**.**%*
Termination	**.**%*	**.**%*	**.**%*	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Transfer	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
<b>Total Separations</b>	<b>**.**%*</b>	<b>**.**%*</b>	<b>**.**%*</b>	<b>0.00%</b>	<b>0.00%</b>	<b>0.00%</b>	<b>0.00%</b>	<b>**.**%*</b>	<b>**.**%*</b>

**Protective Services: Non-sworn** (note: Sep = Separation; Minority = Racial/Ethnic Minority; IwD = Individuals with Disabilities; VET = Veterans)

Separation Type	Total % by Sep Type	Sep Type <sup>1</sup> Female % within Sep Type	Sep Type <sup>2</sup> Sep Type % within Total Female Sep	Sep Type <sup>1</sup> Minority % within Sep Type	Sep Type <sup>2</sup> Sep Type % within Total Minority Sep	Sep Type <sup>1</sup> IwD % within Sep Type	Sep Type <sup>2</sup> Sep Type % within Total IwD Sep	Sep Type <sup>1</sup> VET % within Sep Type	Sep Type <sup>2</sup> Sep Type % within Total VET Sep
Death	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Dismissal	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Early/Enhanced Retirement	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Layoff	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Non-Renewal / Non-Cert	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Reduction in Workforce	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Resignation	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Retirement	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Termination	**.**%*	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Transfer	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
<b>Total Separations</b>	<b>**.**%*</b>	<b>0.00%</b>	<b>0.00%</b>	<b>0.00%</b>	<b>0.00%</b>	<b>0.00%</b>	<b>0.00%</b>	<b>0.00%</b>	<b>0.00%</b>

**Paraprofessionals** (note: Sep = Separation; Minority = Racial/Ethnic Minority; IwD = Individuals with Disabilities; VET = Veterans)

Separation Type	Total % by Sep Type	Sep Type <sup>1</sup> Female % within Sep Type	Sep Type <sup>2</sup> Sep Type % within Total Female Sep	Sep Type <sup>1</sup> Minority % within Sep Type	Sep Type <sup>2</sup> Sep Type % within Total Minority Sep	Sep Type <sup>1</sup> IwD % within Sep Type	Sep Type <sup>2</sup> Sep Type % within Total IwD Sep	Sep Type <sup>1</sup> VET % within Sep Type	Sep Type <sup>2</sup> Sep Type % within Total VET Sep
Death	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Dismissal	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Early/Enhanced Retirement	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Layoff	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Non-Renewal / Non-Cert	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Reduction in Workforce	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Resignation	**.**%*	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Retirement	**.**%*	**.**%*	**.**%*	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Termination	**.**%*	**.**%*	**.**%*	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Transfer	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
<b>Total Separations</b>	<b>**.**%*</b>	<b>**.**%*</b>	<b>**.**%*</b>	<b>0.00%</b>	<b>0.00%</b>	<b>0.00%</b>	<b>0.00%</b>	<b>0.00%</b>	<b>0.00%</b>

**Office/Clerical** (note: Sep = Separation; Minority = Racial/Ethnic Minority; lwd = Individuals with Disabilities; VET = Veterans)

Separation Type	Total % by Sep Type	Sep Type <sup>1</sup> Female % within Sep Type	Sep Type <sup>2</sup> Sep Type % within Total Female Sep	Sep Type <sup>1</sup> Minority % within Sep Type	Sep Type <sup>2</sup> Sep Type % within Total Minority Sep	Sep Type <sup>1</sup> lwd % within Sep Type	Sep Type <sup>2</sup> Sep Type % within Total lwd Sep	Sep Type <sup>1</sup> VET % within Sep Type	Sep Type <sup>2</sup> Sep Type % within Total VET Sep
Death	**.**%*	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Dismissal	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Early/Enhanced Retirement	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Layoff	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Non-Renewal / Non-Cert	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Reduction in Workforce	**.**%*	**.**%*	**.**%*	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Resignation	50.00%	87.50%	50.00%	**.**%*	**.**%*	0.00%	0.00%	0.00%	0.00%
Retirement	37.50%	91.67%	39.29%	0.00%	0.00%	**.**%*	**.**%*	0.00%	0.00%
Termination	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Transfer	**.**%*	**.**%*	**.**%*	**.**%*	**.**%*	**.**%*	**.**%*	0.00%	0.00%
<b>Total Separations</b>	<b>100.00%</b>	<b>87.50%</b>	<b>100.00%</b>	<b>**.**%*</b>	<b>**.**%*</b>	<b>**.**%*</b>	<b>**.**%*</b>	<b>0.00%</b>	<b>0.00%</b>

**Skilled Craft** (note: Sep = Separation; Minority = Racial/Ethnic Minority; IwD = Individuals with Disabilities; VET = Veterans)

Separation Type	Total % by Sep Type	Sep Type <sup>1</sup> Female % within Sep Type	Sep Type <sup>2</sup> Sep Type % within Total Female Sep	Sep Type <sup>1</sup> Minority % within Sep Type	Sep Type <sup>2</sup> Sep Type % within Total Minority Sep	Sep Type <sup>1</sup> IwD % within Sep Type	Sep Type <sup>2</sup> Sep Type % within Total IwD Sep	Sep Type <sup>1</sup> VET % within Sep Type	Sep Type <sup>2</sup> Sep Type % within Total VET Sep
Death	**.**%*	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Dismissal	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Early/Enhanced Retirement	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Layoff	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Non-Renewal / Non-Cert	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Reduction in Workforce	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Resignation	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Retirement	**.**%*	0.00%	0.00%	0.00%	0.00%	**.**%*	**.**%*	**.**%*	**.**%*
Termination	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Transfer	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
<b>Total Separations</b>	<b>**.**%*</b>	<b>0.00%</b>	<b>0.00%</b>	<b>0.00%</b>	<b>0.00%</b>	<b>**.**%*</b>	<b>**.**%*</b>	<b>**.**%*</b>	<b>**.**%*</b>

**Service Maintenance** (note: Sep = Separation; Minority = Racial/Ethnic Minority; IwD = Individuals with Disabilities; VET = Veterans)

Separation Type	Total % by Sep Type	Sep Type <sup>1</sup> Female % within Sep Type	Sep Type <sup>2</sup> Sep Type % within Total Female Sep	Sep Type <sup>1</sup> Minority % within Sep Type	Sep Type <sup>2</sup> Sep Type % within Total Minority Sep	Sep Type <sup>1</sup> IwD % within Sep Type	Sep Type <sup>2</sup> Sep Type % within Total IwD Sep	Sep Type <sup>1</sup> VET % within Sep Type	Sep Type <sup>2</sup> Sep Type % within Total VET Sep
Death	**.**%*	**.**%*	**.**%*	0.00%	0.00%	**.**%*	**.**%*	0.00%	0.00%
Dismissal	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Early/Enhanced Retirement	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Layoff	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Non-Renewal / Non-Cert	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Reduction in Workforce	**.**%*	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Resignation	**.**%*	**.**%*	**.**%*	**.**%*	**.**%*	0.00%	0.00%	0.00%	0.00%
Retirement	**.**%*	**.**%*	**.**%*	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Termination	**.**%*	**.**%*	**.**%*	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Transfer	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
<b>Total Separations</b>	<b>100.00%</b>	<b>**.**%*</b>	<b>**.**%*</b>	<b>**.**%*</b>	<b>**.**%*</b>	<b>**.**%*</b>	<b>**.**%*</b>	<b>0.00%</b>	<b>0.00%</b>

**Faculty - Adjunct** (note: Sep = Separation; Minority = Racial/Ethnic Minority; IwD = Individuals with Disabilities; VET = Veterans)

Separation Type	Total % by Sep Type	Sep Type <sup>1</sup> Female % within Sep Type	Sep Type <sup>2</sup> Sep Type % within Total Female Sep	Sep Type <sup>1</sup> Minority % within Sep Type	Sep Type <sup>2</sup> Sep Type % within Total Minority Sep	Sep Type <sup>1</sup> IwD % within Sep Type	Sep Type <sup>2</sup> Sep Type % within Total IwD Sep	Sep Type <sup>1</sup> VET % within Sep Type	Sep Type <sup>2</sup> Sep Type % within Total VET Sep
Death	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Dismissal	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Early/Enhanced Retirement	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Layoff	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Non-Renewal / Non-Cert	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Reduction in Workforce	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Resignation	**.**%*	**.**%*	**.**%*	**.**%*	**.**%*	0.00%	0.00%	0.00%	0.00%
Retirement	**.**%*	**.**%*	**.**%*	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Termination	**.**%*	**.**%*	**.**%*	**.**%*	**.**%*	**.**%*	**.**%*	**.**%*	**.**%*
Transfer	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
<b>Total Separations</b>	<b>100.00%</b>	<b>**.**%*</b>	<b>**.**%*</b>	<b>**.**%*</b>	<b>**.**%*</b>	<b>**.**%*</b>	<b>**.**%*</b>	<b>**.**%*</b>	<b>**.**%*</b>

**Faculty - Fixed Term** (note: Sep = Separation; Minority = Racial/Ethnic Minority; IwD = Individuals with Disabilities; VET = Veterans)

Separation Type	Total % by Sep Type	Sep Type <sup>1</sup> Female % within Sep Type	Sep Type <sup>2</sup> Sep Type % within Total Female Sep	Sep Type <sup>1</sup> Minority % within Sep Type	Sep Type <sup>2</sup> Sep Type % within Total Minority Sep	Sep Type <sup>1</sup> IwD % within Sep Type	Sep Type <sup>2</sup> Sep Type % within Total IwD Sep	Sep Type <sup>1</sup> VET % within Sep Type	Sep Type <sup>2</sup> Sep Type % within Total VET Sep
Death	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Dismissal	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Early/Enhanced Retirement	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Layoff	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Non-Renewal / Non-Cert	**.**%*	**.**%*	**.**%*	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Reduction in Workforce	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Resignation	80.00%	**.**%*	**.**%*	**.**%*	**.**%*	0.00%	0.00%	0.00%	0.00%
Retirement	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Termination	**.**%*	0.00%	0.00%	**.**%*	**.**%*	0.00%	0.00%	0.00%	0.00%
Transfer	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
<b>Total Separations</b>	<b>100.00%</b>	<b>**.**%*</b>	<b>**.**%*</b>	<b>**.**%*</b>	<b>**.**%*</b>	<b>0.00%</b>	<b>0.00%</b>	<b>0.00%</b>	<b>0.00%</b>

**Faculty – Tenure Track** (note: Sep = Separation; Minority = Racial/Ethnic Minority; IwD = Individuals with Disabilities; VET = Veterans)

Separation Type	Total % by Sep Type	Sep Type <sup>1</sup> Female % within Sep Type	Sep Type <sup>2</sup> Sep Type % within Total Female Sep	Sep Type <sup>1</sup> Minority % within Sep Type	Sep Type <sup>2</sup> Sep Type % within Total Minority Sep	Sep Type <sup>1</sup> IwD % within Sep Type	Sep Type <sup>2</sup> Sep Type % within Total IwD Sep	Sep Type <sup>1</sup> VET % within Sep Type	Sep Type <sup>2</sup> Sep Type % within Total VET Sep
Death	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Dismissal	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Early/Enhanced Retirement	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Layoff	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Non-Renewal / Non-Cert	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Reduction in Workforce	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Resignation	76.92%	**.**% <sup>1</sup>	**.**% <sup>2</sup>	**.**% <sup>1</sup>	**.**% <sup>2</sup>	0.00%	0.00%	0.00%	0.00%
Retirement	**.**% <sup>1</sup>	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Termination	**.**% <sup>1</sup>	**.**% <sup>1</sup>	**.**% <sup>1</sup>	**.**% <sup>1</sup>	**.**% <sup>1</sup>	0.00%	0.00%	0.00%	0.00%
Transfer	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
<b>Total Separations</b>	<b>100.00%</b>	<b>**.**%<sup>1</sup></b>	<b>**.**%<sup>2</sup></b>	<b>**.**%<sup>1</sup></b>	<b>**.**%<sup>2</sup></b>	<b>0.00%</b>	<b>0.00%</b>	<b>0.00%</b>	<b>0.00%</b>

**Faculty - Tenured** (note: Sep = Separation; Minority = Racial/Ethnic Minority; lwd = Individuals with Disabilities; VET = Veterans)

Separation Type	Total % by Sep Type	Sep Type <sup>1</sup> Female % within Sep Type	Sep Type <sup>2</sup> Sep Type % within Total Female Sep	Sep Type <sup>1</sup> Minority % within Sep Type	Sep Type <sup>2</sup> Sep Type % within Total Minority Sep	Sep Type <sup>1</sup> lwd % within Sep Type	Sep Type <sup>2</sup> Sep Type % within Total lwd Sep	Sep Type <sup>1</sup> VET % within Sep Type	Sep Type <sup>2</sup> Sep Type % within Total VET Sep
Death	**.**%*	0.00%	0.00%	**.**%*	**.**%*	0.00%	0.00%	0.00%	0.00%
Dismissal	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Early/Enhanced Retirement	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Layoff	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Non-Renewal / Non-Cert	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Reduction in Workforce	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Resignation	**.**%*	**.**%*	**.**%*	**.**%*	**.**%*	0.00%	0.00%	0.00%	0.00%
Retirement	82.93%	38.24%	81.25%	**.**%*	**.**%*	**.**%*	**.**%*	**.**%*	**.**%*
Termination	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Transfer	**.**%*	**.**%*	**.**%*	**.**%*	**.**%*	**.**%*	**.**%*	0.00%	0.00%
<b>Total Separations</b>	<b>100.00%</b>	<b>39.02%</b>	<b>100.00%</b>	<b>**.**%*</b>	<b>**.**%*</b>	<b>**.**%*</b>	<b>**.**%*</b>	<b>**.**%*</b>	<b>**.**%*</b>

## Appendix C: Job Category Analysis

**Officials and Administrators** (note: Minority = Racial/Ethnic minority; lwd = Individuals with Disabilities; VET = Veterans)

Job Code	Job Title
000010	Administrative Mgt Director 1
001841	Administrative Officer
002523	Physical Plant Manager
003621	Facility Security Director
003639	State Prog Admin Manager
007855	MnSCU Admin-5
007857	MnSCU Admin-7
007858	MnSCU Admin-8
007859	MnSCU Admin-9
007860	MnSCU Admin-10
007861	MnSCU Admin-11
007862	MnSCU Admin-12
007863	MnSCU Admin-13
007864	MnSCU Admin-14
007869	MnSCU Admin-16

**Professionals** (note: Minority = Racial/Ethnic minority; lwd = Individuals with Disabilities; VET = Veterans)

Job Code	Job Title
000004	Accounting Officer
000006	Management Analyst 1
000140	Buyer 1
000141	Buyer 2
000228	Dentist
000338	Health Educator 2
000367	Pharmacist
000499	Human Resources Supervisor 4
000577	Information Officer 3

<b>Job Code</b>	<b>Job Title</b>
000604	Research Analyst
000608	Research Scientist 2
000633	Accounting Officer Senior
000634	Management Analyst 4
000647	Information Officer 2
000659	Research Analysis Specialist Sr
000774	Accounting Technician
000776	Physical Plan Director
000892	Research Analysis Spec
000919	Engineer 2 Graduate
000979	Accounting Officer Inter
001050	Radio/Tv Program Coordinator
001089	Systems Supervisor
001303	Grants Specialist
001304	Grants Specialist Sr
001314	Information Officer 1
001315	Information Officer 4
001423	Human Resources Specialist 2
001449	Affirmative Action Officer 3
001486	Human Resources Technician 2
001514	College Laboratory Srvc Spec
001528	Management Analyst 2
001883	Pharmacist Senior
001937	Sign Language Interpreter
002003	Speech Pathology Clinician
002115	Management Analyst Supv 2
002132	Systems Analysis Unit Supv
002143	Accounting Suprvisor Senior
002251	Research Analyst Intermediate
002355	Bacteriology Laboratory Spec
002390	Accounting Officer Principal
002913	Library Dev and Svcs Spec
003176	Corr Internal Affairs Invest

<b>Job Code</b>	<b>Job Title</b>
003220	Mgmt Info Systems Supv 2
003279	University Security Coordinator
003371	MnSCU Retail Services Supv
003424	Small Buiness Asst Coordinator
003583	Information Technology Spec 1
003584	Information Technology Spec 2
003585	Information Technology Spec 3
003586	Information Technology Spec 4
003587	Information Technology Spec 5
003604	State Prog Admin
003605	State Prog Admin Intermediate
003606	State Prog Admin Senior
003608	State Prog Admin Coordinator
003610	Registered Nurse Advanced Prac
003712	State Prog Admin Supv Prin
003726	Human Resources Supervisor 3
003730	Management Analysis Staff Spec
007023	MnSCU Academic Supervisor 2
007205	Customized Training Rep
007810	MSUAASF Range B
007811	MSUAASF Range C
007812	MSUAASF Range D
007813	MSUAASF Range E

**Technicians** (note: Minority = Racial/Ethnic minority; IwD = Individuals with Disabilities; VET = Veterans)

<b>Job Code</b>	<b>Job Title</b>
000227	Dental Hygienist
000556	Engineering Spec
000753	Graphic Arts Specialist
000864	Medical Laboratory Technician 2

Job Code	Job Title
001623	Dental Assistant Registered
001659	Licensed Practical Nurse 2
002606	Engineering Specialist Senior
003709	State Prog Admin Tech Spec
003834	Electronic Systems Specialist

**Protective Services: Non-sworn** (note: Minority = Racial/Ethnic minority; lwd = Individuals with Disabilities; VET = Veterans)

Job Code	Job Title
003457	Campus Security Supervisor
003458	Campus Security Officer

**Paraprofessionals** (note: Minority = Racial/Ethnic minority; lwd = Individuals with Disabilities; VET = Veterans)

Job Code	Job Title
000308	Library Technician
001020	Pharmacy Technician
003791	Medical Assistant, Certified

**Office/Clerical** (note: Minority = Racial/Ethnic minority; lwd = Individuals with Disabilities; VET = Veterans)

Job Code	Job Title
000148	Cashier
000294	Office Services Supervisor 3
000632	Account Clerk Senior

<b>Job Code</b>	<b>Job Title</b>
002028	Sec/Communication Sys Monitor
002118	Office Services Supervisor 2
002669	Typesetter
003626	Office Specialist
003628	Office & Admin Special Interme
003629	Office & Admin Special Senior
003630	Office & Admin Special Prin
003632	Central Svcs Admin Spec Inter
003633	Central Svcs Admin Spec Senior
003634	Central Svcs Admin Spec Prin
003636	Customer Svc Special Intermed
003637	Customer Svc Special Senior

**Skilled Craft** (note: Minority = Racial/Ethnic minority; IwD = Individuals with Disabilities; VET = Veterans)

<b>Job Code</b>	<b>Job Title</b>
000105	Automotive Mechanic
000132	Building Maintenance Supervisor
000146	Carpenter
000266	Electrician
000267	Electrician Supervisor
000440	Machinery Repair Worker
000444	Mason
000490	Painter
000530	Plumber
000700	Stationary Engineer
000927	Heavy Equipment Mechanic
000964	Plumber Supervisor
001019	Refrigeration Mechanic
002270	Building Maintenance Lead Wrkr

Job Code	Job Title
003189	Electrical/Electronics Spec
003278	Plumber Fitter

**Service Maintenance** (note: Minority = Racial/Ethnic minority; lwd = Individuals with Disabilities; VET = Veterans)

Job Code	Job Title
000103	Automobile Driver
000134	Building Services Forman
000249	Duplication Shop Supervisor
000329	Groundskeeper Senior
000805	Athletic Equipment Manager
000861	Building Services Manager
000912	Offset Press Operator
001035	Grounds & Roads Mntc Supv
001040	Offset Press Operator Senior
001357	General Repair Worker
001599	Groundskeeper Inter
001725	General Maintenance Worker
001728	General Maintenance Wrkr Lead
003036	University Print Shop Supv 2
003183	Transp Sign Fabricator

**Faculty - Adjunct** (note: Minority = Racial/Ethnic minority; lwd = Individuals with Disabilities; VET = Veterans)

Job Code	Job Title
007801	State Univ Adjunct Non-Unit
007830	State Univ Adjunct Unit

**Faculty – Fixed Term** (note: Minority = Racial/Ethnic minority; lwd = Individuals with Disabilities; VET = Veterans)

<b>Job Code</b>	<b>Job Title</b>
007801	State Univ Adjunct Non-Unit
007830	State Univ Adjunct Unit
007846	State University Faculty

**Faculty – Tenure Track** (note: Minority = Racial/Ethnic minority; lwd = Individuals with Disabilities; VET = Veterans)

<b>Job Code</b>	<b>Job Title</b>
007846	State University Faculty

**Faculty - Tenured** (note: Minority = Racial/Ethnic minority; lwd = Individuals with Disabilities; VET = Veterans)

<b>Job Code</b>	<b>Job Title</b>
007846	State University Faculty

## Appendix D: Feeder Jobs

**Officials and Administrators** (note: Minority = Racial/Ethnic minority; lwd = Individuals with Disabilities; VET = Veterans)

Job Code	EEO Category	Job Title	Weighted Female %	Weighted Minority %	Weighted lwd %	Weighted VET %
000010	Officials/Administrators	Administrative Mgt Director 1	0.00%	0.00%	0.00%	0.00%
000499	Professionals	Human Resources Supervisor 4	0.14%	0.00%	0.00%	0.00%
000577	Professionals	Information Officer 3	0.56%	0.28%	0.00%	0.00%
001315	Professionals	Information Officer 4	0.14%	0.00%	0.00%	0.00%
001841	Officials/Administrators	Administrative Officer	0.14%	0.28%	0.00%	0.00%
002143	Professionals	Accounting Suprvisor Senior	0.28%	0.00%	0.00%	0.00%
002523	Officials/Administrators	Physical Plant Manager	0.00%	0.00%	0.00%	0.00%
003220	Professionals	Mgmt Info Systems Supv 2	0.00%	0.00%	0.00%	0.00%
003586	Professionals	Information Technology Spec 4	0.00%	0.56%	0.00%	0.00%
003587	Professionals	Information Technology Spec 5	0.00%	0.00%	0.00%	0.00%
003606	Professionals	State Prog Admin Senior	0.00%	0.00%	0.00%	0.00%
003621	Officials/Administrators	Facility Security Director	0.14%	0.00%	0.00%	0.00%
003639	Officials/Administrators	State Prog Admin Manager	0.14%	0.00%	0.00%	0.14%
003712	Professionals	State Prog Admin Supv Prin	0.14%	0.00%	0.00%	0.00%
003726	Professionals	Human Resources Supervisor 3	0.00%	0.00%	0.00%	0.00%
007023	Professionals	MnSCU Academic Supervisor 2	0.00%	0.00%	0.00%	0.00%
007811	Professionals	MSUAASF Range C	7.20%	1.55%	0.71%	0.28%
007812	Professionals	MSUAASF Range D	3.11%	0.56%	0.14%	0.28%
007813	Professionals	MSUAASF Range E	1.55%	0.00%	0.00%	0.00%
007846	Faculty	State University Faculty	36.30%	15.96%	1.98%	1.13%

Job Code	EEO Category	Job Title	Weighted Female %	Weighted Minority %	Weighted lwd %	Weighted VET %
007855	Officials/Administrators	MnSCU Admin-5	0.28%	0.14%	0.00%	0.00%
007857	Officials/Administrators	MnSCU Admin-7	0.28%	0.00%	0.00%	0.00%
007858	Officials/Administrators	MnSCU Admin-8	0.00%	0.14%	0.00%	0.00%
007859	Officials/Administrators	MnSCU Admin-9	0.14%	0.14%	0.00%	0.00%
007860	Officials/Administrators	MnSCU Admin-10	0.42%	0.42%	0.00%	0.00%
007861	Officials/Administrators	MnSCU Admin-11	0.14%	0.00%	0.00%	0.00%
007862	Officials/Administrators	MnSCU Admin-12	0.28%	0.00%	0.00%	0.00%
007863	Officials/Administrators	MnSCU Admin-13	0.14%	0.14%	0.00%	0.00%
007864	Officials/Administrators	MnSCU Admin-14	0.00%	0.00%	0.00%	0.00%
007869	Officials/Administrators	MnSCU Admin-16	0.00%	0.00%	0.00%	0.00%
<b>Total</b>			<b>51.55%</b>	<b>20.20%</b>	<b>2.82%</b>	<b>1.84%</b>

**Professionals** (note: Minority = Racial/Ethnic minority; lwd = Individuals with Disabilities; VET = Veterans)

Job Code	EEO Category	Job Title	Weighted Female %	Weighted Minority %	Weighted lwd %	Weighted VET %
000004	Professionals	Accounting Officer	0.29%	0.00%	0.00%	0.00%
000006	Professionals	Management Analyst 1	2.03%	0.00%	0.00%	0.00%
000140	Professionals	Buyer 1	0.29%	0.00%	0.00%	0.00%
000141	Professionals	Buyer 2	0.29%	0.00%	0.00%	0.00%
000338	Professionals	Health Educator 2	0.58%	0.29%	0.00%	0.00%

<b>Job Code</b>	<b>EEO Category</b>	<b>Job Title</b>	<b>Weighted Female %</b>	<b>Weighted Minority %</b>	<b>Weighted IwD %</b>	<b>Weighted VET %</b>
000367	Professionals	Pharmacist	0.29%	0.00%	0.00%	0.00%
000556	Technicians	Engineering Spec	0.00%	0.00%	0.00%	0.00%
000577	Professionals	Information Officer 3	1.16%	0.58%	0.00%	0.00%
000604	Professionals	Research Analyst	0.00%	0.00%	0.00%	0.00%
000608	Professionals	Research Scientist 2	0.29%	0.00%	0.00%	0.00%
000633	Professionals	Accounting Officer Senior	0.58%	0.00%	0.00%	0.00%
000634	Professionals	Management Analyst 4	0.00%	0.00%	0.00%	0.00%
000647	Professionals	Information Officer 2	0.58%	0.00%	0.00%	0.00%
000659	Professionals	Research Analysis Specialist Sr	0.00%	0.00%	0.00%	0.00%
000753	Technicians	Graphic Arts Specialist	0.29%	0.00%	0.29%	0.29%
000774	Professionals	Accounting Technician	0.87%	0.00%	0.00%	0.00%
000776	Professionals	Physical Plan Director	0.00%	0.00%	0.00%	0.29%
000864	Technicians	Medical Laboratory Technician 2	0.29%	0.00%	0.00%	0.00%
000892	Professionals	Research Analysis Spec	0.29%	0.29%	0.00%	0.00%
000919	Professionals	Engineer 2 Graduate	0.00%	0.00%	0.00%	0.00%
000979	Professionals	Accounting Officer Inter	0.87%	0.00%	0.00%	0.29%
001050	Professionals	Radio/Tv Program Coordinator	0.29%	0.00%	0.00%	0.00%
001089	Professionals	Systems Supervisor	0.29%	0.00%	0.00%	0.00%
001303	Professionals	Grants Specialist	0.29%	0.00%	0.00%	0.00%
001304	Professionals	Grants Specialist Sr	0.29%	0.00%	0.00%	0.00%
001314	Professionals	Information Officer 1	0.58%	0.29%	0.00%	0.00%
001423	Professionals	Human Resources Specialist 2	0.87%	0.00%	0.00%	0.00%
001449	Professionals	Affirmative Action Officer 3	0.29%	0.29%	0.00%	0.00%

<b>Job Code</b>	<b>EEO Category</b>	<b>Job Title</b>	<b>Weighted Female %</b>	<b>Weighted Minority %</b>	<b>Weighted IwD %</b>	<b>Weighted VET %</b>
001486	Professionals	Human Resources Technician 2	1.16%	0.29%	0.00%	0.00%
001514	Professionals	College Laboratory Srvc Spec	0.29%	0.00%	0.00%	0.00%
001528	Professionals	Management Analyst 2	0.58%	0.00%	0.00%	0.00%
001659	Technicians	Licensed Practical Nurse 2	0.58%	0.00%	0.00%	0.00%
001883	Professionals	Pharmacist Senior	0.29%	0.00%	0.00%	0.00%
001937	Professionals	Sign Language Interpreter	0.29%	0.00%	0.00%	0.00%
002003	Professionals	Speech Pathology Clinician	0.29%	0.00%	0.00%	0.00%
002143	Professionals	Accounting Suprvsor Senior	0.58%	0.00%	0.00%	0.00%
002251	Professionals	Research Analyst Intermediate	0.29%	0.00%	0.00%	0.00%
002355	Professionals	Bacteriology Laboratory Spec	0.29%	0.00%	0.00%	0.00%
002390	Professionals	Accounting Officer Principal	0.29%	0.00%	0.00%	0.00%
002606	Technicians	Engineering Specialist Senior	0.00%	0.00%	0.00%	0.00%
002913	Professionals	Library Dev and Svcs Spec	1.16%	0.29%	0.00%	0.00%
003176	Professionals	Corr Internal Affairs Invest	0.29%	0.00%	0.00%	0.00%
003279	Professionals	University Security Coordinator	0.00%	0.00%	0.00%	0.00%
003371	Professionals	MnSCU Retail Services Supv	0.29%	0.00%	0.00%	0.00%
003424	Professionals	Small Business Asst Coordinator	0.29%	0.29%	0.00%	0.00%
003583	Professionals	Information Technology Spec 1	0.00%	0.29%	0.00%	0.00%
003584	Professionals	Information Technology Spec 2	1.45%	0.29%	0.58%	1.16%
003585	Professionals	Information Technology Spec 3	1.74%	0.58%	0.00%	0.00%
003586	Professionals	Information Technology Spec 4	0.00%	1.16%	0.00%	0.00%
003604	Professionals	State Prog Admin	0.29%	0.00%	0.00%	0.00%
003605	Professionals	State Prog Admin Intermediate	0.00%	0.00%	0.00%	0.00%

Job Code	EEO Category	Job Title	Weighted Female %	Weighted Minority %	Weighted lwd %	Weighted VET %
003606	Professionals	State Prog Admin Senior	0.00%	0.00%	0.00%	0.00%
003608	Professionals	State Prog Admin Coordinator	0.00%	0.00%	0.00%	0.00%
003610	Professionals	Registered Nurse Advanced Prac	0.58%	0.00%	0.00%	0.00%
003709	Technicians	State Prog Admin Tech Spec	0.29%	0.00%	0.00%	0.00%
003712	Professionals	State Prog Admin Supv Prin	0.29%	0.00%	0.00%	0.00%
003726	Professionals	Human Resources Supervisor 3	0.00%	0.00%	0.00%	0.00%
003730	Professionals	Management Analysis Staff Spec	0.29%	0.00%	0.00%	0.00%
003834	Technicians	Electronic Systems Specialist	0.00%	0.00%	0.00%	0.00%
007023	Professionals	MnSCU Academic Supervisor 2	0.00%	0.00%	0.00%	0.00%
007205	Professionals	Customized Training Rep	0.58%	0.00%	0.00%	0.00%
007810	Professionals	MSUAASF Range B	13.08%	2.91%	2.03%	0.87%
007811	Professionals	MSUAASF Range C	14.83%	3.20%	1.45%	0.58%
007812	Professionals	MSUAASF Range D	6.40%	1.16%	0.29%	0.58%
Total			<b>58.72%</b>	<b>12.21%</b>	<b>4.65%</b>	<b>4.07%</b>

**Technicians** (note: Minority = Racial/Ethnic minority; lwd = Individuals with Disabilities; VET = Veterans)

Job Code	EEO Category	Job Title	Weighted Female %	Weighted Minority %	Weighted lwd %	Weighted VET %
000148	Office/Clerical	Cashier	0.53%	0.00%	0.53%	0.00%
000227	Technicians	Dental Hygienist	2.11%	0.00%	0.00%	0.00%

<b>Job Code</b>	<b>EEO Category</b>	<b>Job Title</b>	<b>Weighted Female %</b>	<b>Weighted Minority %</b>	<b>Weighted lwd %</b>	<b>Weighted VET %</b>
000556	Technicians	Engineering Spec	0.00%	0.00%	0.00%	0.00%
000632	Office/Clerical	Account Clerk Senior	3.16%	0.00%	0.00%	0.00%
000753	Technicians	Graphic Arts Specialist	0.53%	0.00%	0.53%	0.53%
000774	Professionals	Accounting Technician	1.58%	0.00%	0.00%	0.00%
000864	Technicians	Medical Laboratory Technician 2	0.53%	0.00%	0.00%	0.00%
001020	Para-Professionals	Pharmacy Technician	0.53%	0.00%	0.00%	0.00%
001486	Professionals	Human Resources Technician 2	2.11%	0.53%	0.00%	0.00%
001623	Technicians	Dental Assistant Registered	0.53%	0.00%	0.00%	0.00%
001659	Technicians	Licensed Practical Nurse 2	1.05%	0.00%	0.00%	0.00%
003626	Office/Clerical	Office Specialist	0.53%	0.00%	0.00%	0.00%
003628	Office/Clerical	Office & Admin Special Interme	34.21%	2.11%	1.58%	2.11%
003629	Office/Clerical	Office & Admin Special Senior	32.63%	2.11%	1.05%	0.00%
003630	Office/Clerical	Office & Admin Special Prin	3.16%	0.53%	0.00%	0.00%
003632	Office/Clerical	Central Svcs Admin Spec Inter	0.53%	0.00%	0.00%	0.00%
003633	Office/Clerical	Central Svcs Admin Spec Senior	0.53%	0.00%	0.00%	0.00%
003634	Office/Clerical	Central Svcs Admin Spec Prin	0.53%	0.00%	0.00%	0.00%
003636	Office/Clerical	Customer Svc Special Intermed	3.16%	0.00%	0.00%	0.53%
003637	Office/Clerical	Customer Svc Special Senior	3.68%	0.00%	0.00%	0.00%
003709	Technicians	State Prog Admin Tech Spec	0.53%	0.00%	0.00%	0.00%
003791	Para-Professionals	Medical Assistant, Certified	0.53%	0.53%	0.00%	0.00%
003834	Technicians	Electronic Systems Specialist	0.00%	0.00%	0.00%	0.00%
<b>Total</b>			<b>92.63%</b>	<b>5.79%</b>	<b>3.68%</b>	<b>3.16%</b>

**Protective Services: Non-sworn** (note: Minority = Racial/Ethnic minority; IwD = Individuals with Disabilities; VET = Veterans)

Job Code	EEO Category	Job Title	Weighted Female %	Weighted Minority %	Weighted IwD %	Weighted VET %
003458	Protective Service: Non-sworn	Campus Security Officer	42.86%	14.29%	14.29%	28.57%
Total			<b>42.86%</b>	<b>14.29%</b>	<b>14.29%</b>	<b>28.57%</b>

**Paraprofessionals** (note: Minority = Racial/Ethnic minority; IwD = Individuals with Disabilities; VET = Veterans)

Job Code	EEO Category	Job Title	Weighted Female %	Weighted Minority %	Weighted IwD %	Weighted VET %
000148	Office/Clerical	Cashier	0.56%	0.00%	0.56%	0.00%
000294	Office/Clerical	Office Services Supervisor 3	0.56%	0.00%	0.00%	0.00%
000308	Para-Professionals	Library Technician	5.56%	0.56%	0.00%	0.00%
001020	Para-Professionals	Pharmacy Technician	0.56%	0.00%	0.00%	0.00%
002118	Office/Clerical	Office Services Supervisor 2	0.56%	0.00%	0.00%	0.00%
003626	Office/Clerical	Office Specialist	0.56%	0.00%	0.00%	0.00%
003628	Office/Clerical	Office & Admin Special Interme	36.11%	2.22%	1.67%	2.22%
003629	Office/Clerical	Office & Admin Special Senior	34.44%	2.22%	1.11%	0.00%
003630	Office/Clerical	Office & Admin Special Prin	3.33%	0.56%	0.00%	0.00%

Job Code	EEO Category	Job Title	Weighted Female %	Weighted Minority %	Weighted lwd %	Weighted VET %
003632	Office/Clerical	Central Svcs Admin Spec Inter	0.56%	0.00%	0.00%	0.00%
003633	Office/Clerical	Central Svcs Admin Spec Senior	0.56%	0.00%	0.00%	0.00%
003634	Office/Clerical	Central Svcs Admin Spec Prin	0.56%	0.00%	0.00%	0.00%
003636	Office/Clerical	Customer Svc Special Intermed	3.33%	0.00%	0.00%	0.56%
003637	Office/Clerical	Customer Svc Special Senior	3.89%	0.00%	0.00%	0.00%
003791	Para-Professionals	Medical Assistant, Certified	0.56%	0.56%	0.00%	0.00%
<b>Total</b>			<b>91.67%</b>	<b>6.11%</b>	<b>3.33%</b>	<b>2.78%</b>

**Office/Clerical** (note: Minority = Racial/Ethnic minority; lwd = Individuals with Disabilities; VET = Veterans)

Job Code	EEO Category	Job Title	Weighted Female %	Weighted Minority %	Weighted lwd %	Weighted VET %
000148	Office/Clerical	Cashier	0.42%	0.00%	0.42%	0.00%
000632	Office/Clerical	Account Clerk Senior	2.53%	0.00%	0.00%	0.00%
001725	Service Maintenance	General Maintenance Worker	11.81%	0.84%	0.42%	0.84%
002028	Office/Clerical	Sec/Communication Sys Monitor	0.84%	0.00%	0.42%	0.42%
002118	Office/Clerical	Office Services Supervisor 2	0.42%	0.00%	0.00%	0.00%
002669	Office/Clerical	Typesetter	0.00%	0.00%	0.00%	0.00%

Job Code	EEO Category	Job Title	Weighted Female %	Weighted Minority %	Weighted lwd %	Weighted VET %
003626	Office/Clerical	Office Specialist	0.42%	0.00%	0.00%	0.00%
003628	Office/Clerical	Office & Admin Special Interme	27.43%	1.69%	1.27%	1.69%
003629	Office/Clerical	Office & Admin Special Senior	26.16%	1.69%	0.84%	0.00%
003630	Office/Clerical	Office & Admin Special Prin	2.53%	0.42%	0.00%	0.00%
003632	Office/Clerical	Central Svcs Admin Spec Inter	0.42%	0.00%	0.00%	0.00%
003633	Office/Clerical	Central Svcs Admin Spec Senior	0.42%	0.00%	0.00%	0.00%
003634	Office/Clerical	Central Svcs Admin Spec Prin	0.42%	0.00%	0.00%	0.00%
003636	Office/Clerical	Customer Svc Special Intermed	2.53%	0.00%	0.00%	0.42%
003637	Office/Clerical	Customer Svc Special Senior	2.95%	0.00%	0.00%	0.00%
Total			<b>79.32%</b>	<b>4.64%</b>	<b>3.38%</b>	<b>3.38%</b>

**Skilled Craft** (note: Minority = Racial/Ethnic minority; lwd = Individuals with Disabilities; VET = Veterans)

Job Code	EEO Category	Job Title	Weighted Female %	Weighted Minority %	Weighted lwd %	Weighted VET %
000105	Skilled Craft	Automotive Mechanic	0.00%	0.00%	0.00%	0.00%
000134	Service Maintenance	Building Services Forman	0.78%	0.78%	0.00%	0.00%
000146	Skilled Craft	Carpenter	0.00%	0.00%	0.00%	0.00%
000266	Skilled Craft	Electrician	0.00%	0.00%	0.00%	0.00%
000329	Service Maintenance	Groundskeeper Senior	0.00%	0.00%	0.00%	0.00%

Job Code	EEO Category	Job Title	Weighted Female %	Weighted Minority %	Weighted lwd %	Weighted VET %
000440	Skilled Craft	Machinery Repair Worker	0.00%	0.00%	0.00%	0.00%
000444	Skilled Craft	Mason	0.00%	0.00%	0.00%	0.00%
000490	Skilled Craft	Painter	0.78%	0.00%	0.78%	0.00%
000530	Skilled Craft	Plumber	0.00%	0.00%	0.00%	0.00%
000700	Skilled Craft	Stationary Engineer	0.00%	0.78%	0.00%	0.00%
000861	Service Maintenance	Building Services Manager	0.00%	0.00%	0.00%	0.00%
000912	Service Maintenance	Offset Press Operator	0.00%	0.00%	0.00%	0.00%
000927	Skilled Craft	Heavy Equipment Mechanic	0.00%	0.00%	0.00%	0.00%
001019	Skilled Craft	Refrigeration Mechanic	0.00%	0.00%	0.00%	0.00%
001040	Service Maintenance	Offset Press Operator Senior	0.00%	0.00%	0.00%	0.00%
001357	Service Maintenance	General Repair Worker	0.00%	0.00%	0.00%	0.00%
001599	Service Maintenance	Groundskeeper Inter	0.00%	0.00%	0.00%	0.00%
001725	Service Maintenance	General Maintenance Worker	21.71%	1.55%	0.78%	1.55%
001728	Service Maintenance	General Maintenance Wrkr Lead	1.55%	0.78%	0.00%	0.00%
002270	Skilled Craft	Building Maintenance Lead Wrkr	0.00%	0.00%	0.00%	0.00%
003183	Service Maintenance	Transp Sign Fabricator	0.00%	0.00%	0.00%	0.00%
003189	Skilled Craft	Electrical/Electronics Spec	0.00%	0.78%	0.00%	0.00%
003278	Skilled Craft	Plumber Fitter	0.00%	0.00%	0.00%	0.00%
Total			<b>24.81%</b>	<b>4.65%</b>	<b>1.55%</b>	<b>1.55%</b>

**Service Maintenance** (note: Minority = Racial/Ethnic minority; lwd = Individuals with Disabilities; VET = Veterans)

Job Code	EEO Category	Job Title	Weighted Female %	Weighted Minority %	Weighted lwd %	Weighted VET %
000103	Service Maintenance	Automobile Driver	0.00%	0.00%	0.00%	0.00%
000134	Service Maintenance	Building Services Forman	0.93%	0.93%	0.00%	0.00%
000249	Service Maintenance	Duplication Shop Supervisor	0.93%	0.00%	0.00%	0.00%
000329	Service Maintenance	Groundskeeper Senior	0.00%	0.00%	0.00%	0.00%
000805	Service Maintenance	Athletic Equipment Manager	0.00%	0.00%	0.00%	0.00%
000912	Service Maintenance	Offset Press Operator	0.00%	0.00%	0.00%	0.00%
001040	Service Maintenance	Offset Press Operator Senior	0.00%	0.00%	0.00%	0.00%
001357	Service Maintenance	General Repair Worker	0.00%	0.00%	0.00%	0.00%
001599	Service Maintenance	Groundskeeper Inter	0.00%	0.00%	0.00%	0.00%
001725	Service Maintenance	General Maintenance Worker	25.93%	1.85%	0.93%	1.85%
001728	Service Maintenance	General Maintenance Wrkr Lead	1.85%	0.93%	0.00%	0.00%
003183	Service Maintenance	Transp Sign Fabricator	0.00%	0.00%	0.00%	0.00%
003458	Protective Service: Non-sworn	Campus Security Officer	2.78%	0.93%	0.93%	1.85%
<b>Total</b>			<b>32.41%</b>	<b>4.63%</b>	<b>1.85%</b>	<b>3.70%</b>

**Faculty - Adjunct** (note: Minority = Racial/Ethnic minority; lwd = Individuals with Disabilities; VET = Veterans)

Job Code	EEO Category	Job Title	Weighted Female %	Weighted Minority %	Weighted lwd %	Weighted VET %
007801	Faculty: Adjunct	State Univ Adjunct Non-Unit	7.39%	2.17%	0.87%	0.87%

Job Code	EEO Category	Job Title	Weighted Female %	Weighted Minority %	Weighted lwd %	Weighted VET %
007830	Faculty: Adjunct	State Univ Adjunct Unit	53.04%	9.13%	2.61%	1.74%
Total			<b>60.43%</b>	<b>11.30%</b>	<b>3.48%</b>	<b>2.61%</b>

**Faculty – Fixed Term** (note: Minority = Racial/Ethnic minority; lwd = Individuals with Disabilities; VET = Veterans)

Job Code	EEO Category	Job Title	Weighted Female %	Weighted Minority %	Weighted lwd %	Weighted VET %
007801	Faculty: Adjunct	State Univ Adjunct Non-Unit	5.73%	1.59%	0.64%	0.64%
007830	Faculty: Adjunct	State Univ Adjunct Unit	40.45%	7.32%	2.55%	1.27%
007846	Faculty: Fixed Term	State University Faculty	10.51%	4.46%	1.27%	0.00%
Total			<b>56.69%</b>	<b>13.38%</b>	<b>4.46%</b>	<b>1.91%</b>

**Faculty – Tenure Track** (note: Minority = Racial/Ethnic minority; lwd = Individuals with Disabilities; VET = Veterans)

Job Code	EEO Category	Job Title	Weighted Female %	Weighted Minority %	Weighted lwd %	Weighted VET %
007801	Faculty: Adjunct	State Univ Adjunct Non-Unit	5.73%	1.59%	0.64%	0.64%

Job Code	EEO Category	Job Title	Weighted Female %	Weighted Minority %	Weighted lwd %	Weighted VET %
007830	Faculty: Adjunct	State Univ Adjunct Unit	40.45%	7.32%	2.55%	1.27%
007846	Faculty: Fixed Term	State University Faculty	10.51%	4.46%	1.27%	0.00%
Total			<b>56.69%</b>	<b>13.38%</b>	<b>4.46%</b>	<b>1.91%</b>

**Faculty - Tenured** (note: Minority = Racial/Ethnic minority; lwd = Individuals with Disabilities; VET = Veterans)

Job Code	EEO Category	Job Title	Weighted Female %	Weighted Minority %	Weighted lwd %	Weighted VET %
007846	Faculty: Tenure-Track	State University Faculty	54.62%	26.89%	5.04%	2.52%
Total			<b>54.62%</b>	<b>26.89%</b>	<b>5.04%</b>	<b>2.52%</b>

## Appendix E: Determining Availability

**Officials and Administrators** (note: Minority = Racial/Ethnic minority; IwD = Individuals with Disabilities; VET = Veterans)

Factor	Weight Ratio	Raw Statistics Female	Raw Statistics Minority	Raw Statistics IwD	Raw Statistics VET	Weighted Statistics Female	Weighted Statistics Minority	Weighted Statistics IwD	Weighted Statistics VET	Source of Statistics	Reasons for External and Internal Weight Ratio
<b>1: External</b> - Percentage of females, racial/ethnic minorities, or individuals with disabilities with requisite skills in the reasonable recruitment area.	33.00%	44.71%	25.65%	4.67%	6.34%	14.76%	8.47%	1.54%	2.09%	The American Community Survey (2014-2018) compiled by the U.S. Department of Labor, Bureau of Labor Statistics. Region: See header row for region, and reference Appendix G for definition. COC and COC Title: See Appendix H for list of titles used for each EEO Category.	Review of the two-year historical vacancy appointments in this job category shows 67% from internal and 33% from external movements.
<b>2: Internal</b> - Percentage of females, racial/ethnic minorities, or individuals with disabilities among those promotable, transferable, and trainable with your University.	67.00%	51.55%	20.20%	2.82%	1.84%	34.54%	13.53%	1.89%	1.23%		
The value of weight must equal to 100.00% →	100.00%	<b>Final Avail %</b>				<b>49.30%</b>	<b>22.00%</b>	<b>3.43%</b>	<b>3.32%</b>		

**Professionals** (note: Minority = Racial/Ethnic minority; IwD = Individuals with Disabilities; VET = Veterans)

Factor	Weight Ratio	Raw Statistics Female	Raw Statistics Minority	Raw Statistics IwD	Raw Statistics Veterans	Weighted Statistics Female	Weighted Statistics Minority	Weighted Statistics IwD	Weighted Statistics Veterans	Source of Statistics	Reasons for External and Internal Weight Ratio
<b>1: External</b> - Percentage of females, racial/ethnic minorities, or individuals with disabilities with requisite skills in the reasonable recruitment area.	45.00%	57.76%	30.68%	4.93%	4.81%	25.99%	13.81%	2.22%	2.16%	The American Community Survey (2014-2018) compiled by the U.S. Department of Labor, Bureau of Labor Statistics. Region: See header row for region, and reference Appendix A for definition. COC and COC Title: See Appendix B for list of titles used for each EEO Category.	Review of the two-year historical vacancy appointments in this job category shows 55% from internal and 45% from external movements.
<b>2: Internal</b> - Percentage of females, racial/ethnic minorities, or individuals with disabilities among those promotable, transferable, and trainable with your University.	55.00%	58.72%	12.21%	4.65%	4.07%	32.30%	6.72%	2.56%	2.24%		
The value of weight must equal to 100.00% →	100.00%	<b>Final Avail %</b>				<b>58.29%</b>	<b>20.52%</b>	<b>4.78%</b>	<b>4.40%</b>		

**Technicians** (note: Minority = Racial/Ethnic minority; lwd = Individuals with Disabilities; VET = Veterans)

Factor	Weight Ratio	Raw Statistics Female	Raw Statistics Minority	Raw Statistics lwd	Raw Statistics Veterans	Weighted Statistics Female	Weighted Statistics Minority	Weighted Statistics lwd	Weighted Statistics Veterans	Source of Statistics	Reasons for External and Internal Weight Ratio
<b>1: External</b> - Percentage of females, racial/ethnic minorities, or individuals with disabilities with requisite skills in the reasonable recruitment area.	57.00%	56.57%	6.23%	0.91%	4.65%	32.24%	3.55%	0.52%	2.65%	The American Community Survey (2014-2018) compiled by the U.S. Department of Labor, Bureau of Labor Statistics. Region: See header row for region, and reference Appendix A for definition. COC and COC Title: See Appendix B for list of titles used for each EEO Category.	Review of the two-year historical vacancy appointments in this job category shows 43% from internal and 57% from external movements.
<b>2: Internal</b> - Percentage of females, racial/ethnic minorities, or individuals with disabilities among those promotable, transferable, and trainable with your University.	43.00%	92.63%	5.79%	3.68%	3.16%	39.83%	2.49%	1.58%	1.36%		
The value of weight must equal to 100.00% →	100.00%	<b>Final Avail %</b>				<b>72.08%</b>	<b>6.04%</b>	<b>2.11%</b>	<b>4.01%</b>		

**Protective Services: Non-sworn** (note: Minority = Racial/Ethnic minority; lwd = Individuals with Disabilities; VET = Veterans)

Factor	Weight Ratio	Raw Statistics Female	Raw Statistics Minority	Raw Statistics lwd	Raw Statistics Veterans	Weighted Statistics Female	Weighted Statistics Minority	Weighted Statistics lwd	Weighted Statistics Veterans	Source of Statistics	Reasons for External and Internal Weight Ratio
<b>1: External</b> - Percentage of females, racial/ethnic minorities, or individuals with disabilities with requisite skills in the reasonable recruitment area.	100.00%	24.19%	6.88%	8.58%	17.22%	24.19%	6.88%	8.58%	17.22%	The American Community Survey (2014-2018) compiled by the U.S. Department of Labor, Bureau of Labor Statistics. Region: See header row for region, and reference Appendix A for definition. COC and COC Title: See Appendix B for list of titles used for each EEO Category.	Review of the two-year historical vacancy appointments in this job category shows 100% from external movements.
<b>2: Internal</b> - Percentage of females, racial/ethnic minorities, or individuals with disabilities among those promotable, transferable, and trainable with your University.	0.00%	42.86%	14.29%	14.29%	28.57%	0.00%	0.00%	0.00%	0.00%		
The value of weight must equal to 100.00% →	100.00%	<b>Final Avail %</b>				<b>24.19%</b>	<b>6.88%</b>	<b>8.58%</b>	<b>17.22%</b>		

**Paraprofessionals** (note: Minority = Racial/Ethnic minority; IwD = Individuals with Disabilities; VET = Veterans)

<b>Factor</b>	<b>Weight Ratio</b>	<b>Raw Statistics Female</b>	<b>Raw Statistics Minority</b>	<b>Raw Statistics IwD</b>	<b>Raw Statistics Veterans</b>	<b>Weighted Statistics Female</b>	<b>Weighted Statistics Minority</b>	<b>Weighted Statistics IwD</b>	<b>Weighted Statistics Veterans</b>	<b>Source of Statistics</b>	<b>Reasons for External and Internal Weight Ratio</b>
<b>1: External</b> - Percentage of females, racial/ethnic minorities, or individuals with disabilities with requisite skills in the reasonable recruitment area.	100.00%	52.67%	14.07%	4.27%	1.94%	52.67%	14.07%	4.27%	1.94%	The American Community Survey (2014-2018) compiled by the U.S. Department of Labor, Bureau of Labor Statistics. Region: See header row for region, and reference Appendix A for definition. COC and COC Title: See Appendix B for list of titles used for each EEO Category.	Review of the two-year historical vacancy appointments in this job category shows 100% from external movements.
<b>2: Internal</b> - Percentage of females, racial/ethnic minorities, or individuals with disabilities among those promotable, transferable, and trainable with your University.	0.00%	91.67%	6.11%	3.33%	2.78%	0.00%	0.00%	0.00%	0.00%	Employee workforce for the job classifications that constitute feeders to this job category.	
The value of weight must equal to 100.00% →	100.00%	<b>Final Avail %</b>				<b>52.67%</b>	<b>14.07%</b>	<b>4.27%</b>	<b>1.94%</b>		

**Office/Clerical** (note: Minority = Racial/Ethnic minority; IwD = Individuals with Disabilities; VET = Veterans)

Factor	Weight Ratio	Raw Statistics Female	Raw Statistics Minority	Raw Statistics IwD	Raw Statistics Veterans	Weighted Statistics Female	Weighted Statistics Minority	Weighted Statistics IwD	Weighted Statistics Veterans	Source of Statistics	Reasons for External and Internal Weight Ratio
<b>1: External</b> - Percentage of females, racial/ethnic minorities, or individuals with disabilities with requisite skills in the reasonable recruitment area.	60.00%	67.30%	9.17%	4.96%	3.10%	40.38%	5.50%	2.97%	1.86%	The American Community Survey (2014-2018) compiled by the U.S. Department of Labor, Bureau of Labor Statistics. Region: See header row for region, and reference Appendix A for definition. COC and COC Title: See Appendix B for list of titles used for each EEO Category.	Review of the two-year historical vacancy appointments in this job category shows 40% from internal and 60% from external movements.
<b>2: Internal</b> - Percentage of females, racial/ethnic minorities, or individuals with disabilities among those promotable, transferable, and trainable with your University.	40.00%	79.32%	4.64%	3.38%	3.38%	31.73%	1.86%	1.35%	1.35%		
The value of weight must equal to 100.00% →	100.00%	<b>Final Avail %</b>				<b>72.11%</b>	<b>7.36%</b>	<b>4.32%</b>	<b>3.21%</b>		

**Skilled Craft** (note: Minority = Racial/Ethnic minority; IwD = Individuals with Disabilities; VET = Veterans)

Factor	Weight Ratio	Raw Statistics Female	Raw Statistics Minority	Raw Statistics IwD	Raw Statistics Veterans	Weighted Statistics Female	Weighted Statistics Minority	Weighted Statistics IwD	Weighted Statistics Veterans	Source of Statistics	Reasons for External and Internal Weight Ratio
<b>1: External</b> - Percentage of females, racial/ethnic minorities, or individuals with disabilities with requisite skills in the reasonable recruitment area.	90.00%	11.15%	5.10%	5.28%	10.10%	10.03%	4.59%	4.75%	9.09%	The American Community Survey (2014-2018) compiled by the U.S. Department of Labor, Bureau of Labor Statistics. Region: See header row for region, and reference Appendix A for definition. COC and COC Title: See Appendix B for list of titles used for each EEO Category.	Review of the two-year historical vacancy appointments in this job category shows 10% from internal and 90% from external movements.
<b>2: Internal</b> - Percentage of females, racial/ethnic minorities, or individuals with disabilities among those promotable, transferable, and trainable with your University.	10.00%	24.81%	4.65%	1.55%	1.55%	2.48%	0.47%	0.16%	0.16%		
The value of weight must equal to 100.00% →	100.00%	<b>Final Avail %</b>				<b>12.51%</b>	<b>5.05%</b>	<b>4.90%</b>	<b>9.25%</b>		

**Service Maintenance** (note: Minority = Racial/Ethnic minority; IwD = Individuals with Disabilities; VET = Veterans)

Factor	Weight Ratio	Raw Statistics Female	Raw Statistics Minority	Raw Statistics IwD	Raw Statistics Veterans	Weighted Statistics Female	Weighted Statistics Minority	Weighted Statistics IwD	Weighted Statistics Veterans	Source of Statistics	Reasons for External and Internal Weight Ratio
<b>1: External</b> - Percentage of females, racial/ethnic minorities, or individuals with disabilities with requisite skills in the reasonable recruitment area.	45.00%	33.44%	14.45%	8.40%	6.33%	15.05%	6.50%	3.78%	2.85%	The American Community Survey (2014-2018) compiled by the U.S. Department of Labor, Bureau of Labor Statistics. Region: See header row for region, and reference Appendix A for definition. COC and COC Title: See Appendix B for list of titles used for each EEO Category.	Review of the two-year historical vacancy appointments in this job category shows 55% from internal and 45% from external movements.
<b>2: Internal</b> - Percentage of females, racial/ethnic minorities, or individuals with disabilities among those promotable, transferable, and trainable with your University.	55.00%	32.41%	4.63%	1.85%	3.70%	17.82%	2.55%	1.02%	2.04%		
The value of weight must equal to 100.00% →	100.00%	<b>Final Avail %</b>				<b>32.87%</b>	<b>9.05%</b>	<b>4.80%</b>	<b>4.89%</b>		

**Faculty - Adjunct** (note: Minority = Racial/Ethnic minority; IwD = Individuals with Disabilities; VET = Veterans)

Factor	Weight Ratio	Raw Statistics Female	Raw Statistics Minority	Raw Statistics IwD	Raw Statistics Veterans	Weighted Statistics Female	Weighted Statistics Minority	Weighted Statistics IwD	Weighted Statistics Veterans	Source of Statistics	Reasons for External and Internal Weight Ratio
<b>1: External</b> - Percentage of females, racial/ethnic minorities, or individuals with disabilities with requisite skills in the reasonable recruitment area.	50.00%	47.19%	14.57%	5.05%	4.77%	23.60%	7.29%	2.53%	2.39%	The American Community Survey (2014-2018) compiled by the U.S. Department of Labor, Bureau of Labor Statistics. Region: See header row for region, and reference Appendix A for definition. COC and COC Title: See Appendix B for list of titles used for each EEO Category.	Review of the two-year historical vacancy appointments in this job category shows 50% from internal and 50% from external movements.
<b>2: Internal</b> - Percentage of females, racial/ethnic minorities, or individuals with disabilities among those promotable, transferable, and trainable with your University.	50.00%	60.43%	11.30%	3.48%	2.61%	30.22%	5.65%	1.74%	1.30%		
The value of weight must equal to 100.00% →	100.00%	<b>Final Avail %</b>				<b>53.81%</b>	<b>12.94%</b>	<b>4.27%</b>	<b>3.69%</b>		

**Faculty – Fixed Term** (note: Minority = Racial/Ethnic minority; IwD = Individuals with Disabilities; VET = Veterans)

Factor	Weight Ratio	Raw Statistics Female	Raw Statistics Minority	Raw Statistics IwD	Raw Statistics Veterans	Weighted Statistics Female	Weighted Statistics Minority	Weighted Statistics IwD	Weighted Statistics Veterans	Source of Statistics	Reasons for External and Internal Weight Ratio
<b>1: External</b> - Percentage of females, racial/ethnic minorities, or individuals with disabilities with requisite skills in the reasonable recruitment area.	50.00%	47.19%	14.57%	5.05%	4.77%	23.60%	7.29%	2.53%	2.39%	The American Community Survey (2014-2018) compiled by the U.S. Department of Labor, Bureau of Labor Statistics. Region: See header row for region, and reference Appendix A for definition. COC and COC Title: See Appendix B for list of titles used for each EEO Category.	Review of the two-year historical vacancy appointments in this job category shows 50% from internal and 50% from external movements.
<b>2: Internal</b> - Percentage of females, racial/ethnic minorities, or individuals with disabilities among those promotable, transferable, and trainable with your University.	50.00%	56.69%	13.38%	4.46%	1.91%	28.34%	6.69%	2.23%	0.96%		
The value of weight must equal to 100.00% →	100.00%	<b>Final Avail %</b>				<b>51.94%</b>	<b>13.98%</b>	<b>4.76%</b>	<b>3.34%</b>		

**Faculty – Tenure Track** (note: Minority = Racial/Ethnic minority; IwD = Individuals with Disabilities; VET = Veterans)

Factor	Weight Ratio	Raw Statistics Female	Raw Statistics Minority	Raw Statistics IwD	Raw Statistics Veterans	Weighted Statistics Female	Weighted Statistics Minority	Weighted Statistics IwD	Weighted Statistics Veterans	Source of Statistics	Reasons for External and Internal Weight Ratio
<b>1: External</b> - Percentage of females, racial/ethnic minorities, or individuals with disabilities with requisite skills in the reasonable recruitment area.	40.00%	46.62%	33.56%	5.63%	5.83%	18.65%	13.42%	2.25%	2.33%	The American Community Survey (2014-2018) compiled by the U.S. Department of Labor, Bureau of Labor Statistics. Region: See header row for region, and reference Appendix A for definition. COC and COC Title: See Appendix B for list of titles used for each EEO Category.	Review of the two-year historical vacancy appointments in this job category shows 60% from internal and 40% from external movements.
<b>2: Internal</b> - Percentage of females, racial/ethnic minorities, or individuals with disabilities among those promotable, transferable, and trainable with your University.	60.00%	56.69%	13.38%	4.46%	1.91%	34.01%	8.03%	2.68%	1.15%		
The value of weight must equal to 100.00% →	100.00%	<b>Final Avail %</b>				<b>52.66%</b>	<b>21.45%</b>	<b>4.93%</b>	<b>3.48%</b>		

**Faculty - Tenured** (note: Minority = Racial/Ethnic minority; IwD = Individuals with Disabilities; VET = Veterans)

Factor	Weight Ratio	Raw Statistics Female	Raw Statistics Minority	Raw Statistics IwD	Raw Statistics Veterans	Weighted Statistics Female	Weighted Statistics Minority	Weighted Statistics IwD	Weighted Statistics Veterans	Source of Statistics	Reasons for External and Internal Weight Ratio
<b>1: External</b> - Percentage of females, racial/ethnic minorities, or individuals with disabilities with requisite skills in the reasonable recruitment area.	1.00%	46.62%	33.56%	5.63%	5.83%	0.47%	0.34%	0.06%	0.06%	The American Community Survey (2014-2018) compiled by the U.S. Department of Labor, Bureau of Labor Statistics. Region: See header row for region, and reference Appendix A for definition. COC and COC Title: See Appendix B for list of titles used for each EEO Category.	Nearly all of our tenured faculty appointments are internal promotions. It is feasible, but unlikely that external placement would result in a fully tenured faculty appointment.
<b>2: Internal</b> - Percentage of females, racial/ethnic minorities, or individuals with disabilities among those promotable, transferable, and trainable with your University.	99.00%	54.62%	26.89%	5.04%	2.52%	54.08%	26.62%	4.99%	2.50%	Employee workforce for the job classifications that constitute feeders to this job category.	
The value of weight must equal to 100.00% →	100.00%	<b>Final Avail %</b>				<b>54.54%</b>	<b>26.96%</b>	<b>5.05%</b>	<b>2.55%</b>		

## Appendix F: Utilization-Goal Analysis

### Female

Job Categories	Total Number of Employee in Job Category	Total Number of Female Employee in the Job Category	% of Female Employee in the Job Category	Female Availability %	Female Establish Goals?	If Yes, Goals for FY 2022-2024
Officials and Administrators	40	15	37.50%	49.30%	Yes	49.30%
Professionals	362	212	58.56%	58.29%		
Technicians	19	10	52.63%	72.08%	Yes	72.08%
Protective Services: Non-sworn	10	<10	**.**%*	24.19%	Monitor	
Paraprofessionals	19	12	63.16%	52.67%		
Office/Clerical	172	161	93.60%	72.11%		
Skilled Craft	38	<10	**.**%*	12.51%	Yes	12.51%
Service Maintenance	104	32	30.77%	32.87%	Yes	32.87%
Faculty – Adjunct	230	139	60.43%	53.81%		
Faculty – Fixed Term	84	39	46.43%	51.94%	Yes	51.94%
Faculty – Tenure Track	119	65	54.62%	52.66%		
Faculty - Tenured	395	192	48.61%	54.54%	Yes	54.54%
Totals	1592	882	55.40%			

### Racial/Ethnic Minorities

Job Categories	Total Number of Employee in Job Category	Total Number of Minority Employee in the Job Category	% of Minority Employee in the Job Category	Minority Availability %	Minority Establish Goals?	If Yes, Goals for FY 2022-2024
Officials and Administrators	40	<10	**.**%*	22.00%	Monitor	
Professionals	362	44	12.15%	20.52%	Yes	20.52%
Technicians	19	<10	**.**%*	6.04%	Yes	6.04%
Protective Services: Non-sworn	10	<10	**.**%*	6.88%	Monitor	
Paraprofessionals	19	<10	**.**%*	14.07%	Monitor	
Office/Clerical	172	<10	**.**%*	7.36%	Yes	7.36%
Skilled Craft	38	<10	**.**%*	5.05%		
Service Maintenance	104	<10	**.**%*	9.05%	Yes	9.05%
Faculty – Adjunct	230	26	11.30%	12.94%	Yes	12.94%
Faculty – Fixed Term	84	16	19.05%	13.98%		
Faculty – Tenure Track	119	32	26.89%	21.45%		
Faculty - Tenured	395	81	20.51%	26.96%	Yes	26.96%
Totals	1592	227	14.26%			

**Individuals with Disabilities** (note: IwD = Individuals with disabilities)

Job Categories	Total Number of Employee in Job Category	Total Number of IwD Employee in the Job Category	% of IwD Employee in the Job Category	IwD Availability %	IwD Establish Goals?	If Yes, Goals for FY 2022-2024
Officials and Administrators	40	<10	** .***%	3.43%	Yes	3.43%
Professionals	362	15	4.14%	4.78%	Yes	4.78%
Technicians	19	<10	** .***%	2.11%	Monitor	
Protective Services: Non-sworn	10	<10	** .***%	8.58%	Monitor	
Paraprofessionals	19	<10	** .***%	4.27%	Monitor	
Office/Clerical	172	<10	** .***%	4.32%	Monitor	
Skilled Craft	38	<10	** .***%	4.90%	Monitor	
Service Maintenance	104	<10	** .***%	4.80%	Yes	4.80%
Faculty – Adjunct	230	<10	** .***%	4.27%	Yes	4.27%
Faculty – Fixed Term	84	<10	** .***%	4.76%		
Faculty – Tenure Track	119	<10	** .***%	4.93%	Monitor	
Faculty - Tenured	395	<10	** .***%	5.05%	Yes	5.05%
Totals	1592	55	3.45%			

**Veterans** (note: VET = Veterans)

Job Categories	Total Number of Employee in Job Category	Total Number of VET Employee in the Job Category	% of VET Employee in the Job Category	VET Availability %	VET Establish Goals?	If Yes, Goals for FY 2022-2024
Officials and Administrators	40	<10	** .***%	3.32%	Monitor	
Professionals	362	14	3.87%	4.40%	Yes	4.40%
Technicians	19	<10	** .***%	4.01%	Monitor	
Protective Services: Non-sworn	10	<10	** .***%	17.22%	Monitor	
Paraprofessionals	19	<10	** .***%	1.94%	Monitor	
Office/Clerical	172	<10	** .***%	3.21%	Monitor	
Skilled Craft	38	<10	** .***%	9.25%	Yes	9.25%
Service Maintenance	104	<10	** .***%	4.89%	Yes	4.89%
Faculty – Adjunct	230	<10	** .***%	3.69%	Yes	3.69%
Faculty – Fixed Term	84	<10	** .***%	3.34%	Yes	3.34%
Faculty – Tenure Track	119	<10	** .***%	3.48%	Yes	3.48%
Faculty - Tenured	395	<10	** .***%	2.55%	Yes	2.55%
Totals	1592	42	2.64%			

## Appendix G. Region Definitions

### Region Definitions

Region	State Cd.	State Description	PUMA5CE	PUMA Name
Arrowhead	27	Minnesota	300	Itasca, Carlton (South), Cass & Aitkin Counties--Grand Rapids City
Arrowhead	27	Minnesota	400	St. Louis (North), Koochiching, Lake & Cook Counties--Hibbing & Cloquet Cities
Arrowhead	27	Minnesota	500	St. Louis County (Southeast)--Duluth, Hermantown & Proctor Cities
Central	27	Minnesota	900	Stearns County--St. Cloud City
Central	27	Minnesota	1000	Sherburne & Benton Counties
Central	27	Minnesota	1800	Wright County
East Central	27	Minnesota	600	Chisago, Isanti, Pine, Mille Lacs & Kanabec Counties
East Central Extended	27	Minnesota	600	Chisago, Isanti, Pine, Mille Lacs & Kanabec Counties
East Central Extended	55	Wisconsin	55101	Barron, Polk, Clark & Chippewa (North) Counties
Headwaters	27	Minnesota	200	Beltrami, Becker, Hubbard, Clearwater, Mahnommen & Lake of the Woods Counties
Metro	27	Minnesota	1101	Anoka County (Northwest)--Andover, Ramsey, Anoka & East Bethel Cities
Metro	27	Minnesota	1102	Anoka County (Southwest)--Coon Rapids, Fridley & Columbia Heights Cities
Metro	27	Minnesota	1103	Anoka County (East)--Blaine, Lino Lakes & Ham Lake Cities
Metro	27	Minnesota	1201	Washington County (North)--Oakdale, Forest Lake, Stillwater & Hugo Cities
Metro	27	Minnesota	1202	Washington County (South)--Woodbury & Cottage Grove Cities
Metro	27	Minnesota	1301	Ramsey County (North)--Shoreview, White Bear Lake & New Brighton Cities
Metro	27	Minnesota	1302	Ramsey County (Central & Far Southeast)--Maplewood, Roseville & North St. Paul Cities
Metro	27	Minnesota	1303	Ramsey County (Southeast)--St. Paul City (East)
Metro	27	Minnesota	1304	Ramsey County (Southwest)--St. Paul City (West)
Metro	27	Minnesota	1401	Hennepin County (West)--Champlin, Rogers Cities & Lake Minnetonka

Metro	27	Minnesota	1402	Hennepin County--Plymouth, Maple Grove (West) & Medicine Lake Cities
Metro	27	Minnesota	1403	Hennepin County--Brooklyn Park, Maple Grove (East) & Osseo Cities
Metro	27	Minnesota	1404	Hennepin County--Brooklyn Center, Golden Valley, New Hope & Robbinsdale Cities
Metro	27	Minnesota	1405	Hennepin County--Minneapolis (North) & St. Anthony Cities
Metro	27	Minnesota	1406	Hennepin County--Minneapolis City (Southeast)
Metro	27	Minnesota	1407	Hennepin County--Minneapolis City (Southwest)
Metro	27	Minnesota	1408	Hennepin County--Edina, St. Louis Park & Hopkins Cities
Metro	27	Minnesota	1409	Hennepin County--Eden Prairie & Minnetonka Cities
Metro	27	Minnesota	1410	Hennepin County--Bloomington & Richfield Cities
Metro	27	Minnesota	1501	Dakota County (North)--Eagan, Inver Grove Heights & South St. Paul Cities
Metro	27	Minnesota	1502	Dakota County (South)--Lakeville, Hastings, Rosemount & Farmington Cities
Metro	27	Minnesota	1503	Dakota County (West)--Burnsville & Apple Valley Cities
Metro	27	Minnesota	1600	Scott County (East)--Shakopee, Savage & Prior Lake Cities
Metro	27	Minnesota	1700	Carver & Scott (West) Counties
Metro Extended	27	Minnesota	1101	Anoka County (Northwest)--Andover, Ramsey, Anoka & East Bethel Cities
Metro Extended	27	Minnesota	1102	Anoka County (Southwest)--Coon Rapids, Fridley & Columbia Heights Cities
Metro Extended	27	Minnesota	1103	Anoka County (East)--Blaine, Lino Lakes & Ham Lake Cities
Metro Extended	27	Minnesota	1201	Washington County (North)--Oakdale, Forest Lake, Stillwater & Hugo Cities
Metro Extended	27	Minnesota	1202	Washington County (South)--Woodbury & Cottage Grove Cities
Metro Extended	27	Minnesota	1301	Ramsey County (North)--Shoreview, White Bear Lake & New Brighton Cities
Metro Extended	27	Minnesota	1302	Ramsey County (Central & Far Southeast)--Maplewood, Roseville & North St. Paul Cities
Metro Extended	27	Minnesota	1303	Ramsey County (Southeast)--St. Paul City (East)
Metro Extended	27	Minnesota	1304	Ramsey County (Southwest)--St. Paul City (West)
Metro Extended	27	Minnesota	1401	Hennepin County (West)--Champlin, Rogers Cities & Lake Minnetonka

Metro Extended	27	Minnesota	1402	Hennepin County--Plymouth, Maple Grove (West) & Medicine Lake Cities
Metro Extended	27	Minnesota	1403	Hennepin County--Brooklyn Park, Maple Grove (East) & Osseo Cities
Metro Extended	27	Minnesota	1404	Hennepin County--Brooklyn Center, Golden Valley, New Hope & Robbinsdale Cities
Metro Extended	27	Minnesota	1405	Hennepin County--Minneapolis (North) & St. Anthony Cities
Metro Extended	27	Minnesota	1406	Hennepin County--Minneapolis City (Southeast)
Metro Extended	27	Minnesota	1407	Hennepin County--Minneapolis City (Southwest)
Metro Extended	27	Minnesota	1408	Hennepin County--Edina, St. Louis Park & Hopkins Cities
Metro Extended	27	Minnesota	1409	Hennepin County--Eden Prairie & Minnetonka Cities
Metro Extended	27	Minnesota	1410	Hennepin County--Bloomington & Richfield Cities
Metro Extended	27	Minnesota	1501	Dakota County (North)--Eagan, Inver Grove Heights & South St. Paul Cities
Metro Extended	27	Minnesota	1502	Dakota County (South)--Lakeville, Hastings, Rosemount & Farmington Cities
Metro Extended	27	Minnesota	1503	Dakota County (West)--Burnsville & Apple Valley Cities
Metro Extended	27	Minnesota	1600	Scott County (East)--Shakopee, Savage & Prior Lake Cities
Metro Extended	27	Minnesota	1700	Carver & Scott (West) Counties
Metro Extended	55	Wisconsin	55102	St. Croix & Dunn Counties
North Central	27	Minnesota	700	Crow Wing, Morrison, Todd & Wadena Counties
Northwest	27	Minnesota	100	Clay, Polk, Roseau, Pennington, Marshall, Norman, Kittson & Red Lake Counties
Northwest Extended	27	Minnesota	100	Clay, Polk, Roseau, Pennington, Marshall, Norman, Kittson & Red Lake Counties
Northwest Extended	38	North Dakota	400	Northeast North Dakota--Grand Forks City
Northwest Extended	38	North Dakota	500	Cass County--Fargo City
South Central	27	Minnesota	2200	Blue Earth, Nicollet & Waseca Counties--Mankato City
South Central	27	Minnesota	2300	Rice, Goodhue & Le Sueur Counties
Southeast	27	Minnesota	2400	Mower, Steele, Freeborn & Dodge Counties
Southeast	27	Minnesota	2500	Olmsted County--Rochester City
Southeast	27	Minnesota	2600	Winona, Wabasha, Fillmore & Houston Counties--Winona City
Southeast Extended	27	Minnesota	2400	Mower, Steele, Freeborn & Dodge Counties
Southeast Extended	27	Minnesota	2500	Olmsted County--Rochester City

Southeast Extended	27	Minnesota	2600	Winona, Wabasha, Fillmore & Houston Counties--Winona City
Southeast Extended	55	Wisconsin	900	La Crosse County
Southwest	27	Minnesota	2100	Southwest Minnesota
Southwest Central	27	Minnesota	1900	Kandiyohi, McLeod, Meeker, Renville & Sibley Counties
State of MN	27	Minnesota	100	Clay, Polk, Roseau, Pennington, Marshall, Norman, Kittson & Red Lake Counties
State of MN	27	Minnesota	200	Beltrami, Becker, Hubbard, Clearwater, Mahnomen & Lake of the Woods Counties
State of MN	27	Minnesota	300	Itasca, Carlton (South), Cass & Aitkin Counties--Grand Rapids City
State of MN	27	Minnesota	400	St. Louis (North), Koochiching, Lake & Cook Counties--Hibbing & Cloquet Cities
State of MN	27	Minnesota	500	St. Louis County (Southeast)--Duluth, Hermantown & Proctor Cities
State of MN	27	Minnesota	600	Chisago, Isanti, Pine, Mille Lacs & Kanabec Counties
State of MN	27	Minnesota	700	Crow Wing, Morrison, Todd & Wadena Counties
State of MN	27	Minnesota	800	West Central Minnesota
State of MN	27	Minnesota	900	Stearns County--St. Cloud City
State of MN	27	Minnesota	1000	Sherburne & Benton Counties
State of MN	27	Minnesota	1101	Anoka County (Northwest)--Andover, Ramsey, Anoka & East Bethel Cities
State of MN	27	Minnesota	1102	Anoka County (Southwest)--Coon Rapids, Fridley & Columbia Heights Cities
State of MN	27	Minnesota	1103	Anoka County (East)--Blaine, Lino Lakes & Ham Lake Cities
State of MN	27	Minnesota	1201	Washington County (North)--Oakdale, Forest Lake, Stillwater & Hugo Cities
State of MN	27	Minnesota	1202	Washington County (South)--Woodbury & Cottage Grove Cities
State of MN	27	Minnesota	1301	Ramsey County (North)--Shoreview, White Bear Lake & New Brighton Cities
State of MN	27	Minnesota	1302	Ramsey County (Central & Far Southeast)--Maplewood, Roseville & North St. Paul Cities
State of MN	27	Minnesota	1303	Ramsey County (Southeast)--St. Paul City (East)
State of MN	27	Minnesota	1304	Ramsey County (Southwest)--St. Paul City (West)
State of MN	27	Minnesota	1401	Hennepin County (West)--Champlin, Rogers Cities & Lake Minnetonka
State of MN	27	Minnesota	1402	Hennepin County--Plymouth, Maple Grove (West) & Medicine Lake Cities

State of MN	27	Minnesota	1403	Hennepin County--Brooklyn Park, Maple Grove (East) & Osseo Cities
State of MN	27	Minnesota	1404	Hennepin County--Brooklyn Center, Golden Valley, New Hope & Robbinsdale Cities
State of MN	27	Minnesota	1405	Hennepin County--Minneapolis (North) & St. Anthony Cities
State of MN	27	Minnesota	1406	Hennepin County--Minneapolis City (Southeast)
State of MN	27	Minnesota	1407	Hennepin County--Minneapolis City (Southwest)
State of MN	27	Minnesota	1408	Hennepin County--Edina, St. Louis Park & Hopkins Cities
State of MN	27	Minnesota	1409	Hennepin County--Eden Prairie & Minnetonka Cities
State of MN	27	Minnesota	1410	Hennepin County--Bloomington & Richfield Cities
State of MN	27	Minnesota	1501	Dakota County (North)--Eagan, Inver Grove Heights & South St. Paul Cities
State of MN	27	Minnesota	1502	Dakota County (South)--Lakeville, Hastings, Rosemount & Farmington Cities
State of MN	27	Minnesota	1503	Dakota County (West)--Burnsville & Apple Valley Cities
State of MN	27	Minnesota	1600	Scott County (East)--Shakopee, Savage & Prior Lake Cities
State of MN	27	Minnesota	1700	Carver & Scott (West) Counties
State of MN	27	Minnesota	1800	Wright County
State of MN	27	Minnesota	1900	Kandiyohi, McLeod, Meeker, Renville & Sibley Counties
State of MN	27	Minnesota	2000	Brown, Lyon, Redwood, Chippewa, Yellow Medicine, Lac qui Parle & Lincoln Counties
State of MN	27	Minnesota	2100	Southwest Minnesota
State of MN	27	Minnesota	2200	Blue Earth, Nicollet & Waseca Counties--Mankato City
State of MN	27	Minnesota	2300	Rice, Goodhue & Le Sueur Counties
State of MN	27	Minnesota	2400	Mower, Steele, Freeborn & Dodge Counties
State of MN	27	Minnesota	2500	Olmsted County--Rochester City
State of MN	27	Minnesota	2600	Winona, Wabasha, Fillmore & Houston Counties--Winona City
State of MN Extended	27	Minnesota	100	Clay, Polk, Roseau, Pennington, Marshall, Norman, Kittson & Red Lake Counties
State of MN Extended	27	Minnesota	200	Beltrami, Becker, Hubbard, Clearwater, Mahnommen & Lake of the Woods Counties
State of MN Extended	27	Minnesota	300	Itasca, Carlton (South), Cass & Aitkin Counties--Grand Rapids City
State of MN Extended	27	Minnesota	400	St. Louis (North), Koochiching, Lake & Cook Counties--Hibbing & Cloquet Cities

State of MN Extended	27	Minnesota	500	St. Louis County (Southeast)--Duluth, Hermantown & Proctor Cities
State of MN Extended	27	Minnesota	600	Chisago, Isanti, Pine, Mille Lacs & Kanabec Counties
State of MN Extended	27	Minnesota	700	Crow Wing, Morrison, Todd & Wadena Counties
State of MN Extended	27	Minnesota	800	West Central Minnesota
State of MN Extended	27	Minnesota	900	Stearns County--St. Cloud City
State of MN Extended	27	Minnesota	1000	Sherburne & Benton Counties
State of MN Extended	27	Minnesota	1101	Anoka County (Northwest)--Andover, Ramsey, Anoka & East Bethel Cities
State of MN Extended	27	Minnesota	1102	Anoka County (Southwest)--Coon Rapids, Fridley & Columbia Heights Cities
State of MN Extended	27	Minnesota	1103	Anoka County (East)--Blaine, Lino Lakes & Ham Lake Cities
State of MN Extended	27	Minnesota	1201	Washington County (North)--Oakdale, Forest Lake, Stillwater & Hugo Cities
State of MN Extended	27	Minnesota	1202	Washington County (South)--Woodbury & Cottage Grove Cities
State of MN Extended	27	Minnesota	1301	Ramsey County (North)--Shoreview, White Bear Lake & New Brighton Cities
State of MN Extended	27	Minnesota	1302	Ramsey County (Central & Far Southeast)--Maplewood, Roseville & North St. Paul Cities
State of MN Extended	27	Minnesota	1303	Ramsey County (Southeast)--St. Paul City (East)
State of MN Extended	27	Minnesota	1304	Ramsey County (Southwest)--St. Paul City (West)
State of MN Extended	27	Minnesota	1401	Hennepin County (West)--Champlin, Rogers Cities & Lake Minnetonka
State of MN Extended	27	Minnesota	1402	Hennepin County--Plymouth, Maple Grove (West) & Medicine Lake Cities
State of MN Extended	27	Minnesota	1403	Hennepin County--Brooklyn Park, Maple Grove (East) & Osseo Cities

State of MN Extended	27	Minnesota	1404	Hennepin County--Brooklyn Center, Golden Valley, New Hope & Robbinsdale Cities
State of MN Extended	27	Minnesota	1405	Hennepin County--Minneapolis (North) & St. Anthony Cities
State of MN Extended	27	Minnesota	1406	Hennepin County--Minneapolis City (Southeast)
State of MN Extended	27	Minnesota	1407	Hennepin County--Minneapolis City (Southwest)
State of MN Extended	27	Minnesota	1408	Hennepin County--Edina, St. Louis Park & Hopkins Cities
State of MN Extended	27	Minnesota	1409	Hennepin County--Eden Prairie & Minnetonka Cities
State of MN Extended	27	Minnesota	1410	Hennepin County--Bloomington & Richfield Cities
State of MN Extended	27	Minnesota	1501	Dakota County (North)--Eagan, Inver Grove Heights & South St. Paul Cities
State of MN Extended	27	Minnesota	1502	Dakota County (South)--Lakeville, Hastings, Rosemount & Farmington Cities
State of MN Extended	27	Minnesota	1503	Dakota County (West)--Burnsville & Apple Valley Cities
State of MN Extended	27	Minnesota	1600	Scott County (East)--Shakopee, Savage & Prior Lake Cities
State of MN Extended	27	Minnesota	1700	Carver & Scott (West) Counties
State of MN Extended	27	Minnesota	1800	Wright County
State of MN Extended	27	Minnesota	1900	Kandiyohi, McLeod, Meeker, Renville & Sibley Counties
State of MN Extended	27	Minnesota	2000	Brown, Lyon, Redwood, Chippewa, Yellow Medicine, Lac qui Parle & Lincoln Counties
State of MN Extended	27	Minnesota	2100	Southwest Minnesota
State of MN Extended	27	Minnesota	2200	Blue Earth, Nicollet & Waseca Counties--Mankato City
State of MN Extended	27	Minnesota	2300	Rice, Goodhue & Le Sueur Counties

State of MN Extended	27	Minnesota	2400	Mower, Steele, Freeborn & Dodge Counties
State of MN Extended	27	Minnesota	2500	Olmsted County--Rochester City
State of MN Extended	27	Minnesota	2600	Winona, Wabasha, Fillmore & Houston Counties--Winona City
State of MN Extended	27	Minnesota	55101	Barron, Polk, Clark & Chippewa (North) Counties
State of MN Extended	38	North Dakota	500	Cass County--Fargo City
State of MN Extended	38	North Dakota	400	Northeast North Dakota--Grand Forks City
State of MN Extended	55	Wisconsin	55102	St. Croix & Dunn Counties
State of MN Plus E WI	27	Minnesota	100	Clay, Polk, Roseau, Pennington, Marshall, Norman, Kittson & Red Lake Counties
State of MN Plus E WI	27	Minnesota	200	Beltrami, Becker, Hubbard, Clearwater, Mahnommen & Lake of the Woods Counties
State of MN Plus E WI	27	Minnesota	300	Itasca, Carlton (South), Cass & Aitkin Counties--Grand Rapids City
State of MN Plus E WI	27	Minnesota	400	St. Louis (North), Koochiching, Lake & Cook Counties--Hibbing & Cloquet Cities
State of MN Plus E WI	27	Minnesota	500	St. Louis County (Southeast)--Duluth, Hermantown & Proctor Cities
State of MN Plus E WI	27	Minnesota	600	Chisago, Isanti, Pine, Mille Lacs & Kanabec Counties
State of MN Plus E WI	27	Minnesota	700	Crow Wing, Morrison, Todd & Wadena Counties
State of MN Plus E WI	27	Minnesota	800	West Central Minnesota
State of MN Plus E WI	27	Minnesota	900	Stearns County--St. Cloud City
State of MN Plus E WI	27	Minnesota	1000	Sherburne & Benton Counties
State of MN Plus E WI	27	Minnesota	1101	Anoka County (Northwest)--Andover, Ramsey, Anoka & East Bethel Cities

State of MN Plus E WI	27	Minnesota	1102	Anoka County (Southwest)--Coon Rapids, Fridley & Columbia Heights Cities
State of MN Plus E WI	27	Minnesota	1103	Anoka County (East)--Blaine, Lino Lakes & Ham Lake Cities
State of MN Plus E WI	27	Minnesota	1201	Washington County (North)--Oakdale, Forest Lake, Stillwater & Hugo Cities
State of MN Plus E WI	27	Minnesota	1202	Washington County (South)--Woodbury & Cottage Grove Cities
State of MN Plus E WI	27	Minnesota	1301	Ramsey County (North)--Shoreview, White Bear Lake & New Brighton Cities
State of MN Plus E WI	27	Minnesota	1302	Ramsey County (Central & Far Southeast)--Maplewood, Roseville & North St. Paul Cities
State of MN Plus E WI	27	Minnesota	1303	Ramsey County (Southeast)--St. Paul City (East)
State of MN Plus E WI	27	Minnesota	1304	Ramsey County (Southwest)--St. Paul City (West)
State of MN Plus E WI	27	Minnesota	1401	Hennepin County (West)--Champlin, Rogers Cities & Lake Minnetonka
State of MN Plus E WI	27	Minnesota	1402	Hennepin County--Plymouth, Maple Grove (West) & Medicine Lake Cities
State of MN Plus E WI	27	Minnesota	1403	Hennepin County--Brooklyn Park, Maple Grove (East) & Osseo Cities
State of MN Plus E WI	27	Minnesota	1404	Hennepin County--Brooklyn Center, Golden Valley, New Hope & Robbinsdale Cities
State of MN Plus E WI	27	Minnesota	1405	Hennepin County--Minneapolis (North) & St. Anthony Cities
State of MN Plus E WI	27	Minnesota	1406	Hennepin County--Minneapolis City (Southeast)
State of MN Plus E WI	27	Minnesota	1407	Hennepin County--Minneapolis City (Southwest)
State of MN Plus E WI	27	Minnesota	1408	Hennepin County--Edina, St. Louis Park & Hopkins Cities
State of MN Plus E WI	27	Minnesota	1409	Hennepin County--Eden Prairie & Minnetonka Cities
State of MN Plus E WI	27	Minnesota	1410	Hennepin County--Bloomington & Richfield Cities

State of MN Plus E WI	27	Minnesota	1501	Dakota County (North)--Eagan, Inver Grove Heights & South St. Paul Cities
State of MN Plus E WI	27	Minnesota	1502	Dakota County (South)--Lakeville, Hastings, Rosemount & Farmington Cities
State of MN Plus E WI	27	Minnesota	1503	Dakota County (West)--Burnsville & Apple Valley Cities
State of MN Plus E WI	27	Minnesota	1600	Scott County (East)--Shakopee, Savage & Prior Lake Cities
State of MN Plus E WI	27	Minnesota	1700	Carver & Scott (West) Counties
State of MN Plus E WI	27	Minnesota	1800	Wright County
State of MN Plus E WI	27	Minnesota	1900	Kandiyohi, McLeod, Meeker, Renville & Sibley Counties
State of MN Plus E WI	27	Minnesota	2000	Brown, Lyon, Redwood, Chippewa, Yellow Medicine, Lac qui Parle & Lincoln Counties
State of MN Plus E WI	27	Minnesota	2100	Southwest Minnesota
State of MN Plus E WI	27	Minnesota	2200	Blue Earth, Nicollet & Waseca Counties--Mankato City
State of MN Plus E WI	27	Minnesota	2300	Rice, Goodhue & Le Sueur Counties
State of MN Plus E WI	27	Minnesota	2400	Mower, Steele, Freeborn & Dodge Counties
State of MN Plus E WI	27	Minnesota	2500	Olmsted County--Rochester City
State of MN Plus E WI	27	Minnesota	2600	Winona, Wabasha, Fillmore & Houston Counties--Winona City
State of MN Plus E WI	55	Wisconsin	55102	St. Croix & Dunn Counties
Upper Minnesota Valley	27	Minnesota	2000	Brown, Lyon, Redwood, Chippewa, Yellow Medicine, Lac qui Parle & Lincoln Counties
West Central	27	Minnesota	800	West Central Minnesota

## Appendix H. Standard Occupational Classification Codes

EEO Cat	EEO Job Category Description	SOC Code	SOC Code Description
1	Officials and Administrators	111021	MGR-GeneralAndOperationsManagers
1	Officials and Administrators	1110XX	MGR-ChiefExecutivesAndLegislators
1	Officials and Administrators	112021	MGR-MarketingManagers
1	Officials and Administrators	113012	MGR-AdministrativeServicesManagers
1	Officials and Administrators	113013	MGR-FacilitiesManagers
1	Officials and Administrators	113021	MGR-ComputerAndInformationSystemsManagers
1	Officials and Administrators	113031	MGR-FinancialManagers
1	Officials and Administrators	113121	MGR-HumanResourcesManagers
1	Officials and Administrators	113131	MGR-TrainingAndDevelopmentManagers
1	Officials and Administrators	119013	MGR-Farmers,Ranchers,AndOtherAgriculturalManagers
1	Officials and Administrators	119030	MGR-EducationAndChildcareAdministrators
1	Officials and Administrators	1191XX	MGR-OtherManagers
1	Officials and Administrators	131041	BUS-ComplianceOfficers
1	Officials and Administrators	131082	BUS-ProjectManagementSpecialists

1	Officials and Administrators	132011	FIN-AccountantsAndAuditors
1	Officials and Administrators	152031	CMM-OperationsResearchAnalysts
1	Officials and Administrators	212021	CMS-Directors,ReligiousActivitiesAndEducation
1	Officials and Administrators	2310XX	LGL-Lawyers,AndJudges,Magistrates,AndOtherJudicialWorkers
1	Officials and Administrators	431011	Off-First-LineSupervisorsOfOfficeAndAdministrativeSupportWorkers
1	Officials and Administrators	436011	OFF-ExecutiveSecretariesAndExecutiveAdministrativeAssistants
2	Professionals	111021	MGR-GeneralAndOperationsManagers
2	Professionals	112011	MGR-AdvertisingAndPromotionsManagers
2	Professionals	112021	MGR-MarketingManagers
2	Professionals	112022	MGR-SalesManagers
2	Professionals	112030	MGR-PublicRelationsAndFundraisingManagers
2	Professionals	113012	MGR-AdministrativeServicesManagers
2	Professionals	113013	MGR-FacilitiesManagers
2	Professionals	113021	MGR-ComputerAndInformationSystemsManagers
2	Professionals	113031	MGR-FinancialManagers
2	Professionals	113121	MGR-HumanResourcesManagers
2	Professionals	113131	MGR-TrainingAndDevelopmentManagers
2	Professionals	119021	MGR-ConstructionManagers
2	Professionals	119030	MGR-EducationAndChildcareAdministrators
2	Professionals	119070	MGR-EntertainmentAndRecreationManagers
2	Professionals	119081	MGR-LodgingManagers
2	Professionals	119111	MGR-MedicalAndHealthServicesManagers
2	Professionals	119151	MGR-SocialAndCommunityServiceManagers
2	Professionals	1191XX	MGR-OtherManagers
2	Professionals	131022	BUS-WholesaleAndRetailBuyers,ExceptFarmProducts
2	Professionals	131023	BUS-PurchasingAgents,ExceptWholesale,Retail,AndFarmProducts
2	Professionals	131041	BUS-ComplianceOfficers

2	Professionals	131070	BUS-HumanResourcesWorkers
2	Professionals	131082	BUS-ProjectManagementSpecialists
2	Professionals	131111	BUS-ManagementAnalysts
2	Professionals	131121	BUS-MeetingConvention,AndEventPlanners
2	Professionals	131131	BUS-Fundraisers
2	Professionals	131151	BUS-TrainingAndDevelopmentSpecialists
2	Professionals	131161	BUS-MarketResearchAnalystsAndMarketingSpecialists
2	Professionals	131199	BUS-BusinessOperationsSpecialists,AllOther
2	Professionals	132011	FIN-AccountantsAndAuditors
2	Professionals	132031	FIN-BudgetAnalysts
2	Professionals	132070	FIN-CreditCounselorsAndLoanOfficers
2	Professionals	151211	CMM-ComputerSystemsAnalysts
2	Professionals	151241	CMM-ComputerNetworkArchitects
2	Professionals	152031	CMM-OperationsResearchAnalysts
2	Professionals	171012	ENG-LandscapeArchitects
2	Professionals	17301X	ENG-OtherDrafters
2	Professionals	192099	SCI-PhysicalScientists,AllOther
2	Professionals	193033	SCI-ClinicalAndCounselingPsychologists
2	Professionals	193051	SCI-UrbanAndRegionalPlanners
2	Professionals	1940YY	SCI-OtherLife,Physical,AndSocialScienceTechnicians
2	Professionals	195010	SCI-OccupationalHealthAndSafetySpecialistsAndTechnicians
2	Professionals	211011	CMS-SubstanceAbuseAndBehavioralDisorderCounselors
2	Professionals	211012	CMS-Educational,Guidance,AndCareerCounselorsAndAdvisors
2	Professionals	211019	CMS-Counselors,AllOther
2	Professionals	211029	CMS-SocialWorkersAllOther
2	Professionals	211092	CMS-ProbationOfficersAndCorrectionalTreatmentSpecialists
2	Professionals	21109X	CMS-OtherCommunityAndSocialServiceSpecialists
2	Professionals	2310XX	LGL-Lawyers,AndJudges,Magistrates,AndOtherJudicialWorkers
2	Professionals	251000	EDU-PostsecondaryTeachers
2	Professionals	252010	EDU-PreschoolAndKindergartenTeachers
2	Professionals	254010	EDU-Archivists,Curators,AndMuseumTechnicians
2	Professionals	254022	EDU-LibrariansAndMediaCollectionsSpecialists

2	Professionals	254031	EDU-LibraryTechnicians
2	Professionals	2590XX	EDU-OtherEducationalInstructionandLibraryWorkers
2	Professionals	27102X	ENT-OtherDesigners
2	Professionals	272012	ENT-ProducersAndDirectors
2	Professionals	272022	ENT-CoachesAndScouts
2	Professionals	273011	ENT-BroadcastAnnouncersAndRadioDiscJockeys
2	Professionals	273031	ENT-PublicRelationsSpecialists
2	Professionals	273041	ENT-Editors
2	Professionals	273043	ENT-WritersAndAuthors
2	Professionals	273091	ENT-InterpretersAndTranslators
2	Professionals	291020	MED-Dentists
2	Professionals	291051	MED-Pharmacists
2	Professionals	291126	MED-RespiratoryTherapists
2	Professionals	29112X	MED-OtherTherapists
2	Professionals	291141	MED-RegisteredNurses
2	Professionals	291210	MED-Physicians
2	Professionals	292010	MED-ClinicalLaboratoryTechnologistsAndTechnicians
2	Professionals	299000	MED-OtherHealthcarePractitionersAndTechnicalOccupations
2	Professionals	339021	PRT-PrivateDetectivesAndInvestigators
2	Professionals	399031	PRS-ExerciseTrainersAndGroupFitnessInstructors
2	Professionals	399032	PRS-RecreationWorkers
2	Professionals	399041	PRS-ResidentialAdvisors
2	Professionals	411011	SAL-First-LineSupervisorsOfRetailSalesWorkers
2	Professionals	413091	SAL-SalesRepresentativesOfServices,ExceptAdvertising,Insurance,FinancialServices,AndTravel
2	Professionals	431011	Off-First-LineSupervisorsOfOfficeAndAdministrativeSupportWorkers
2	Professionals	433031	OFF-Bookkeeping,Accounting,AndAuditingClerks
2	Professionals	434051	OFF-CustomerServiceRepresentatives
2	Professionals	434071	OFF-FileClerks
2	Professionals	434111	OFF-Interviewers,ExceptEligibilityAndLoan
2	Professionals	434YYY	OFF-OtherInformationAndRecordsClerks
2	Professionals	436014	OFF-SecretariesAndAdministrative,ExceptLegal,Medical,AndExecutive
2	Professionals	439XXX	OFF-OtherOfficeAndAdministrativeSupportWorkers

3	Technicians	151230	CMM-ComputerSupportSpecialists
3	Technicians	172110	ENG-IndustrialEngineers,IncludingHealthAndSafety
3	Technicians	17302X	ENG-OtherEngineeringTechnologistsAndTechnicians,ExceptDrafters
3	Technicians	271024	ENT-GraphicDesigners
3	Technicians	273042	ENT-TechnicalWriters
3	Technicians	274021	ENT-Photographers
3	Technicians	2740XX	ENT-OtherMediaAndCommunicationEquipmentWorkers
3	Technicians	291292	MED-DentalHygienists
3	Technicians	292010	MED-ClinicalLaboratoryTechnologistsAndTechnicians
3	Technicians	292061	MED-LicensedPracticalAndLicensedVocationalNurses
3	Technicians	319091	HLS-DentalAssistants
3	Technicians	431011	Off-First-LineSupervisorsOfOfficeAndAdministrativeSupportWorkers
3	Technicians	432099	OFF-CommunicationsEquipmentOperators,AllOther
3	Technicians	472111	CON-Electricians
4	Protective Service	331011	PRT-First-LineSupervisorsOfCorrectionalOfficers
4	Protective Service	331012	PRT-First-LineSupervisorsOfPoliceAndDetectives
4	Protective Service	331021	PRT-First-LineSupervisorsOfFireFightingAndPreventionWorkers
4	Protective Service	331090	PRT-MiscellaneousFirst-LineSupervisors,ProtectiveServiceWorkers
4	Protective Service	332011	PRT-Firefighters
4	Protective Service	332020	PRT-FireInspectors
4	Protective Service	333011	PRT-Bailiffs
4	Protective Service	333012	PRT-CorrectionalOfficersAndJailers
4	Protective Service	333021	PRT-DetectivesAndCriminalInvestigators
4	Protective Service	3330XX	PRT-FishAndGameWardensAndParkingEnforcementOfficers
4	Protective Service	339021	PRT-PrivateDetectivesAndInvestigators
5	Paraprofessionals	1940YY	SCI-OtherLife,Physical,AndSocialScienceTechnicians
5	Paraprofessionals	251000	EDU-PostsecondaryTeachers
5	Paraprofessionals	253041	EDU-Tutors
5	Paraprofessionals	292052	MED-PharmacyTechnicians
5	Paraprofessionals	319092	HLS-MedicalAssistants
5	Paraprofessionals	3930XX	PRS-OtherEntertainmentAttendantsAndRelatedWorkers
5	Paraprofessionals	439061	OFF-OfficeClerks,General

5	Paraprofessionals	493023	RPR-AutomotiveServiceTechniciansAndMechanics
6	Administrative Support	211012	CMS-Educational,Guidance,AndCareerCounselorsAndAdvisors
6	Administrative Support	411011	SAL-First-LineSupervisorsOfRetailSalesWorkers
6	Administrative Support	431011	Off-First-LineSupervisorsOfOfficeAndAdministrativeSupportWorkers
6	Administrative Support	432011	OFF-SwitchboardOperators,IncludingAnsweringService
6	Administrative Support	432099	OFF-CommunicationsEquipmentOperators,AllOther
6	Administrative Support	433031	OFF-Bookkeeping,Accounting,AndAuditingClerks
6	Administrative Support	434051	OFF-CustomerServiceRepresentatives
6	Administrative Support	436011	OFF-ExecutiveSecretariesAndExecutiveAdministrativeAssistants
6	Administrative Support	436012	OFF-LegalSecretariesAndAdministrativeAssistants
6	Administrative Support	439XXX	OFF-OtherOfficeAndAdministrativeSupportWorkers
6	Administrative Support	515111	PRD-PrepressTechniciansAndWorkers
7	Skilled Craft	113013	MGR-FacilitiesManagers
7	Skilled Craft	431011	Off-First-LineSupervisorsOfOfficeAndAdministrativeSupportWorkers
7	Skilled Craft	471011	CON-First-LineSupervisorsOfConstructionTradesAndExtractionWorkers
7	Skilled Craft	472031	CON-Carpenters
7	Skilled Craft	472111	CON-Electricians
7	Skilled Craft	472152	CON-Plumbers,Pipefitters,AndSteamfitters
7	Skilled Craft	472XXX	CON-Brickmasons,Blockmasons,Stonemasons,AndReinforcingIronAndRebarWorkers
7	Skilled Craft	491011	RPR-First-LineSupervisorsOfMechanics,Installers,AndRepairers
7	Skilled Craft	49209X	RPR-OtherElectricalAndElectronicEquipmentMechanics,Installers,andRepairers
7	Skilled Craft	493023	RPR-AutomotiveServiceTechniciansAndMechanics

7	Skilled Craft	493031	RPR-BusAndTruckMechanicsAndDieselEngineSpecialists
7	Skilled Craft	499021	RPR-Heating,AirConditioning,AndRefrigerationMechanicsAndInstallers
7	Skilled Craft	49904X	RPR-IndustrialAndRefractoryMachineryMechanics
7	Skilled Craft	499071	RPR-MaintenanceAndRepairWorkers,General
7	Skilled Craft	514041	PRD-Machinists
7	Skilled Craft	518010	PRD-PowerPlantOperators,Distributors,AndDispatchers
8	Service Maintenance	113012	MGR-AdministrativeServicesManagers
8	Service Maintenance	113013	MGR-FacilitiesManagers
8	Service Maintenance	194010	SCIAgriculturalAndFoodScienceTechnicians
8	Service Maintenance	351012	EAT-First-LineSupervisorsOfFoodPreparationAndServingWorkers
8	Service Maintenance	352010	EAT-Cooks
8	Service Maintenance	371011	CLN-First-LineSupervisorsOfHousekeepingAndJanitorialWorkers
8	Service Maintenance	37201X	CLN-JanitorsAndBuildingCleaners
8	Service Maintenance	373011	CLN-LandscapingAndGroundskeepingWorkers
8	Service Maintenance	37301X	CLN-OtherGroundsMaintenanceWorkers
8	Service Maintenance	3930XX	PRS-OtherEntertainmentAttendantsAndRelatedWorkers
8	Service Maintenance	399011	PRS-ChildcareWorkers
8	Service Maintenance	431011	Off-First-LineSupervisorsOfOfficeAndAdministrativeSupportWorkers
8	Service Maintenance	499071	RPR-MaintenanceAndRepairWorkers,General

8	Service Maintenance	5120XX	PRD-OtherAssemblersandFabricators
8	Service Maintenance	515112	PRD-PrintingPressOperators
8	Service Maintenance	533030	TRN-Driver/SalesWorkersAndTruckDrivers
9	Faculty	111021	MGR-GeneralAndOperationsManagers
9	Faculty	1110XX	MGR-ChiefExecutivesAndLegislators
9	Faculty	112011	MGR-AdvertisingAndPromotionsManagers
9	Faculty	112021	MGR-MarketingManagers
9	Faculty	112022	MGR-SalesManagers
9	Faculty	112030	MGR-PublicRelationsAndFundraisingManagers
9	Faculty	113012	MGR-AdministrativeServicesManagers
9	Faculty	113013	MGR-FacilitiesManagers
9	Faculty	113021	MGR-ComputerAndInformationSystemsManagers
9	Faculty	113031	MGR-FinancialManagers
9	Faculty	113051	MGR-IndustrialProductionManagers
9	Faculty	113071	MGR-Transportation,Storage,AndDistributionManagers
9	Faculty	113111	MGR-CompensationAndBenefitsManagers
9	Faculty	113121	MGR-HumanResourcesManagers
9	Faculty	113131	MGR-TrainingAndDevelopmentManagers
9	Faculty	119013	MGR-Farmers,Ranchers,AndOtherAgriculturalManagers
9	Faculty	119021	MGR-ConstructionManagers
9	Faculty	119030	MGR-EducationAndChildcareAdministrators
9	Faculty	119041	MGR-ArchitecturalAndEngineeringManagers
9	Faculty	119051	MGR-FoodServiceManagers
9	Faculty	119070	MGR-EntertainmentAndRecreationManagers
9	Faculty	119081	MGR-LodgingManagers
9	Faculty	119111	MGR-MedicalAndHealthServicesManagers
9	Faculty	119121	MGR-NaturalSciencesManagers
9	Faculty	119141	MGR-Property,RealEstate,AndCommunityAssociationManagers
9	Faculty	119151	MGR-SocialAndCommunityServiceManagers
9	Faculty	1191XX	MGR-OtherManagers

9	Faculty	131011	BUS-AgentsAndBusinessManagersOfArtists,Performers,AndAthletes
9	Faculty	131022	BUS-WholesaleAndRetailBuyers,ExceptFarmProducts
9	Faculty	131023	BUS-PurchasingAgents,ExceptWholesale,Retail,AndFarmProducts
9	Faculty	131030	BUS-ClaimsAdjusters,Appraisers,Examiners,AndInvestigators
9	Faculty	131041	BUS-ComplianceOfficers
9	Faculty	131051	BUS-CostEstimators
9	Faculty	131070	BUS-HumanResourcesWorkers
9	Faculty	131081	BUS-Logisticians
9	Faculty	131082	BUS-ProjectManagementSpecialists
9	Faculty	131111	BUS-ManagementAnalysts
9	Faculty	131131	BUS-Fundraisers
9	Faculty	131141	BUS-Compensation,Benefits,AndJobAnalysisSpecialists
9	Faculty	131151	BUS-TrainingAndDevelopmentSpecialists
9	Faculty	131161	BUS-MarketResearchAnalystsAndMarketingSpecialists
9	Faculty	131199	BUS-BusinessOperationsSpecialists,AllOther
9	Faculty	132011	FIN-AccountantsAndAuditors
9	Faculty	132031	FIN-BudgetAnalysts
9	Faculty	132041	FIN-CreditAnalysts
9	Faculty	132051	FIN-FinancialAnalysts
9	Faculty	132052	FIN-PersonalFinancialAdvisors
9	Faculty	132053	FIN-InsuranceUnderwriters
9	Faculty	132061	FIN-FinancialExaminers
9	Faculty	132081	FIN-TaxExaminersAndCollectors,AndRevenueAgents
9	Faculty	132082	FIN-TaxPreparers
9	Faculty	1320XX	FIN-OtherFinancialSpecialists
9	Faculty	151211	CMM-ComputerSystemsAnalysts
9	Faculty	151212	CMM-InformationSecurityAnalysts
9	Faculty	151221	CMM-ComputerAndInformationResearchScientists
9	Faculty	151230	CMM-ComputerSupportSpecialists
9	Faculty	151241	CMM-ComputerNetworkArchitects
9	Faculty	151244	CMM-NetworkAndComputerSystemsAdministrators
9	Faculty	15124X	CMM-DatabaseAdministratorsAndArchitects

9	Faculty	151251	CMM-ComputerProgrammers
9	Faculty	151252	CMM-SoftwareDevelopers
9	Faculty	151253	CMM-SoftwareQualityAssuranceAnalystsAndTesters
9	Faculty	151254	CMM_WebDevelopers
9	Faculty	151255	CMMWebAndDigitalInterfaceDesigners
9	Faculty	151299	CMMComputerOccupations,AllOther
9	Faculty	152011	CMM-Actuaries
9	Faculty	152031	CMM-OperationsResearchAnalysts
9	Faculty	1520XX	CMM-OtherMathematicalScienceOccupations
9	Faculty	171011	ENG-Architects,ExceptLandscapeAndNaval
9	Faculty	171012	ENG-LandscapeArchitects
9	Faculty	171020	ENG-Surveyors,Cartographers,AndPhotogrammetrists
9	Faculty	172011	ENG-AerospaceEngineers
9	Faculty	172041	ENG-ChemicalEngineers
9	Faculty	172051	ENG-CivilEngineers
9	Faculty	172061	ENG-ComputerHardwareEngineers
9	Faculty	172081	ENG-EnvironmentalEngineers
9	Faculty	1720XX	ENG-BiomedicalAndAgriculturalEngineers
9	Faculty	172131	ENG-MaterialsEngineers
9	Faculty	172141	ENG-MechanicalEngineers
9	Faculty	1721XX	ENG-Petroleum,MiningAndGeologicalEngineers,IncludingMiningSafetyEngineers
9	Faculty	173011	ENG-ArchitecturalAndCivilDrafters
9	Faculty	17301X	ENG-OtherDrafters
9	Faculty	173023	ENG-ElectricalandElectronicEngineeringTechnologistsAndTechnicians
9	Faculty	17302X	ENG-OtherEngineeringTechnologistsAndTechnicians,ExceptDrafters
9	Faculty	173031	ENG-SurveyingAndMappingTechnicians
9	Faculty	192010	SCI-AstronomersAndPhysicists
9	Faculty	192021	SCI-AtmosphericAndSpaceScientists
9	Faculty	192030	SCI-ChemistsAndMaterialsScientists
9	Faculty	192041	SCI-EnvironmentalScientistsAndSpecialists,IncludingHealth
9	Faculty	192099	SCI-PhysicalScientists,AllOther
9	Faculty	193011	SCI-Economists

9	Faculty	193033	SCI-ClinicalAndCounselingPsychologists
9	Faculty	193034	SCI-SchoolPsychologists
9	Faculty	19303X	SCI-OtherPsychologists
9	Faculty	193051	SCI-UrbanAndRegionalPlanners
9	Faculty	1930XX	OtherSocialScientists
9	Faculty	194021	SCI-BiologicalTechnicians
9	Faculty	194031	SCI-ChemicalTechnicians
9	Faculty	1940XX	SCI-EnvironmentalScienceAndGeoscienceTechnicians,AndNuclearTechnicians
9	Faculty	1940YY	SCI-OtherLife,Physical,AndSocialScienceTechnicians
9	Faculty	195010	SCI-OccupationalHealthAndSafetySpecialistsAndTechnicians
9	Faculty	211011	CMS-SubstanceAbuseAndBehavioralDisorderCounselors
9	Faculty	211012	CMS-Educational,Guidance,AndCareerCounselorsAndAdvisors
9	Faculty	211013	CMS-MarriageAndFamilyTherapists
9	Faculty	211014	CMS-MentalHealthCounselors
9	Faculty	211015	CMS-RehabilitationCounselors
9	Faculty	211019	CMS-Counselors,AllOther
9	Faculty	211021	CMS-Child,Family,AndSchoolSocialWorkers
9	Faculty	211022	CMS-HealthcareSocialWorkers
9	Faculty	211023	CMS-MentalHealthAndSubstanceAbuseSocialWorkers
9	Faculty	211029	CMS-SocialWorkersAllOther
9	Faculty	211092	CMS-ProbationOfficersAndCorrectionalTreatmentSpecialists
9	Faculty	211093	CMS-SocialAndHumanServiceAssistants
9	Faculty	21109X	CMS-OtherCommunityAndSocialServiceSpecialists
9	Faculty	2310XX	LGL-Lawyers,AndJudges,Magistrates,AndOtherJudicialWorkers
9	Faculty	232011	LGL-ParalegalsAndLegalAssistants
9	Faculty	232093	LGL-TitleExaminers,Abstractors,AndSearchers
9	Faculty	232099	LGL-LegalSupportWorkers,AllOther
9	Faculty	251000	EDU-PostsecondaryTeachers
9	Faculty	254022	EDU-LibrariansAndMediaCollectionsSpecialists
9	Faculty	254031	EDU-LibraryTechnicians
9	Faculty	271010	ENT-ArtistsAndRelatedWorkers
9	Faculty	271021	ENT-CommercialAndIndustrialDesigners

9	Faculty	271022	ENT-FashionDesigners
9	Faculty	271024	ENT-GraphicDesigners
9	Faculty	271025	ENT-InteriorDesigners
9	Faculty	27102X	ENT-OtherDesigners
9	Faculty	272011	ENT-Actors
9	Faculty	272012	ENT-ProducersAndDirectors
9	Faculty	272021	ENT-AthletesAndSportsCompetitors
9	Faculty	272022	ENT-CoachesAndScouts
9	Faculty	272030	ENT-DancersAndChoreographers
9	Faculty	272041	ENT-MusicDirectorsAndComposers
9	Faculty	272042	ENT-MusiciansAndSingers
9	Faculty	272091	ENT-DiscJockeys,ExceptRadio
9	Faculty	272099	ENT-EntertainersAndPerformers,SportsAndRelatedWorkers,AllOther
9	Faculty	273011	ENT-BroadcastAnnouncersAndRadioDiscJockeys
9	Faculty	273023	ENT-NewsAnalysts,Reporters,AndJournalists
9	Faculty	273031	ENT-PublicRelationsSpecialists
9	Faculty	273041	ENT-Editors
9	Faculty	273042	ENT-TechnicalWriters
9	Faculty	273043	ENT-WritersAndAuthors
9	Faculty	273091	ENT-InterpretersAndTranslators
9	Faculty	273092	ENT-CourtReportersAndSimultaneousCaptioners
9	Faculty	273099	ENT-MediaAndCommunicationsWorkers,AllOther
9	Faculty	274021	ENT-Photographers
9	Faculty	2740XX	ENT-OtherMediaAndCommunicationEquipmentWorkers
9	Faculty	291020	MED-Dentists
9	Faculty	291031	MED-DietitiansAndNutritionists
9	Faculty	291124	MED-RadiationTherapists
9	Faculty	291125	MED-RecreationalTherapists
9	Faculty	291126	MED-RespiratoryTherapists
9	Faculty	291127	MED-Speech-LanguagePathologists
9	Faculty	29112X	MED-OtherTherapists
9	Faculty	291141	MED-RegisteredNurses

9	Faculty	291151	MED-NurseAnesthetists
9	Faculty	291181	MED-Audiologists
9	Faculty	2911XX	MED-NursePractitionersAndNurseMidwives
9	Faculty	291292	MED-DentalHygienists
9	Faculty	291299	MED-HealthcareDiagnosingOrTreatingPractitioners,AllOther
9	Faculty	292010	MED-ClinicalLaboratoryTechnologistsAndTechnicians
9	Faculty	292031	MED-CardiovascularTechnologistsAndTechnicians
9	Faculty	292032	MED-DiagnosticMedicalSonographers
9	Faculty	292034	MED-RadiologicTechnologistsAndTechnicians
9	Faculty	292035	MED-MagneticResonanceImagingTechnologists
9	Faculty	29203X	MED-NuclearMedicineTechnologistsAndMedicalDosimetrists
9	Faculty	292042	MED-EmergencyMedicalTechnicians
9	Faculty	292043	MED-Paramedics
9	Faculty	292052	MED-PharmacyTechnicians
9	Faculty	292053	MED-PsychiatricTechnicians
9	Faculty	292055	MED-SurgicalTechnologists
9	Faculty	292056	MED-VeterinaryTechnologistsAndTechnicians
9	Faculty	29205X	MED-DieteticTechniciansAndOphthalmicMedicalTechnicians
9	Faculty	292061	MED-LicensedPracticalAndLicensedVocationalNurses
9	Faculty	292072	MED-MedicalRecordsSpecialists
9	Faculty	292090	MED-MiscellaneousHealthTechnologistsAndTechnicians
9	Faculty	299000	MED-OtherHealthcarePractitionersAndTechnicalOccupations
9	Faculty	311131	HLS-NursingAssistants
9	Faculty	31113X	HLS-OrderliesAndPsychiatricAides
9	Faculty	312010	HLS-OccupationalTherapyAssistantsAndAides
9	Faculty	312020	HLS-PhysicalTherapistAssistantsAndAides
9	Faculty	319011	HLS-MassageTherapists
9	Faculty	319091	HLS-DentalAssistants
9	Faculty	319092	HLS-MedicalAssistants
9	Faculty	319094	HLS-MedicalTranscriptionists
9	Faculty	319096	HLS-VeterinaryAssistantsAndLaboratoryAnimalCaretakers
9	Faculty	319097	HLS-Phlebotomists

9	Faculty	31909X	HLS-OtherHealthcareSupportWorkers
9	Faculty	331011	PRT-First-LineSupervisorsOfCorrectionalOfficers
9	Faculty	331012	PRT-First-LineSupervisorsOfPoliceAndDetectives
9	Faculty	331021	PRT-First-LineSupervisorsOfFireFightingAndPreventionWorkers
9	Faculty	332011	PRT-Firefighters
9	Faculty	332020	PRT-FireInspectors
9	Faculty	333011	PRT-Bailiffs
9	Faculty	333012	PRT-CorrectionalOfficersAndJailers
9	Faculty	333021	PRT-DetectivesAndCriminalInvestigators
9	Faculty	3330XX	PRT-FishAndGameWardensAndParkingEnforcementOfficers
9	Faculty	339021	PRT-PrivateDetectivesAndInvestigators
9	Faculty	351011	EAT-ChefsAndHeadCooks
9	Faculty	351012	EAT-First-LineSupervisorsOfFoodPreparationAndServingWorkers
9	Faculty	352010	EAT-Cooks
9	Faculty	371011	CLN-First-LineSupervisorsOfHousekeepingAndJanitorialWorkers
9	Faculty	371012	CLN-First-LineSupervisorsOfLandscaping,LawnService,AndGroundskeepingWorkers
9	Faculty	373011	CLN-LandscapingAndGroundskeepingWorkers
9	Faculty	37301X	CLN-OtherGroundsMaintenanceWorkers
9	Faculty	391000	PRS-SupervisorsofPersonalCareAndServiceWorkers
9	Faculty	3930XX	PRS-OtherEntertainmentAttendantsAndRelatedWorkers
9	Faculty	395012	PRS-Hairdressers,Hairstylists,AndCosmetologists
9	Faculty	395092	PRS-ManicuristsandPedicurists
9	Faculty	395094	PRS-SkincareSpecialists
9	Faculty	39509X	PRS-OtherPersonalAppearanceWorkers
9	Faculty	397010	PRS-TourAndTravelGuides
9	Faculty	399011	PRS-ChildcareWorkers
9	Faculty	399031	PRS-ExerciseTrainersAndGroupFitnessInstructors
9	Faculty	399032	PRS-RecreationWorkers
9	Faculty	399041	PRS-ResidentialAdvisors
9	Faculty	411011	SAL-First-LineSupervisorsOfRetailSalesWorkers
9	Faculty	411012	SAL-First-LineSupervisorsOfNon-RetailSalesWorkers
9	Faculty	412022	SAL-PartsSalespersons

9	Faculty	413011	SAL-AdvertisingSalesAgents
9	Faculty	413021	SAL-InsuranceSalesAgents
9	Faculty	413031	SAL-Securities,Commodities,AndFinancialServicesSalesAgents
9	Faculty	413041	SAL-TravelAgents
9	Faculty	413091	SAL-SalesRepresentativesOfServices,ExceptAdvertising,Insurance,FinancialServices,AndTravel
9	Faculty	414010	SAL-SalesRepresentatives,WholesaleAndManufacturing
9	Faculty	419010	SAL-Models,Demonstrators,AndProductPromoters
9	Faculty	419020	SAL-RealEstateBrokersAndSalesAgents
9	Faculty	419099	SAL-SalesAndRelatedWorkers,AllOther
9	Faculty	431011	Off-First-LineSupervisorsOfOfficeAndAdministrativeSupportWorkers
9	Faculty	433011	OFF-BillAndAccountCollectors
9	Faculty	433031	OFF-Bookkeeping,Accounting,AndAuditingClerks
9	Faculty	433051	OFF-PayrollAndTimekeepingClerks
9	Faculty	433061	OFF-ProcurementClerks
9	Faculty	433071	OFF-Tellers
9	Faculty	434041	OFF-CreditAuthorizers,Checkers,AndClerks
9	Faculty	434051	OFF-CustomerServiceRepresentatives
9	Faculty	434071	OFF-FileClerks
9	Faculty	434131	OFF-LoanInterviewersAndClerks
9	Faculty	434141	OFF-NewAccountsClerks
9	Faculty	434161	OFF-HumanResourcesAssistants,ExceptPayrollAndTimekeeping
9	Faculty	434XXX	OFF-CorrespondenceClerksAndOrderClerks
9	Faculty	435011	OFF-CargoAndFreightAgents
9	Faculty	436011	OFF-ExecutiveSecretariesAndExecutiveAdministrativeAssistants
9	Faculty	436012	OFF-LegalSecretariesAndAdministrativeAssistants
9	Faculty	436013	OFF-MedicalSecretariesAndAdministrativeAssistants
9	Faculty	436014	OFF-SecretariesAndAdministrative,ExceptLegal,Medical,AndExecutive
9	Faculty	439021	OFF-DataEntryKeyers
9	Faculty	439022	OFF-WordProcessorsAndTypists
9	Faculty	439041	OFF-InsuranceClaimsAndPolicyProcessingClerks
9	Faculty	439061	OFF-OfficeClerks,General
9	Faculty	439081	OFF-ProofreadersAndCopyMarkers

9	Faculty	439111	OFF-StatisticalAssistants
9	Faculty	439XXX	OFF-OtherOfficeAndAdministrativeSupportWorkers
9	Faculty	451011	FFF-First-LineSupervisorsOfFarming,Fishing,AndForestryWorkers
9	Faculty	453031	FFF-FishingAndHuntingWorkers
9	Faculty	454011	FFF-ForestAndConservationWorkers
9	Faculty	454020	FFF-LoggingWorkers
9	Faculty	471011	CON-First-LineSupervisorsOfConstructionTradesAndExtractionWorkers
9	Faculty	472031	CON-Carpenters
9	Faculty	472111	CON-Electricians
9	Faculty	472152	CON-Plumbers,Pipefitters,AndSteamfitters
9	Faculty	472211	CON-SheetMetalWorkers
9	Faculty	472231	CON-SolarPhotovoltaicInstallers
9	Faculty	472XXX	CON-Brickmasons,Blockmasons,Stonemasons,AndReinforcingIronAndRebarWorkers
9	Faculty	474011	CON-ConstructionAndBuildingInspectors
9	Faculty	474021	CON-ElevatorInstallersAndRepairers
9	Faculty	474041	CON-HazardousMaterialsRemovalWorkers
9	Faculty	474051	CON-HighwayMaintenanceWorkers
9	Faculty	474061	CON-Rail-TrackLayingAndMaintenanceEquipmentOperators
9	Faculty	4740XX	CON-OtherConstructionAndRelatedWorkers
9	Faculty	475032	EXT-ExplosivesWorkers,OrdnanceHandlingExperts,AndBlasters
9	Faculty	4750XX	EXT-OtherExtractionWorkers
9	Faculty	491011	RPR-First-LineSupervisorsOfMechanics,Installers,AndRepairers
9	Faculty	492011	RPR-Computer,AutomatedTeller,AndOfficeMachineRepairers
9	Faculty	492091	RPR-AvionicsTechnicians
9	Faculty	492098	RPR-SecurityAndFireAlarmSystemsInstallers
9	Faculty	49209X	RPR-OtherElectricalAndElectronicEquipmentMechanics,Installers,andRepairers
9	Faculty	493011	RPR-AircraftMechanicsAndServiceTechnicians
9	Faculty	493021	RPR-AutomotiveBodyAndRelatedRepairers
9	Faculty	493022	RPR-AutomotiveGlassInstallersAndRepairers
9	Faculty	493023	RPR-AutomotiveServiceTechniciansAndMechanics
9	Faculty	493031	RPR-BusAndTruckMechanicsAndDieselEngineSpecialists
9	Faculty	493040	RPR-HeavyVehicleAndMobileEquipmentServiceTechniciansAndMechanics

9	Faculty	493050	RPR-SmallEngineMechanics
9	Faculty	499021	RPR-Heating,AirConditioning,AndRefrigerationMechanicsAndInstallers
9	Faculty	499043	RPR-MaintenanceWorkers,Machinery
9	Faculty	499044	RPR-Millwrights
9	Faculty	49904X	RPR-IndustrialAndRefractoryMachineryMechanics
9	Faculty	499051	RPR-ElectricalPower-LineInstallersAndRepairers
9	Faculty	499071	RPR-MaintenanceAndRepairWorkers,General
9	Faculty	4990XX	RPR-OtherInstallation,Maintenance,AndRepairWorkers
9	Faculty	511011	PRD-First-LineSupervisorsOfProductionAndOperatingWorkers
9	Faculty	5120XX	PRD-OtherAssemblersandFabricators
9	Faculty	513011	PRD-Bakers
9	Faculty	514031	PRD-Cutting,Punching,AndPressMachineSetters,Operators,AndTenders,MetalAndPlastic
9	Faculty	514033	Grinding,Lapping,Polishing,AndBuffingMachineToolSetters,Operators,AndTenders,MetalandPlastic
9	Faculty	514041	PRD-Machinists
9	Faculty	5140XX	PRD-ModelMakers,Patternmakers,AndMoldingMachineSetters,MetalAndPlastic
9	Faculty	514111	PRD-ToolAndDieMakers
9	Faculty	514XXX	PRD-OtherMetalWorkersAndPlasticWorkers
9	Faculty	515111	PRD-PrepressTechniciansAndWorkers
9	Faculty	515112	PRD-PrintingPressOperators
9	Faculty	51609X	PRD-OtherTextile,Apparel,AndFurnishingWorkers
9	Faculty	517011	PRD-CabinetmakersAndBenchCarpenters
9	Faculty	517041	PRD-SawingMachineSetters,Operators,AndTenders,Wood
9	Faculty	517042	PRD-WoodworkingMachineSetters,Operators,AndTenders,ExceptSawing
9	Faculty	5170XX	PRD-OtherWoodworkers
9	Faculty	518031	PRD-WaterAndWastewaterTreatmentPlantAndSystemOperators
9	Faculty	518090	PRD-MiscellaneousPlantAndSystemOperators
9	Faculty	519061	PRD-Inspectors,Testers,Sorters,Samplers,AndWeighers
9	Faculty	519071	PRD-JewelersAndPreciousStoneAndMetalWorkers
9	Faculty	5191XX	PRD-MiscellaneousProductionWorkers,IncludingEquipmentOperatorsandTenders
9	Faculty	532010	TRN-AircraftPilotsAndFlightEngineers
9	Faculty	533011	TRN-AmbulanceDriversAndAttendants,ExceptEmergencyMedicalTechnicians
9	Faculty	533030	TRN-Driver/SalesWorkersAndTruckDrivers

9	Faculty	533051	TRN-BusDrivers,School
9	Faculty	533052	TRN-BusDrivers,TransitAndIntercity
9	Faculty	533053	TRN-ShuttleDriversandChauffeurs
9	Faculty	5360XX	TRN-OtherTransportationWorkers
9	Faculty	537021	TRN-CraneAndTowerOperators
9	Faculty	5370XX	TRN-Conveyor,Dredge,AndHoistAndWinchOperators
9	Faculty	5371XX	TRN-OtherMaterialMovingWorkers

## Definitions of Terms Used in This Affirmative Action Plan

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**Applicant:** "Applicant" means a person who has satisfied the minimum requirements for application established by the commissioner of management and budget ([M.S. 43A.02, subd. 4](#)).

**Availability:** an estimated percentage of qualified females, racial/minorities, or individuals with disabilities in the relevant labor market who are available for positions in a given job category at a state University. The final availability is determined by considering two factors: the statistics from the outside labor market and the internal state University workforce for the Affirmative Action Plan year.

**Connect 700 (C700) Program:** an alternative, non-competitive selection process for individuals whose disabilities prevent them from demonstrating their skills in a standard competitive selection process. If selected, this program allows eligible individuals to demonstrate their skills in an on-the-job trial work experience of up to 700 hours. See [Minnesota Statutes, section 43A.15, subdivision 14](#).

**Feeder job:** staffed positions within the University that can be promoted and/or transferred into other EEO job categories.

**Hiring goal:** a numerical objective designed to correct an identified deficiency in the utilization of protected group members. For example, the professional job category has identified underutilization and the availability is 30%, the goal (or hiring goal) for females in the job category is for 30% of the new hires/rehires and promotions for that Affirmative Action Plan year would be females. Goals/hiring goals should never be implemented as quotas, nor should they be used as criteria in decision-making regarding qualifications.

**Job category:** a group of jobs that are linked by a common purpose and skill set (or sometimes certificates/educational degrees) and are grounded on the job categories identified by the U.S. Equal Employment Opportunity Commission (EEOC).

**Labor market area/Reasonable recruitment area:** a geographic area in which an University is seeking a worker in a particular goal unit and where there is an available supply of workers employed or seeking jobs in that goal unit.

**Promotion:** the appointment of an employee to a position in a class assigned to a salary range which is two or more steps higher at the maximum than the employee's current job class or which requires an increase of two or more steps to pay the employee at the minimum of the new range.

**Protected groups:** females, persons with disabilities, veterans, and members of the following minorities: Black, Hispanic, Asian or Pacific Islander, and American Indian or Alaskan Native ([M.S. 43A.02, subd. 33](#)).

**Snapshot:** one particular point in time. A snapshot of a workforce is taken at one particular point in time as the basis for Affirmative Action Plan analyses because the workforce numbers are always fluctuating.

**Supported Work Program:** The state legislature established the program in 1987 to expand employment opportunities for people with significant disabilities. but has been expanded to include individuals who experience other significant disabilities, including, but not limited to, head injury, mental illness, and deaf blindness. Under the program, a supported worker must require ongoing support and may share a single position with up to two other supported work employees.

**Underutilization:** the representation of females Minors, racial/ethnic minorities, or individuals with disabilities in a specific job category is less than reasonably would be expected given from workforce participation in the labor market area.