

Doctor's Degrees Awarded in Selected Disciplines in the United States by Sex, 1961-62 through 1970-71

Discipline	Ten-Year Total	Total Female	% Female
Agriculture	5,562	131	2
Biological Sciences	23,470	3,337	14
Engineering	24,948	123	0.5
Mathematics	8.492	578	7
Physical Sciences	32,449	1,591	5
Social Sciences	25,053	3,000	12

Source: Office of Education, Bureau of Higher Education

## TABLE 2.

Distribution of Black Ph.D.'s by Discipline, 1969 (Results of Ford Foundation Survey with 1,096 respondents)

Field	Number	Percent
Education	313	29
Social Sciences	288	26
Biological Sciences	142	13
Humanities	136	12
Physical Sciences	129	12
Other (Agriculture, Business Engineering, Home Economics, Religion)	88	8
Total ·	1,096	



Discipline	Total	. Male	Female	Female Doctorates
Agriculture	11.45			
Soils Science				
Animal Science	89 145	84 140	5 5	5.6
Poultry Science	27	27	2	3.4
Horticultural Sciences	78	75	3	3.8
Food Science & Technology	119	110	9	7.6
Forestry	92	92		-
Architecture & Environmental Des	ign			
Architecture	6	6		10 C 10 C 10 C 10 C
Landscape Architecture	ŀ	1		
Biological Sciences				Sec. 1
Botany	223	· 195	28	10.0
Plant Pathology	105	100	28	12.6
Zoology	418	346	72	17.2
Microbiology	323	264	59	18.3
Genetics	128	109	• 19	14.8
Education				
Adult & Continuing Education	45	35 .	. 10 ·	22.2
Mathematics Education	49	34	15	30.6
Science Education	91	.76	15	16.5
Agricultural Education	43	42	1	2.3
Engineering				
Aerospace, Aeronautical,				
Astronautical Engineering	219	216	3	. 1.4
Agricultural Engineering	55	55		
Chemical Engineering	406.	404	2	0.5
Civil, Construction, & Transportation Engineering	446	443 .		
Nuclear Engineering	120	120	3	0.7
Physical Sciences				
Physics, General	1449	1407	42 .	
Chemistry, General	1953	1799	154	2.9 7.9
Social Sciences				
Economics	721	668	53	7.4
History	991	871	120	12.1
Political Science and				
Government	700	615	85	12.1

Table 3. Data on the number of doctorates awarded nationally to females in disciplines offered at North Carolina State University (1970-71).

1 Source: DHEW Publication No. (OE) 73-11412

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Discipline	% Blacks	% Females
Architects	1.3	3.2
Aeronatical Engineer	0.8	1.3
Themical Engineer	0.4	1.2
Civil Engineer	. 0.8	1.1
Slectrical Engineer	1.4	1.3
orestry & Conservation	0.3	1.2
lathematicians	6.7	13.0
Agricultural Scientists	0.7	2.1
Themists	3.5	10.9
Veterinarians	. 0.3	3.8
Political Scientists	. 0.0	. 33.3

Table 4. Census data (1970) on blacks and females with postgraduate education and in some of the disciplines offered at North Carolina State University.



## TABLE 5.

	1968-69	1969-70	1970-71	1971-72
Agriculture Total	106	101	212	222
Black	17	13	6	11
Female	1	6	11	13
Biological Sciences Total	788	863	850	848
Black	129	133	144	114
Female	274	318	295	231
Engineering Total	709	754	965	990
Black	33	28	40	25
Female	3	4	6	5
Mathematics Total	818	774	699	695
Black	68	88	63	65
Female	370	345	315	294
Physical Sciences Total	555	555	540	530
Black	38	30	36	35
Female .	87	71.	77	. 53
Social Sciences Total	3968	4246	4352	4462
Black ·	525	567	737	846
Female	1391	1500	1578	1165

Number of Bachelor's Degrees Awarded in Selected Disciplines in North Carolina by Race\* and Sex, 1968-69, 1969-70, 1970-71, and 1971-72.

\* Estimate based on graduates from predominantly black institutions.

Source: Statistical Abstract of Higher Education in North Carolina, 1969-70, 1970-71, 1971-72, 1972-73.



	Femal	es	Americar	American Negro	
School	Availability %	Utilization ,	Availability %	Utilization %	
Agriculture and Life Sciences	11.6	7.9	3.2	2.4	
Design	8.5	5.7	3.0	2.9	
Education	• 15.2	11.0	0.7	0.0	
Engineering	0.7	0.7	0.5	0.0	
Forest Resources	1.4	0.0	0.9	0.0	
Liberal Arts	19.8	15.2	2.3	2.2	
Physical and Mathematical Sciences	4.7	5.1	0.6	0.6	
Textiles	4.3	2.6	2.2	0.0	

Table 6. Comparison between availability and utilization of females and American Negro in academic Schools.





	American Negro		Female	
Planning Unit	Present Utilization, %	1975-76 Goal, %	Present Utilization, %	1975-76 Goal, %
School of Agriculture and Life Sciences	1.1	3.7	3.2	6.6
School of Design	3.2	6.2	6.5	15.6
School of Education	0.0	7.6	10.3	15.2
School of Engineering	0.0	2.0	0.7	2.0
School of Forest Resources	0,0	0.0	0.0	1.9
School of Liberal Arts	2,2	5.4	15.2	19.7
School of Physical and Mathematical Sciences	0.6	1.1	5.1	7.1
School of Textiles	0.0	2.6	2.6	7.9
Special Units	0.0	0-, 0	0.0	0.0

Table 7. Summary by race (American Negro) and females on precent utilization and 1975-76 goals by planning units (EPA faculty).





## TABLE 8

Number of Associate Degrees and Diplomas Awarded by North Carolina Community Colleges and Technical Institutes in 1971-72 by Race and Sex in Selected Disciplines

Colle	ege Transfer Progr	ams	
	Total	Black	Female
Agricultural and Natural Science	8	0	0
Engineering	20	0	0
Mathematics	13	0	7
Science	26	1	7
Textiles	0	0	0

Occupational Programs

	Total	Black	Female
Agricultural and Biologicàl Science Technologies	208	. 6	36
Engineering and Science Technologies	908	64	45
Office Technologies	. 1653	267	956
Trades and Industry Occupations	2391	471	455

Source: Department of Community Colleges





## TABLE 9.

	Total	Females		Minorities	3
		Number	%	Number	%
Total Work Force	118,170	49,150	42	22,660	19
Employed	115,320	47,510	41	21,560	19
Unemployed	2,850	1,640 .	57	1,100	39

## 1971 Civilian Work Force Estimate for Wake County









Job Classification	% American Negro	% Female
Officials and Managers	. 4.3	15.2
Professionals	11.1	51.3
Technicians	4.5	20.4
Sales	4.2	32.4
Clerical	8.3	76.3
Craftsman	16.9	6.3
Operations (semi-skilled)	31.9	36.9
Laborers	49.7	9.7
Service Workers .	49:1	55.0

Table 10. Availability on females and American Negro by SPA job classification. (1970 census data)







	American N	American Negro		2
Planning Unit	Present Utilization,%	1975-76 Goals,%	Present Utilization,%	1975-76 Goals,%
School of Agriculture and Life Sciences	12.2	15.5	55.0	54.5
School of Design	0.0	0.0	77.8	77.8
School of Education	21.4	21.4	100.0	100.0
School of Engineering	3.2	8.4	58.9	58.9
School of Forest Resources	15.2	20.6	81.8	. 82.4
School of Liberal Arts	25.0	24.2	84.4	84.8
School of Physical and Mathematical Science	s 4.1	8.1	75.7	75.7
School of Textiles	10.7	. 21.4	60.7	60.7
Office of Business Affairs	49.6	\$2.5	32.6	34.5
Library	21.2	22.1	92.4	91.2
Division of Student Affairs	29.2	32.8	76.6	76.6
University Extension	23.8	25.0	64.3	68.2
Special Units	10.9	14.9	65.3	64.4

Table 11. Summary by planning units on present and 1975-76 goals for utilization of SPA employees.

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## APPENDIX A

NCSU AFFIRMATIVE ACTION RECRUITMENT REPORT (Fill out for each EPA position filled)

Department of:		
EPA position filled:(rank and area of sp		<u> </u>
Fulltime; Part time; Date employ	mert effective	
Number of groups, institutions,etc. notific (list on back specific efforts to locate for	ed about vacancy emales and minor	ities)
Number of applications received:	Male Fem	ale
		Black
		White
		Other
Number of candidates invited to campus:	I	
	MaleFem	
		Black
		White
		* Other
Offers made to (list in order):		
Name Sex Race	Present Employer	Accept- Re- ed jected
1.	hiptoyer	ed jected
2		T- 19-61 - 41
4		
Do you have files documenting your efforts a locate female and minority candidates for th	nis position? _	
	Y	es No

Signed Department Head

Date

### APPENDIX B

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 <u>EPA</u> 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. <u>Please note</u>: 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 appointment 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 coverning promotions. Initial appointment forms already require information on kinship.

Chancellor



COPY

The University of North Carolina Office of the President

ADMINISTRATIVE MEMORANDUM

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 personnelaction 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

## APPENDIX C

NORTH CAROLINA STATE UNIVERSITY



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Application Routing and Evaluation Data Sheet for Staff (SPA) Positions

PLEASE REVIEW AND RETURN IMMEDIATELY TO THE PERSONNEL OFFICE

Candidate	To Be Reviewed By	Departmen	it.
Position Applied For I	Date Routed	Application (Form PD-107	7) transmitted via Applicant
Personnel Office/Interviewer Reman	cks		
North Carolina State Universi Rights Act of 1964, Executive Ord Department of Labor's "Revis en Ooyment opportunity. It is the departments, divisions, branches, by all management and supervisory Affirmative action will be taken of demotion, transfers, and terminat: that no factor of race, color, reise Appointment Policy - Appointment I of Personnel	er 11246, and 11375, sed Order No. 4," and e policy of the Univo and activities that personnel to prevent to insure that employ ion of individuals is ligion, sex, national Forms (Form PD-105A) Services until <u>all</u> A	the provisions and princip the Age Discrimination Ac l related legislation pert irrsity including all its s firm and positive efforts discriminatory employmer ment, training, upgrading pursued on a fair, impar origin, or age will be c whom a fair, or age will be c both the second	et of 1967, the aining to equal schools, s will be made nt practices. g, promotion, ctial basis and considered. mancellor the Division
completed and	i recurned.		
Department Reviewers - Complete Se	ections A and B		
Section A			
1. If interviewed, was the applic			? Yes No
If yes, please indicate type a			
2. If considered for a <u>vacant</u> pos Applicant interviewed, bu not selecting this applic	it not offered employ	the following: ment. (Explain specific	reasons for
Applicant interviewed - Re Position number		Position title for selecting this applica	ent in Section B.)

DPS-2

Application Routing and Evaluation Sheet (continued)

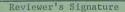
Applicant considered for position but not granted interview. (Explain reason for not granting interview in Section B.)

Applicant declined offer of employment. (Give applicant's reason(s) in Section B.)

Another applicant selected for job prior to receipt of application. (Give new employee's name and source of referral in Section B.)

#### Section B: Comments by Reviewer

Reasons for action taken in <u>Section A</u> must be descriptive. Statements such as "general impression," "work history," "skills," "experience," "salary requirements," "references," "education," and "qualifications" will not be acceptable without further explanation of such statement. Please note that any qualification standards established or a condition of employment must prove to be directly related to the duties and responsibilities to be performed and a "business necessity" in your activity.



## APPENDIX D

NORTH CAROLINA STATE UNIVERSITY AT RALEIGH

March 7, 1973

#### MEMORANDUM

To: Deans, Directors, and Department Heads

Subject: Listing Staff Vacancies Advertising for Recruitment Purposes

To improve personnel management at the staff level, I am re-emphasizing existing policy concerning listing of staff vacancies and initiating a new policy concerning advertising for recruitment purposes.

Some campus departments are failing to list SPA vacancies with the Division of Personnel Services as required by my memorandum of April 15, 1969. To reacquaint you with this policy, it is restated here with minor editing:

## LISTING STAFF VACANCIES

All position vacancies which are to be filled by management shall be reported to the Personnel Office. The Personnel Office shall publish a list of positions for which departments are recruiting, excepting a position to be filled by promotion of a qualified person within the Department. The lists will be numbered consecutively and published at least once each week. Hiring departments at the time the vacancy is reported will be informed of the bulletin number and of the approximate date of publication. All departments shall post the bulletins in conspicuous places accessible to its employees. The hiring department shall not make a commitment to employ individuals outside the University until five work days after the date its vacancy is published. There may be cases where this procedure is impractical (e.g., critical need to employ an individual in a research project). In such cases, please request deviation from the Personnel Officer.

Several times in the past few months advertisements have appeared in the want ad section of local newspapers requesting qualified applicants to apply for campus positions. These ads have been placed by various Departments on campus as well as the campus Personnel Office. All such advertisements shall henceforth be placed through the campus Personnel Office. This arrangement will allow for the following:

- Applicants responding to an advertisement can be considered for vacancies campuswide as well as for the specific vacancy appearing in the advertisement.
- 2. Questions from individuals about campus vacancies advertised through the news media can be answered more thoroughly.
- 3. Advertisements need to contain sufficient information to attract qualified individuals, including an "equal opportunity employer" statement, the type of duties to be performed, a salary range, minimum acceptable qualifications standards, "fringe" benefits, and other related information.

Departments who specifically request newspaper advertising through the Personnel Office should be prepared to pay for such advertising from their departmental funds.

A new form is also being issued for processing referred applicants for vacant positions in the Departments. This new form is expressly designed to elicit a more thorough and equitable consideration of applicants and to prevent discriminatory and capricious departmental selection.

I have instructed Vice Chancellor Wright and the Director of Personnel Services to enforce strictly these policies.

Caldwell Chancellor





#### APPENDIX E

#### \*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, thiswould 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 provides an Employment Certificate from the County Social Services Department. (Reference G.S. 110.)

#### COMMITMENTS

A commitment should not be made to an employee of 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.



\*Revised Effective April 1, 1973

APPENDIX F

## NORTH CAROLINA STATE UNIVERSITY AT RALEIGH

Office of the Chancellor Box 5067 Zip 27607 Telephone: 919, 755-2191 November 30, 1970

## Grievance and Appeal Procedures for Non-academic Employees

#### PURPOSE

To provide a means and establish principles of administration to insure prompt, orderly, and fair response to an employee grievance or appeal.

#### POLICY

In the continuing effort to provide and maintain the best possible conditions of work for all its employees and to preserve and improve cooperative and harmonious relationships among all its staff, the University encourages the prompt, fair settlement of problems and differences through an orderly Grievance and Appeal Procedure. Every employee shall have the right to present his problem or grievance in accordance with these procedures, with or without a representative of his own choosing, free from interference, coercion, restraint, discrimination, penalty, or reprisal. Every employee will be allowed such time off from his regular duties as may be necessary and reasonable for the processing of a grievance under these procedures without loss of pay, of vacation, or of other time credits.

A grievance is defined as being any employee complaint about personal disadvantage in pay, benefits, or working conditions resulting from the failure of supervisors or administrators to properly interpret and/or apply established personnel policies. Examples of actions which may constitute grounds for a grievance are:

Turi UNIVERSITY OF NORTH CAROLINA, William Friday, President, comprises: North Carolina State University at Baleigh, the University of North Carolina at Chapel Hill, the University of North Carolina at Greenstoro, the University of North Carolina at Chapter, the University of North Carolina at Association at Association and Charlotte.

- 1) Failure to pay salary appropriate to job classification.
- 2) Failure to pay employee correct amount due for work performed.
- Withholding from pay amounts not required by law or State regulations or authorized by employee.
- 4) Failure to grant employee benefits to which entitled by State law or regulations as contained in State Personnel Employee Handbook.
- 5) Failure to follow published policies of the University concerning benefits such as petty leave, 15-minute work breaks, uninterrupted lunch period, time off for voting, if required, and at least one week annual leave during summer months, if desired.
- 6) Failure to follow published University policies concerning announcing position vacancies and hiring or promoting from within qualified employees without regard to race or czeed.
- Failure to provide necessary tools, equipment, or supplies required for work performance.
- Failure to apportion work or work assignments on a fair and equitable basis within job classification.
- 9) Failure to follow published University disciplinary procedures.
- 10) Failure to comply with Fair Labor Standards Act of 1966 as amended.
- 11) Failure to follow any other published policies or procedures.
- 12) Failure to provide reasonably safe working conditions.

### OBJECTIVES

The objectives of these procedures include the following:

- To assure employees of a means to get their grievances or appeals considered rapidly, fairly, and without fear of reprisal.
- To provide better understanding of policies, practices, and procedures which affect employees.

- 3) To provide supervisors with greater opportunity both to exercise proper responsibilities in dealing with employees and to improve their effectiveness in carrying out established policies.
- 4) To improve opportunities for all staff members to perform their duties with effectiveness and satisfaction.

#### PROCEDURE

## Step 1 - Discussions Between Employee and Immediate Supervisor

An employee who has a problem or grievance will discuss it first with his immediate supervisor within a reasonable time after the employee has acquired knowledge of the problem or grievance. If the discussion does not provide an answer satisfactory to the employee, he may request the supervisor to call higher level supervisors into the discussion or request the supervisor to make an appointment for the employee to discuss the matter with the director or dean as appropriate.

Before providing an answer to the employee, the immediate supervisor may wish to consult with his administrative superiors and, in this event, the employee should be so informed. The employee will be provided an answer within five working days, or be advised of reasons why the answer cannot be provided within the stated time, and informed as to when an answer may be expected.

Step 1 is designed to keep decision making and communication at the basic employee-supervisor level where it belongs. The problem or grievance is left in the supervisor's hands until he has had an opportunity to consider an appropriate response or to reconsider a previous action and, in turn, seek the advice and counsel of his administrative superiors. Several levels of administration may be involved in this step, thereby reducing the number of times an employee might be required to state his grievance should an appeal prove necessary.

## Step 2 - University Division of Personnel Services

If the decision in Step 1 is not satisfactory to the employee or an answer is not provided within five working days, the employee may appeal to the Director of Division of Personnel Services. The employee will inform his supervisor of his desire to appeal and request an appointment be made with the Personnel Director. The appeal may be in person or in writing but must be presented within five working days after receipt of Step 1 decision. Depending on the nature of the appeal, the Personnel Director will determine to what extent facts will be required in writing. Immediate supervisors, or higher level supervisors if necessary, will when requested assist employees in processing appeals.

After being notified by an employee of appeal from Step 1 decision, the Personnel Director will be responsible for obtaining all possible information pertinent to the grievance. The Personnel Director will, if necessary, consult with all levels of supervisors over the employee and will hold such discussions with the employee as may be deemed necessary. The Personnel Director will then review the facts and within five working days after all necessary discussions are held furnish his recommendation to the employee and the appropriate administrators.

In the absence of written objection by the appropriate administrator or supervisor or appeal by the employee, the Administration will expect the recommendation of the Personnel Director to be carried out within a reasonable period of time.

## Step 3 - University Administrator for Finance and Business

If a recommendation of the Personnel Director under Step 2 is not satisfactory to the employee or appropriate administrator, either may initiate action within five working days following the Step 2 recommendation to request a decision by the University Administrator for Finance and Business. The initiator of the request will develop any additional facts and circumstances concerning the grievance and will provide a copy of this information to the other party who may, in turn, make counter comments and add any additional facts deemed appropriate. At the same time, the Personnel Director will prepare a summary of all facts he has on the matter. Material from all three parties will be provided the Administrator for Finance and Business. The Administrator for Finance and Business shall conduct an in-depth review of all materials submitted and will hold discussions with parties concerned as he deems necessary to develop further possible facts having a bearing on the case. The Administrator for Finance and Business may consult the Chancellor.

Within five working days after all necessary discussions are held, the Administrator for Finance and Business will furnish his decision in writing to all parties concerned and will inform the Chancellor.

In the absence of appeal by the employee, the Chancellor will expect the decision of the Administrator for Finance and Business to be final.

## Step 4 - State Personnel Board

If the employee is not satisfied with the decision in Step 3, he may request, within five working days after receipt of the decision, a public hearing by the State Personnel Board. His request should be filed through the office of the Administrator for Finance and Business. If the employee so desires, he may ask the University for assistance in submitting his appeal in writing. The date and time for the employee's meeting with the Board will be determined by the State Personnel Director. The date will be set as early as possible after the request is received from the employee. The State Personnel Director will determine the parties deemed necessary for the hearing and request their presence.

The State Personnel Board, within five working days after the hearing, shall make its recommendation to the Chancellor. After considering the Board's

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recommendation, the Chancellor shall make his decision and notify the employee in writing of his decision.

## INTERNAL AUDIT AND REPORTING SYSTEMS

## A. MONITORING SYSTEMS

A number of reports will be generated in order to monitor and assess the need for and progress in providing equal employment opportunity at N. C. State University. Copies of all reports will be available to the EEO Officer who will be responsible for analysis and for bringing problems to the attention of appropriate individuals. The following list includes reports currently planned. The EEO Officer will initiate additional reports as he deems them necessary.

Type of Employee Covered	Date
file EPA & SPA	Continuous
EPA & SPA	May
EPA	Continuous
EPA	April (see Appendix A)
EPA	April (see Appendix B)
SPA	Continuous
tit- x) SPA	Continuous
sources SPA	Continuous
	file EPA & SPA EPA & SPA EPA EPA EPA SPA SPA SPA SPA SPA SPA SPA SPA SPA S

## B. FORMAL REPORTS FROM UNIVERSITY UNITS

<u>Affirmative Action Progress Reports</u>. This report will be submitted each June from each of the 13 University units on both EPA and SPA personnel and will include the following information:

progress in meeting goals and assess

- review of changes in employment profile
- review of changes in analysis of availability
- plans for changes in procedures and goals for the next year.

## C. REVIEW REPORTS WITH ALL LEVELS OF MANAGEMENT

Annually, the University EEO Officer will review the unit affirmative action plan with each of the University unit representatives. In turn, the unit representatives will review with the departmental EEO officers. This review is also to insure that each unit is in compliance in areas such as, but not limited to, the following:

- posters are properly displayed
- all facilities are in fact desegregated
- minorities and females are participating in University-sponsored educational, training, recreational, and social activities.

## D. ADVISEMENT AND RECOMMENDATION

The EEO Officer is to meet with the Chancellor and his Administrative Council (this includes the Vice Chancellors and Deans of all University units) to advise them of the affirmative action program's effectiveness and submit recommendations to help achieve goals.





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APPENDIX A

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

CAROLINA STATE UNIVER

1 March 1973

MEMORANDUM

NORTH

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.

"Detail Sheets" - (Attached) Portions of salaries from 2) 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."

Deans, Directors, and Department Heads

January 29, 1974

MEMORANDUM

TO: FROM:

Harry C. Kelly, Provost

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.

1973-74

# . SHEET

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Subhead or Trust Fund No.

(1) ME	(2) POSI- TION NUM- BER	(4) POR- TION OF EM- PLOYEE	(5) TITLE	(6) PRESENT SUPPORT THIS SUBHEAD (APPROPRIATED OR TRUST)	(7) PRESENT FOUNDATION OR RECEIPT SUPPORT THIS SUBHEAD	(9) APPROPRI- ATIONS INCREASE	DECREASE	SALARY	(13) SOURCES OF OTHER ADJUSTMENT
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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.

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 Professor, 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 professional journals, and two books.





						SUMMARY SHEET				1974-75		
NAME	PRESENT RANK	PROPOSED RANK	DATE LAST PROM.	TIME IN RANK	AGE	HIGHEST GRADU, DEGREE FACUL STATU: (1)	TY I	PRIMARY FUNCTION (2)	% OF FACULTY IN DEPT, PRESENTLY IN PROPOSED RANK (3)	IN DEPT. WITH PERM.	RECOMMENDATION BASED ON: TEACHING (T), RESEARCH (R), BOTH (T,R), EXTENSION AC- TIVITIES (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 full-time salaried faculty in department divide by the total number of full-time salaried faculty department (Instructors, Assistant Professors, Associate Professors, and Professors including Department Heads).

#### PA-2-1/70(500)

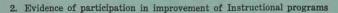
# **REQUEST FOR PROMOTION**

# NORTH CAROLINA STATE UNIVERSITY

DEPARTMENT	NAMESOCIAL SECURITY NO						
SCHOOL							
RANK:	BIRTHDATE						
Present	HIGHEST DEGREE DATE						
Proposed	TIME IN PRESENT RANK Elsewhare						
Effective Date	FIRST APPOINTMENT 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



Distribution: White, President; Yellow, Chancellor/Provost; Green, Dean; Pink, Dept. Head.

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:

Dean of the School

Date

Department Head

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." (<u>Higher Education Guidelines</u>, 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.

# NORTH CAROLINA STATE UNIVERSITY at Raleigh

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.

# North Carolina State Personnel Department Personnel Manual

#### Maternity Leave

#### 1. Policy

these opposite (Edu 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.
- Sick Leave Accumulated sick leave is provided for the actual period of temporary disability caused (b) 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." (<u>Higher Education Guidelines</u>, page 8)

- 2 -

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

<u>Campus implementation of the anti-nepotism policy</u>. 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.

#### APPENDLA E

## NORTH CAROLINA STATE UNIVERSITY AT RALEIGH

## Office of the Chancellor

### MEMORANDUM

May 16, 1973

fo: 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 <u>EPA</u> 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. <u>Please note</u>: 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 pasts 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 appointment 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 failing 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 lead'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 coverning promotions. Initial appointment forms already require information on kinship

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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 S 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 personnelaction 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 negotism guestion arose during the preceding years

a. In all closes where an individual making writter inplication for employment was denied employment because of the requirement of the anti-mepotism policy, the circumstances shall be set forth; for example, (1) the employment would have resulted in one relative supervising another, or (2) as 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 relative, in which one relative has responsibility for direct supervision of the other, retiner 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 c. : 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 essent a point as articulated in the Basic Principles, is that no person shall at any the receive preferred treatment because of his or her relationship to another employ e 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 Ghairman 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

#### APPENDIX E

#### \*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 famil*, 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, thiswould 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 provides 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 fixed matters should be directed to the Budget Division.



\*Revised Effective April 1, 1973

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.

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## 60 - 2.23 (a)(1)

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

- 4 -

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, 1970) 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.





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## 60 - 2.23 (a)(2)

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

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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.

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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

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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 resume 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



# **V** APPOINTMENTS. **PROMOTIONS, AND RETIREMENT**

FACOLTY HANDBOOLC

# 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 goodfaith 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.)

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#### 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 ence.
- -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 ex-
- -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.

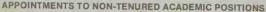
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Procedures for Appointment: When the School Dean and Chancellor have certified a Named Professorship as being vacant, the procedure for making the appointment is as follows:

- -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.



#### **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.

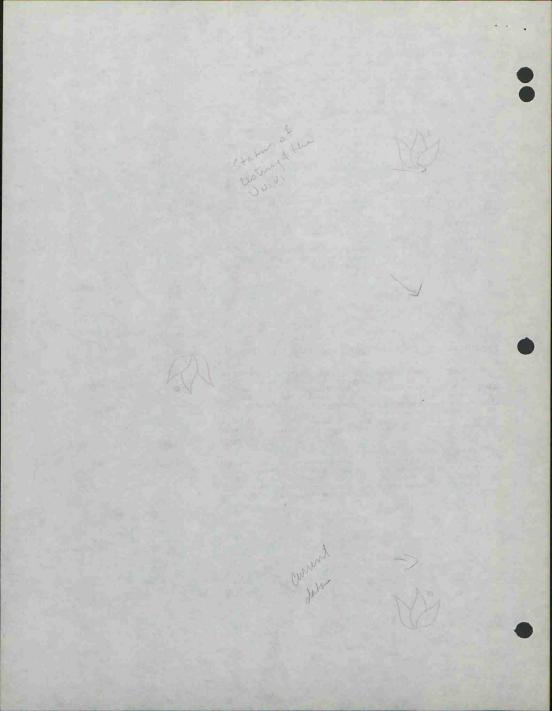
#### **Adjunct Appointments**

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,

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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 <u>per se</u> 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.



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# 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.

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#### 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. Solution of the solution of th

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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.

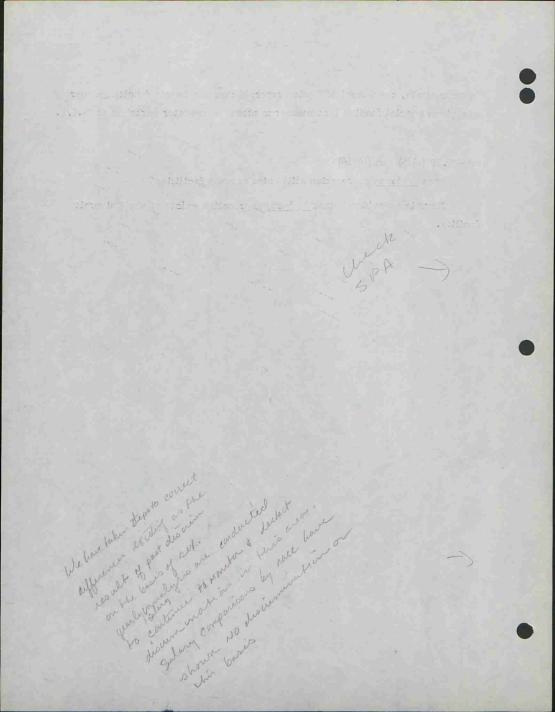
60 - 2.23 (a) (5) and (b) (10)

Does de facto segregation still exist at some facilities?

There is no evidence that  $\underline{de \ facto}$  segregation exists at any University facility.



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## 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.



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# 60 - 2.23 (a)(7)

"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.

# TRAINET SALAR TES



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Analytical Chemist Trainee	9900	10368	10860	11370					2
Acchives and History Traines	7854	8244							Ĩ
Assistant State Auditor Trainers	-9900	10368	10860	11376					2
Associate Attorney	11376	11917		13068					2
Binders Equipment Operator Trainee	5244	5484	1236	6000					2
Budget Analyst France	8628	9024	9.144	9900	10368	10860	13.376	11916	4
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Clinical Chaplain Traince	9444	9900							1
Community Dev. Specialist Traince	8628	9024	9444	-9900					2
Community Planner Trainee	86.28	90.24	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
Computer Operator Trainee									
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- I due ation Accounts Auditor Trainee	9024	9444	0800	10368					
J fectrome Fechnician Tratilee	7.200	7536							1
3 minh rement Counselor Trainee -	-484	8244							
41 muncer in Tramine	- 10860	11376							
								. <u>1</u>	· · ·
	Hiring	3	6	9				refer to Administ	rative Methand a
20	Rate	Months	Months	Months		July 16 1973			
"Computer Operator Tramee	5244	\$736	6276	6888				1	5
. Promotion dramit the regime status to the field $d_{\rm s}^{\rm d}$ is us with iterative inelectrical or nach initial	st level of the ch engineering may	os series is depende e begin st \$11,376	nt and only on and may receive	successful with exp an increase to \$119	orion of but als (16 a) the orido	o on the completi- d six months.	in of tequired ic.	A.C.	







## APPENDIX "A" (continued)

									No. Yrs.
	Hiring	6	12	18	24	30	36	42	Required for
Classification	Rate	Months	Months	Months	Months	Months	Months	Months	Promotion
Engineering Tech Civil Tech. 1r.	\$ 7884	\$ 8244	\$ 8625	S 9024	5 9444 5	5	5		3
Entomologist France	8628	9024							I
Field Representative I SC Trainee	8244	9024							-
Forest Fire Equip. Operator Traince	5.244	5484	5736	6000					. 2
Forest Technician Traince									
Ranger School Graduate	6576		6888						2
High School Graduate with 3 yrs.									
related experience	6276		6576		6888				3
Forester Trainee	8628	9074	9444						2
Geologist Trainee	9024	9444							1
<sup>1</sup> 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 Traince	9024	9444							a ta sa ka sa k
Historical Publications Trainee	7884	8244	8628	9024					2
Hospital Radiation Protection									
Inspector Traince	9024	9444							1
Human Relations Specialist Trainee	8628	9024	9444	9900					2
Hydrologist Trainee	9024	9444							1
Industrial Safety Inspector Trainee	7536	7884							
Inhalation Therapy Technician Tr.	5016	5484	6000						2
Insurance Company I xaminer 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								<u>M</u>
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							
Nutritionist Traince	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
<sup>2</sup> Patrol Telecommunicator Traince	6276	6576	6888						2

<sup>1</sup> 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. <sup>2</sup>This trainee level is deserted to qualify persons for the second (II) level in the class series. •

APPENDING Scouth and)



	Hiring	6	12	18	24	20			No. Yrs.
Classification	Rate	Months	Months	Months	Months	= 30 Months	36 Months	42 Months	Required fo. Promotion
									aromonon
Personnel Trainee	\$ 8628		S 9444	5 1900	5	5	8	3	2
Physical Therapist Intern	8628	9024							L
Power Lineman Trainee	5484	5736	- 6000	62=6					2
Printing Typesetter Trainee	5244	5484	5736						15
Probation Officer Trainee	7884	8244							1
Proofreader Traince	5244	5484	5736						. 1%
Psychologist Traince	9900	10368							1
Public Accounts Auditor Trainer	9024	9444	9900	10368					2
Public Health Administrative									
Consultant Traince	7536	7884							1
Public Health Educator Trainee	7536	7884							
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							
College Graduate	8628	9024	9444	9900					· · · ·
<sup>2</sup> Public Utilities Accountant Trainee	9024	9444	9900	10368	11376	11916	12480	13068	4
Radiation Survey Trainee	7200	7536			11570	11210	12100		
Radiation Therapy Technician Traince	6576	6888	7200	7536					
Records Management Trainee	7884	8244	8628	9024					
Reeducation Counselor Trainee	8628	9024	9444	9900					
Rehabilitation Counselor Trainee	7884	8244	8628	9024					2
Rehabilitation Therapist Traince	6576	6888	7200	7536					
Right of Way Agent Trainee	8628	9024	9900	10368					4
Right of Way Appraiser Trainee	8628	9024	9900	10368					-
SBI Agent Trainee	8628	9024		10500					
School Food Services Consultant Traince	8628	9024	9444	9900					
<sup>3</sup> Secretary Traince	4812	5016							
Seed Specialist Traince	8628	9024							
Social Services Program Analyst Trainee	7884	8244							
Social Worker Trainee	7536	7884							
Special Education Teacher Trainee	7884	8244							
Tax Auditor ESC Trainee	8244	9024							
University Administrative Manager Trainee									
Four Year College Graduate									
To I Level	8628								
To II Level	8628	9024							
Two Year College Graduate									
To I. Level	6888	7200	7884						
fo II Level	6888	7200	7884	8244	9024	9444			

Persons working through the trainee proprosion to a Psychologist H position may receive in additional 12 months increase to \$108(0) before qualifying for this second level of work. FOD of \$9024 minimum et 12 hours in accounting. FOD of \$9444 for individuals with 18 hours or more or a counting; FOD of \$5000 for individuals with lave passed (  $P^{(0)}$  ), which is the experimence of a formation of a standard second time by experimence. This trainee les a is designed to qualify personal for the second (ID Jevel in the classes res







#### 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 Traince	s	6276	5	6576	5			e					1.1	
Veterinarian Trainee		11916		12480		13068	 13704	3		3	2			1
Vocational Evaluation Assistant Trainee		5736		6000		10000	10101							· 2
Vocational Evaluator Traince		7884		8244										1
Wildlife Biologist Trainee		8628		9024		9444								1
X-Ray Trainee		5244		5484										2
														1



# ...

#### APPENDIX "B" UNIVERSITY OF NORTH CAROLINA - UTILITIES PAY PLAN Discussion of a 1, 1973

-7979.1-0	Assist: Leicphone Plant Superintendent	\$ 14385	1 503.96	1.5852	162.20	- 12:100V	18112	
-13514	Moter Service Foregam	- 10C		78.847				
TISTUE	Meter Serviceman	12 h	65 6				544	
213611	Meter Reader		5000					
703511	Power Distribution Subground	11376	- 11010.	1.2180			14 5 101	
7919.11	Power Line Groundsman	\$483		(41683		C 1 (G)		
-023.01	Power Lincipan I		8244	86.28	m.24			
792511	Power Longman II	91+24	2111	9.000	19368			
	Pawer Lune Lorenion	9900	40368	dusto) .	- 113 Hi			
79311TT	Power Plant Associant Fireman		-200	7.5.50	1954			
70321 C	Power Plant Fireman		"NS 1	8,*44	5628	00124	M4 104	
793411	Power Plant Operator		0629	9444	44(4)			
7436.00	Lefephone Light Lingueer	WEIDING 1	10368	108/44		(1.4.16)	) 5480	
7941.010	Telephone Lineman F	3596ar		2665				
2042100	Telephone Lineman II	884	8244	86.28*	90.24	0144	0.9000	
7945 11	Felephone I meman I oreman	0444	9900	10368	10860	11376	11916	
795111	Lelephone Combinationman I	6960	7296+	7668*	8052-7	8460	(8880)	- 9
7952.00	Telephone Combinationman U	78841	8244*	8628.1	9024	9444	990(I	
7955.00	Telephone Combinationman Loreman	- 9444	9900	10368/	10860	11376	11916	
7961.00	Telephone Switchman I	7572*	7956*	8364*/	8784	9216	9672	
7962.010	Telephone Switchman II	8628*	9024*	9444 1	9900	10368	10860	
7965.00	Telephone Switchman Foreman	9444	9900	10368	10860	11376	11916	
7971.1.1	Telephone Cable Splicer I	7572*	7956*	\$364*7	8784	9216	9672	
7972.01	Telephone Cable Splicer II	86.28*	90241	9444*/	9900	10368		
7974111	Telephone Central Office Equipment Engineer	11376	11916	12480/	13068	13704	14385	
2075.00	Telephone Plant Supervisor	11376	11916	12480/	13068	13704	14485	
797611	Felephone Service Representative	12480	13068	13704	14388			
7978.11	Telephone Plant Superintendent	16620	17460	18312/	19212	20160		
856911	Unities Administrative Officer	15096	15852	16620	17460	18312	19212	
8570.1 L	t fibries. Operations, I numeer 1	16620	17460	183127	19212	20460	21156	
957211	Unlines Operations Engineer II	19212		211.56	22212	23346	- 31468	
650211	Linhty Laborer	5484	57%6	6060-	6.276			
	Unity Commercial Manager	13704	14358	15(£96)	15852	366.20	17.20.21	
1620.UU 7993.UU		10368	10860	113760				
	Water Distribution Supervisor	6000	6276	6876	6888			
7995.111	Water Distribution Mechanic I	6576	6825	7.200		TN 94	8.244	
7996 111	Water Distribution Mechanic II	6888	72001	74.36	1884	8244	S6.28	
7997,UU	Water Distribution Mechanic III	7884	8244	86.28	4024	9.144	99006	
7998.111	Water Distribution Lorenan I	90.24	9444	9900	10368	10860	11376	
7999.111	Water Distribution Foreman II		10860	11376	11916	12480	PROFILS	
- 7992-111	Water Freatment Plant Supervisor	10368	6888	7200	7536	7884	8244	
7987.11	Water Treatment Plant Operator	6576	0555	12000	200	13/04		

#### APPENDIX "B" (continued)



Länce Pro	gressions	Hiring Rate	6 Months	12 Months	18 Moaths	24 Months	30 Months	36 Months
0.00	Power Lineman Traince	5484 5136	\$736	n276	6888 6576	7536		
9.00 950.UU	Lelephone Cable Spheer Trainee Telephone Combinationman Trainee	55 S(I) 54 S(4	5784 5628	5844	6.264	6.588	6956 6720	7320
1940.UU	Teleptone Lineman Irange	\$484		\$844	6096	6396	6720	
7960.UU 7994.UU	Telephone Switchman Liance Water Distribution Mechanic France	5480	5784 5736	6006	6264	6588	6936	7320
7986.UU	Water Treatment Plant Operations Transce	5484	5736	_6000	6276			

/Indicates first merit increment interval

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

# APPENDIX "C" -

#### PRINTING TRADES

6	٦	1	
			1

	EOD	6 Months	=12 Months	** 18 Months	24 Months	30 Months	36 Months
Tenne Apprentice (Transe Progression)	s	\$434	\$736	6000	6276	6876	6888
	42 Months	48 Months	.54 Months				
	s200*	7536	7884				

# TRAINTE ABOVE APPEILS TO FOLLOWING PROGRESSIONS:

	Journ	low ey man ate	Normal Journeyman Rate	Advanced Journey man Rate	Outstanding Performance Rate	Exceptional Performance Rate
Enthographic Pressman I	7200	7536	7884	8244	8628	9024
Printing Photors posetter	7536	7884	8244	8628	9024	9444
Printing Compositor	7536	7884	8244	8628	9024	9444
Lathographic Pressman II	8244	8628	9024	9444	9900	10368
Lathographer	8244	8628	9024	9444	9900	10368
Lathographer	9024	9444	9900	10368	10869	11376

"or one year graphic at-



# 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.

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### 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



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- 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 integregation that is about to take place.

Goals for Raleigh, still another organization, through its Housing subcommittee, 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 <u>Voorhees Study</u>. 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)

vpdatesample

Do purchase orders contain EEO clause?

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

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REPARTMENT 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
- 2. Definitions
- 8. Additional Instructions and Detail Drawings
- 4. Shop or Setting Drawings
- 5. Materials, Services and Facilities
- 6. Contractor's Title to Materials
- 7. Inspection and Testing of Materials
- 8. "Or Equal" Clause
- 9. Patents
- 10. Surveys, Permits and Regulations
- 11. Contractor's Obligations
- 12. Weather Conditions
- 13. Protection of Work and Property-Emergency
- 14. Inspection
- 15. Reports, Records and Data
- 16. Superintendence by Contractor
- 17. Changes in Work
- 18. Extras
- 19. Time for Completion and Liquidated Damages
- 20. Correction of Work
- 21. Subsurface Conditions Found Different
- 22. Claims for Extra Cost
- 23. Right of Owner to Terminate Contract
- 24. Construction Schedule and Periodic Estimates
- 25. Payments to Contractor
- 26. Acceptance of Final Payment as Release
- 27. Payments by Contractor
- 28. Insurance
- 29. Contract Security

- 30. Additional or Substitute Bond
- 31. Assignments
- 32. Mutual Responsibility of Contractors
- 33. Separate Contracts
- 34. Subcontracting
- 35. Architect/Engineer's Authority
- 36. Stated Allowances
- 87. Use of Premises and Removal of Debris
- 38. Quantities of Estimate
- 39. Lands and Rights-of-Way
- 40. General Guaranty
- 41. Conflicting Conditions
- 42. Notice and Service Thereof
- 43. Required Provisions Deemed Inserted
- 44. Protection of Lives and Health
- 45. Subcontracts
- 46. Equal Employment Opportunity
- 47. Interest of Member of Congress
- 48. Other Prohibited Interests
- 49. Use Prior to Owner's Acceptance
- 50. Photographs
- 51. Suspension of Work
- 52. Minimum Wages
- 53. Withholding Payments
- 54. Payrolls and Payroll Records
- 55. Apprentices
- 56. Compliance with Copeland Anti-Kickback Act
- 57. Overtime
- 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 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, 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-

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FIVE COPIES OF INVOID	AND FURNI	H BILL OF LADING, EXPRESS O	R SHIPPING RECEIPT WITH EA	glandpress H.	NORTH C/	AROLINA STATE UNI AT RALEIGH	

CONDITIONS PRINTED ON REVERSE SIDE OF THIS SHEET CONSTITUE & PART OF THIS ORDER

PURCHASING AGENT

VENDOR'S COPY

## CONDITIONS AND INSTRUCTIONS

#### GENERAL

- 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.
- 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 cond tions.
- 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, a Amended by Executive Order 11375, relative to Equal Employment Opportunity for all persons without regard to race, color, re ligion, sex or national origin, and the implementing rules and regulations prescribed by the Secretary of Labor, are incorporated herein

#### SHIPPING

- Each shipment must be shipped to address and marked to the attention of the individual indicated on the face of this order, labeled plain by with our Order Number and showing gross, tare and weight.
- Unless otherwise indicated on the face of order, all shipments must be Transportation Charges Prepaid. If shipped collect, shipment ject 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 Orde 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 cance this order if goods are not delivered in specified time.
- 17. THE UNIVERSITY WILL NOT BE RESPONSIBLE FOR GOODS DELIVERED WITHOUT WRITTEN ORDER FROM THI DEPARTMENT.

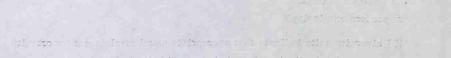


60 - 2.23 (a)(10) and (b)(19) Are posters on display?

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

Appropriate equal employment opportunity posters are currently displayed an bulletim boards in all incicesity units





Tobacco Course C

# of students



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.







Title	Total	White				Black				Othe	r Minori	tion	
		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	282		(10.7)	_10	(3)	120	(43)	122	(43)	_1	(.3)		
TOTALS	2,082	654	(32)	875	(41)	316	(15.2)	221	(11)	5	(.3)	11	(.5)

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.

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

 $^1_{\rm Values}$  are number of employees and (percentage within this employment status group.)  $^2_{\rm Percent}$  of total in this job classification.

EPA FACULTY					a state			1 - 1 - 1 - 1 - 1 - 1 - 1 - 1 - 1 - 1 -	
Race	Employment Status	Time Period	Department Head	Professor	Associate Professor	Assistant Professor	Instructor	Lecturer Other	Total
American Negro	Full-time	present 1975-76	0 (0.0) 0 (0.0)	1 0 ( 0.0) 3 ( 0.8)	3 ( 1.0) .9 ( 2.4)	4 ( 1.3) 4 22, ( 7.1)	4 ( 3.1) 9 ( 11.1)		14.3) 12 ( 1.0) 14.3) 44 ( 3.5)
	Part-time	present 1975-76	-	'0 ( 0.0) 0 ( 0.0)	0 ( 0.0) 0 ( 0.0)	0 ( 0.0) 0 ( 0.0)	2 (10.0) 0 (0.0)	1 (16.7) 0 ( 0 (0.0) 0 (	
Other minority groups	Full-time	present 1975-76	1 (1.8) 1 (1.7)	5 ( 1.4) 6 ( 1.4)	5 ( 1.6) 9 ( 2.4)	4 ( 1.6) 2 ( 0.6)	0 ( 0.0) 2 ( 2.5)	0 ( 0.0) 0 ( 0 ( 0.0) 0 (	0.0) 15 ( 1.3) 0.0) 20 ( 1.6)
	Part-time	present 1975-76	- 74	0 ( 0.0) 0 ( 0.0).	0 ( 0.0) 0 ( 0.0)	0 ( 0.0) 0 ( 0.0)	0 ( 0.0) 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 • 1975-76	56 (98.2) 57 (98.3)	346 (98.6) 407 (97.8)	301 (97.4) 356 (95.2)	304 (97.4) 287 (92.3)	126 (96.1) 70 (86.4)		85.7) 114D (97.7) 85.7) 1184 (94.9)
	Part-time	present 1975-76		6 (100.0) 3 (100.0)	5 (100.0) 7 (100.0)	5 (100.0) 4 (100.0)	18 (90.0) 5 (100.0)		100.0) 44 (93.6) 100.0) 25 (100.0)
Totals	Full-time	present 1975-76	57 (4.9) 58 (4.6)	<sup>2</sup> 351 (30.1) 416 (33.3)	309 (26.5) 374 (30.0)	312 ( 26.7) 311 ( 24.9)	130 (11.1) 81 (6.5)	1 ( 0.1) 7 ( 1 ( 0.1) 7 (	0.6) 1167 0.6) 1248
	Part-time	present 1975-76		6 (12.8) 3 (12.0)	5 (10.6) 7 (28.0)	5 (10.6) 4 (16.0)	20 (42.6) 5 (20.0)		10.6) 47 12.0) 25

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

1,2 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 calssifications and by employment status. . 1

	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 1975-76	$     \begin{array}{c}       0 & ( \ 0.0)^{1} \\       2 & ( \ 3.4)     \end{array} $	0 ( 0.0) 0 ( 0.0)	58 (100.0) 56 (96.6)	58 ( 2.8) 58 ( 2.6)						
	Part-time	present 1975-76	N/A f N/A	N/A N/A	N/A N/A	N/A N/A						
Professionals	Full-time	present 1975-76	2 ( 2.8) 6 ( 8.3)	2 ( 2.8) 2 ( 2.8)	67 (94.4) 64 (88.9)	71 ( 3.4) 72 ( 3.3)						
	Part-time	present 1975-76	N/A N/A	N/A N/A	N/A N/A	N/A N/A						
Technicians	Full-time	present 1975-76	37 ( 9.2) 49 ( 11.4)	6 ( 1.5) 6 ( 1.4)	357 (89.3) 375 (87.2)	400 (18.8) 430 (19.4)						
	Part-time	present 1975-76	0 ( 0.0) 0 ( 0.0)	0 ( 0.0) 1 ( 33.3)	3 (100.0) 2 ( 66.7)	3 ( 3.9) 3 ( 3.1)						
Sales	Full-time	present 1975-76	1 ( 1.8) 4 ( 6.2)	0 ( 0.0) 0 ( 0.0)	56 (98.2) 61 (93.8)	57 ( 2.7) 65 ( 2.9)						
	Part-time	present 1975-76	N/A . N/A	N/A N/A	N/A N/A	N/A N/A						
Clerical	Full-time	present 1975-76	83 (10.8) 128 (16.1)	2 ·( 0.3) 2 ( 0.2)	682 (88.9) 667 (83.7)	767 (36.1) 797 (36.0)						
÷.,	Part-time	present 1975-76	0 ( 0.0) 0 ( 0.0)	0 ( 0.0) 12 ( 14.1)	69 (100.0) 73 (85.9)	69 (89.6) 85 (87.6)						
Craftsman	Full-time	present 1975-76	59 (23.9) 76 (29.0)	0 ( 0.0) 0 ( 0.0)	188 ( 76.1) 186 ( 71.0)	247 (11.6) 262 (11.8)						
	Part-time	present 1975-76	N/A N/A	N/A N/A	N/A N/A	• N/A N/A						
Operations (semi-skilled)	Full-time	present 1975-76	36 (32.7) 45 (39.1)	2 ( 1.8) 2 ( 1.7)	72 ( 65.5) 68 ( 59.1)	110 ( 5.2) 115 ( 5.2)						
	Part-time	present 1975-76	0 ( 0.0) 0 ( 0.0)	2 ( 66.7) 2 ( 66.7)	1 (33.3) 1 (33.3)	3 ( 3.9) 3 ( 3.1)						
aborers	Full-time	present 1975-76	79 ( 63.7) 79 ( 62.2)	0 ( 0.0) 0 ( 0.0)	·* 45 ( 36.3) 48 ( 37.8)	.124 ( 5.8) 127 ( 5.7)						
	Part-time	present 1975-76	0 ( 0.0) 0 ( 0.0)	0 ( 0.0) 3 ( 50.0)	2 (100.0) 3 (50.0)	2 ( 2.6) 6 ( 6.2)						
ervice Workers	Full-time	present 1975-76	246 (85.1) 247 (84.9)	1 ( 0.3) 1 ( 0.3)	42 (14.5) 43 (14.8)	289 (13.6) 291 (13.1)						
	Part-time	present 1975-76	N/A N/A	N/A N/A	N/A N/A	N/A N/A						
otal	Full-time	present 1975-76	$543 (25.6)^2$ 636 (28.7)	13 ( 0.6) 13 ( 0.6)	1567 (73.8) 1568 (70.7)	2123						
	Part-time	present 1975-76	0 ( 0.0) 0 ( 0.0)	2 ( 2.6) 18 ( 18.6)	75 (97.4) 79 (81.4)	77 97						

1.2 See Table 1a. for explanation of superscripts.



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# 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.

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

EPA NONFACULTY

1,2

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	Employment Status	Time Period	Depa Head	artment 1	Prof	fessor		ciate essor		stant	Instr	uctor	Lect	turer	Oth	ier	Total		
Female	Full-time	Full-time	present 1975-76	1 1	( 1.8) <sup>1</sup> ( 1.7)	2 8	( 0.6) ( 1.9)	5 22	( 1.6) ( 5.9)	31 57	( 9.9) ( 18.3)	• 27 24	(20.8) (29.6)	00	( 0.0)	1 2	(14.3) (28.6)	67 114	( 5.7) ( 9.1)
	Part-time	present 1975-76		N/A	00	( 0.0) ( 0.0)	.0 0	( 0.0) ( 0.0)		( 0.0) ( 25.0)		(30.0) (80.0)		( 16.7) ( 33.3)	1	(20.0) (33.3)	8 7	(17.0) (28.0)	
Male	Full-time	present 1975-76	56 57	(98.2) (98.3)	349 408	(99.4) (98.1)	304 352	( 98.4) ( ( 94.1)	281 254	(90.1) (81.7)	103 57	(79.2) (70.4)	1	(100.0) (100.0)	6 5	(85.7) (71.4)	1100 1134	(94.3) (90.9)	
	Part-time	present 1975-76		N/A	6 3	(100.0) (100.0)	57	(100.0) (100.0)	5 3	(100.0) (75.0)	14 1	(70.0) (20.0)		( 83.3) ( 66.7)	4 2	(80.0) (66.7)	39 18	(83.0) (72.0)	
			• • • • • •										-						
Total	Full-time	present 1975-76		( 4.9) <sup>2</sup> ( 4.6)	351 416	( 30.1) ( 33.3)	309 374	(26.5) (30.0)	312 311	(26.7) (24.9)	130 81	(11.1) ( 6.5)	1 1	( 0.1) ( .1)	777	(0.6)	1167 1248		
1	Part-time	present 1975-76		N/A	· 6 3	(12.8) (12.0)	5 7	( 10.6) ( 28.0)		(10.6) (16.0)	20 5	(42.6) (20.0)	6 3	(12.8) (12.0)	5 3	(10.6) (12.0)	47 25		

1,2 See Table 1a. for explanation of superscripts.

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Job Classification	Employment Status	Time Period	Female	Male	Total
Officials and Managers	Full-time	present 1975-76	4 ( 6.9) <sup>1</sup> 4 ( 6.9)	54 (93.1) 54 (93.1)	58 ( 2.8) 58 ( 2.6)
	Part-time	present 1975-76	N/A N/A	N/A N/A	N/A N/A
Professionals	Full-time	present 1975-76	38 ( 53.5) 39 ( 54.2)	33 ( 46.5) 33 ( 45.8)	71 ( 3.4 72 ( 3.3
	Part-time	present 1975-76	N/A N/A	N/A N/A	N/A N/A
Technicians	Full-time	present 1975-76	125 ( 31.2) 136 ( 31.6)	275 ( 68.8) 294 ( 68.4)	400 ( 18.8) 430 ( 19.4)
	Part-time	present 1975-76	1 (33.3) 1 (33.3)	2 (66.7) 2 (66.7)	3 ( 3.9) 3 ( 3.1)
Sales	Full-time	present 1975-76	28 (49.1) 29 (44.6)	29 ( 50.9) 36 ( 55.4)	57 ( 2.7) 65 ( 2.9)
1 <b>1</b> 1	Part-time	present 1975-76	· N/A · N/A	N/A N/A	N/A N/A
Clericaí	Full-time	present 1975-76	720 ( 93.9) 745 ( 93.5)	47 ( 6.1) 52 ( 6.5)	767 ( 36.1 797 ( 36.0
	Part-time	present 1975-76	69 (100.0) 84 (98.8) •	0 ( 0.0) 1 ( 1.2)	. 69 ( 89.6) 85 ( 87.6)
Craftman	Full-time	present 1975-76	13 ( 5.3) 18 ( 6.9)	234 (94.7) 244 (93.1)	247 (11.6) 262 (11.8)
	Part-time	present 1975-76	N/A N/A	N/A N/A	N/A N/A
Operations (semi-skilled)	Full-time	present 1975-76	65 ( 59.1) 75 ( 65 2)	45. ( 40.9) 40 .( 34.8)	110 ( 5.2) 115 ( 5.2)
	Part-time	present 1975-76	0 ( 0.0) 0 ( 0.0)	3 (100.0) 3 (100.0)	3 ( 3.9) 3 ( 3.1)
Laborers	Full-time	present 1975-76	6 ( 4.8) 7 ( 5.5)	118 ( 95.2) 120 ( 94.5)	124 ( 5.8) 127 ( 5.7)
1 3	Part-time	present 1975-76	2 (100.0) 6 (100.0)	0 ( 0.0) 0 ( · 0.0)	2 ( 2.6) 6 ( 6.2)
Service Workers	Full-time	present 1975-76	133 (46.0) 134 (46.0)	156 ( 54.0) 157 ( 54.0)	289 (13.6) 291 (13.1)
	Part-time	present 1975-76	N/A N/A	N/A N/A	N/A N/A
Total	Full-time	present 1975-76*	1132 (53.3) <sup>2</sup> 1187 (53.5)	991 (46.7) 1025 (46.2)	2123 2217
	Part-time	present 1975-76	72 (93.5) 91 (93.8)	5 ( 6.5) 6 ( 6.2)	77 97

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.

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1,2 See Table 1a. for explanation of superscripts.