



# UC San Diego

## Policy & Procedure Manual

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### PERSONNEL - GENERAL

#### Section: 200-8.1

Effective: 07/01/1991

Supersedes: N/A

Review Date: TBD

Issuing Office: [Human Resources](#)

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### AFFIRMATIVE ACTION PERSONNEL PROGRAM

#### I. REFERENCES

- A. [Executive Order 11246, as amended](#)
- B. [Revised Order No. 4 \(Part 60-2\), Chapter 60, Title 41 of the Federal Regulations as published in the Federal Register \(36 F.R. 17444\) of December 4, 1971](#)
- C. [Title IX of the Education Amendments of 1972, as amended](#), as published in the [Federal Register](#) (FR Doc. 75-14551) of June 4, 1975
- D. Memorandum to College and University Presidents, Office for Civil Rights, Department of Health, Education and Welfare, August 1975
- E. Affirmative Action Personnel Program - Policy and Guidelines, University of California, September 18, 1990

#### II. RELATED POLICIES

UCSD Policy and Procedure Manual (PPM)

- [200-8](#) Chancellor's Affirmative Action Advisory Committee
- [200-8.6](#) Affirmative Action Program for the Employment of Handicapped Persons, Disabled Veterans and Vietnam Era Veterans
- [230-6](#) Academic Personnel Affirmative Action Program
- Staff Personnel Affirmative Action Program
- Student Staff Personnel Affirmative Action Program
- 250-200 Nondiscrimination in Employment
- 250-201 Affirmative Action
- 250-210 Recruitment
- 250-211 Selection
- A&PS 112 Nondiscrimination in Employment
- A&PS 113 Affirmative Action
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- MAP 12 Nondiscrimination
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### III. POLICY

It is the policy of the University of California, San Diego, to initiate comprehensive written affirmative action personnel programs in order to assure applicants and employees the right to equal employment opportunities. The University of California, San Diego will not engage in discriminatory practices against any person employed or seeking employment because of race, color, ancestry, religion, marital status, national origin, sex, sexual orientation, physical or mental handicap, medical condition (cancer-related) as defined in [Section 12926 of the California Government Code](#), special disabled or Vietnam era veteran status, or within the limits imposed by law or University regulations, because of age or citizenship.

Positive efforts to further written affirmative action personnel programs must be vigorously pursued, must conform to all current legal requirements, must be consistent with University standards of quality and excellence, and must be specific in identifying areas of underutilization and substantial disparity and in prescribing corrective measures. The intent of the University's Affirmative Action Personnel Program is to reflect fully the spirit of the law.

There shall be a written affirmative action personnel program for academic and staff personnel. Such programs shall be reviewed by the Office of the President and approved by the President before they are officially promulgated. The programs shall also be approved as to legal form by the Office of the General Counsel prior to promulgation.

### IV. RESPONSIBILITY

- A. The Chancellor, University of California, San Diego, shall, in accordance with principles set forth in this statement of policy and guidelines, develop and administer a detailed written affirmative action personnel program. This program shall include:
  1. Descriptions of authorities and responsibilities for implementation of the affirmative action personnel program and the administration of academic and staff personnel programs as they relate to equal employment opportunity and affirmative action.
  2. Policies for University of California, San Diego academic and staff personnel implementing regulations pertaining to recruitment, selection, promotion, transfer, merit increase, employee training and development, salary, and separation.



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3. Analyses of the University of California, San Diego campus workforce composition to identify any underutilization or substantial disparity in the employment of minorities or women in appropriate academic and staff job groups.
4. Goals and timetables to increase the number of minorities and/or women in those categories where underutilization or substantial disparity is identified.
5. Procedures based on methods provided by the Senior Vice President--Academic Affairs and the Senior Vice President--Administration for the analysis and monitoring of personnel action patterns in the areas of recruitment, selection, promotion, transfer, merit increase, employee training and development, salary, and separation which identify any possible disparate impact of such actions on minorities and/or women.
6. Description of records maintained to provide appropriate documentation of affirmative action efforts and to monitor personnel actions.

**B.** Under broad delegation from the Chancellor, the Associate Chancellor for Affirmative

Action has a staff responsibility to the Chancellor for consulting and assisting in the development and monitoring of EEO/AA Programs at UCSD and serves as advisor to the Chancellor and the Vice Chancellors of Academic Affairs and Business Affairs as to EEO/AA legal requirements. In fulfilling these functions, the following specific responsibilities have been assigned:

1. Review all data generated to monitor campus Affirmative Action Programs (including reports of such personnel actions as hiring, promotions, merit salary increases, training, terminations, etc.) for the purpose of advising the Chancellor and Affirmative Action Coordinators relative to EEO/AA implementation results.
2. Consult with Affirmative Action Coordinators in their development of specific action plans to resolve irregularities or problem areas as revealed by initial and/or in-depth analysis of data summaries prepared by the Assistant Affirmative Action Coordinators.
3. Advise the Chancellor of any irregularities and/or problem areas that persist.
4. Keep abreast of current and emerging EEO/AA legislation and regulations and advise the Chancellor and Affirmative Action Coordinators as to required compliance action; participate in management meetings and campus orientations programs to inform on campus EEO/AA activities.



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5. Serve as a campus contact with the Office of the President Employment and Business Affirmative Action Office.
  6. Serve as a campus contact for the cognizant federal agency having jurisdiction over campus compliance with federal EEO/AA regulations.
  7. Serve as the Chancellor's liaison to community affirmative action organizations on matters concerning UCSD's affirmative action programs.
  8. Serve as consultant and provide staff assistance to the Chancellor's Affirmative Action Advisory Committee.
  9. Coordinate preparation of special EEO/AA reports requiring input from varied campus sources, such as reports pursuant to the Rehabilitation Act of 1973 and Office of the President reports.
  10. Coordinate allocation of special affirmative action program funds made available to the campus.
  11. Perform such other duties as determined and assigned by the Chancellor.
- C.** The Chancellor's Affirmative Action Advisory Committee serves as the principal campus advisory body to the Chancellor on policy and related matters concerning EEO/AA.
- D.** The Vice Chancellor - Academic Affairs reports directly to the Chancellor and serves as the Coordinator of Academic Affirmative Action. The Vice Chancellor - Academic Affairs has been delegated responsibility for the effective implementation of all aspects of the Academic Affirmative Action Program and its procedures.
- E.** The Vice Chancellor-Business Affairs reports directly to the Chancellor and serves as the Coordinator of Staff Affirmative Action. The Vice Chancellor-Business Affairs has been delegated responsibility for the effective implementation of all aspects of the Staff Affirmative Action Program and its procedures.
- F.** The Chancellor shall review any problem areas identified either by the campus or by the Office for Civil Rights and shall develop action-oriented programs as necessary.