The Department of Labor regulations implementing Section 503 become effective May 1976 and NEW regulations implementing Section 503, 504 of the Rehabilitation Act of 1973 become effective June 1977.
MEMORANDUM

September 1, 1977

TO: University Steering Committee

SUBJECT: Compliance Activities Under Section 503 and 504 of the Rehabilitation Act of 1973

I would appreciate your serving on the Steering Committee for our compliance activities to accommodate handicapped students and employees.

NEW regulations implementing section 504 of the Rehabilitation Act of 1973 became effective June 3, 1977. The regulations were promulgated to ensure that no recipient of federal financial assistance will discriminate against a qualified handicapped person solely on the basis of his handicap in any of its programs or activities. To comply with the 504 regulations, NCSU must take the following action:

1. Within 180 days (December, 1977), prepare a plan listing in detail the steps necessary to complete structural changes in facilities required to meet the program accessibility component of the regulations.

2. Within one year (June, 1978), conduct a self-study evaluating all policies and practices affected by this regulation, making necessary modifications, and taking remedial action where required.

We have asked each unit on campus to appoint a coordinator and establish a task force to deal with the self-evaluation and other compliance activities.
Your responsibilities, as the Steering Committee for these compliance activities, will include:

1. reviewing the current policies, practices, and programs of the University to ascertain compliance or lack of compliance under sections 503 and 504;

2. providing the necessary expertise to the units for handling the technical aspects of the regulations;

3. recommending to the administration the formulation of new policies, practices, and programs which may aid the University in meeting the requirements of the regulations;

4. monitoring the overall effect of our architectural barrier removal plan and the major structural changes to be made in existing facilities, necessary for compliance.

Dr. Lawrence M. Clark, Assistant Provost, will serve as the University Compliance Officer for all activities relating to the Rehabilitation Act of 1973. In addition, Mr. Clifford C. Coles has been appointed to assist Dr. Clark in coordinating the compliance activities, and will serve as the Chairman of the Steering Committee.

If you have any questions, please contact Dr. Clark or Mr. Coles at Ext. 3148.

Joab L. Thomas
Chancellor

CC: Deans
Vice Chancellors
I. T. Littleton
A. C. Barefoot
B. M. Parramore
S. C. Mayo
E. F. Harris
R. E. Cook
<table>
<thead>
<tr>
<th>Name</th>
<th>Department</th>
</tr>
</thead>
<tbody>
<tr>
<td>Donald A. Iddings</td>
<td>(Facilities &amp; Planning)</td>
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<td>Robert K. White</td>
<td>(Counseling Center)</td>
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<td>Cathy C. Mahmoud</td>
<td>(Curriculum &amp; Instruction)</td>
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<tr>
<td>William A. Jenkins</td>
<td>(Business Affairs)</td>
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<td>Murray S. Downs</td>
<td>(Provost's Office)</td>
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<td>Donald H. Solomon</td>
<td>(Student Affairs)</td>
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<td>William L. Ballenger</td>
<td>(School of Education)</td>
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<td>Don S. Keener</td>
<td>(Library)</td>
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<td>Idonna E. Russell</td>
<td>(Sociology &amp; Anthropology)</td>
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<tr>
<td>John R. Lambert</td>
<td>(University Studies)</td>
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<tr>
<td>Gary E. Stevenson</td>
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</table>
TO: Affirmative Action Committee

Lawrence M. Clark, Chairman
Barbara H. Baines
A. C. Barefoot
John F. Bogdan
Phyllis C. Bradbury
William R. Galloway
Virginia G. Cowgell
Carl J. Dolce
John F. Ely
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Robert O. Tilman
Nellie L. Waltner
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(EEO Officer)
(Faculty Senate)
(Special Units)
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(Member-at-large)
(Business Affairs)
(Education)
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(Member-at-large)

I would appreciate your serving or continuing to serve on the Affirmative Action Committee. The Committee has been expanded to reflect the growth of Federal Equal Employment Opportunity law and its extension into the area of sex-based discrimination.

The Title IX Unit Coordinators and the Affirmative Action Officers will be consolidated into the Affirmative Action Committee, and as such shall
have responsibilities under Executive Order 11246, Title IX, of the Education Amendments of 1972, and 503 and 504 of the Rehabilitation Act of 1973.

North Carolina State University believes in equal opportunity practices which conform to both the spirit and letter of all laws against discrimination. To this end the Committee should function to aid in implementing the "good faith effort" component of our Affirmative Action Programs.

Lawrence M. Clark, Assistant Provost, will serve as our Equal Employment Opportunity Officer and Chairman of this Committee.

Joab L. Thomas
Chancellor
September 24, 1976

TO: Affirmative Action Committee

Lawrence M. Clark, Chairman
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Joab L. Thomas
Chancellor
To: Affirmative Action Committee

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John F. Ely
Carl J. Dolce
Richard A. King
Francis J. Hassler
Randolph T. Hester
Charles B. Lynam
Cyrus B. King
R. A. Mabry
Jasper D. Memory
LeRoy C. Saylor
Samuel C. Schlitzkus
Thomas H. Stafford
A. C. Barefoot
Robert O. Tilman
Banks C. Talley, Jr.
Elizabeth C. Theil
Barbara H. Baines
Tommy E. Wynn

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(Engineering)
(Education)
(Human Relations Council)
(Agriculture and Life Sciences)
(Design)
(Business Affairs)
(Library)
(University Extension)
(PAMS)
(Forest Resources)
(Business Affairs)
(Student Affairs)
(Administration)
(Liberal Arts)
(Student Affairs)
(At large member)
(Faculty Senate)
(At large member)

September 24, 1975

I would appreciate your serving or continuing to serve on the Affirmative Action Committee. At this time we have not been informed by HEW of the status of our Revised Affirmative Action Plan which was submitted in February 1974. However, North Carolina State University believes in equal opportunity practices which conform to both the spirit and letter of all laws against discrimination. To this end, the Committee should function to aid in implementing the "good faith effort" component of our Affirmative Action Program.

The responsibilities of the Committee include:

1. Reviewing the current policies, practices, and programs of the University to determine their impact upon the opportunities for minority group members and women;

2. Advising the Administration about the revision of current policies, practices, and programs which have had a disparate impact upon minority group members and women;

North Carolina State University at Raleigh is a constituent institution of The University of North Carolina.
(3) Recommending to the Administration the formulation of new policies, practices, and programs which may aid the University in meeting its responsibilities for minority affairs and affirmative action;

(4) Facilitating the communications of their divisions, colleges, and/or schools with respect to the affirmative action guidelines provided by the Equal Opportunity Officer;

(5) Aiding in the implementation of affirmative action programs as they relate to their divisions, colleges, and/or schools;

(6) Acting as special assistants to their Deans or Directors with respect to problems and programs of affirmative action;

(7) Being available as initial contacts for counseling and referral services to employees in their unit;

(8) Screening complaints which imply discrimination and referring the same to appropriate grievance bodies.

Lawrence M. Clark, Assistant Provost, will serve as our Equal Employment Opportunity Officer and Chairman of this Committee.

/Signature/  
J. A. Rigney  
Acting Chancellor

CC: Provost Winstead  
Dr. William B. Toole
MEMORANDUM

TO: Affirmative Action Officers

FROM: Lawrence M. Clark

RE: Meeting of the Affirmative Action Committee

The Affirmative Action Committee will have its first meeting of the 1976-1977 Academic Year on Friday, October 22, 1976 at 12:00 noon in the Holladay Hall Conference Room.

Over the summer, there were several developments in the federal equal employment opportunity laws, and in our campus affirmative action programs. We shall discuss the most important of these at this meeting.

Our agenda will cover the following:


2. The establishment of a University Equal Opportunity Committee.


I look forward to seeing you on October 22. As the meeting is at noon, please feel free to bring your lunch.

LMC/stl

cc: Dr. Clauston Jenkins
MEMORANDUM

TO: Affirmative Action Officers
FROM: Lawrence M. Clark
RE: Meeting of the Affirmative Action Committee

October 12, 1976

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LMC/stl
cc: Dr. Clauston Jenkins
October 6, 1976

Mrs. Anna Keller
Director of Admissions

Dear Mrs. Keller:

I would like to request that you serve as a member of the Affirmative Action Committee for the current academic year. Your service on this committee would be in place of Dr. Banks C. Talley who has requested to be relieved of this responsibility. The committee for this year has been expanded somewhat to reflect the growth of Federal Equal Employment Opportunity law and its extension into the area of sex discrimination.

This has become a very important and a very sensitive committee for this institution and I certainly appreciate your willingness to serve in this capacity.

Dr. Lawrence M. Clark, Assistant Provost, will continue to serve as our Equal Employment Opportunity officer and as Chairman of this committee.

Sincerely,

Joab L. Thomas
Chancellor

CC: Dr. Lawrence M. Clark
Mr. W. H. Simpson
Dr. Banks C. Talley
Dec 9th
Affirmative Action Comm. Meeting
Will Not Attend
Replacing
1. John Ely
2. Dr. Mabey
Arthur Eckles
September 24, 1976

TO: Affirmative Action Committee

Lawrence M. Clark, Chairman
Barbara H. Baines
A. C. Barefoot
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Lawrence M. Clark, Assistant Provost, will serve as our Equal Employment Opportunity Officer and Chairman of this Committee.

[Signature]
Joab L. Thomas
Chancellor
September 24, 1976

TO: Affirmative Action Committee

Dr. Downs

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Chancellor
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Chancellor
September 24, 1976

TO: Affirmative Action Committee

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A. C. Barefoot (Special Units)
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Lawrence M. Clark, Assistant Provost, will serve as our Equal Employment Opportunity Officer and Chairman of this Committee.

Joab L. Thomas
Chancellor
MEMORANDUM

TO: Affirmative Action Committee
FROM: Lawrence M. Clark
SUBJECT: Committee Meeting

The Affirmative Action Committee will meet at 12:00 noon, Thursday, December 9, 1976 in the Holladay Hall Conference Room.

There are two topics of particular importance to be discussed. They are:

(1) EPA Employment Procedures, and
(2) Our affirmative action plan for the employment of handicapped persons and veterans of the Vietnam era.

As usual, please feel free to bring your lunch.

I look forward to meeting with you; if you should have any questions, please contact me.

LMC/stl

cc: Dr. Downs, Asst. Provost
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LMC/stl

cc: Dr. Downs, Asst. Provost
NCSU AFFIRMATIVE ACTION RECRUITMENT REPORT
(Fill out for each EPA position prior to final approval)

Department of: ________________________________

EPA position filled: ____________________________ (rank and area of specialization)

Full-time _____ Part-time _____  Date employment effective _____

Central Faculty Position Listing Service Number ______________________

Number of written applications received:

<table>
<thead>
<tr>
<th>Male</th>
<th>Female</th>
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<tr>
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Offer to be made to:

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<th>Name</th>
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<th>Present Employer</th>
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Persons seriously considered but not recommended for the appointment (In order of offers to be made 1st choice candidate turns down offer.)

<table>
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<tr>
<th>Name</th>
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NSU AFFIRMATIVE ACTION RECRUITMENT REPORT
(Fill out for each EPA position prior to final approval)

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Department of: ________________________________
EPA position filled: ____________________________
(rank and area of specialization)
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Visiting Appointments (Check Appropriate Box)

☐ The visitor will not be considered for a non-visiting appointment during or after the term of the temporary assignment.

☐ The visitor will be considered for a non-visiting appointment during or after the term of the temporary appointment and regular affirmative action procedures have been followed.

☐ The visitor may be considered for a non-visiting appointment during the term of the temporary appointment at such time the visitor will be considered as only one member of the potential pool of applicants.

Do you have files documenting your efforts to take affirmative action to locate female and minority candidates for this position?  

Yes ☐ No ☐

Can you provide an explanation for the offers made by explicitly comparing the qualifications of those offered the position with those not offered the position?  

Yes ☐ No ☐

List below specific efforts to locate females and minorities (number of groups, institutions and individuals notified about vacancy).

Signed:

Department Head

Dean

E.E.O. Officer

Date

Date

Date
The Central Faculty Position Listing Service Form is to be filled out in Quadruplicate. The original and the gold copy should be forwarded to the Provost Office.

The department or unit must assign a numerical number in the space provided at the upper right corner of the form. In assigning numerical numbers please utilize the following numerical scheme:

NCSU Form No. _____ _____ / _____ _____ / _____ _____

(A) The first two digits (reading from left to right) should indicate the School Division Identification Number.

(B) The middle two digits should indicate the Department/Unit identification number (if not appropriate use 00).

(C) The last two digits should indicate the department or unit's numerical system in utilizing the forms.

The identification numbers are given as follows:

Example A: NCSU Form No. 04-29-02
Example A indicates the School of Engineering and the Electrical Engineering Department

Example B: NCSU Form No. 63-00-01
Example B identifies the Division of Student Affairs
<table>
<thead>
<tr>
<th>Budget Code Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Offer Made To:</td>
</tr>
<tr>
<td>Name</td>
</tr>
<tr>
<td></td>
</tr>
</tbody>
</table>

Others persons seriously considered but not recommended for the appointment:

| Name | Sex | Race | Present Employer |
|      |     |      |                 |

Visiting Appointments Only Check the Appropriate Box

- [ ] The visitor will not be considered for a non-visiting appointment during or after the term of the temporary assignment.

- [ ] The visitor will be considered for a non-visiting appointment during or after the term of the temporary appointment and regular affirmative action procedures have been followed.

- [ ] The visitor may be considered for a non-visiting appointment during the term of the temporary appointment at such time the visitor will be considered as only one member of the potential pool of applicants.

Signed: ____________________________  ____________________________
Department Head  Date

______________________________  ____________________________
Dean/Director  Date
**NCSU AFFIRMATIVE ACTION RECRUITMENT REPORT**

(Fill out for each EPA position prior to final approval)

<table>
<thead>
<tr>
<th>Department of:</th>
<th></th>
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<table>
<thead>
<tr>
<th>EPA position filled:</th>
<th>(rank and area of specialization)</th>
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<tr>
<th>Full-time</th>
<th>Part-time</th>
<th>Date employment effective</th>
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<tr>
<th>Central Faculty Position Listing Service Number</th>
<th></th>
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</table>

<table>
<thead>
<tr>
<th>Number of written applications received:</th>
<th>Number of candidates invited to campus or interviewed elsewhere:</th>
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</table>

<table>
<thead>
<tr>
<th>Male</th>
<th>Female</th>
<th>Black</th>
<th>White</th>
<th>Other</th>
<th>Male</th>
<th>Female</th>
<th>Black</th>
<th>White</th>
<th>Other</th>
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</thead>
</table>

<table>
<thead>
<tr>
<th>Offer to be made to:</th>
<th>Sex</th>
<th>Race</th>
<th>Present Employer</th>
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</thead>
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<table>
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<tr>
<th>Persons seriously considered but not recommended for the appointment (In order of offers to be made 1st choice candidate turns down offer.)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
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☐ The visitor may be considered for a non-visiting appointment during the term of the temporary appointment. At such time the visitor will be considered as only one member of the potential pool of applicants.

Do you have files documenting your efforts to take affirmative action to locate female and minority candidates for this position?  

Yes  No

Can you provide an explanation for the offers made by explicitly comparing the qualifications of those offered the position with those not offered the position?  

Yes  No

3. List below specific efforts to locate females and minorities (number of groups, institutions and individuals notified about vacancy).

Signed:

Department Head

Date

Dean

Date

E.E.O. Officer

Date