

NORTH CAROLINA STATE UNIVERSITY AT RALEIGH

P. O. Box 5067, RALEIGH, N. C. 27607

OFFICE OF THE PROVOST AND VICE-CHANCELLOR

June 2, 1977

MEMORANDUM

TO: Mr. A. C. Ball (Radiation Protection)
Dr. A. C. Barefoot (University Studies)
Mr. H. D. Berry (Information Services)
Mr. W. R. Casey (Athletics)
Dean E. G. Droessler (Research Office)
Mrs. L. B. Kiger (Water Resources Institute)
Mrs. H. O. Mann (Chancellor's Office)
Dr. L. B. Martin (Computing Center)
Vice Chancellor R. Pate (Foundation & Development)
Dr. R. J. Peeler (Graduate School)
Mrs. E. M. Stephens (Provost's Office)
Mr. B. R. Younts (Alumni Affairs)

FROM: Lawrence M. Clark *Lawrence M Clark*

SUBJECT: Affirmative Action Annual Report

We must submit to HEW an Affirmative Action Report covering the period from July 1, 1976, to June 30, 1977.

Utilizing the attached forms where applicable, would you please submit to our office your present EPA faculty, EPA non-faculty, and SPA complements on or before June 10, 1977. The data we are requesting will aid us in preparing this report.

Attached also is a copy of your report submitted for the academic year 1975-1976.

LMC/sl

Attachments

NORTH CAROLINA STATE UNIVERSITY | AT RALEIGH

P. O. Box 5067, RALEIGH, N. C. 27607

OFFICE OF THE PROVOST AND VICE-CHANCELLOR

April 20, 1977

MEMORANDUM

TO: Affirmative Action Officers

FROM: Lawrence M. Clark *L.M. Clark*

SUBJECT: Affirmative Action Annual Unit Report

The Affirmative Action Annual Unit Reports for the period July 1, 1976-June 30, 1977 are due on or before June 1, 1977. The report from each unit should include where applicable:

- A. Present EPA faculty, EPA non-faculty, and SPA complements for departments and/or divisions and a consolidated unit report. (Please utilize the attached report forms.)
- B. Narrative explanation for progress on Affirmative Action for each category i.e., EPA faculty, EPA non-faculty, and SPA. (Please include recruitment efforts and number of offers accepted by females and minorities for the fiscal year 1977-1978.)

We must submit to HEW an update of our Affirmative Action Report for July 1, 1976-June 30, 1977. The data that we are requesting will aid us in preparing this report.

LMC/sl

Attachments

ATTACHMENT II

NCSU INTERIM AFFIRMATIVE ACTION REPORT

(Submit to NCSU Affirmative Action Office for each EPA position prior to formal campus interviews)

I. Department of: _____

EPA Position to be filled _____
 (Rank and area of specialization if appropriate)

Full-time _____; Part-time _____ Proposed Employment Date _____

Central Faculty Position Listing Service Form Number _____

II. Department/Unit Affirmative Action Projections

EPA Faculty Complement

Other EPA Complement

Present Complement

Projected 3 Yr. Complement

Number of Written Applications Received

Male		Female		Male		Female		Male		Female	
				Black					Black		
			White				White				White
			Other				Other				Other

List the Candidates being seriously considered (A revised list may be subsequently submitted)

	Name	Sex	Race	Present Employer
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____
3.	_____	_____	_____	_____
4.	_____	_____	_____	_____
5.	_____	_____	_____	_____

Signed: _____
 Search Committee Chairman

 Date

 Department Head

 Date

 Unit Affirmative Action Officer

 Date

CENTRAL FACULTY POSITION REMOVAL FORM

(Fill out for each position and attach to PA-1 Form)

Department of: _____

EPA position filled: _____
(rank and area of specialization if appropriate)

Full-time ____; Part-time ____; Effective date of employment _____

Central Faculty Position Listing Service Number _____

Offer Made To:

Name	Sex	Race	Present Employer
_____	_____	_____	_____

THE UNIVERSITY OF NORTH CAROLINA
General Administration

NCSU FORM NO. _____
Date Received _____
Date Submitted to UNC _____

CENTRAL FACULTY POSITION LISTING SERVICE

INSTITUTION: _____

1. **Position description** (discipline, school or department, specialities, required, rank)

2. **Qualifications** (education, experience, other)

3. **Proposed effective date:**

4. **Name and address of person to whom application should be made:**

The University of North Carolina is comprised of the sixteen public senior institutions of higher education in North Carolina. Faculty and other academic appointments are the responsibility of each institution. The Central Faculty Position Listing Service is an information service available upon request to the constituent institutions and to individuals seeking employment. Persons interested in a position should apply directly to the individual listed in item 4. Inquiries about positions received by the University General Administration will be referred to the appropriate institutional officer for response.

The University of North Carolina is an
affirmative action/equal opportunity employer

by a completed Central Faculty Position Removal Form which is attached.

The statement is to include the following:

- (1) Central Faculty Position Listing Service Number
- (2) The name, race, and sex of the candidate being recommended
- (3) Rank and area of specialization if appropriate

your efforts to take affirmative action to locate female and minority candidates. (If the pool from which you draw candidates to fill these short-term positions does not include females and minorities, then you should make a documented effort to broaden this pool.)

APPOINTMENTS OF ONE OR MORE YEARS

A. Reporting of Full-time EPA Position Openings

Each full-time EPA position opening for a term of twelve months or more (in the case of nine month faculty members, for a fixed term of one academic year or more) must be reported to the Provost Office utilizing the Central Faculty Position Listing Service Form.

(See instructions for filling out CFPLS Forms - Attachment I.)

B. Interim NCSU Affirmative Action Statement

Prior to interviewing candidates for an EPA position an Interim NCSU Affirmative Action Statement Form (Attachment II) must be completed and forwarded to the Provost Office indicating what affirmative action steps have been taken. This form must be submitted whether the candidates are to be interviewed at the department/Dean level or the department/Dean/Provost level.

This statement is to include the following:

- (1) Central Faculty Position Listing Service Number
- (2) The name, race, and sex of each person being seriously considered for the position
- (3) Your unit's present EPA Faculty or other EPA complement and your projected three-year complement

C. NCSU Affirmative Action Recruitment Report

Prior to any offer being made to a candidate for a position for twelve months or more (in the case of nine month faculty members,

NORTH CAROLINA STATE UNIVERSITY | AT RALEIGH

P. O. Box 5067, RALEIGH, N. C. 27607

OFFICE OF THE PROVOST AND VICE-CHANCELLOR

February 15, 1977

MEMORANDUM

TO: Deans, Directors, and Department Heads
FROM: Lawrence M. Clark *LMC Clark*
SUBJECT: Affirmative Action Recruitment Reports

Provost Winstead's memorandum of February 1, 1977, EPA Employment Procedures, detailed the changes in EPA recruitment procedures, and required affirmative action forms.

In particular, the Affirmative Action Recruitment Report, (see Attachment III), was expanded to include the Central Faculty Position Listing Service Number and a list of those persons seriously considered, but not recommended for the appointment.

Forms following this new format, however, will not be available until the supply of old forms has been exhausted. Please continue therefore, to use the old Affirmative Action Recruitment Report forms. The additional information now required should be included on the back of the form. When our supply of old forms runs out, we will have the new forms printed and copies sent to all units.

LMC/sl

Attachments

DRAFT

NORTH CAROLINA STATE UNIVERSITY AT RALEIGH

DIVISION OF STUDENT AFFAIRS

OFFICE OF THE ASSOCIATE DEAN
Box 5072-HARRIS HALL

March 30, 1977

MEMORANDUM

*Comments prior
to putting proposal
in final form?
REH/mt
3/30*

TO: Dr. Nash N. Winstead, Provost ✓
Dr. Lawrence M. Clark, Assistant Provost
Dr. Thomas H. Stafford, Jr., Acting Vice-Chancellor for Student Affairs

FROM: W. L. Ballenger,
School of Education Research and Extension Services
D. A. Iddings, Facilities Planning
R. K. White, Student Affairs

SUBJECT: Proposal for Establishing Positions to Provide Services For the Handicapped

1. OBJECTIVE:

To establish ^{two} positions within the University, ^{one} to function as 1) ^{one} planner, coordinator, and integrator of delivery programs to serve handicapped students, faculty, and staff, and ^{one} as 2) ^{one} counselor to handicapped students.

2. RATIONALE:

The U. S. Congress and the N. C. General Assembly have enacted numerous laws which mandate that no otherwise qualified handicapped individual shall be excluded from educational programs or job opportunities solely by reason of his handicap. To meet the intent of these laws for handicapped individuals either as students or employees, a coordinated effort is needed within the University to work with federal and state agencies responsible for the fulfillment of, and compliance with, these laws and their regulations. It is proposed that these positions be established to meet this need.

3. STAFFING:

and affirmative action/Compliance Officers

- A. It is suggested the title of the Assistant Provost be amended to reflect responsibility for legislation regarding the handicapped as well.
- B. Coordinator of Programs for the Handicapped (to report to the Assistant Provost). The duties of the Coordinator will be to:

1. work with the administration in planning, coordinating and integrating the development of various services within the University to fulfill the intent of the legislation;
 2. work with federal and state agencies in the interpretation of, and compliance with, the various laws and regulations affecting the handicapped;
 3. work with federal, state, and other organizations to obtain necessary funds to support service programs for the handicapped within the University; and
 4. work within the University towards the goal of institutionalizing services for the handicapped.
- C. Counselor to Handicapped Students (to be ~~directly~~ ^{report} responsible to the Director of Counseling). The duties of the counselor will be to:
1. correspond and counsel with handicapped individuals seeking admission to the University;
 2. counsel with handicapped students enrolled at the University;
 3. coordinate the development of services for handicapped students within the Division of Student Affairs;
 4. serve as an agent of information about other public and private agencies who serve handicapped students; ^{and referral to}
 - ~~5. serve as an agent of referral for handicapped students to other public and private agencies who serve them.~~
- 5a. serve as a liason between ^{the Division of} Student Affairs and other units of the University concerned with working with handicapped students; and
- 6a. assist the Coordinator of Programs for the Handicapped ^{as necessary.}

4. FUNDING:

Funding for the positions would initially be from one or more federal and/or state agencies which have appropriations for programs for the handicapped. These funds would be sought to support the positions for several years until the ~~services~~ ^{FUNCTIONS} could be institutionalized and ~~funded~~ by the University. ^{PP}With your approval, we shall commence developing a funding proposal.

cc: W. Jenkins, Assistant Vice-Chancellor, Business Affairs
C. L. Jenkins, Assistant to Chancellor
E. Lammi, Director of Counseling

NORTH CAROLINA STATE UNIVERSITY | AT RALEIGH

DIVISION OF STUDENT AFFAIRS

OFFICE OF THE DEAN
101 HOLLADAY HALL

MEMORANDUM

TO: Provost Nash Winstead

FROM: Thomas H. Stafford, Jr., *THS*
Acting Vice Chancellor

RE: "Proposal for Two Handicapped
Positions" (reference
memo of April 15 from
William A. Jenkins)

I've just reviewed Bill Jenkins' response to draft proposal for Handicapped Services. Do we need to get together to formally respond to this proposal?

Please advise. I have several concerns about the proposal.

THS:ul

Date: April 19, 1977

NORTH CAROLINA STATE UNIVERSITY

W
RALEIGH

OFFICE OF BUSINESS AFFAIRS

Box 5067 Zip 27607

April 15, 1977

MEMORANDUM

TO: William L. Ballenger
Donald A. Iddings
Robert K. White

FROM: William A. Jenkins *Waj*

SUBJECT: Proposal for Two Handicapped Positions

I have reviewed your proposal to establish two new positions to provide services for handicapped students, faculty, and staff. Although efforts must be continued in providing for the handicapped on this campus, I have several concerns about your proposal. These concerns are numerically listed.

1. Should the counsellor position be full time? How many handicapped students are presently on campus? Should this counsellor provide services only to students?
2. Is there a need for a full-time coordinator of programs for the handicapped? If existing units on campus (i.e., Personnel Services, Facilities Planning, Provost Office) are meeting their obligations with reference to handicapped individuals, I see little need for a coordinator position. The University's reputation for serving the handicapped has been well established within the University and to the outside community.
3. Your proposed method of funding is inviting; however, when federal funds terminate will the University be in a position to fund the proposed positions? If the University desires such positions, a commitment should be made at this time rather than at a later date.
4. The word "service" is mentioned several times in your proposal. This should be fully defined.
5. What would the relationship of both positions be to Personnel Services? Perhaps, the coordinator position, if needed, would be better housed in Personnel.

A more fully developed proposal may answer several of my questions. Continuous efforts must be made to serve the handicapped on this campus and improve their situation in any way possible. I appreciate the chance to comment on your proposal.

WAJ/ph

cc: Nash N. Winstead ✓
Lawrence M. Clark
Thomas H. Stafford
Clauston L. Jenkins
Eleanor H. Lammi