

Office of the Provost and Vice Chancellor..... A Holladay Hall

1 March 1973

MEMORANDUM

TO: Deans and Department Heads

FROM: Harry C. Kelly, Provost and Vice Chancellor ORIGINAL SIGNED BY
HARRY C. KELLY

SUBJECT: Procedure for Submitting Salary Increase Schedules

Please note the following comments in submitting "Salary Increase Sheets."

1) "Summary Sheets" - (Attached) Total E.P.A. salaries from all sources, including Trust funds, should be listed on Summary sheets by department in position number order. Please include all full-time E.P.A. personnel regardless of source of funds. In case of a faculty member's salary being split between two departments or schools, the department in which his position number falls should claim him on the Summary sheets. Please submit three copies of the Summary sheets not later than April 10, 1973. We will return one copy with corrections in sufficient time for you to correct your Detail Sheets.

2) "Detail Sheets" - (Attached) Portions of salaries from separate sources including portions from Trust funds are listed on the Detail Sheets. For Trust funds, include only those persons who receive a portion of their salary from a Trust fund. List them on the "Detail Sheet" regardless whether or not they are to receive an increase from that source. It will still be necessary to submit a PA-1 for increases for persons who are paid 100% from Trust funds. Do not list these persons on the Detail Sheets. Be sure that the portion of employee's salary has been indicated, e.g. 1. equals full salary, etc. Please indicate present State appropriated or Trust fund support in column 6 and present foundation and receipt support in column 7. Present salary (column 8) on "Detail Sheets" should agree with your present salary budget. You must include all vacant and teaching fellows' positions. Reserves should be shown as Reserves. Please submit the Detail Sheets in duplicate not later than May 21, 1973.

3) All salary redistributions on E.P.A. salaries will come after the "Detail Sheets" have been submitted and must be handled by PA-1 forms. These PA-1 forms showing salary redistribution are due in this office not later than June 18, 1973 and should reflect the salary increases shown in the "Detail Sheet."

January 29, 1974

MEMORANDUM

TO: Deans, Directors, and Department Heads

FROM: Harry C. Kelly, Provost *HCK*

SUBJECT: Procedure for Submitting Requests for Promotions

It is time to review qualifications of faculty to determine those who merit promotion in academic rank on July 1, 1974. After review of the qualifications of each faculty member and consultation with all Full Professors (see attached statement), Department Heads should submit appropriate PA-2 forms to their Deans.

The Dean of School should submit the PA-2 forms with two copies of the attached summary sheet to Mrs. Mary Strickland, 201 Holladay Hall, by March 4, 1974. Because of the possibility of stabilization of enrollments and therefore limited flexibility, you are requested to pay special attention to the percentage of faculty in each rank and the percentage of tenured faculty.

The Board of Governors have not yet acted on our suggested changes in tenure regulations. Until we get the Board's approval we will abide by the regulations presently in effect.

Do not submit Form PA-1 at this time. You will be notified of promotions approved, at which time you will submit PA-1 forms for the approved changes in rank. A brief biographical sketch to be presented to the Board of Governors will also be needed for each individual whose promotion will automatically confer permanent tenure. Attached is an illustration of a form to be used.

You are reminded that, normally, Assistant Professors who are to be promoted should be eligible for Graduate Faculty membership. It is requested that Graduate Faculty membership forms be prepared at this time and forwarded to the Graduate Office.

While qualifications and performance are the primary guidelines for promotion to a higher rank, we should normally consider for promotion to Associate Professor those Assistant Professors who have been in that rank for four or more years and for promotion to Professor those Associate Professors who have been in that rank for five or more years. Under very exceptional circumstances, faculty may be considered for promotion at shorter time intervals.

Deans, Directors, and Department Heads
Page Two
January 29, 1974

I hope that you will consider contributions as teachers and advisors of undergraduate and graduate students and capability and interest in scholarship in making your recommendations. Ensuring high quality education is our major task, and I hope that contributions to this responsibility will be given due weight in requesting promotions.

HCK:gj

Attachments

cc: Chancellor John T. Caldwell
Vice Chancellor John D. Wright
Chairman, Faculty Senate

January 29, 1974

STATEMENT

On March 28, 1972, the Faculty Senate recommended a procedure for consultation by the Department Heads with full professors in tenure, promotion, and contract renewal decisions. This recommendation is approved and is as follows:

That the Provost continues to remind the Deans and Department Heads annually to follow the procedures outlined in Section VI-2, 1-4 of the Faculty Handbook, specifically that Department Heads consult with full professors in arriving at recommendations for tenure, promotions, and renewal of contracts. The full professors in a department should meet in a group with their Department Head to discuss promotions, tenure, and renewal of contracts. A vote should be taken and the results of this vote should be transmitted to the Dean along with the recommendations of the Department Head. If the Dean intends to recommend tenure for, or promotion of an individual in opposition to the majority opinion of the senior faculty, then it shall be the obligation of the Dean to meet with the senior faculty and discuss the Dean's intended recommendation.

SUMMARY SHEET

1974-75

| NAME | PRESENT RANK | PROPOSED RANK | DATE LAST PROM. | TIME IN RANK | AGE | HIGHEST DEGREE | GRADUATE FACULTY STATUS (1) | PRIMARY FUNCTION (2) | % OF FACULTY IN DEPT. PRESENTLY IN PROPOSED RANK (3) | % OF FACULTY IN DEPT. WITH PERM. TENURE (4) | RECOMMENDATION BASED ON: TEACHING (T), RESEARCH (R), BOTH (T,R), EXTENSION ACTIVITIES (E), OTHER (O) | OFFICE USE PROVOST |
|------|--------------|---------------|-----------------|--------------|-----|----------------|-----------------------------|----------------------|--|---|--|--------------------|
|------|--------------|---------------|-----------------|--------------|-----|----------------|-----------------------------|----------------------|--|---|--|--------------------|

INSTRUCTIONS: Submit two copies of list; indicate name of department; double space between individual name.

1. Graduate Faculty Status indicate: Full, Associate, or submitted (Date) for Assoc. or Full.
2. Primary Function indicate: Teaching, Research, Extension, or Combination.
3. Total number of faculty in the department that are presently in the proposed rank divided by the total number of full-time salaried faculty (Instructors, Assistant Professors, Associate Professors, and Professors - including Department Heads).
4. Number of permanent tenure faculty in department divided by the total number of full-time salaried faculty department (Instructors, Assistant Professors, Associate Professors, and Professors - including Department Heads).

January 29, 1974

FORMAT FOR BIOGRAPHICAL SKETCH

John William Doe from Assistant Professor to Associate Professor, Department of History, effective July 1, 1974.

- Personal: Born February 3, 1932, Lexington, Kentucky
Married, two children
- Education: B.A., 1953, University of Kentucky;
M.A., 1955; Ph.D., 1957, University of Chicago
- Previous Experience: Graduate assistant, 1954-55, Teaching
assistant, 1955-57, University of Chicago;
Assistant Professor of History, 1957-61,
Southern Illinois University; Associate Pro-
fessor, 1961-66, Professor, 1966---, Michigan
State University (Include also experience from
time of appointment to present at N.C. State
University).
- Scholarly and Professional organization memberships, awards,
etc.: American Historical Association,
Organization of American Historians,
Ohio Valley Historical Society, Society
of French Historians (Executive Council,
1969-71).
- Publications: Seven articles written individually in pro-
fessional journals, and two books.

REQUEST FOR PROMOTION

NORTH CAROLINA STATE UNIVERSITY

| | |
|----------------------|---------------------------------|
| DEPARTMENT _____ | NAME _____ |
| SCHOOL _____ | SOCIAL SECURITY NO. _____ |
| RANK: | BIRTHDATE _____ |
| Present _____ | HIGHEST DEGREE _____ DATE _____ |
| Proposed _____ | TIME IN PRESENT RANK _____ |
| | NCSU Elsewhere |
| Effective Date _____ | FIRST APPOINTMENT _____ |
| | (At NCSU) Date Rank |

REMARKS: DEPARTMENT

1. Evidence of Teaching Contribution
 - A. Innovation in courses taught
 - B. Contributions to Curriculum Improvements in the Department and School
 - C. Contact with Students
2. Evidence of participation in improvement of Instructional programs
 - A. Innovation in courses taught
 - B. Contributions to Curriculum Improvements in the Department and School
 - C. Contact with Students

3. Evidence of Research or Scholarly Contributions, Publications, or other Creative Achievements

4. Evidence of Extension Contributions

5. Evidence of other Service to North Carolina State University

6. Service to Profession and Professional Organizations

7. Other Justifications for the Request

Submitted by:

Approved:

Department Head

Date

Dean of the School

Date

Provost

Date

VIII.

SUMMARY AND ANALYSIS OF POTENTIAL PROBLEM AREAS

60 - 2.13

"Additional required ingredients of affirmative action programs."

60 - 2.13 (h)

"Compliance of personnel policies and practices with the Sex Discrimination Guidelines of 41 CFR Part 60-20."

It is felt that North Carolina State University's policies are consistent with the requirements on sex discrimination as stated in the Sex Discrimination Guidelines of 41 CFR Part 60-20.

"In hiring decisions, assignment to a particular title or rank may be discriminatory. For example, in many institutions women are more often assigned initially to lower academic ranks than are men."
(Higher Education Guidelines, page 7)

Currently this University has a larger proportion of female faculty members at lower ranks than the proportion of men, but we do not practice the assignment of women to lower academic ranks than men. In all cases, rank is determined on the basis of educational background, other qualifications, and experience including quality of experience, prescribed minimum criteria governing assignment of rank, as well as availability of salary funds. Although the proposal of rank for any individual originates as a recommendation of the department head and School Dean, the Provost and Vice Chancellor, who is the chief academic officer in the University, reviews each recommendation as to the qualifications of the individual to that particular rank.

A major reason for a large proportion of women faculty members at lower ranks is that more of these appointments have been made in recent years.

LEAVE OF ABSENCE

(Leave without Pay)

Any leave of absence must have appropriate administrative approval initiated by the Department Head. Maternity leave will be granted under these provisions.

Maternity Leave**1. Policy**

In accordance with the State's policy on Equal Employment Opportunity, female employees shall not be penalized in their condition of employment because they require time away from work caused by or contributed to by pregnancy, miscarriage, abortion, childbirth, and recovery.

Disabilities caused or contributed to by pregnancy, miscarriage, abortion, childbirth and recovery therefrom are, for all job-related purposes, temporary disabilities and must be treated as such under any health or temporary disability insurance or sick leave plan available in connection with employment. Employment policies and practices involving matters such as the commencement and duration of leave, the availability of extensions, the accrual of seniority and other benefits and privileges, reinstatement, and payment under any health or temporary disability insurance or sick leave plan, formal or informal, shall be applied to disability due to pregnancy or childbirth on the same terms and conditions as they are applied to other temporary disabilities.

Sick leave can now be used for maternity purposes for the period of actual disability as a result of childbearing or recovery therefrom; a doctor's certification will be required verifying the employee's disability.

Previously an employee's accumulated annual leave (not to exceed thirty days) was paid in a lump sum when an employee went on maternity leave; an employee going on leave without pay for another purpose, such as illness, is allowed to exhaust accumulated annual leave. To prevent discrimination, employees going on maternity leave will be permitted to exhaust accumulated annual leave and thus gain the benefits being accorded other types of leave without pay.

2. Agency Responsibility

Maternity leave, normally not to exceed six months, shall be granted permanent, probationary, or provisional employees. Limitation of employment before childbirth is prohibited; therefore, based on the type and nature of work performed, each agency shall be responsible for determining, in consultation with the employee and upon advice she has received from her physician, how far into pregnancy she may continue to work before going on leave. Her return to work should be within a reasonable length of time, depending upon the advice of her physician. Leave may be extended to 12 months, based on medical certification. Reinstatement to the same position or one of like seniority, status, and pay must be made upon the employee's return to work.

3. Employee Responsibility

The employee shall apply in writing to her supervisor for leave. She is obligated to return to duty within or at the end of the time determined appropriate. If she finds she will not return to work, she should notify the agency immediately. Failure to report at the expiration of a leave of absence, unless an extension has been requested, may be considered a resignation.

4. Use of Leave

- (a) **Leave Without Pay** - Normally a person desires to be on leave from work prior to the time of actual disability and also after the time of actual disability. Leave without pay is to be provided for the time before the employee is disabled and the period of time after the disability ends but before returning to work.
- (b) **Sick Leave** - Accumulated sick leave is provided for the actual period of temporary disability caused by or contributed to by pregnancy or childbirth in the same manner as for other temporary disabilities. Since there is no certainty as to when disability actually begins and ends, it is necessary to determine the period of disability in order that the employee may realize the benefits of both leave without pay and leave with pay for the period of disability. Therefore, the attending physician is requested to furnish, on a prescribed form, the period of temporary disability.

(c) *Annual Leave* – Annual leave must be exhausted before going on leave without pay. If the period of annual leave overlaps with the period of temporary disability, annual leave should be exhausted up until sick leave begins and the balance should be exhausted after sick leave is exhausted.

5. *Retention of Benefits*

During the period of leave without pay, the employee shall retain all accumulated unused sick leave, retirement status, and time earned toward the next increment. The employee will continue to earn sick and annual leave during the period of paid leave.

6. *Increment Anniversary Date*

An employee's increment eligibility date will be delayed one month for each month she is on leave without pay for over half the work days in the month.

"Anti-nepotism policies." (Higher Education Guidelines, page 8)

Attached is The University of North Carolina Board of Governors' stated policy on nepotism as well as the State of North Carolina nepotism policy.

Campus implementation of the anti-nepotism policy. Responsibility rests with the Deans, directors, and department heads to exercise common sense and prudence in avoiding complications which may arise from employing relatives in situations where their relationship could produce favoritism, discrimination, or other disrupting phenomena. The Chancellor appointed the Associate Provost to review for the University administration the Dean's (or other unit head's) justification in each case of the prospective EPA appointment of a relative in advance of the appointment (1) to insure that we avoid the possibility of favoritism based on family relationship and (2) to insure that the decisions concerning employment are based on consideration of individual merit, and (3) to enable us to maintain data as required.

With respect to University employees who are Subject to the State Personnel Act (SPA), applicable restrictions concerning the concurrent service of related persons are those adopted by the State Personnel Board.

The Chancellor reports annually to the Board of Trustees, at the regular meeting falling closest to the date of commencement, concerning all specific cases during the preceding year in which the terms of this policy were applied.

"Rights and Benefits-Salary." (Higher Education Guidelines, page 11)

The analysis presented by the Division of Student Affairs on rights and benefits-salary adequately summarizes the other units' appraisal of these points. The analysis states that for EPA and SPA positions, differentials between men and women doing the same work is the result of differentials in longevity and/or judged performance between individuals and is not determined on the basis of race or sex.

NORTH CAROLINA STATE UNIVERSITY AT RALEIGH

Office of the Chancellor

May 16, 1973

MEMORANDUM

To: Deans, Directors, and Department Heads

Subject: University Policy Concerning the Concurrent Employment of Relatives

On April 13, 1973, the Board of Governors approved a resolution and a new policy on the concurrent employment of relatives in EPA positions. This new statement supersedes my previous memorandum of April 18, 1968 and the nepotism policy as it appears on Page V-7 of the Faculty Handbook. Please note: This revision does not apply to SPA employees. The SPA policies, however, are entirely consistent with this policy.

RESOLUTION

WHEREAS, decisions concerning the employment, evaluation, promotion and compensation of academic personnel should be based in every instance on considerations of individual merit, and

WHEREAS, favoritism based on family relationships between employees derogates from the merit principle of employment, and

WHEREAS, the risk of occurrence of such favoritism can be avoided most effectively by the advance establishment of general restrictions against the creation of situations where such favoritism could be operative; and

WHEREAS, a common policy concerning the employment of relatives, applicable to personnel practices at all constituent institutions of The University of North Carolina, is desirable,

NOW THEREFORE, the Board of Governors herewith adopts the following UNIVERSITY POLICY CONCERNING THE CONCURRENT EMPLOYMENT OF RELATIVES

A. Basic Principles

Consistent with the principle that University employees and prospective employees shall be evaluated on the basis of individual merit, without reference to considerations of race, sex, religion or national origin, or any other factors not involving personal professional qualifications and performance, the following restrictions, designed to avoid the possibility of favoritism based on family relationship, shall be observed with respect to institutional personnel who are not subject to the State Personnel Act:

1. Related persons shall not serve concurrently within the institution in any case where one such relative would occupy a position having responsibility for the direct supervision of the other relative.
2. With respect to proposed employment decisions which would result in the concurrent service of related persons within the same academic department (or other comparable institutional subdivision of employment), a relative may not be employed if the professional qualifications of other candidates for the available position are demonstrably superior to those of the relative.
3. With respect to the concurrent service of related persons within the same academic department (or other comparable institutional subdivision of employment), neither relative shall be permitted, either individually or as a member of a faculty or as a member of a committee of a faculty, to participate in the evaluation of the other relative.

B. Definition of "Related Persons"

The following relationships are sufficiently immediate to invoke the prohibitions against concurrent service of related persons:

1. Parent and child
2. Brothers and sisters
3. Grandparent and grandchild
4. Aunt and/or uncle and niece and/or nephew
5. First cousins
6. Step-parent and step-child
7. Step-brothers and step-sisters
8. Husband and wife
9. Parents-in-law and children-in-law
10. Brothers-in-law and sisters-in-law
11. Guardian and ward

C. Effective Date

The provisions of this policy shall be applicable prospectively only, with reference to appointments made after the adoption date of the policy.

D. Employees subject to the State Personnel Act

With respect to University employees who are subject to the State Personnel Act, applicable restrictions concerning the concurrent service of related persons shall be those adopted by the State Personnel Board.

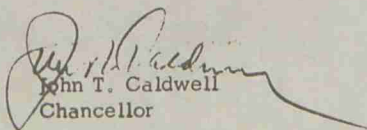
E. Each Chancellor shall report annually to the Board of Trustees, at the regular meeting falling closest to the date of commencement, concerning all specific cases during the preceding year in which the terms of this policy were applied.

CAMPUS IMPLEMENTATION

The inherent responsibility rests with the deans, directors, and department heads to exercise common sense and prudence in avoiding complications which may arise from employing relatives in situations where their relationship could produce favoritism, discrimination or other disrupting phenomena. I am asking Assistant Provost Nash N. Winstead to review for the University Administration the Dean's (or other unit head's) justification in each case of the prospective EPA appointment of a relative in advance of the appointment (1) to insure that we avoid the possibility of favoritism based on family relationship and to insure that the decisions concerning employment are based on consideration of individual merit, and (2) to enable us to maintain data as required under Paragraph E.

Administrative Memorandum, Number 14, dated April 27, 1973 from the President is attached. It expands on interpretation and implementation of the new policy. Please study it carefully.

Paragraph 3 calls for "appropriate personnel-action forms" to aid the policy implementation. The Administration will have to provide you with forms and/or instructions covering promotions. Initial appointment forms already require information on kinship.


John T. Caldwell
Chancellor

COPY

The University of North Carolina
Office of the President

A D M I N I S T R A T I V E M E M O R A N D U M

SUBJECT: University Policy Concerning Employment
of Related Persons (Anti-Nepotism)

NUMBER 14
DATE April 27, 1973

Directions Concerning Implementation

Consistent with the report of the Personnel Committee of the Board of Governors, which recommended adoption of this policy, the following directions concerning implementation of the policy statement are furnished to each campus administration:

1. Copies of the policy statement, with appropriate explanatory material, are to be distributed to all University employees who have responsibility and authority with respect to personnel recommendations or decisions.
2. The policy is to be publicized generally throughout the University community, to insure that all employees are aware of its requirements.
3. Appropriate personnel-action forms, designed to insure effective administrative supervision of the implementation of the policy, shall be used in screening applicants or candidates for appointment, for example:
 - a. With reference to candidates for initial employment, the pertinent personnel-action form shall include an inquiry about whether the applicant or candidate is related, within the degrees specified in the policy statement, to any incumbent employee within the institution or to any other candidate for concurrent employment at the institution;
 - b. With reference to candidates for promotion to a position having responsibility for supervision of other employees, the pertinent personnel-action form shall include an inquiry about whether the candidate is related, within the degrees specified in the policy statement, to any incumbent employee within the institution or to any other candidate for concurrent employment at the institution.
4. In any situation where two or more related persons are to be employed concurrently within the same academic department (or other comparable subdivision of institutional employment), the supervisory or administrative official who has authority to give final administrative approval to the employment shall obtain from the supervisory or administrative official recommending employment a certification to the effect that no other candidate for the position in question possesses qualifications superior to those of the relative candidate.

5. Consistent with the requirements of Paragraph E of the Board policy, each Chancellor's written report to the Board of Trustees shall treat all cases in which the nepotism question arose during the preceding year:

a. In all cases where an individual making written application for employment was denied employment because of the requirements of the anti-nepotism policy, the circumstances shall be set forth; for example, (1) the employment would have resulted in one relative supervising another, or (2) an unrelated candidate had demonstrably superior qualifications:

b. In all cases where concurrent employment of related persons was allowed, the justifying circumstances shall be set forth; for example, (1) the supervisory relationship was not "direct", or (2) there were no other candidates for the available position whose professional qualifications were demonstrably superior to those of the relative.

Interpretations of Substantive Policy

Note should be taken particularly of the following points in connection with administration of the Board policy.

1. This policy applies only to EPA personnel; however, the policy of the State Personnel Board for SPA personnel, which was recently revised, is essentially identical in substance to the policy of the Board of Governors.

2. The policy of the Board of Governors is to be applied prospectively. This means that no incumbent employee's current job security will be jeopardized by the enactment of this policy; in short, if there are current instances of concurrent employment of relatives, in which one relative has responsibility for direct supervision of the other, neither person need be nor shall be prejudiced by this fact (neither to be transferred or asked to resign or discharged, so as to eliminate the type of conflict of interest now proscribed by the Board policy). However, prospective application of the new Board policy does require the following:

a. With reference to incumbent related employees, neither may hereafter be promoted to a position in which he or she would have responsibility for direct supervision of his or her relative; or, conversely, the promotion of one to such a supervisory position would require the transfer or resignation of the other, so as to eliminate the conflict of interest;

b. With reference to incumbent related employees, neither may hereafter participate in the evaluation of the other; this means:

(1) One relative who is a supervisor of the other must disqualify himself or herself from and not participate in the evaluation of the other, if such disqualification is practicable; it is acknowledged that during this transition period, in which relationships otherwise precluded by the new

policy are permitted to persist with reference to incumbents, it may not be possible in every instance for the supervisor to readily effect a removal of himself or herself from the evaluation process; however, where this is possible, it must be done:

(2) One relative may not sit as a member of a faculty or a member of a committee of a faculty which is exercising authority to evaluate the other relative; as appears most appropriate, this objective can be accomplished either by selective absence of an affected faculty member from the functioning of such a faculty or faculty committee at pertinent times or by declining appointment to any faculty committee which could be charged with responsibility for evaluation of a relative.

3. Section A 1 of the policy of the Board of Governors predicates its restriction on the concept of "responsibility for direct supervision." This phrase was adopted in the belief that, within the limits of basic guidelines, the policy ought to be so stated as to permit variety of treatment responsive to varying conditions at the campuses.

The question of "directness" or "indirectness" must be interpreted reasonably to accomplish the intent and spirit of the anti-nepotism policy. As a general rule of interpretation, no supervisory relationship between related persons should be permitted to exist where the supervisor effectively controls the terms and conditions of the relative's employment, including promotion opportunities, rates of compensation, work assignments and evaluation of performance. The terms "direct" and "immediate" may be essentially interchangeable, for purposes of evaluating certain types of relationships; however, in certain situations, because the term "immediate" may connote only "first line" supervision, it may be too restrictive a concept to serve as a reasonable guide.

Existence of the following types of relationships would appear, invariably, to violate the restriction against "direct supervision":

- a. Department Chairman and a member of the instructional staff of the same department.
- b. Member of instructional or research faculty and his or her teaching or research assistant.
- c. Dean of a School and a Chairman of a Department included within the School.
- d. Chancellor and a Vice Chancellor.

With respect to other types of relationships, an exercise of discretion may be necessary, with the possibility of varying conclusions depending on the operative circumstances. In general, if the relationship between an employee and an official

in the line of supervision is sufficiently remote to give rise to no substantial supervisory relationship, it may be appropriate to disregard the fact of family relationship.

In applying all aspects of the Board policy, the essential point, as articulated in the Basic Principles, is that no person shall at any time receive preferred treatment because of his or her relationship to another employee of the institution. The guidelines established in Paragraph A 1 of the Board policy are designed to preclude situations in which there is a high risk of such subjective favoritism. Accordingly, any interpretation of the "direct supervision" restriction should be consistent with this underlying policy objective.

Of critical importance is the principle that administrative guidelines and practices shall operate consistently. For example, if the policy is invoked in one case to preclude employment of a faculty member because his or her relative is Chairman of the department, the same result should obtain with respect to all identical cases; conversely, if employment is allowed under certain factual circumstances, there should be consistent results achieved in all identical cases. In short, an ad hoc, case-by-case approach, without the benefit of consistently applied guidelines, is likely to produce variations in result which could prompt charges of discrimination.

William Friday

*EMPLOYMENT OF RELATIVES

It is the policy of State government that persons considered for employment or promotion will be selected on the basis of training and experience and other characteristics which best suit the individual to the job to be performed.

If conditions are such that it is necessary for relatives to be considered, the following will apply:

Two members of an immediate family shall not be employed within the same agency if such employment will result in one supervising a member of his immediate family, or where one member occupies a position which has influence over the other's employment, promotion, salary administration and other related management or personnel considerations.

The term *immediate family* shall be understood to refer to that degree of closeness of relationship which would suggest that problems might be created within the work unit, or that the public's philosophy of fair play in providing equal opportunity for employment to all qualified individuals would be violated. In general, this would include wife, husband, mother, father, brother, sister, son, daughter, mother-in-law, father-in-law, son-in-law, daughter-in-law, grandmother, grandfather, grandson, granddaughter, stepmother, and stepfather. It might also include others living within the same household or otherwise so closely identified with each other as to suggest difficulty.

AGE LIMITATIONS

No Maximum Age. No individual shall be barred from State employment because of age if such individual, veteran or non-veteran, is otherwise qualified. (Reference concerning veterans is G.S. 128-15.)

Minimum Age for Law Enforcement Officers. Law enforcement officers must be at least twenty-one years of age. The State Constitution requires that they be eligible voters. (Reference Article 6, Section 7, of the State Constitution.)

Minimum Age for General Employment. The minimum at which minors may be employed is eighteen years of age. Exceptions are provided under the law if the employing agency procures an *Employment Certificate* from the County Social Services Department. (Reference G.S. 110.)

COMMITMENTS

A commitment should not be made to an employee or an applicant without the approval of the Office of State Personnel. Questions about an employee's or applicant's meeting minimum education and experience requirements or about salary or position classification should be directed to the Office of State Personnel. Questions about funds or other fiscal matters should be directed to the Budget Division.

Several years ago it became evident that some female faculty members' salaries were lower than many males at the same faculty rank and experience within the same department. Additional funds were made available to the various Schools to remedy individual inequities where they existed. Each year department heads and Deans are reminded to check for any such situations and give such cases special attention. Where such differentials exist, these administrators are required to justify them on the basis of performance.

60 - 2.23 (a)(1)

"Composition of the work force by minority group status and sex."

The affirmative action plans from each of the 13 campus units include data on the composition of the present EPA nonfaculty, EPA faculty, and SPA work force. Some units do not have all three categories of employees. Also included in unit plans is a yearly projection on changes in the SPA work force profiles for the next three academic years (1973-74, 1974-75, and 1975-76) and a summary table on the expected work force profile in 1975-76. Units with EPA nonfaculty and EPA faculty also have a projection on these EPA profiles in 1975-76. These projections are based on expected new hires and attempt to correct apparent "underutilizations" which were revealed through the utilization and availability analysis done by individual departments.

The overall University work force profiles are presented in Appendix A. Tables 1a, 1b, and 1c present information on the racial composition; 1a on EPA nonfaculty, 1b on EPA faculty, and 1c on SPA and unclassified Student Supply Store personnel. Tables 2a, 2b, and 2c present the profiles for each of the three personnel classes by sexual composition. Each table contains information on the number of employees in each job classification or rank by either racial or sexual composition groups, and the percent of employees within this job classification or rank that are within the specific racial or sexual group. These data are presented on the present (June, 1973) work force and the projected 1975-76 work force both on a full-time and a part-time employment status.

The projected changes indicate that the University plans to increase the hiring of females and minority groups.

In many of the Schools the availability of minorities and females qualified for EPA faculty is very limited as shown by the data. The nation-wide lack of minorities or females in graduate programs in many of the disciplines found

at North Carolina State University indicates that it is unrealistic to expect the percentage of minority and/or female EPA faculty to approximate that of the population. The Schools which report limited numbers of minorities and/or females available include the School of Design, Engineering, Forest Resources, Physical and Mathematical Sciences, and Textiles. The School of Agriculture and Life Sciences reports more females than minorities available in the disciplines taught in that School. The School with the greatest overall availability of minorities and/or females is the School of Liberal Arts. However, within the disciplines in the School, the availability of females varies from 4 percent to 30 percent while minorities vary from 0 percent to 6 percent.

Since many of the EPA nonfaculty are associated with academic disciplines and have backgrounds in the disciplines taught at North Carolina State University, these availability patterns parallel these disciplines. The qualifications for many of the EPA nonfaculty positions are, of course, discipline-related as required by the educational enterprise.

The affirmative action plan from the Office of Business Affairs discusses the availabilities and broad hiring goals for SPA personnel. Individual reports from the 13 units indicate projected hiring plans of each unit in order to change the work force profile so that any underutilization of minorities or females can be identified and corrected.

60 - 2.23 (a)(2)

"Composition of applicant flow by minority group status and sex."

For personnel Exempt from the State Personnel Act (EPA), composition of applicant flow by minority group status and sex is reported by means of an affirmative action recruitment report filed with the University Equal Employment Opportunity Officer and the School Dean's office each time a position is filled. For personnel Subject to the State Personnel Act (SPA), the applicant flow is handled by the University Personnel Office and a report is filed with that office each time a position is filled. This manner of reporting on the number of applicants, race, and sex has been in effect only since the 1972-73 academic year.

In some of the technical Schools such as Engineering, Design, Textiles, and Forest Resources, few if any minority or women faculty apply. For School of Liberal Arts positions there were more applicants from minorities and females. In English, for example, approximately 600 white males and 200 white females submitted applications during 1972-73. In Philosophy and Religion 228 white males applied for faculty openings compared to 35 white females. Modern Languages was a department where approximately 50 percent of the applicants were females. In Physical Education 37 white male applicants, 18 white females, and 1 minority male applied for positions.

The School of Physical and Mathematical Sciences had 259 white male applicants, 6 white females, and 1 minority male apply for four chemistry positions. Mathematics had three assistant professor openings and received 360 white male and 16 white female applications.

In the School of Education there were 200 white male, 6 white female, and 1 minority male applicants for an assistant professor position. In Guidance and Personnel Services, 34 white male applicants, 8 white females, and 1 minority male applied for an assistant professor position.

The School of Agriculture and Life Sciences had a smattering of minority and female applicants for some of their departmental openings. Botany received 80 white male, 14 white female, and 1 minority male applications for one assistant professor position. Zoology had 38 white male, 2 white female, and 1 minority male applications for an assistant professor position.

In other University units such as the Library, Student Affairs, and University Extension, the number of minority and/or women applications were representative of the availability for these various professional positions.

An analysis of applicant flow for SPA personnel indicates that minority group applications approximate the number of minority persons with the primary recruiting area for the University.

60 - 2.23 (a)(3)

"The total selection process including position descriptions, position titles, worker specifications, application forms, interview procedures, test administration, test validity, referral procedures, final selection process, and similar factors."

60 - 2.23 (a)(3) and (b)(3)

Does the selection process eliminate a significantly higher percentage of minorities or women than nonminorities or men?

A review of the North Carolina State University selection process does not indicate that it eliminates a significantly higher percentage of minorities or women than nonminorities or men. Comments on this topic by the various reporting units confirm the above statement.

The School of Engineering indicates that job descriptions do not reflect a bias of any type, and these descriptions are carefully reviewed to make certain that they include only those criteria necessary for the performance of the job.

In the School of Agriculture and Life Sciences the requirements and the exact duties of faculty positions are described in all materials used to solicit applications. Final selection of faculty candidate is made through a composite judgment of departmental faculty and administrative personnel (department heads, School Dean), all of whom are acutely aware of the responsibility of the University to give consideration to minorities and women.

60 - 2.23 (a)(3) and (b)(4)

Are application and related pre-employment forms in compliance with Federal legislation?

The application forms used by North Carolina State University for recruiting SPA employees are supplied by the Central Office of State Personnel. These forms

were recently reviewed and necessary changes made by that office to conform with Federal EEO legislation.

The University does not have application forms or pre-employment forms for faculty applicants. A prospective faculty member sends his or her résumé initially. University forms are not completed until the candidate has accepted the position.

60 - 2.23 (a)(3) and (b)(5)

Are position descriptions inaccurate in relation to actual functions and duties?

University position descriptions are made as accurate as possible in relation to the actual functions and duties. The criteria for the various academic ranks are described in the Faculty Handbook (see following pages).

The School of Agriculture and Life Sciences, as an example, indicated that their position descriptions are reviewed by the appropriate associate dean and Dean before forwarding to the Provost for approval to recruit. Therefore, position descriptions are screened initially as to their accuracy.

Qualifications for Subject to the Personnel Act (SPA) position classifications are specified by the Central Office of State Personnel.

60 - 2.23 (a)(3) and (b)(6)

Are tests and other selection techniques validated as required by the OFCC Order on Employee Testing and other Selection Procedures?

No pre-employment testing is utilized for Subject to Personnel Act (SPA) personnel in connection with selection and referral procedures used by the University Division of Personnel Services. In certain circumstances, applicants are requested to take the shorthand and typing skills tests administered by the



Raleigh, 1974: Population 140,000

Raleigh, 1984: Population 200,000

Wake County, 1984: Population 300,000

Raleigh has growing pains:

Traffic congestion

Floods and pollution

Modest income housing shortage

Crime and drugs

Loss of neighborhood

Personal problems and stress

Doctor shortage

High school drop outs

Recreation needs

IS LIFE IN RALEIGH GETTING BETTER?

WILL IT BE BETTER BY 1980?

WILL QUALITY OF LIFE BE SACRIFICED FOR GROWTH?

Your opinion is important -- as a citizen

-- as an organization

To form a hotline to decision makers, investigate

Goals for Raleigh

Goals for Raleigh: A Dialogue, A Process

A grass-roots effort to bring about comprehensive, long-range planning based on interaction among individuals, voluntary organizations and government agencies.

Goals For Raleigh attempts to

- clarify community issues
- enlarge citizen participation
- focus on human values, on people
- define quality of life
- press for community improvement
- have realistic goals
- call for practical action

GFR advocates not "A Plan" drawn on a map, but rather an on-going process of comprehensive planning to produce a flexible set of policies. Periodic re-evaluation is basic to this process.

Other Cities Report Results

Many cities, large and small (Dallas, Baton Rouge, San Jose, Santa Barbara), have or are carrying out goal programs.

Goal programs have proved that they can be a measure of local government; can produce continuity to public policy; can guide decisions on land use; can strengthen coordination among city/county offices.

Goal programs can form a communication link among agencies and people; can bring about more responsiveness to individuals and neighborhoods.

Goal programs can encourage better health by improved environment; can guide and help set policy for overall health care delivery; can improve family services; can help implement city design and beautification.

You Can Have a Voice in Raleigh's Future

Citizens become involved

- by continuing open discussion
- by free exchange of ideas
- by examination of alternatives
- by formulation of long-range plans
- by suggestions for implementation
- by consideration of cost realities

Policy For the Future, a published report of last year's work by more than 400 volunteers, spells out tentative overall goals for the city and some detailed goals formed by Study Groups of experts meeting weekly in areas of

- education
- housing
- natural resources (land use, zoning, etc.)
- social concerns and health
- recreation and culture
- transportation

A citizens' survey, published as Report 1: Interview Results, formed the basis for the proposed goals.

Tentative goals now need more citizen input, criticism, evaluation and response from the people of Raleigh.

All goal programs in the city need to be coordinated and improved or refined.

And finally, useful goals can be adopted by the city as a basis for future policy decisions.

Tentative Goals Proposed in 1973

OVERALL GOALS -- A POLICY FOR THE FUTURE FROM CITIZENS' SURVEY AND STUDY GROUPS

Citizens from all parts of Raleigh indicate a need for a general policy for the city's future, a policy which would protect and preserve the most esteemed community values while attempting to correct identified problems. A basic goal then emerges:

To provide the opportunity for personal fulfillment of every citizen within a quality environment; to ensure the maintenance of those social and physical characteristics of the city that are highly valued; to alleviate the recognized problems; and, in the future, to concentrate on the quality of life rather than the quantity of development.

To these ends, Goals For Raleigh urges adoption of policies that will:

1. Guarantee the opportunity for the social and economic well-being of all.
2. Maintain a high level of environmental quality.
3. Reaffirm the importance of the neighborhood as the basis for community development, maintaining high quality of life in both new and old neighborhoods.
4. Guide the distribution of population based on sound social, environmental and economic criteria.

Goals for Raleigh

ALTERNATIVE PATHS

The city of Raleigh may continue to grow in unguided, piecemeal fashion, with its inevitable urban blight and sprawl.

A limit to growth, although a difficult and controversial policy to implement, should be considered since citizens indicate they like the size of our city and are disturbed about recent rapid growth. Studies show that medium-size cities can give more return for tax dollars than cities with very large populations. Goals for Raleigh urges study of "best size" for Raleigh and the Triangle Region.

Planned and guided change are recommended as the best overall alternative for Raleigh to pursue. With emphasis on quality of human affairs as well as surroundings, orderly change can occur in many forms -- new social groupings, new growth, preservation and rehabilitation of neighborhoods, alteration of roles and institutions. Existing land uses can be intensified or changed to allow a more efficient, pleasant system and higher densities, as is proposed for the redevelopment of Raleigh's downtown area.

PROPOSED GOALS IN SPECIAL AREAS OF CONCERN

The following are the most important of many specific goals published in Policy for the Future. You are asked to discuss these goals and let the Goals for Raleigh office know of your approval or disapproval, or suggestions for improvement.

GOALS FOR NATURAL RESOURCES

To maintain a high level of livability by optimum protection and management of natural resources for health, safety and comfort of citizens in the context of planned and ordered development in harmony with other urban goals.

With water resources, to provide effective and efficient planning for and management of the water supply and to provide for appropriate run-off, flood protection, pollution control, with least economic and social costs to the public.

With land resources, the city should take the initiative in directing developing land use patterns and should protect land surface to prevent erosion. Additionally, for balance with nature and a quality environment necessary to human health and life, the city needs programs for tree management, preservation of a pleasing mix of parkland and wooded areas, and reclamation of land used for production of sand, gravel and rock.

Also advocated are enforced standards to maintain noise levels not merely tolerable but consistent with health and comfort; and the development of a comprehensive solid waste management program with use of modern technology for recycling resources.

GOALS FOR SOCIAL CONCERNS AND HEALTH

Overall Goal for Human Needs: To achieve an environment of more harmonious personal relations characterized by mutual trust, respect and concern among individuals and groups in all human interaction -- family, community, work or city.

Two goals are suggested: (1) To achieve an environment in which all persons can meet their personal goals within boundaries of law and fairness; and (2) to seek an atmosphere in which citizens can reach an optimal level of self-fulfillment, security and gratification without need for or dependence on intoxicants, chemical stimulants or other unnecessary drugs.

These goals may be achieved by providing aid to individuals in development of positive personal goals; equal opportunities in employment, education and social organizations; equal treatment under the law; crime prevention programs rather than crisis reactions; and by reducing the load on police by dispersement of some responsibilities for social control to less coercive community institutions.

Health Affairs -- Mental and Physical: Accenting the importance of prevention and health education more than treatment, this Study Group suggests many practical programs and approaches to achieve a positive environment which fosters individual well-being as well as a sense of competence in dealing with stresses produced by personal problems or urban complexity.

Health goals include coordination of community knowledge (data bank, disease reporting, etc.); ongoing evaluation of overall health climate; neighborhood involvement in health awareness; development of positive attitude toward health both by consumers of services and health care workers; education in preventive measures, especially through adequate financial support of preventive programs and through insurance programs; adequate and accessible emergency services, clinical and hospital facilities, and medical (including paramedical) personnel.

GOALS FOR HOUSING

To provide the people of Raleigh with an equal opportunity to occupy standard housing which is within their ability to pay, meets their needs, and is in a good environment. Citizens particularly expressed need for development of sales and rental housing at a level to meet existing demand on various price levels; the need to aid the upgrading of existing housing; and the need for support and development of publicly-assisted housing programs for those who cannot afford standard housing in the private market.

The development of good living environments throughout the city would include offering a choice to all consumers, scattering limited income housing throughout the city, and promoting further mixed income housing in the downtown area. Good living environments can be further advanced by establishing minimum requirements for social needs -- schools, recreation, etc. -- which should be mandatory in all development plans.

The City Council should adopt a housing plan and should assume the responsibility for achieving specific housing goals and objectives. Equal opportunity in housing should be promoted by enforcing existing laws and by establishing counselling and educational services for housing consumers.

GOALS FOR EDUCATION

The Education Study Group urged re-evaluation and re-structuring of many customary methods of education which have become self-defeating to the profession's commitment to honorable, wise and noble goals for education. Re-evaluation should include unrealistic rules and expected behavior; recognition that there is no one best way for all children or people to learn, especially all day every day; recognition that learning is more effective, real and lasting when it grows out of an interest, is accompanied by some success, and is reinforced by learning experiences.

Advocated is a richer quality of educational opportunities from the cradle to the grave for pre-schoolers, parents, and senior citizens. Advocated is the taking advantage of many alternative educational programs and opportunities which are presently available and could be implemented without imposing great funding burdens.

A citizens' organization would be important to these goals as a clearing house of information and research, a forum for educational strategies and action, and a catalyst for finding alternatives.

All community decisions or policy to be evaluated in the light of the following universally recognized objectives: To aid the development in each individual a desire for knowledge and the means for obtaining and using that knowledge; To assist in development of communicative skills, including abilities to read, write and speak effectively, to listen with understanding, and to develop comparable skills in arithmetic and mathematics for purposes of computing, analyzing and reasoning; To assist in each person's growth toward self-direction, self-reliance and self-fulfillment; To assist each person to acquire basic skills and abilities needed to provide his own livelihood and to contribute to the common good; To assist in awareness of global man's social, moral and physical problems and to encourage work toward the solution of these problems.

GOALS FOR TRANSPORTATION

To provide a variety of convenient, safe and efficient transportation services for all socio-economic levels, age groups and physical abilities. These services should be in harmony with the environment by minimizing air pollution, noise, disruption of nature and neighborhoods.

Transportation should be consistent with the economic growth policy, should be flexible and open to suggestions from users.

Centralized information is needed for mass transit, car, bike and pedestrian users, possibly with recreation or community centers at transportation interchanges.

GOALS FOR RECREATION

To make available to every person and family a variety of leisure activities that are satisfying, accessible, reasonable in cost and meet social, health and environmental needs. Citizens especially expressed needs for neighborhood facilities and programs such as playgrounds, swimming pools, open spaces and sidewalks; also for city-wide facilities like the proposed Greenway, a city golf course, system of bike lanes, and centers for cultural arts or nature study. Advocated were more efficient and cooperative use of existing facilities among parks and recreation, public schools, churches and private organizations.

These goals should involve a means of citizen input in determining recreational priorities and adoption of subdivision regulations dealing with open space and reserves for future recreational needs, with equal emphasis on beauty with function.

**Goals
for Raleigh**

P.O. Box 17022
Raleigh, N.C. 27609

Tel.: 832-1575
or 834-8768

Change Depends on You

Citizens and organizations can take action:

Attend and get involved in your Community Task Force formed by the Raleigh City Planning Department. Your Chairman will be your voice to advise City Council on priorities for revenue sharing.

Get copies of all proposed goals, and plan club panel discussions around them.

Write or telephone Goals For Raleigh your reactions to published goals, your suggestions for goals.

Watch Goals For Raleigh TV debates of issues on WRAL, Ch 5, beginning mid November.

Read newspapers about local government problems and alternative solutions.

Distribute these brochures to friends.

Join experts and laymen in one of Goals For Raleigh's Study Groups.

Discuss good points and concerns you have about life in Raleigh. Let your city know what good programs you would like to see strengthened. Let Goals For Raleigh help you express your concerns.

Goals for Raleigh

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call or write

GOALS FOR RALEIGH

P. O. Box 17022
Raleigh, N. C. 27609

Tel. : 832-1575
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Goals
for Raleigh

Associate Professor

Criteria for Rank:

- Distinction and recognition as a teacher, or independent research scholar, or extension specialist.
- A doctor's degree, substantial progress toward the degree, or equivalent degree.
- Established professional reputation in a recognized field.
- Ability to supervise teaching, graduate study, research, or extension programs.
- All academic appointments at the rank of Associate Professor (whether new appointments or promotions) will have prior approval by the Dean of the Graduate School on behalf of his Administrative Board.
- Extension personnel holding academic rank need not be eligible for the Graduate Faculty.

Term of Appointment:

- An Associate Professor promoted to that rank within his own institution shall have permanent tenure. One coming to that rank from outside the institution shall be appointed for an initial term of five years. (For procedures concerning reappointment see ACADEMIC TENURE in Chapter VI.)

Professor

Criteria for Rank:

- Outstanding reputation as a teacher, or independent research scholar, or recognized extension contributor.
- Demonstrated ability in and willingness to participate in institutional Affairs.
- A doctor's degree or, in special cases, an equivalent professional experience.
- Established reputation within the profession as a scholar, or in other learned or professional activities.
- Experience in supervising teaching, graduate study, research, or extension programs.
- All academic appointments at the rank of Professor (whether new appointments or promotions) will have prior approval by the Dean of the Graduate School on behalf of his Administrative Board.
- Extension personnel holding academic rank need not be eligible for the Graduate Faculty.

Term of Appointment:

- A Professor shall have permanent tenure.

Named Professorship

Criteria: To insure that only persons of real stature are so recognized the distinction of the candidate must be measured against:

- All the members of the department to which he is to be assigned. He must clearly be the outstanding scholar and teacher in the department, or of distinction equal to that of other named professors in that department.
- The whole faculty of the institution. The quality of these persons must be such that they command the respect and admiration of the general faculty of the University.
- The community of scholars of the nation and the world. Named professors should be favorably known to scholars in their fields beyond the University and the State and Region. Active participation and recognition in the professional societies and organizations of the nation will normally be expected of persons of this distinction.

V APPOINTMENTS, PROMOTIONS, AND RETIREMENT

EQUAL OPPORTUNITY EMPLOYER POLICY

North Carolina State University is an equal opportunity employer. As such the University offers equal opportunity to all applicants and employees without regard to race, color, creed, sex, age, or national origin, as required by Federal, State, and Local laws pertaining to fair employment practices. The University is further committed to the proposition that employees of this institution shall be identified initially and thereafter differentiated among on the basis of good-faith assessments of personal merit. The University adheres to the policy of equal opportunity not solely because of legal requirements but because such a policy is a basic element in human dignity. Any other policy would be morally indefensible and inconsistent with the pursuit of institutional excellence.

APPOINTMENT TO ACADEMIC RANKS

Instructor

Criteria for Rank:

- A minimum of a master's degree or equivalent professional experience.
- Evidence of potential in teaching, or in research, or in other scholarly or germane creative activity.
- Acceptability as a graduate school candidate. In the event it is desirable for a department to employ an individual who is not eligible for admission to the Graduate School, some title which does not designate faculty status such as Research Technician or Teaching Technician should be used.

Term of Appointment:

- An Instructor shall be appointed for a period of one year. (For procedures concerning reappointment see ACADEMIC TENURE in Chapter VI.)

Assistant Professor

Criteria for Rank:

- Evidence of ability or definite promise as a teacher, or research scholar, or extension worker.
- A doctor's degree, substantial progress towards the degree, or equivalent professional experience.
- Promise of independent achievement in the field of scholarship or creative activity.

Term of Appointment:

- An Assistant Professor shall be appointed for a period of three years. (For procedures concerning reappointment see ACADEMIC TENURE in Chapter VI.)

Procedures for Appointment: When the School Dean and Chancellor have certified a Named Professorship as being vacant, the procedure for making the appointment is as follows:

- The School Dean, in consultation with the Chancellor and with his approval, shall appoint a committee for the named professorship. This committee shall consist of no fewer than three nor more than five persons. The members of the committee shall be persons no one of whom would himself be under consideration for the position. The members shall be active or emeritus professors of North Carolina State University or of another faculty of the University, although the committee may include one or more members of some faculty outside the University. The members of the committee shall be persons who would have knowledge and judgment in the field of scholarship of the named professorship.
- Ample opportunity shall be provided for members of all departments concerned to nominate to the Dean's committee any person in the world of scholarship thought to be worthy of the position without regard to his known availability.
- The committee may consider persons nominated by members of the committee itself.
- The committee shall procure essential information on the teaching and research qualifications of the nominees.
- The committee's recommendation shall be presented by the Dean to an administrative committee composed of the Chancellor, the Provost and Vice-Chancellor, the Dean of the Graduate School, and the Administrative Dean for Research. [The School Dean should forward to the Chancellor four copies of the committee's recommendation for the purpose of this presentation.]
- When the Chancellor, in consultation with the above, makes his decision to approve or reject the recommendation, he shall take necessary steps to implement the appointment or obtain a second recommendation.

APPOINTMENTS TO NON-TENURED ACADEMIC POSITIONS

Visiting Faculty

Appointment as Visiting Professor (Visiting Associate Professor, Visiting Assistant Professor, etc.) will not imply tenure normally associated with full-time faculty appointments in the professorial ranks, and is for one year, subject to yearly reappointment. (These conditions should be made clear to the appointee by the Head of the Department.) Criteria are the same as for equivalent faculty rank. Any subsequently proposed change of an initial Visiting Professor appointment to a regular faculty appointment is subject to the regular University procedures for selection and appointment of individuals in the proposed faculty rank.

Adjunct Appointments

Adjunct appointments as Professor, Associate Professor, Assistant Professor, or Instructor may be offered to persons whose regular and principal employment is with an organization outside the University of North Carolina and who are invited to participate in instructional or research programs of the University. The rank of an adjunct appointee should be commensurate with his training.

local Employment Security Commission, as required by the OFCC Order on Employee Testing and other Selection Procedures.

In some of the University units simple performance job-related tests are used for SPA prospective employees. Such tests might consist of recording and typing a typical letter in the case of clerical personnel.

There are no tests per se for faculty although in some Schools and departments all applicants interviewed on campus may be asked to present a seminar to the selection committee and/or faculty members of the department.

60 - 2.23 (a)(3) and (b)(7)

"Test validation."

The Division of Personnel Services as a general rule does not test applicants for employment. At certain times typists and stenographers, as an example, who have been out of the work force for a long period of time may be requested to take the clerical skills test administered by the local Employment Security Commission Office. According to ESC officials, these tests have been validated. Skills tests may be given to SPA employees at times by various departments on campus. However, to the best of our knowledge, these tests are directly related to the particular job to be performed.

60 - 2.23 (a)(3) and (b)(8)

Do referral ratio of minorities or women to the hiring supervisor or manager indicate a significantly higher percentage are being rejected as compared to nonminority and male applicants?

Records currently available do not indicate whether a significantly higher percentage of minorities and women referrals are being rejected by the hiring supervisor or manager. However, effective January 1, 1974, a procedure for maintaining cumulative data on SPA applicant traffic by race, sex, and EEO

classification was implemented. Prior to January 1 this data had been recorded on the applicant register but had not been maintained on a cumulative basis.

60 - 2.23 (a)(4)

"Transfer and promotion practices."

An analysis of lateral and/or vertical movement of minority or female employees indicates that such movement is occurring at significantly higher rate (compared to work force mix) than that of nonminority or male employees. For example, an analysis of lateral and promotional transfer actions handled by the Division of Personnel Services from July, 1973 through October, 1973 (July, 1973 was the initiation date for this type of record) revealed that minority employee changes represented almost one-third of this activity while they represent approximately one-fourth of the SPA work force. Promotional transfer activity for minority employees exceeded one-third of all promotional activity for the period. This analysis would indicate that positive and affirmative efforts have been made on behalf of the minority SPA work force.

Generally for faculty members no transfers occur from one School to another. Promotions are based on established criteria such as departmental need, teaching performance, scholarly productivity, and other contributions to the profession and the University. Awareness of the affirmative action program by department heads and School Deans has insured that race and sex are not factors in such promotion decisions.

60 - 2.23 (a)(5)

Are facilities, company sponsored recreation and social events, and special programs such as educational assistance open equally?

All University units report that facilities, departmental and/or School functions such as recreational and social events and special programs such as educational assistance are open to all employees without regard to race or sex.

The D. H. Hill Library indicates that the Library Staff Association is the agency through which nearly all social functions are planned. Women and minorities belong to this association, hold office, and serve on planning committees. Social events quite often include the families of employees, and they are well attended by both sexes and minorities.

The University has an off-campus scholarly assignment program for faculty. On the recommendation of a department head and with the approval of the School Dean, the Provost, the Chancellor, and the Board of Trustees, a faculty member may be granted an "off-campus scholarly assignment" for one semester at full salary or for one academic year at half salary.

All full-time employees with the supervisor's consent are allowed to take one course a semester at the University for a nominal fee of \$7.00.

Educational assistance in the form of adult basic education classes for employees with less than an eighth-grade education has been provided at no cost during normal work hours for all employees.

All University units report that there is no evidence of exclusion of minorities or females and no problem seems to exist.

60 - 2.23 (a)(5) and (b)(9)

Are minorities or women excluded from or are not participating in company sponsored activities or programs?

All University minorities and women are included in and do participate in departmental, School, and University-sponsored activities and programs.

As an example, the School of Design reported that one female faculty member was given special funding last summer to attend a computer workshop at M.I.T.

60 - 2.23 (a)(5) and (b)(10)

Does de facto segregation still exist at some facilities?

There is no evidence that de facto segregation exists at any University facility.

60 - 2.23 (a)(6) and (b)(11)

"Seniority practices and seniority provisions of union contracts."

North Carolina State University does not have seniority practices and seniority provisions of "union contracts." There are no labor unions on this campus.

For SPA employees pay is awarded according to merit. The salary range, comprised of six salary steps with an approximate five percent salary differential between each step, is used to reward employees whose performance ratings remain satisfactory and above. The first three steps are automatic and are usually given at the end of one-year work intervals. An employee must have a satisfactory performance rating in order to receive these automatic increases. The last three salary steps are considered strictly merit increases and are awarded to only two-thirds of the total number of employees eligible in a given year. Available records do not indicate evidence of discrimination based on race or sex in awarding salary adjustments within the assigned salary range.

All SPA employees are eligible for longevity pay after 15 years' service with an automatic increase every five-year period thereafter.

Initial appointments of faculty at the rank of instructor, assistant professor, and associate professor are provisional appointments of one, three, or five years respectively. Initial appointments include experience and evaluation of educational background, performance, and other qualifications in determining initial rank and salary.

All salary increases among EPA employees are administered on merit and we are taking steps to correct differences that exist as the result of past discrimination on the basis of sex or race.

60 - 2.23 (a)(7)^r

"Apprenticeship programs."

In order to provide employment opportunities for individuals not possessing the necessary formal training and experience to qualify for certain SPA positions at the University, the Office of State Personnel provides training periods for individuals who show potential for given positions. These traineeships allow individuals to be employed below the minimum of the salary range until such time as minimum qualification requirements are met. A copy of trainee classes currently established for state-wide use is attached for informational purposes. Even though many of these classes are not currently used at the University, they are available for future use if the need arises.

In addition to trainee arrangements, several positions have been established in the Physical Plant Division and University Print Shop to allow apprenticeship-type training for positions such as painters, bricklayers, carpenters, plumbers, and the printing trades.

Opportunities for training in these various occupational categories are open to individuals without regard to race or sex.

APPENDIX "A"
TRAINEE SALARY SCHEDULES

Listed below are salary rates for certain Trainee classes. On the basis of an evaluation of performance and recommendation by the agency head, salary adjustments *may* be given as indicated. The last column indicates the amount of successful experience required before an employee may be considered for promotion to the journey man level classification.

| Classification | Hiring Rate | 6 Months | 12 Months | 18 Months | 24 Months | 30 Months | 36 Months | 42 Months | No. Yrs. Required for Promotion |
|--|-------------|----------|-----------|-----------|-----------|-----------|-----------|-----------|---------------------------------|
| ¹ Accountant Trainee | \$ 9024 | \$ 9444 | \$ 9900 | \$ 10368 | \$ | \$ | \$ | \$ | 2 |
| Agricultural Engineer Trainee | 9444 | 9900 | 10368 | 10860 | | | | | 2 |
| Agricultural Research Tech. Trainee | 7200 | 7536 | 7884 | 8244 | | | | | 2 |
| Alcoholism Counselor Trainee | 7884 | 8244 | 8628 | 9024 | | | | | 2 |
| Analytical Chemist Trainee | 9900 | 10368 | 10860 | 11376 | | | | | 2 |
| Archives and History Trainee | 7884 | 8244 | | | | | | | 1 |
| Assistant State Auditor Trainee | 9900 | 10368 | 10860 | 11376 | | | | | 2 |
| Associate Attorney | 11376 | 11916 | 12480 | 13068 | | | | | 2 |
| Bindery Equipment Operator Trainee | 5244 | 5484 | 5736 | 6000 | | | | | 2 |
| Budget Analyst Trainee | 8628 | 9024 | 9444 | 9900 | 10368 | 10860 | 11376 | 11916 | 4 |
| Claims Deputy Trainee | 8244 | 9024 | | | | | | | 1 |
| Clinical Chaplain Trainee | 9444 | 9900 | | | | | | | 1 |
| Community Dev. Specialist Trainee | 8628 | 9024 | 9444 | 9900 | | | | | 2 |
| Community Planner Trainee | 8628 | 9024 | 9444 | 9900 | | | | | 2 |
| Comprehensive Health Planner Tr. Master's degree with planning courses | 11376 | 11916 | 12480 | 13068 | | | | | 2 |
| Master's degree with no planning courses | 9900 | 10368 | 10860 | 11376 | 11916 | 12480 | | | 3 |
| ² Computer Operator Trainee | | | | | | | | | |
| Consulting Architect in Training | 10860 | 11376 | | | | | | | 1 |
| Correctional Officer Trainee | 6276 | | | | | | | | 1/2 |
| Crime Laboratory Analyst Trainee | 9900 | 10368 | 10860 | 11376 | | | | | 2 |
| Dairy Auditor Trainee | 8628 | 9024 | 9444 | 9900 | | | | | 2 |
| Dairy Plant Operator Trainee | 5484 | 5736 | | | | | | | 1 |
| Dairy Specialist Trainee | 8628 | 9024 | | | | | | | 1 |
| Dental Laboratory Technician Trainee | 8244 | 8628 | 9024 | 9444 | | | | | 2 |
| Departmental Purchasing Officer Tr. To I Level | 8628 | | | | | | | | 1 |
| To II Level | 8628 | 9024 | 9444 | 9900 | | | | | 2 |
| Disability Deter. Specialist Trainee | 7884 | 8244 | | | | | | | 1 |
| Dormitory Teacher Trainee | 5736 | 6000 | | | | | | | 1 |
| Education Accounts Auditor Trainee | 9024 | 9444 | 9900 | 10368 | | | | | 2 |
| Electronics Technician Trainee | 7200 | 7536 | | | | | | | 1 |
| ³ Employment Counselor Trainee | 7884 | 8244 | | | | | | | 1 |
| ⁴ Engineer in Training | 10860 | 11376 | | | | | | | 1 |

¹ For co-op salary progression, refer to Administrative Memoranda, July 16, 1973.

² Promotion through the trainee status to the first level of the class series is dependent not only on successful work experience, but also on the completion of required academic coursework.

³ Persons with majors in electrical or mechanical engineering may begin at \$11,376 and may receive an increase to \$11,916 at the end of six months.

APPENDIX "A" (continued)

| Classification | Hiring Rate | 6 Months | 12 Months | 18 Months | 24 Months | 30 Months | 36 Months | 42 Months | No. Yrs. Required for Promotion |
|---|-------------|----------|-----------|-----------|-----------|-----------|-----------|-----------|---------------------------------|
| Engineering Tech. - Civil Tech. Tr. | \$ 7884 | \$ 8244 | \$ 8628 | \$ 9024 | \$ 9444 | \$ | \$ | \$ | 3 |
| Entomologist Trainee | 8628 | 9024 | | | | | | | 1 |
| Field Representative I St. Trainee | 8244 | | 9024 | | | | | | 1 |
| Forest Fire Equip. Operator Trainee | 5244 | 5484 | 5736 | 6000 | | | | | 2 |
| Forest Technician Trainee | | | | | | | | | |
| Ranger School Graduate | 6576 | | 6888 | | | | | | 2 |
| High School Graduate with 3 yrs. related experience | 6276 | | 6576 | | 6888 | | | | 3 |
| Forester Trainee | 8628 | 9024 | 9444 | | | | | | 2 |
| Geologist Trainee | 9024 | 9444 | | | | | | | 1 |
| ¹ Guidance Counselor Trainee | 9024 | | | | | | | | 1 |
| Health Administrator Trainee | 8628 | 9024 | 9444 | 9900 | | | | | 2 |
| Health Care Technician Trainee | 5484 | 5736 | | | | | | | 1 |
| Health Standards Officer Trainee | 8628 | 9444 | | | | | | | 1 |
| Highway Engineer-in-Training | 10860 | 11376 | 11916 | | | | | | 2 |
| Highway Geologist Trainee | 9024 | | 9444 | | | | | | 1 |
| Historical Publications Trainee | 7884 | 8244 | 8628 | 9024 | | | | | 2 |
| Hospital Radiation Protection Inspector Trainee | 9024 | 9444 | | | | | | | 1 |
| Human Relations Specialist Trainee | 8628 | 9024 | 9444 | 9900 | | | | | 2 |
| Hydrologist Trainee | 9024 | 9444 | | | | | | | 1 |
| Industrial Safety Inspector Trainee | 7536 | 7884 | | | | | | | 1 |
| Inhalation Therapy Technician Tr. | 5016 | 5484 | 6000 | | | | | | 2 |
| Insurance Company Examiner Trainee | 9444 | 9900 | 10368 | 10860 | 11376 | 11916 | 13068 | | 3 |
| Insurance Policy and Rate Analyst Trainee | 8244 | 8628 | 9024 | 9444 | 9900 | 10368 | 11916 | | 3 |
| Juvenile Evaluation Counselor Tr. | 7884 | 8244 | 8628 | 9024 | | | | | 2 |
| Labor Market Analyst Trainee | 7884 | 8244 | | | | | | | 1 |
| Laboratory Animal Technician Tr. | 4620 | | | | | | | | 1 |
| Landscape Engineer-in-Training | 10368 | 10860 | 11376 | 11916 | | | | | 2 |
| Marine Biologist Trainee | 8628 | 9024 | 9444 | | | | | | 2 |
| Mechanical Artist Trainee | 5244 | 5484 | | | | | | | 1 |
| Medical Equipment Specialist Tr. | 5016 | 5244 | | | | | | | 1 |
| Medical Laboratory Assistant Tr. | 4428 | 4620 | | | | | | | 1 |
| Nuclear Medicine Technician Tr. | 6576 | 6888 | | | | | | | 1 |
| Nutritionist Trainee | 7884 | 8244 | 8628 | 9024 | | | | | 2 |
| Occupational Therapist Intern | 8628 | 9024 | | | | | | | 1 |
| Occupational Therapy Tech. Tr. | 5244 | 5484 | | | | | | | 1 |
| OSHA Safety Officer Trainee | 8628 | 9024 | 9444 | | 9900 | | 10368 | | 4 |
| Parole Officer Trainee | 7884 | 8244 | | | | | | | 1 |
| ² Patrol Telecommunicator Trainee | 6276 | 6576 | 6888 | | | | | | 2 |

¹ Promotion through the trainee status to the first level of the class series is dependent not only on successful work experience, but also on the completion of required academic coursework.

² This trainee level is designed to qualify persons for the second (II) level in the class series.

| Classification | Hiring Rate | No. Yrs. Required for Promotion | | | | | | | |
|--|-------------|---------------------------------|-----------|-----------|-----------|-----------|-----------|-----------|----|
| | | 6 Months | 12 Months | 18 Months | 24 Months | 30 Months | 36 Months | 42 Months | |
| Personnel Trainee | \$ 8628 | \$ 9024 | \$ 9444 | \$ 9900 | \$ | \$ | \$ | \$ | 2 |
| Physical Therapist Intern | 8628 | 9024 | | | | | | | 1 |
| Power Lineman Trainee | 5484 | 5736 | 6000 | 6276 | | | | | 2 |
| Printing Typesetter Trainee | 5244 | 5484 | 5736 | | | | | | 1½ |
| Probation Officer Trainee | 884 | 8244 | | | | | | | 1 |
| Proofreader Trainee | 5244 | 5484 | 5736 | | | | | | 1½ |
| ¹ Psychologist Trainee | 3900 | 10368 | | | | | | | 1 |
| Public Accounts Auditor Trainee | 9024 | 9444 | 9900 | 10368 | | | | | 2 |
| Public Health Administrative Consultant Trainee | 7536 | 7884 | | | | | | | 1 |
| Public Health Educator Trainee | 7536 | 7884 | | | | | | | 1 |
| Public Health Nursing Consultant Trainee | 9900 | 10368 | 10860 | 11376 | | | | | 2 |
| Public Health Program Manager Trainee | | | | | | | | | |
| Masters PHA (1 yr.) | 9444 | 9900 | | | | | | | 1 |
| Masters BA/PA | 9024 | 9444 | | | | | | | 1 |
| College Graduate | 8628 | 9024 | 9444 | 9900 | | | | | 2 |
| ² Public Utilities Accountant Trainee | 9024 | 9444 | 9900 | 10368 | 11376 | 11916 | 12480 | 13068 | 4 |
| Radiation Survey Trainee | 7200 | 7536 | | | | | | | 1 |
| Radiation Therapy Technician Trainee | 6576 | 6888 | 7200 | 7536 | | | | | 2 |
| Records Management Trainee | 7884 | 8244 | 8628 | 9024 | | | | | 2 |
| Reeducation Counselor Trainee | 8628 | 9024 | 9444 | 9900 | | | | | 2 |
| Rehabilitation Counselor Trainee | 7884 | 8244 | 8628 | 9024 | | | | | 2 |
| Rehabilitation Therapist Trainee | 6576 | 6888 | 7200 | 7536 | | | | | 2 |
| Right of Way Agent Trainee | 8628 | 9024 | 9900 | 10368 | | | | | 2 |
| Right of Way Appraiser Trainee | 8628 | 9024 | 9900 | 10368 | | | | | 2 |
| SBI Agent Trainee | 8628 | 9024 | | | | | | | 1 |
| School Food Services Consultant Trainee | 8628 | 9024 | 9444 | 9900 | | | | | 2 |
| ³ Secretary Trainee | 4812 | 5016 | | | | | | | 1 |
| Seed Specialist Trainee | 8628 | 9024 | | | | | | | 1 |
| Social Services Program Analyst Trainee | 7884 | 8244 | | | | | | | 1 |
| Social Worker Trainee | 7536 | 7884 | | | | | | | 1 |
| Special Education Teacher Trainee | 7884 | 8244 | | | | | | | 1 |
| Tax Auditor ESC Trainee | 8244 | 9024 | | | | | | | 1 |
| University Administrative Manager Trainee | | | | | | | | | |
| Four Year College Graduate | | | | | | | | | |
| To I Level | 8628 | | | | | | | | ½ |
| To II Level | 8628 | 9024 | | | | | | | 1 |
| Two Year College Graduate | | | | | | | | | |
| To I Level | 6888 | 7200 | 7884 | 8244 | | | | | 2 |
| To II Level | 6888 | 7200 | 7884 | 8244 | 9024 | 9444 | | | 3 |

¹Persons working through the trainee progression to a Psychologist II position may receive an additional 12 months increase to \$10860 before qualifying for this second level of work.

²POD of \$9024 minimum of 12 hours in accounting; POD of \$9444 for individuals with 18 hours or more in accounting; POD of \$9900 for individuals who have passed CPA exam but have no experience.

³This trainee level is designed to qualify persons for the second (II) level in the class series.

APPENDIX "A" (continued)

| Classification | Hiring Rate | 6 Months | 12 Months | 18 Months | 24 Months | 30 Months | 36 Months | 42 Months | No. Yrs. Required for Promotion |
|---|-------------|----------|-----------|-----------|-----------|-----------|-----------|-----------|---------------------------------|
| Vehicle Inspection Officer Trainee | \$ 6276 | \$ 6576 | \$ | \$ | \$ | \$ | \$ | \$ | 1 |
| Veterinarian Trainee | 11916 | 12480 | 13068 | 13704 | | | | | 2 |
| Vocational Evaluation Assistant Trainee | 5736 | 6000 | | | | | | | 1 |
| Vocational Evaluator Trainee | 7884 | 8244 | | | | | | | 1 |
| Wildlife Biologist Trainee | 8628 | 9024 | 9444 | | | | | | 2 |
| X-Ray Trainee | 5244 | 5484 | | | | | | | 1 |

APPENDIX "B"
UNIVERSITY OF NORTH CAROLINA - UTILITIES PAY PLAN
Effective July 1, 1975

| | | | | | | | |
|--------|---|-------|-------|-------|-------|-------|-------|
| 7979.U | Asst. Telephone Plant Superintendent | 14388 | 15096 | 15852 | 16620 | 17460 | 18312 |
| 7135.U | Meter Service Foreman | 7200 | 7576 | 7884 | 8244 | 8628 | 9024 |
| 7137.U | Meter Serviceman | 6276 | 6576 | 6888 | 7200 | 7536 | 7884 |
| 7136.U | Meter Reader | 5736 | 6000 | 6276 | 6576 | 6888 | 7200 |
| 7935.U | Power Distribution Supervisor | 11376 | 11916 | 12480 | 13068 | 13668 | 14288 |
| 7919.U | Power Line Groundsman | 8484 | 8736 | 9000 | 9276 | 9576 | 9888 |
| 7923.U | Power Lineman I | 7884 | 8244 | 8628 | 9024 | 9444 | 9888 |
| 7925.U | Power Lineman II | 9024 | 9444 | 9900 | 10368 | 10860 | 11376 |
| 7927.U | Power Line Foreman | 9900 | 10368 | 10860 | 11376 | 11916 | 12480 |
| 7931.U | Power Plant Assistant Foreman | 6888 | 7200 | 7536 | 7884 | 8244 | 8628 |
| 7932.U | Power Plant Foreman | 7536 | 7884 | 8244 | 8628 | 9024 | 9444 |
| 7934.U | Power Plant Operator | 8888 | 9024 | 9444 | 9900 | 10368 | 10860 |
| 7936.U | Telephone Field Engineer | 9900 | 10368 | 10860 | 11376 | 11916 | 12480 |
| 7941.U | Telephone Lineman I | 6960 | 7296 | 7668 | 8052 | 8460 | 8880 |
| 7942.U | Telephone Lineman II | 7884 | 8244 | 8628 | 9024 | 9444 | 9900 |
| 7945.U | Telephone Lineman Foreman | 9444 | 9900 | 10368 | 10860 | 11376 | 11916 |
| 7951.U | Telephone Combinationman I | 6960 | 7296 | 7668 | 8052 | 8460 | 8880 |
| 7952.U | Telephone Combinationman II | 7884 | 8244 | 8628 | 9024 | 9444 | 9900 |
| 7955.U | Telephone Combinationman Foreman | 9444 | 9900 | 10368 | 10860 | 11376 | 11916 |
| 7961.U | Telephone Switchman I | 7572 | 7956 | 8364 | 8784 | 9216 | 9672 |
| 7962.U | Telephone Switchman II | 8628 | 9024 | 9444 | 9900 | 10368 | 10860 |
| 7965.U | Telephone Switchman Foreman | 9444 | 9900 | 10368 | 10860 | 11376 | 11916 |
| 7971.U | Telephone Cable Splicer I | 7572 | 7956 | 8364 | 8784 | 9216 | 9672 |
| 7972.U | Telephone Cable Splicer II | 8628 | 9024 | 9444 | 9900 | 10368 | 10860 |
| 7974.U | Telephone Central Office Equipment Engineer | 11376 | 11916 | 12480 | 13068 | 13704 | 14388 |
| 7975.U | Telephone Plant Supervisor | 11376 | 11916 | 12480 | 13068 | 13704 | 14388 |
| 7976.U | Telephone Service Representative | 12480 | 13068 | 13704 | 14388 | 15096 | 15852 |
| 7978.U | Telephone Plant Superintendent | 16620 | 17460 | 18312 | 19212 | 20160 | 21156 |
| 8569.U | Utilities Administrative Officer | 15096 | 15852 | 16620 | 17460 | 18312 | 19212 |
| 8570.U | Utilities Operations Foreman I | 16620 | 17460 | 18312 | 19212 | 20160 | 21156 |
| 8572.U | Utilities Operations Foreman II | 19212 | 20160 | 21156 | 22212 | 23316 | 24468 |
| 6502.U | Utility Laborer | 5484 | 5736 | 6000 | 6276 | 6576 | 6888 |
| 1620.U | Utility Commercial Manager | 13704 | 14388 | 15096 | 15852 | 16620 | 17460 |
| 7993.U | Water Distribution Supervisor | 10368 | 10860 | 11376 | 11916 | 12480 | 13068 |
| 7995.U | Water Distribution Mechanic I | 6000 | 6276 | 6576 | 6888 | 7200 | 7536 |
| 7996.U | Water Distribution Mechanic II | 6576 | 6888 | 7200 | 7536 | 7884 | 8244 |
| 7997.U | Water Distribution Mechanic III | 6888 | 7200 | 7536 | 7884 | 8244 | 8628 |
| 7998.U | Water Distribution Foreman I | 7884 | 8244 | 8628 | 9024 | 9444 | 9900 |
| 7999.U | Water Distribution Foreman II | 9024 | 9444 | 9900 | 10368 | 10860 | 11376 |
| 7992.U | Water Treatment Plant Supervisor | 10368 | 10860 | 11376 | 11916 | 12480 | 13068 |
| 7987.U | Water Treatment Plant Operator | 6576 | 6888 | 7200 | 7536 | 7884 | 8244 |

APPENDIX "B" (continued)

| Trainee Progressions | | Hiring Rate | 6 Months | 12 Months | 18 Months | 24 Months | 30 Months | 36 Months |
|----------------------|--|----------------|-------------|--------------|--------------|--------------|--------------|--------------|
| 921.UU | Power Lineman Trainee | S 5484 | 5736 | 6276 | 6888 | 7536 | | |
| 930.UU | Power Plant Assistant Fireman Trainee | 5736 | 6000 | 6276 | 6576 | | | |
| 970.UU | Telephone Cable Splicer Trainee | 5580 | 5784 | 6000 | 6264 | 6588 | 6936 | 7320 |
| 7950.UU | Telephone Combinationman Trainee | 5484 | 5628 | 5844 | 6096 | 6396 | 6720 | |
| 7940.UU | Telephone Lineman Trainee | 5484 | 5628 | 5844 | 6096 | 6396 | 6720 | |
| 7960.UU | Telephone Switchman Trainee | 5580 | 5784 | 6000 | 6264 | 6588 | 6936 | 7320 |
| 7994.UU | Water Distribution Mechanic Trainee | 5484 | 5736 | | | | | |
| 7986.UU | Water Treatment Plant Operations Trainee | 5484 | 5736 | 6000 | 6276 | | | |

*Indicates six-month increment intervals

/Indicates first merit increment interval

NOTE: Trainees are eligible for next increment or journeyman level appointment after a minimum of six months at each step in trainee progression.

APPENDIX "C"
PRINTING TRADES

| | EOD | 6 Months | *12 Months | **18 Months | 24 Months | 30 Months | 36 Months |
|--|--------------|--------------|---------------|----------------|--------------|--------------|--------------|
| Printing Apprentices (Frame Progression) | \$ 5244 | 5484 | 5736 | 6000 | 6276 | 6576 | 6888 |
| | 42 Months | 48 Months | 54 Months | | | | |
| | \$ 7200 | 7536 | 7884 | | | | |

TRAIN I ABOVE APPLIES TO FOLLOWING PROGRESSIONS:

| | Below Journeyman Rate | Normal Journeyman Rate | Advanced Journeyman Rate | Outstanding Performance Rate | Exceptional Performance Rate | |
|---------------------------|-----------------------------|------------------------------|--------------------------------|------------------------------------|------------------------------------|-------|
| Lithographic Pressman I | \$ 7200 | 7536 | 7884 | 8244 | 8628 | 9024 |
| Printing Phototypesetter | 7536 | 7884 | 8244 | 8628 | 9024 | 9444 |
| Printing Compositor | 7536 | 7884 | 8244 | 8628 | 9024 | 9444 |
| Lithographic Pressman II | 8244 | 8628 | 9024 | 9444 | 9900 | 10368 |
| Lithographer | 8244 | 8628 | 9024 | 9444 | 9900 | 10368 |
| Lithographic Pressman III | 9024 | 9444 | 9900 | 10368 | 10860 | 11376 |

*for one year graphic arts course

**for two year graphic arts course

60 - 2.23 (a)(8)

"All training programs, formal and informal."

Review of training programs, both formal and informal, does not indicate that minorities or women are underrepresented.

- employees may take University courses (tuition free) to upgrade knowledge and skills
- a supervisory development training program is available to all supervisors
- a high school diploma program is available to eligible employees without regard to race or sex
- orientation training sessions are attended by all new employees

60 - 2.23 (a)(9) and (b)(12)

"Work force attitude."

University units have indicated that the work force attitude has generally been positive in the support of affirmative action and equal employment opportunities. All units have an affirmative action officer and/or affirmative action committee and the individual departments within the units have their own affirmative action programs.

All personnel in the Division of Personnel Services involved in recruiting, screening, and referral of applicants to SPA positions in the various Schools and departments have been carefully selected and trained to insure that equal opportunity for employment is given to all applicants. This means that interviewers are carefully screened before employment as to their attitudes and personal opinions concerning employment of minority group members and females. After employment, interviewers are made fully aware of legislation, executive orders, and guidelines concerning equal employment opportunity. Awareness is accomplished through on-the-job training and workshops and seminars that are offered at various locations from time to time.

The academic Schools are working regularly on helping their work force attitude. For example, in the School of Agriculture and Life Sciences each department has appointed an individual to nurture and enhance the aims and purposes of our Affirmative Action Plan. From these individuals the School maintains an affirmative action committee that works with the Dean in the interest of equal employment opportunities. Similar programs are concerned with the organization of affirmative action programs in the other Schools.

The units also affirm that personnel involved in their recruiting, screening, selection, promotion, disciplinary, and related processes have been carefully selected and trained to help insure elimination of bias in all personnel actions.

Work force attitude toward affirmative action is based on a grass roots level from the smallest departments on up. It is intended that a positive attitude toward equal opportunities and employment will permeate the University.

60 - 2.23 (a)(10)

"Technical phases of compliance, such as poster and notification to labor unions, retention of applications, notification to subcontractors, etc."

60 - 2.23 (a)(10) and (b)(14)

Are formal techniques established for evaluating effectiveness of EEO programs?

There are two basic levels of responsibility for implementing North Carolina State University's Affirmative Action Plan. At the broadest level, the responsibility rests on the central administration and has been delegated to the Equal Employment Opportunity Officer (EEO Officer). The designated responsibilities of the University EEO Officer may be found in Chapter IV, Sections A and B. The second level exists at the unit level. Each unit's method of implementation and delegation of authority and responsibility is described in each unit's plan.

The units' EEO Officers (total of 13) make up the University Affirmative Action Committee with the University EEO Officer serving as chairman. This committee has met periodically during the current school year and will continue to do so in the future. In turn, the unit EEO Officers meet with and disseminate information to their individual Deans and departmental affirmative action representatives.

Several formal instruments have been established for evaluating the effectiveness of EEO programs at this University. Among these instruments can be listed the following:

EPA

- unit employment profile
- recruitment reports from units of all prospective hires through the year
- salary increase analysis
- promotion review

SPA

- EEO-1 annual report

- Job Order Control Sheet (indicates job vacancies and how they are finally filled)
- Application Routing Sheet (sent with all referrals, completed and returned to Personnel Services indicating reasons why applicant was or was not hired)
- records maintained on transfers
- records on applicant responses to newspaper advertising and referral of weekly vacancy list to selected recruiting sources.

An annual affirmative action report from each unit will include the following:

- progress in meeting goals and assessment
- review of changes in employment profile
- review in analysis of availability
- plans for changes in procedure and goals for the next year.

60 - 2.23 (a)(10) and (b)(15)

Does lack of access to suitable housing inhibit recruitment efforts and employment of qualified minorities?

Low income housing is in short supply and is much needed in the City of Raleigh at this time. The University through the Department of Urban Affairs in University Extension works regularly with city officials on this problem. The City of Raleigh has a Raleigh Community Relations Council. One focus of this council is on the establishment of a nonprofit housing corporation which could purchase property, redevelop it, and make it available to new tenants on a possible subsidized renting basis. This effort involves several faculty members.

A member of our faculty and staff participates in HOME (Housing Opportunities Made Equal). The purpose of this organization is to help prepare neighborhoods for integration that is about to take place.

Goals for Raleigh, still another organization, through its Housing sub-committee, is studying strategy for dealing with housing problems in Raleigh.

The City of Raleigh and the Housing subcommittee had faculty members do a housing submarket analysis. The project looked at housing demands and problems and then projected housing needs over the next 5, 10, and 15 years. This study has recently been completed.

A new organization, ULTRA, which involves a number of faculty and staff, deals with landlord-tenant relationships. A current project of ULTRA is the preparation of legislation to strengthen the rights of tenants.

60 - 2.23 (a)(10) and (b)(16)

Does lack of suitable transportation (public or private) to the work place inhibit minority employment?

Public transportation in the City of Raleigh is grossly inadequate at the present time and is in need of much improvement. This inadequate service is particularly true in various minority areas and could inhibit their means of getting to this University. The obstacles are formidable.

The University through its Department of Urban Affairs in University Extension has cooperated with the City of Raleigh in efforts to improve public transportation.

In 1973 a Public Transit Study was made entitled the Voorhees Study. A number of faculty served as consultants on this study. The study has just been published and has been endorsed by city officials. At the present time an application is being prepared to request Federal funding for improvement of the transportation system. One recommendation is to set up a Transportation Authority for Raleigh. Implementation of this project would greatly enhance public transportation in the south side of the City where many minority people live. The plan fully implemented would double services in the City and improve the quality and quantity of buses.

The Goals for Raleigh organization through its Transportation Committee is also studying the Voorhees Study and any possible short term improvements in

public transportation that may be accomplished in the near future. Numerous faculty members participate in the program.

Approximately two years ago several faculty members conducted through the University Urban Affairs program with the City of Raleigh a study of needs of the elderly and how their transportation needs might best be met. A lack of funds has put this study in limbo at the present time.

The University through Urban Affairs is cooperating with Wake County officials and the City of Raleigh on a proposal for a Wake County study of residents in the county who are transportation poor. This study involves our University personnel and county agencies such as Social Services and Health. North Carolina A&T State University, a predominantly black institution, is serving in a consultative capacity in this project.

60 - 2.23 (a)(10) and (b)(17)

Are labor unions and subcontractors notified of their responsibilities?

North Carolina State University has no labor union contracts. All construction contracts involving Federal funds let by the University include a compliance statement on being an equal opportunity employer. When the contractor signs the contract, he is indicating that he is in compliance with this policy.

60 - 2.23 (a)(10) and (b)(18)

Do purchase orders contain EEO clause?

University purchase orders do contain the equal employment opportunity clause. A sample copy is attached.

60 - 2.23 (a)(10) and (b)(19)

Are posters on display?

All University units indicate that appropriate equal employment opportunity posters are appropriately displayed on their several bulletin boards.

60 - 2.26

"Support of Action Programs."

The University does not normally appoint members to community committees or boards. These appointments are generally made by city officials. However, the University supports members of the staff and faculty appointed or elected to the various local boards and committees.

North Carolina State University is one of six Cooperating Raleigh Colleges. Two are predominantly black universities and three are predominantly women colleges. Students from these other local colleges are eligible to take courses at NCSU at no additional cost to the individual provided these courses are not offered by the participant's own institution. A total of 227 students from the other local institutions registered for one or more courses at NCSU during the 1972-73 academic year.

NCSU Information Services has had a continuous program of publicizing minority and female personnel achievements. Releases are sent on a regular basis to local and minority news media.

The University Center for Urban Affairs and Community Services at NCSU has a joint Title I grant with North Carolina A&T State University. The grant provides for technical assistance and training programs for minority businessmen. One staff member from each university is working through the Chamber of Commerce in Raleigh and Greensboro, North Carolina.

Participation by faculty and staff in efforts to improve housing and local transportation for minorities is discussed earlier in this chapter.

Table 2c. Summary on present and projected academic year 1975-76 sexual composition of North Carolina State University SPA personnel and unclassified Student Supply Store personnel by job classifications and by employment status.

| Job Classification | Employment Status | Time Period | Female | Male | Total |
|---------------------------|-------------------|-------------|---------------------------|--------------|-------------|
| Officials and Managers | Full-time | present | 4 (6.9) ¹ | 54 (93.1) | 58 (2.8) |
| | | 1975-76 | 4 (6.9) | 54 (93.1) | 58 (2.6) |
| | Part-time | present | N/A | N/A | N/A |
| | | 1975-76 | N/A | N/A | N/A |
| Professionals | Full-time | present | 38 (53.5) | 33 (46.5) | 71 (3.4) |
| | | 1975-76 | 39 (54.2) | 33 (45.8) | 72 (3.3) |
| | Part-time | present | N/A | N/A | N/A |
| | | 1975-76 | N/A | N/A | N/A |
| Technicians | Full-time | present | 125 (31.2) | 275 (68.8) | 400 (18.8) |
| | | 1975-76 | 136 (31.6) | 294 (68.4) | 430 (19.4) |
| | Part-time | present | 1 (33.3) | 2 (66.7) | 3 (3.9) |
| | | 1975-76 | 1 (33.3) | 2 (66.7) | 3 (3.1) |
| Sales | Full-time | present | 28 (49.1) | 29 (50.9) | 57 (2.7) |
| | | 1975-76 | 29 (44.6) | 36 (55.4) | 65 (2.9) |
| | Part-time | present | N/A | N/A | N/A |
| | | 1975-76 | N/A | N/A | N/A |
| Clerical | Full-time | present | 720 (93.9) | 47 (6.1) | 767 (36.1) |
| | | 1975-76 | 745 (93.5) | 52 (6.5) | 797 (36.0) |
| | Part-time | present | 69 (100.0) | 0 (0.0) | 69 (89.6) |
| | | 1975-76 | 84 (98.8) | 1 (1.2) | 85 (87.6) |
| Craftman | Full-time | present | 13 (5.3) | 234 (94.7) | 247 (11.6) |
| | | 1975-76 | 18 (6.9) | 244 (93.1) | 262 (11.8) |
| | Part-time | present | N/A | N/A | N/A |
| | | 1975-76 | N/A | N/A | N/A |
| Operations (semi-skilled) | Full-time | present | 65 (59.1) | 45 (40.9) | 110 (5.2) |
| | | 1975-76 | 75 (65.2) | 40 (34.8) | 115 (5.2) |
| | Part-time | present | 0 (0.0) | 3 (100.0) | 3 (3.9) |
| | | 1975-76 | 0 (0.0) | 3 (100.0) | 3 (3.1) |
| Laborers | Full-time | present | 6 (4.8) | 118 (95.2) | 124 (5.8) |
| | | 1975-76 | 7 (5.5) | 120 (94.5) | 127 (5.7) |
| | Part-time | present | 2 (100.0) | 0 (0.0) | 2 (2.6) |
| | | 1975-76 | 6 (100.0) | 0 (0.0) | 6 (6.2) |
| Service Workers | Full-time | present | 133 (46.0) | 156 (54.0) | 289 (13.6) |
| | | 1975-76 | 134 (46.0) | 157 (54.0) | 291 (13.1) |
| | Part-time | present | N/A | N/A | N/A |
| | | 1975-76 | N/A | N/A | N/A |
| Total | Full-time | present | 1132 (53.3) ² | 991 (46.7) | 2123 |
| | | 1975-76 | 1187 (53.5) | 1025 (46.2) | 2212 |
| | Part-time | present | 72 (93.5) | 5 (6.5) | 77 |
| | | 1975-76 | 91 (93.8) | 6 (6.2) | 97 |

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See Table 1a. for explanation of superscripts.

Table 2b. Summary on present and projected academic year 1975-76 sexual composition of North Carolina State University EPA personnel by rank (EPA faculty) and by employment status.

| EPA FACULTY | | | | | | | | | | |
|-------------|-------------------|-------------|----------------------|------------|---------------------|---------------------|------------|-----------|----------|-------------|
| Sex | Employment Status | Time Period | Department Head | Professor | Associate Professor | Assistant Professor | Instructor | Lecturer | Other | Total |
| Female | Full-time | present | 1 (1.8) ¹ | 2 (0.6) | 5 (1.6) | 31 (9.9) | 27 (20.8) | 0 (0.0) | 1 (14.3) | 67 (5.7) |
| | | 1975-76 | 1 (1.7) | 8 (1.9) | 22 (5.9) | 57 (18.3) | 24 (29.6) | 0 (0.0) | 2 (28.6) | 114 (9.1) |
| | Part-time | present | N/A | 0 (0.0) | 0 (0.0) | 0 (0.0) | 6 (30.0) | 1 (16.7) | 1 (20.0) | 8 (17.0) |
| | | 1975-76 | | 0 (0.0) | 0 (0.0) | 1 (25.0) | 4 (80.0) | 1 (33.3) | 1 (33.3) | 7 (28.0) |
| Male | Full-time | present | 56 (98.2) | 349 (99.4) | 304 (98.4) | 281 (90.1) | 103 (79.2) | 1 (100.0) | 6 (85.7) | 1100 (94.3) |
| | | 1975-76 | 57 (98.3) | 408 (98.1) | 352 (94.1) | 254 (81.7) | 57 (70.4) | 1 (100.0) | 5 (71.4) | 1134 (90.9) |
| | Part-time | present | N/A | 6 (100.0) | 5 (100.0) | 5 (100.0) | 14 (70.0) | 5 (83.3) | 4 (80.0) | 39 (83.0) |
| | | 1975-76 | | 3 (100.0) | 7 (100.0) | 3 (75.0) | 1 (20.0) | 2 (66.7) | 2 (66.7) | 18 (72.0) |
| Total | Full-time | present | 7 (4.9) ² | 351 (30.1) | 309 (26.5) | 312 (26.7) | 130 (11.1) | 1 (0.1) | 7 (0.6) | 1167 |
| | | 1975-76 | 8 (4.6) | 416 (33.3) | 374 (30.0) | 311 (24.9) | 81 (6.5) | 1 (0.1) | 7 (0.6) | 1248 |
| | Part-time | present | N/A | 6 (12.8) | 5 (10.6) | 5 (10.6) | 20 (42.6) | 6 (12.8) | 5 (10.6) | 47 |
| | | 1975-76 | | 3 (12.0) | 7 (28.0) | 4 (16.0) | 5 (20.0) | 3 (12.0) | 3 (12.0) | 25 |

^{1,2} See Table 1a. for explanation of superscripts.

Table 2a. Summary on present and projected academic year 1975-76 sexual composition of North Carolina State University EPA personnel by job classification (EPA nonfaculty) and by employment status.

EPA NONFACULTY

| Sex | Employment Status | Time Period | Officials and Managers | Professionals | Technicians | Total |
|--------|-------------------|-------------|-------------------------|---------------|-------------|------------|
| Female | Full-time | present | 11 (9.9) ¹ | 71 (24.7) | 2 (66.7) | 84 (20.9) |
| | | 1975-76 | 12 (10.8) | 75 (25.2) | 2 (66.7) | 89 (21.6) |
| | Part-time | present | N/A | 6 (50.0) | N/A | 6 (50.0) |
| | | 1975-76 | | 4 (50.0) | | 4 (50.0) |
| Male | Full-time | present | 100 (90.1) | 217 (75.3) | 1 (33.3) | 318 (79.1) |
| | | 1975-76 | 99 (89.2) | 223 (78.4) | 1 (33.3) | 323 (78.4) |
| | Part-time | present | N/A | 6 (50.0) | N/A | 6 (50.0) |
| | | 1975-76 | | 4 (50.0) | | 4 (50.0) |
| Total | Full-time | present | 111 (27.6) ² | 288 (71.6) | 3 (0.7) | 402 |
| | | 1975-76 | 111 (26.9) | 298 (72.3) | 3 (0.7) | 412 |
| | Part-time | present | N/A | 12 | N/A | 12 |
| | | 1975-76 | | 8 | | 8 |

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See Table 1a. for explanation of superscripts.

Table 1c. Summary on present and projected academic year 1975-76 racial composition of North Carolina State University SPA and unclassified Student Supply Store personnel by job classifications and by employment status.

| SPA & UNCLASSIFIED STUDENT SUPPLY STORE PERSONNEL | | | | | | |
|---|-------------------|-------------|--------------------------|-----------------------|----------------------------------|-------------|
| Job Classification | Employment Status | Time Period | American Negro | Other Minority Groups | Caucasians and Foreign Nationals | Total |
| Officials and Managers | Full-time | present | 0 (0.0) ¹ | 0 (0.0) | 58 (100.0) | 58 (2.8) |
| | | 1975-76 | 2 (3.4) | 0 (0.0) | 56 (96.6) | 56 (2.6) |
| Professionals | Part-time | present | N/A | N/A | N/A | N/A |
| | | 1975-76 | N/A | N/A | N/A | N/A |
| Technicians | Full-time | present | 2 (2.8) | 2 (2.8) | 67 (94.4) | 71 (3.4) |
| | | 1975-76 | 6 (8.3) | 2 (2.8) | 64 (88.9) | 72 (3.3) |
| Sales | Part-time | present | N/A | N/A | N/A | N/A |
| | | 1975-76 | N/A | N/A | N/A | N/A |
| Clerical | Full-time | present | 37 (9.2) | 6 (1.5) | 357 (89.3) | 400 (18.8) |
| | | 1975-76 | 49 (11.4) | 6 (1.4) | 375 (87.2) | 430 (19.4) |
| Craftsman | Part-time | present | 0 (0.0) | 0 (0.0) | 3 (100.0) | 3 (3.9) |
| | | 1975-76 | 0 (0.0) | 1 (33.3) | 2 (66.7) | 3 (3.1) |
| Operations (semi-skilled) | Full-time | present | 1 (1.8) | 0 (0.0) | 56 (98.2) | 57 (2.7) |
| | | 1975-76 | 4 (6.2) | 0 (0.0) | 61 (93.8) | 65 (2.9) |
| Laborers | Part-time | present | N/A | N/A | N/A | N/A |
| | | 1975-76 | N/A | N/A | N/A | N/A |
| Service Workers | Full-time | present | 83 (10.8) | 2 (0.3) | 682 (88.9) | 767 (36.1) |
| | | 1975-76 | 128 (16.1) | 2 (0.2) | 667 (83.7) | 797 (36.0) |
| Total | Part-time | present | 0 (0.0) | 0 (0.0) | 69 (100.0) | 69 (89.6) |
| | | 1975-76 | 0 (0.0) | 12 (14.1) | 73 (85.9) | 85 (87.6) |
| Total | Full-time | present | 59 (23.9) | 0 (0.0) | 188 (76.1) | 247 (11.6) |
| | | 1975-76 | 76 (29.0) | 0 (0.0) | 186 (71.0) | 262 (11.8) |
| Total | Part-time | present | N/A | N/A | N/A | N/A |
| | | 1975-76 | N/A | N/A | N/A | N/A |
| Total | Full-time | present | 36 (32.7) | 2 (1.8) | 72 (65.5) | 110 (5.2) |
| | | 1975-76 | 45 (39.1) | 2 (1.7) | 68 (59.1) | 115 (5.2) |
| Total | Part-time | present | 0 (0.0) | 2 (66.7) | 1 (33.3) | 3 (3.9) |
| | | 1975-76 | 0 (0.0) | 2 (66.7) | 1 (33.3) | 3 (3.1) |
| Total | Full-time | present | 79 (63.7) | 0 (0.0) | 45 (36.3) | 124 (5.8) |
| | | 1975-76 | 79 (62.2) | 0 (0.0) | 48 (37.8) | 127 (5.7) |
| Total | Part-time | present | 0 (0.0) | 0 (0.0) | 2 (100.0) | 2 (2.6) |
| | | 1975-76 | 0 (0.0) | 3 (50.0) | 3 (50.0) | 6 (6.2) |
| Total | Full-time | present | 246 (85.1) | 1 (0.3) | 42 (14.5) | 289 (13.6) |
| | | 1975-76 | 247 (84.9) | 1 (0.3) | 43 (14.8) | 291 (13.1) |
| Total | Part-time | present | N/A | N/A | N/A | N/A |
| | | 1975-76 | N/A | N/A | N/A | N/A |
| Total | Full-time | present | 543 (25.6) ² | 13 (0.6) | 1567 (73.8) | 2123 |
| | | 1975-76 | 636 (28.7) | 13 (0.6) | 1568 (70.7) | 2217 |
| Total | Part-time | present | 0 (0.0) | 2 (2.6) | 75 (97.4) | 77 |
| | | 1975-76 | 0 (0.0) | 18 (18.6) | 79 (81.4) | 97 |

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See Table 1a. for explanation of superscripts.

Table 1b. Summary on present and projected academic year 1975-76 racial composition of North Carolina State University EPA personnel by rank (EPA faculty) and by employment status.

EPA FACULTY

| Race | Employment Status | Time Period | Department Head | Professor | Associate Professor | Assistant Professor | Instructor | Lecturer | Other | Total |
|----------------------------------|-------------------|-------------|-----------------------|------------|---------------------|---------------------|------------|-----------|-----------|-------------|
| | | | | | | | | | | |
| American Negro | Full-time | present | 0 (0.0) ¹ | 0 (0.0) | 3 (1.0) | 4 (1.3) | 4 (3.1) | 0 (0.0) | 1 (14.3) | 12 (1.0) |
| | | 1975-76 | 0 (0.0) | 3 (0.8) | 9 (2.4) | 22 (7.1) | 9 (11.1) | 0 (0.0) | 1 (14.3) | 44 (3.5) |
| | Part-time | present | — | 0 (0.0) | 0 (0.0) | 0 (0.0) | 2 (10.0) | 1 (16.7) | 0 (0.0) | 3 (6.4) |
| | | 1975-76 | — | 0 (0.0) | 0 (0.0) | 0 (0.0) | 0 (0.0) | 0 (0.0) | 0 (0.0) | 0 (0.0) |
| Other minority groups | Full-time | present | 1 (1.8) | 5 (1.4) | 5 (1.6) | 4 (1.6) | 0 (0.0) | 0 (0.0) | 0 (0.0) | 15 (1.3) |
| | | 1975-76 | 1 (1.7) | 6 (1.4) | 9 (2.4) | 2 (0.6) | 2 (2.5) | 0 (0.0) | 0 (0.0) | 20 (1.6) |
| | Part-time | present | — | 0 (0.0) | 0 (0.0) | 0 (0.0) | 0 (0.0) | 0 (0.0) | 0 (0.0) | 0 (0.0) |
| | | 1975-76 | — | 0 (0.0) | 0 (0.0) | 0 (0.0) | 0 (0.0) | 0 (0.0) | 0 (0.0) | 0 (0.0) |
| Caucasians and Foreign Nationals | Full-time | present | 56 (98.2) | 346 (98.6) | 301 (97.4) | 304 (97.4) | 126 (96.1) | 1 (100.0) | 6 (85.7) | 1140 (97.7) |
| | | 1975-76 | 57 (98.3) | 407 (97.8) | 356 (95.2) | 287 (92.3) | 70 (86.4) | 1 (100.0) | 6 (85.7) | 1184 (94.9) |
| | Part-time | present | — | 6 (100.0) | 5 (100.0) | 5 (100.0) | 18 (90.0) | 5 (83.3) | 5 (100.0) | 44 (93.6) |
| | | 1975-76 | — | 3 (100.0) | 7 (100.0) | 4 (100.0) | 5 (100.0) | 3 (100.0) | 3 (100.0) | 25 (100.0) |
| Totals | Full-time | present | 57 (4.9) ² | 351 (30.1) | 309 (26.5) | 312 (26.7) | 130 (11.1) | 1 (0.1) | 7 (0.6) | 1167 |
| | | 1975-76 | 58 (4.6) | 416 (33.3) | 374 (30.0) | 311 (24.9) | 81 (6.5) | 1 (0.1) | 7 (0.6) | 1248 |
| | Part-time | present | — | 6 (12.8) | 5 (10.6) | 5 (10.6) | 20 (42.6) | 6 (12.8) | 5 (10.6) | 47 |
| | | 1975-76 | — | 3 (12.0) | 7 (28.0) | 4 (16.0) | 5 (20.0) | 3 (12.0) | 3 (12.0) | 25 |

^{1,2} See Table 1a. for explanation of superscripts.

Table 1a. Summary on present and projected academic year 1975-76 racial composition of North Carolina State University EPA personnel by job classifications (EPA nonfaculty) and by employment status.

EPA NONFACULTY

| Race | Employment Status | Time Period | Officials and Managers | Professionals | Technicians | Total |
|----------------------------------|-------------------|-------------|--------------------------|---------------|-------------|-------------|
| American Negro | Full-time | present | 7 (6.3) ¹ | 18 (6.2) | 0 (0.0) | 25 (6.2) |
| | | 1975-76 | 9 (8.1) | 30 (10.4) | 0 (0.0) | 39 (9.5) |
| | Part-time | present | N/A | 1 (8.3) | N/A | 1 (8.3) |
| | | 1975-76 | | 0 (0.0) | | 0 (0.0) |
| Other minority groups | Full-time | present | 0 (0.0) | 2 (0.7) | 0 (0.0) | 2 (0.5) |
| | | 1975-76 | 0 (0.0) | 5 (1.7) | 0 (0.0) | 5 (1.2) |
| | Part-time | present | N/A | 0 (0.0) | N/A | 0 (0.0) |
| | | 1975-76 | | 0 (0.0) | | 0 (0.0) |
| Caucasians and Foreign Nationals | Full-time | present | 104 (93.7) | 268 (93.1) | 3 (100.0) | 375 (93.3) |
| | | 1975-76 | 102 (91.9) | 263 (91.3) | 3 (100.0) | 368 (89.3) |
| | Part-time | present | N/A | 11 (91.7) | N/A | 11 (91.7) |
| | | 1975-76 | | 8 (100.0) | | 8 (100.0) |
| Total | Full-time | present | 111 (27.6) ² | 288 (71.6) | 3 (0.7) | 402 |
| | | 1975-76 | 111 (26.9) | 298 (72.3) | 3 (0.7) | 412 |
| | Part-time | present | N/A | 12 | N/A | 12 |
| | | 1975-76 | | 8 | | 8 |

¹ Values are number of employees and (percentage within this employment status group.)

² Percent of total in this job classification.

APPENDIX A

Chart II
EMPLOYMENT PROFILE
NORTH CAROLINA STATE UNIVERSITY
October 1, 1973

| Title | Total | White | | | | Black | | | | Other Minorities | | | |
|---------------------------------|------------|-----------|---------------|-----------|------------|------------|-------------|------------|-------------|------------------|-------------|----------|----------|
| | | Male | (%) | Female | (%) | Male | (%) | Female | (%) | Male | (%) | Female | (%) |
| A. Officials & Managers | 59 | 56 | (95) | 3 | (5) | | | | | | | | |
| B. Professionals | 78 | 38 | (48) | 36 | (47) | 1 | (1.5) | 1 | (1.5) | 0 | | 2 | (2) |
| C. Technicians | 410 | 248 | (61) | 118 | (29) | 29 | (6.5) | 8 | (2) | 2 | (.5) | 5 | (1) |
| D. Sales | 3 | 2 | (67) | | | | | 1 | (33) | | | | |
| E. Clerical | 766 | 30 | (4) | 646 | (84) | 19 | (3) | 67 | (8.5) | 1 | (.1) | 3 | (.4) |
| F. Craftsman | 251 | 185 | (74) | 9 | (3) | 52 | (21) | 5 | (2) | | | | |
| G. Operations (semi-skilled) | 109 | 24 | (23) | 50 | (46) | 19 | (16) | 14 | (13) | 1 | (1) | 1 | (1) |
| H. Laborers | 124 | 42 | (34) | 3 | (2.5) | 76 | (61) | 3 | (2.5) | | | | |
| I. Service Workers | <u>282</u> | <u>29</u> | <u>(10.7)</u> | <u>10</u> | <u>(3)</u> | <u>120</u> | <u>(43)</u> | <u>122</u> | <u>(43)</u> | <u>1</u> | <u>(.3)</u> | <u>-</u> | <u>-</u> |
| TOTALS | 2,082 | 654 | (32) | 875 | (41) | 316 | (15.2) | 221 | (11) | 5 | (.3) | 11 | (.5) |

DEPARTMENT OF HEALTH, EDUCATION, AND WELFARE
OFFICE OF EDUCATION
WASHINGTON, D.C. 20202

GENERAL CONDITIONS

I. Contract and Contract Documents

The project to be constructed pursuant to this contract will be financed with assistance from the Department of Health, Education, and Welfare, Office of Education, and is subject to all applicable Federal laws and regulations.

The Plans, Specifications and Addenda, hereinafter enumerated in the Supplemental General Conditions, shall form part of this contract and the provisions thereof shall be as binding upon the parties hereto as if they were herein fully set forth. The table of contents, titles, headings, running headlines and marginal notes contained herein and in said documents are solely to facilitate reference to various provisions of the Contract Documents and in no way affect, limit or cast light on the interpretation of the provisions to which they refer.

Contents *

- | | |
|--|--|
| 1. Contract and Contract Documents | 30. Additional or Substitute Bond |
| 2. Definitions | 31. Assignments |
| 3. Additional Instructions and Detail Drawings | 32. Mutual Responsibility of Contractors |
| 4. Shop or Setting Drawings | 33. Separate Contracts |
| 5. Materials, Services and Facilities | 34. Subcontracting |
| 6. Contractor's Title to Materials | 35. Architect/Engineer's Authority |
| 7. Inspection and Testing of Materials | 36. Stated Allowances |
| 8. "Or Equal" Clause | 37. Use of Premises and Removal of Debris |
| 9. Patents | 38. Quantities of Estimate |
| 10. Surveys, Permits and Regulations | 39. Lands and Rights-of-Way |
| 11. Contractor's Obligations | 40. General Guaranty |
| 12. Weather Conditions | 41. Conflicting Conditions |
| 13. Protection of Work and Property—Emergency | 42. Notice and Service Thereof |
| 14. Inspection | 43. Required Provisions Deemed Inserted |
| 15. Reports, Records and Data | 44. Protection of Lives and Health |
| 16. Superintendence by Contractor | 45. Subcontracts |
| 17. Changes in Work | 46. Equal Employment Opportunity |
| 18. Extras | 47. Interest of Member of Congress |
| 19. Time for Completion and Liquidated Damages | 48. Other Prohibited Interests |
| 20. Correction of Work | 49. Use Prior to Owner's Acceptance |
| 21. Subsurface Conditions Found Different | 50. Photographs |
| 22. Claims for Extra Cost | 51. Suspension of Work |
| 23. Right of Owner to Terminate Contract | 52. Minimum Wages |
| 24. Construction Schedule and Periodic Estimates | 53. Withholding Payments |
| 25. Payments to Contractor | 54. Payrolls and Payroll Records |
| 26. Acceptance of Final Payment as Release | 55. Apprentices |
| 27. Payments by Contractor | 56. Compliance with Copeland Anti-Kickback Act |
| 28. Insurance | 57. Overtime |
| 29. Contract Security | 58. Signs |
| | 59. Contract Termination; Debarment |

2. Definitions

The following terms as used in this contract are respectively defined as follows:

- (a) "Contractor": A person, firm or corporation with whom the contract is made by the Owner.

* See alphabetical subject index at end.

41. Conflicting Conditions

Any provision in any of the Contract Documents which may be in conflict or inconsistent with any of the paragraphs in these General Conditions shall be void to the extent of such conflict or inconsistency.

42. Notice and Service Thereof

Any notice to any Contractor from the Owner relative to any part of this contract shall be in writing and considered delivered and the service thereof completed, when said notice is posted, by certified or registered mail, to the said Contractor at his last given address, or delivered in person to said Contractor or his authorized representative on the work.

43. Provisions Required by Law Deemed Inserted

Each and every provision of law and clause required by law to be inserted in this contract shall be deemed to be inserted herein and the contract shall be read and enforced as though it were included herein, and if through mistake or otherwise any such provision is not inserted, or is not correctly inserted, then upon the application of either party the contract shall forthwith be physically amended to make such insertion or correction.

44. Protection of Lives and Health

In order to protect the lives and health of his employees under the contract, the Contractor shall comply with all pertinent provisions of the "Manual of Accident Prevention in Construction" issued by the Associated General Contractors of America, Inc., and shall maintain an accurate record of all cases of death, occupational disease, and injury requiring medical attention or causing loss of time from work, arising out of and in the course of employment on work under the contract. The Contractor alone shall be responsible for the safety, efficiency, and adequacy of his plant, appliances, and methods, and for any damage which may result from their failure or their improper construction, maintenance, or operation.

45. Subcontracts

The Contractor will insert in any subcontracts the Sections 52 through 56 and 59 contained herein and such other clauses as the Office of Education may, by instructions require, and also a clause requiring the subcontractors to include these clauses in any lower tier subcontracts which they may enter into, together with a clause requiring this insertion in any further subcontracts that may in turn be made.

46. Equal Employment Opportunity

During the performance of this contract the Contractor agrees as follows:

- (1) The Contractor will not discriminate against any employee or applicant for employment because of race, creed, color, or national origin. The Contractor will take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, creed, color, or national origin. Such action shall include, but not be limited to, the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided setting forth the provisions of this nondiscrimination clause.
- (2) The Contractor will, in all solicitations or advertisements for employees placed by or on behalf of the Contractor, state that all qualified applicants will receive consideration for employment without regard to race, creed, color, or national origin.

- (3) The Contractor will send to each labor union or representative of workers with which he has a collective bargaining agreement or other contract or understanding, a notice to be provided advising the labor union or workers' representative of the Contractor's commitments under Section 202 of Executive Order No. 11246 of September 24, 1965, and shall post copies of the notice in conspicuous places available to employees and applicants for employment.
- (4) The Contractor will comply with all provisions of Executive Order No. 11246 of September 24, 1965, and of the rules, regulations, and relevant orders of the Secretary of Labor.
- (5) The Contractor will furnish all information and reports required by Executive Order No. 11246 of September 24, 1965, and by the rules, regulations, and orders of the Secretary of Labor, or pursuant thereto, and will permit access to his books, records, and accounts by the Office of Education and the Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations, and orders.
- (6) In the event of the Contractor's noncompliance with the nondiscrimination clauses of this contract or with any of such rules, regulations, or orders, this contract may be cancelled, terminated, or suspended in whole or in part and the Contractor may be declared ineligible for further Government contracts or Federally-assisted construction contracts, in accordance with procedures authorized in Executive Order No. 11246 of September 24, 1965, and such other sanctions may be imposed and remedies invoked as provided in Executive Order No. 11246 of September 24, 1965, or by rule, regulation, or order of the Secretary of Labor, or as otherwise provided by law.
- (7) The Contractor will include the provisions of paragraphs (1) through (7) in every subcontract or purchase order unless exempted by rules, regulation, or orders of the Secretary of Labor issued pursuant to Section 204 of Executive Order No. 11246 of September 24, 1965, so that such provisions will be binding upon each subcontractor or vendor. The Contractor will take such action with respect to any subcontractor or purchase order as the Office of Education may direct as a means of enforcing such provisions, including sanctions for noncompliance: *Provided*, however, that in the event the contractor becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction by the Office of Education, the Contractor may request the United States to enter into such litigation to protect the interests of the United States."

Exemptions to Above Equal Opportunity Clause (41 CFR Chap. 60)

- (1) Contracts and subcontracts not exceeding \$10,000 (other than Government bills of lading) are exempt. The amount of the contract, rather than the amount of the Federal financial assistance, shall govern in determining the applicability of this exemption.
- (2) Except in the case of subcontracts for the performance, of construction work at the site of construction, the clause shall not be required to be inserted in subcontracts below the second tier.
- (3) Contracts and subcontracts not exceeding \$100,000 for standard commercial supplies or raw materials are exempt.

47. Interest of Member of or Delegate to Congress

No member of or Delegate to Congress shall be admitted to any share or part of this contract or to any benefit that may arise therefrom, but this provision shall not be construed to extend to this contract if made with a corporation for its general benefit.

48. Other Prohibited Interests

No official of the Owner who is authorized in such capacity and on behalf of the Owner to negotiate, make, accept or approve, or to take part in negotiating, making, accepting, or ap-

27498

DATE _____

VENDOR NUMBER _____

REQUISITION NUMBER _____

T
O

VOID

TO INSURE PROMPT PAYMENT BOTH ABOVE NUMBERS MUST APPEAR ON ALL INVOICES, SHIPPING PAPERS AND SHIPMENTS. SEE REVERSE SIDE FOR ADDITIONAL INSTRUCTIONS. ALL APPLICABLE N.C. SALES & USE TAX SHALL BE SHOWN AS A SEPARATE ITEM ON INVOICE.

SHIP TO North Carolina State University AT RALEIGH

RALEIGH, NORTH CAROLINA 27607

ATTN:
Department
Building
Room

If you have any questions concerning this order,

contact _____
at the address given or by phone at
A/C-919-737-2171

| | | | | | | | |
|-------------|-----|--|----------|-------|--------|---------|----------|
| SHIPMENT IN | ARO | F.O.B. | SHIP VIA | TERMS | QUOTED | OUR NO. | YOUR NO. |
| | | SHIPPING POINT <input type="checkbox"/> DESTINATION <input type="checkbox"/> | | | | | |

| ITEM NO. | QUANTITY | UNIT | CATALOG NO. | DESCRIPTION | UNIT PRICE | TOTAL |
|-----------------------------------|----------|------|-------------|-------------|------------|-------|
| <p>VOID</p> <p>PURCHASE ORDER</p> | | | | | | |

FIVE COPIES OF INVOICE REQUIRED. ON DATE SHIPMENT IS MADE.

NORTH CAROLINA STATE UNIVERSITY AT RALEIGH

INVOICE EACH SHIPMENT SEPARATELY, AND FURNISH BILL OF LADING, EXPRESS OR SHIPPING RECEIPT WITH EACH INVOICE.

MAIL DIRECTLY TO NORTH CAROLINA STATE UNIVERSITY AT RALEIGH, PURCHASING DEPARTMENT, P.O. BOX 5935, RALEIGH, NORTH CAROLINA 27607

CONDITIONS PRINTED ON REVERSE SIDE OF THIS SHEET CONSTITUTE A PART OF THIS ORDER

PURCHASING AGENT

CONDITIONS AND INSTRUCTIONS

GENERAL

1. The purpose of these Conditions and Instructions is to contribute to the understanding between buyer and seller and not to impose unreasonable obligations or liabilities on the seller.
2. This order is placed subject to: shipment of quantities, qualities and prices indicated on the face; all conditions and instructions of this order and of the proposal on which it is based. The University will allow a 10% variance in quantity and/or price as acceptable conditions.
3. Unless shipment can be made within 10 days, acknowledgement must be submitted.
4. Authorization to make any changes in this order must be given in writing by the North Carolina State University Purchasing Department.
5. Equal Opportunity Employment Statement: The non discrimination clause contained in Section 202 Executive Order 11240, as Amended by Executive Order 11375, relative to Equal Employment Opportunity for all persons without regard to race, color, religion, sex or national origin, and the implementing rules and regulations prescribed by the Secretary of Labor, are incorporated herein.

SHIPPING

6. Each shipment must be shipped to address and marked to the attention of the individual indicated on the face of this order, labeled plainly with our Order Number and showing gross, tare and weight.
7. Unless otherwise indicated on the face of order, all shipments must be Transportation Charges Prepaid. If shipped collect, shipment subject to refusal.
8. Complete packing list must accompany each shipment.
9. In cases where materials are shipped against this order by parties other than yourselves, shipper must be instructed to show our Order Number on all packages and shipping manifests to insure prompt identification and payment of invoices.
10. Materials received in excess of the allowable quantities as specified may be returned at Shipper's expense.

BILLING AND PAYMENT

11. Drafts will not be honored.
12. Five (5) copies of invoice, showing Order Number, terms, routing must be mailed to us on date of shipment.
13. Discounts are to be calculated in accordance with the State of North Carolina discount policies.
14. Direct invoices to Purchasing Department, Box 5935, Raleigh, North Carolina 27607.
15. Invoice each shipment separately.
16. All materials will be subject to our inspection. If defective, they will be returned at Vendor's expense. We reserve the right to cancel this order if goods are not delivered in specified time.
17. THE UNIVERSITY WILL NOT BE RESPONSIBLE FOR GOODS DELIVERED WITHOUT WRITTEN ORDER FROM THIS DEPARTMENT.