

**AFFIRMATIVE ACTION PROGRAM
FOR PROTECTED
VETERANS**

Oklahoma Panhandle State University

OK Panhandle

July 1, 2021 through June 30, 2022

Table of Contents

Preface - 4

Equal Employment Opportunity and Affirmative Action Statement of Policy - 5

Definitions - 7

Responsibility for Implementation - 8

Request for Self-Identification - 9

Review of Personnel Processes - 10

Review of Physical and Mental Job Requirements - 11

Reasonable Accommodations - 12

Compensation - 13

Harassment - 14

Training - 15

Internal Dissemination of Policy - 16

Outreach, Positive Recruitment and External Dissemination of Policy - 17

Assessment of Outreach and Recruitment Efforts - 19

Audit and Reporting Systems - 20

Data Collection Analysis - 22

Hiring Benchmarks - 23

Reports - 24

Data Collection for Protected Veterans Report - 25

Veteran Benchmarks for Hiring Analysis Report - 26

Preface

Oklahoma Panhandle State University, (also referred to as the University), is committed to the concept and practice of equal opportunity and affirmative action. In the preparation of this affirmative action program (AAP), we have been guided by the Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended by the Jobs for Veterans Act of 2002 (38 U.S.C. § 4212), and its implementing OFCCP regulations (41 C.F.R. Part 60-300). Nothing contained in this AAP or its supporting data should be construed as an admission by the University, in whole or in part, that it has contravened any federal, state, or local employment practice laws, or to sanction the discriminatory treatment of any person.

While the University firmly believes in dissemination of its affirmative action policies and equal employment opportunity practices and makes the non-data components of this AAP available for review to employees and applicants upon request, the AAP remains a proprietary document of the University. Moreover, the data on which the University has relied in preparing this AAP are confidential and sensitive, and the University believes release of the data would subject the University to commercial harm. Reports that require specific data, such as names of employees and salary information, are not an official part of this AAP. This information is on file at the University as Documentation and Supporting Data for AAP Reports, and is available for review only as required by law.

If this AAP or any supporting data or documentation are submitted to the Office of Federal Contract Compliance Programs (OFCCP) pursuant to the Executive Order, the Rehabilitation Act, the Vietnam Era Veterans' Readjustment Assistance Act and/or any implementing regulations (as any or all have been or may be amended), the Equal Employment Opportunity Commission, any local or state fair employment practice agency, or any other federal, state or local government agency, those documents and the information they contain are to be considered confidential and not subject to disclosure without notifying the University of the agency's decision to disclose and providing the University with ample time to contest the disclosure. Advance notice of disclosure should be sent to Dana Collins, Director HR. The University requests this information be treated as exempt from public disclosure under the Freedom of Information Act, 5 U.S.C. § 552.

No information contained in the AAP or any supporting data or documentation is to be copied, removed from the premises, or released to other individuals without a prior notification to and permission from the University.

This AAP does not constitute an express or implied contract between the University and its employees, job applicants, or other persons, nor does it change in any way the basic at will employment relationship all University employees have with the University. Nothing in this AAP creates a private right of action on behalf of any individual or group against the University.

Equal Employment Opportunity and Affirmative Action Statement of Policy

41 C.F.R. 60-300.44(a)

It is the policy of Oklahoma Panhandle State University not to discriminate or allow the harassment of employees or applicants on the basis of sex, gender identity, sexual orientation, race, color, religious creed, national origin, physical or mental disability, protected veteran status, or any other characteristic protected by law with regard to any employment practices, including but not limited to, recruitment, hiring, promotion, transfer, demotion, layoff or recall from layoff, termination, wage and benefit administration, and selection for training or other employment opportunities, provided the individual is qualified, with or without reasonable accommodation, to perform the essential functions of the job. This policy applies to all jobs at the University. The University will continue to take affirmative action to ensure individuals are employed, and employees are treated during employment, without regard to their sex, gender identity, sexual orientation, race, color, religious creed, national origin, physical or mental disability, protected veteran status, or any other characteristic protected by law in all employment practices as follows.

Employment decisions at the University are based on legitimate job-related criteria. All personnel actions or programs that affect qualified individuals, such as employment, promotion, demotion, transfer, recruitment, advertising, termination, rate of pay or other forms of compensation, and selection for training, are made without discrimination because of any basis protected by law. Employees may choose to voluntarily disclose their sex, race, national origin, disability and protected veteran status at any time by contacting Human Resources. Such information will be maintained in a confidential manner and will not be used against an individual when making any employment decisions. Employees and applicants with disabilities and disabled veterans are encouraged to inform Human Resources if they need a reasonable accommodation to perform a job for which they are otherwise qualified. The University makes, and will continue to make, reasonable accommodation to the known physical or mental limitations of an otherwise qualified applicant or employee to promote the employment of qualified individuals with disabilities and disabled veterans, unless such accommodation would impose an undue hardship on the operations of the University.

Oklahoma Panhandle State University and its Interim President are fully committed to the principles of equal employment opportunity and affirmative action and support the successful implementation of the University's Affirmative Action Programs. Dana Collins, Director HR, Affirmative Action Officer for the University, has been appointed with responsibility for implementation of the University's affirmative action activities. The Affirmative Action Officer has the full support of top management to fully implement this Program. All managers and supervisors will take an active part in the University's AAP to ensure all qualified employees and prospective employees are treated in a non-discriminatory manner with respect to all employment decisions. Furthermore, Oklahoma Panhandle State University will solicit the cooperation and support of all employees for the University's Equal Employment Opportunity and Affirmative Action Statement of Policy.

The University's Affirmative Action Program includes an audit and reporting system, which, among other things, uses metrics and other information to measure the effectiveness of the Program. The Affirmative Action Officer has been assigned responsibility for periodically reviewing progress with compliance and implementation of the University's affirmative action policy. In accordance with public law, the University's Affirmative Action Program for qualified individuals with disabilities and the Affirmative Action Program for

protected veterans are available for inspection in the Human Resources Department, All day, available on OPSU website upon request.

In addition, employees and applicants will not be subjected to harassment, intimidation, threats, coercion, or discrimination because they have engaged in, or may have engaged in, filing a complaint, assisting or participating in an investigation, compliance review hearing, or other activity related to the administration of Section 503 of the Rehabilitation Act of 1973, as amended, the Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended, Executive Order 11246, and/or any other federal, state or local law or regulation regarding equal employment opportunity, opposing any act or practice made unlawful, or exercising any other right protected by such laws or regulations. Oklahoma Panhandle State University will not discharge or in any other manner discriminate against employees or applicants because they have inquired about, discussed, or disclosed their own pay or the pay of another employee or applicant. However, employees who have access to the compensation information of other employees or applicants as a part of their essential job functions cannot disclose the pay of other employees or applicants to individuals who do not otherwise have access to compensation information, unless the disclosure is (a) in response to a formal complaint or charge, (b) in furtherance of an investigation, proceeding, hearing, or action, including an investigation conducted by the employer, or (c) consistent with the contractor's legal duty to furnish information.



Dr. Ryan Blanton

Interim President

Definitions

41 C.F.R. 60-300.2

"DISABLED VETERAN" is (1) A veteran of the U.S. military, ground, naval, or air service who is entitled to compensation (or who but for the receipt of military retired pay would be entitled to compensation) under laws administered by the Secretary of Veterans Affairs, or (2) A person who was discharged or released from active duty because of a service connected disability.

"QUALIFIED DISABLED VETERAN" means a disabled veteran as defined above who has the ability to perform the essential functions of the employment position at issue with or without reasonable accommodation.

"RECENTLY SEPARATED VETERAN" means any veteran during the three-year period beginning on the date of such veteran's discharge or release from active duty in the U.S. military, ground, naval or air service.

"ARMED FORCES SERVICE MEDAL VETERAN" is any veteran who, while serving on active duty in the U.S. military, ground, naval or air service, participated in a United States military operation for which an Armed Forces service medal was awarded pursuant to Executive Order 12985.

"ACTIVE DUTY WARTIME OR CAMPAIGN BADGE VETERAN" means a veteran who served on active duty in the U.S. military, ground, naval or air service during a war or in a campaign or expedition for which a campaign badge has been authorized, under the laws administered by the Department of Defense.

"PROTECTED VETERANS" means Disabled Veterans, Recently Separated Veterans, Armed Forces Service Medal Veterans, and Active Duty Wartime or Campaign Badge Veterans.

Responsibility for Implementation

41 C.F.R. 60-300.44(i)

Oklahoma Panhandle State University has assigned primary management responsibility and accountability for ensuring full compliance with the Affirmative Action Program to Dana Collins, Director HR, the Affirmative Action Officer of the University. The Affirmative Action Officer has the authority, resources, support of and access to top management necessary to ensure the effective implementation of the AAP. The identity of the Affirmative Action Officer appears on internal and external communications regarding the University's equal employment opportunity and affirmative action policies.

The duties of the Affirmative Action Officer and designees include:

- Developing policy statements, AAPs, and internal and external modes of communication
- Overseeing regular discussions with local managers, supervisors, and employees to ensure the University's policies are being followed
- Training personnel involved in the recruitment, screening, selection, promotion, disciplinary, and related processes to ensure the commitments in the University's Affirmative Action Program are implemented
- Advising managers and supervisors the University is obligated to prevent discrimination and harassment of applicants and employees on any basis protected by law
- Identifying any problem areas in implementing the AAP, and developing solutions
- Ensuring policies are in place to identify any barriers to employment for protected veterans, including those with known disabilities, and assisting managers in developing reasonable accommodations to ensure disabled veterans benefit from equal employment opportunities
- Designing and implementing an internal audit and reporting system to measure the effectiveness of the University's Program, indicate the need for remedial action, determine the degree to which the University's objectives have been attained, determine whether employees who are protected veterans have had the opportunity to participate in University-sponsored educational, training, recreational, and social activities, and ensure each University location is in compliance with applicable laws and regulations
- Serving as liaison between the University and enforcement agencies, and between the University and organizations of and for protected veterans
- Encouraging active involvement by University representatives in the community service programs of local organizations of and for protected veterans
- Ensuring posters and notices are properly displayed or disseminated in ways that are accessible and understandable to applicants and employees and
- Keeping management informed of developments in the affirmative action area.

Request for Self-Identification

41 C.F.R. 60-300.42

In order to notify applicants and employees of the existence of and the opportunity to participate in this Affirmative Action Program and to provide sufficient data to allow Oklahoma Panhandle State University to measure and improve, if necessary, the effectiveness of the University's affirmative action efforts, the University invites applicants and employees to voluntarily self-identify as a protected veteran as follows:

- When an applicant applies or is considered for employment, the University provides the applicant with an opportunity to voluntarily self-identify protected veteran status. This opportunity is offered at the same time the University invites the applicant to self-identify race, ethnicity, sex, and disability status.
- Following an offer of employment but before an individual begins working, the University provides an additional opportunity to voluntarily self-identify protected veteran status.
- The invitation to self-identify will state the University is a federal contractor required to take affirmative action to employ and advance in employment protected veterans, and summarize the relevant portions of the applicable law and the University's Affirmative Action Program.
- The invitation to self-identify will state the information is being requested on a voluntary basis, it will be kept confidential, refusal to provide the requested information will not subject the applicant to any adverse treatment, and the information will not be used in a manner that is inconsistent with applicable law.
- The University will keep all self-identification information confidential and maintains it in a data analysis file rather than in individual employee personnel or medical files.

Review of Personnel Processes

41 C.F.R. 60-300.44(b)

Oklahoma Panhandle State University periodically reviews its personnel procedures to determine whether they ensure the careful, thorough, and systematic consideration of the job qualifications of employees or applicants who are protected veterans for jobs filled either by hiring or promotion and for educational or training opportunities.

Vacancies are advertised, and applications are accepted from any interested person. The University's employment materials, including items such as its employment application, the careers section of its website, and job advertisements, will include a non-discrimination statement to further inform applicants of the University's policy of equal employment opportunity. All non-executive positions lasting three days or more not expected to be filled from within will be referred to the appropriate state employment service delivery system. In addition, to ensure protected veterans are aware of job openings, the University will send vacancy announcements to the employment sources listed in this Affirmative Action Program.

The University ensures its personnel processes do not limit, segregate, or classify an employee or applicant in a way that adversely affects employment opportunities or status because of status as a protected veteran. The University makes sure when a protected veteran is considered for an employment opportunity, the University relies only on that portion of the individual's military record, including military discharge papers, relevant to the requirements of the opportunity at issue.

The University periodically reviews any physical and mental job qualifications to ensure they do not tend to screen out disabled veterans for reasons that are not job related or consistent with business necessity, or do not relate to ensuring the safe performance of the essential functions of the job. The University reviews its personnel processes to ensure protected veterans are not stereotyped in a manner that limits their access to jobs for which they are qualified. The University also ensures applicants and employees who are protected veterans and who meet job qualifications have equal access to its personnel processes, including those implemented through information and communication technologies, and provides necessary reasonable accommodation to ensure applicants and employees who are disabled veterans receive equal opportunity in the operation of personnel processes.

Review of Physical and Mental Job Requirements

41 C.F.R. 60-300.44(c)

Oklahoma Panhandle State University reviews physical and mental job qualification requirements as job qualification requirements are established or revised to ensure qualification requirements do not screen out qualified individuals with disabilities or qualified disabled veterans for reasons that are not job related or consistent with business necessity and the safe performance of the essential functions of the job. This review occurs at regular intervals throughout each calendar year, such as when a job may be advertised or filled through hiring or promotion, when the duties of a position are significantly revised, and when considering requests for reasonable accommodation related to the performance of the functions of the position.

The University also regularly reviews its personnel processes to ensure any medical exams or inquiries are conducted in accordance with the Section 503 regulations. Information regarding the medical condition or history of an individual obtained as a result of any such inquiry or exam is collected and maintained on separate forms and in separate medical files and treated as a confidential medical record.

To the extent any physical or mental job qualification measurements are found to potentially screen out qualified individuals with disabilities or qualified disabled veterans in the selection of employees or applicants for employment or in other changes in employment status such as promotion or training, the University will ensure the requirements are related to the specific job(s) for which the individual is being considered and are consistent with business necessity and the safe performance of the job.

OPSU will review job descriptions annually

Reasonable Accommodations

41 C.F.R. 60-300.44(d)

Oklahoma Panhandle State University has made and will continue to make reasonable accommodation to the known physical and mental limitations of otherwise qualified employees and job applicants who are disabled veterans unless such accommodation would impose an undue hardship.

If a veteran has a disability, the University encourages the individual to request reasonable accommodation to enable the individual to perform a job safely. Such accommodations may include special equipment, changes in the physical layout of the job, modification of job duties, or other reasonable accommodations. The University will inform employees and applicants of the process for requesting reasonable accommodation.

Where an employee who is known to be a veteran with a disability is having significant difficulty performing job duties and the University reasonably concludes the performance issues may be related to a known disability, the University may notify the employee of the performance problem and confidentially inquire whether the problem is related to the employee's disability. If the employee indicates a disability is impacting performance, the University will engage in confidential discussions with the employee about the performance problem and the need for reasonable accommodation.

Compensation

41 C.F.R. 60-300.21(i)

In offering employment or promotions, Oklahoma Panhandle State University does not reduce the amount of compensation offered to protected veterans because of any disability income, pension, or other benefit the employee receives from another source. Similarly, the University does not reduce the amount of compensation offered to an employee or applicant because of the actual or anticipated cost of a reasonable accommodation needed, requested, or anticipated.

Harassment

41 C.F.R. 60-300.44(e)

Oklahoma Panhandle State University has developed and implemented policies and procedures to ensure employees who are protected veterans are not harassed because of their veteran status.

A copy of the University's Equal Employment Opportunity and Affirmative Action Statement of Policy, which forbids harassment against individuals based on protected characteristics, is included in this AAP.

Training

41 C.F.R. 60-300.44(j)

Oklahoma Panhandle State University trains personnel involved in the recruitment, screening, selection, promotion, disciplinary, and related processes to ensure the commitments in the University's AAP are implemented.

The EEO attends several webinars for Title IX and OSU/A&M legal trainings for recruitment, selection, promotion, disciplinary and related processes.

Internal Dissemination of Policy

41 C.F.R. 60-300.44(g)

Oklahoma Panhandle State University recognizes that, however strong its outreach program, internal support from supervisory management and other employees is necessary to ensure maximum effectiveness of its AAP for protected veterans. The University may utilize the following procedures to enhance the internal implementation and dissemination of its Equal Employment Opportunity and Affirmative Action Statement of Policy, as appropriate:

- The University's Equal Employment Opportunity and Affirmative Action Statement of Policy will be made available to applicants and employees. The policy includes a statement that employees and applicants are protected from coercion, intimidation, and interference or discrimination for filing a complaint or assisting in an investigation under the Vietnam Era Veterans' Readjustment Assistance Act, of 1974, as amended.
- An invitation to participate in the University's Affirmative Action Program by voluntarily self-identifying as a protected veteran will be disseminated to all applicants, as well as to all employees once the University has extended a job offer, but before beginning employment duties.
- The University will publicize the policy in University publications.
- The University will hold meetings with executive, management and supervisory personnel to explain the University's policy of affirmative action and to make clear the Interim President's support for the policy.
- The University will inform applicants and employees of its commitment to engage in affirmative action, including by discussing the policy in various employee and manager training sessions.
- When employees are featured in employee handbooks or similar publications, efforts will be made to include protected veterans.
- University publications will include articles on accomplishments of all employees, including protected veterans.

If the University has or becomes party to collective bargaining agreements, union officials will be informed the University is bound by the terms of the Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended, and is committed to take affirmative action to employ and advance in employment protected veterans, and the University will not discriminate against protected veterans. For those sites not subject to a collective bargaining agreement, no notification of union officials is necessary.

Outreach, Positive Recruitment and External Dissemination of Policy

41 C.F.R. 60-300.44(f)

Oklahoma Panhandle State University has reviewed its employment practices to determine whether its personnel programs are designed to effectively recruit and advance in employment protected veterans. While the University believes there are no deficiencies in its current employment practices with respect to applicants and employees who are protected veterans, it engages in outreach, positive recruitment, and external dissemination programs to augment its existing affirmative action efforts. The University engages in or has made plans to implement the activities outlined in this AAP, as appropriate.

The University will inform recruiting sources of Oklahoma Panhandle State University's policy of affirmative action for protected veterans. Recruiting sources will be requested to actively recruit and refer qualified protected veterans for all positions.

The University will make the Equal Employment Opportunity Clause part of all covered contracts and purchase orders.

The University will inform subcontractors, including subcontracting vendors and suppliers, of its Equal Employment Opportunity and Affirmative Action Statement of Policy, and request appropriate action on their part.

The University will post all job vacancies (other than some executive and senior management positions or positions lasting three days or less) for which it considers external applicants with the local employment delivery system where the opening occurs. These postings will occur before or concurrently with the use of other recruitment efforts to fill the job and will be provided in the manner and format specified by the relevant agency that will allow the agency to provide priority referral of protected veterans.

The University will notify the employment service delivery system in each state where it has establishments that it is a federal contractor and it desires priority referrals of protected veterans for job openings in that state. The University also will provide the employment service delivery system with the name and location of all hiring locations within the state and the contact information for an employee who can answer questions about such job listings. The notice also will include the names and contact information for job search organizations the University uses to assist in hiring, if any. If any of the information in this disclosure changes, the University will send an update with the next relevant job listing.

The University will identify local organizations and/or community agencies specializing in placing and/or developing training programs for protected veterans and send them notices of vacant positions. Examples of these outreach efforts include contacting the following:

- Local Veterans' Employment representatives in the Employment One-Stop Career Centers near the facilities covered in this AAP
- Department of Veterans Affairs offices close to the facilities covered in this AAP
- Placement or career offices of educational institutions specializing in the placement of protected veterans

- Private recruitment sources, such as professional organizations or employment placement services specializing in the placement of protected veterans
- Local veterans' groups and veterans' service centers near the facilities covered in this AAP
- Department of Defense Transition Assistance Program (TAP)

Recruitment efforts at educational institutions may incorporate special efforts to reach students who are protected veterans.

Efforts will be made to have employees who are protected veterans serve as company representatives during career days, job fairs, and related recruitment efforts.

Advertisements or solicitations for prospective employees will indicate the University is an equal opportunity employer.

Assessment of Outreach and Recruitment Efforts

41 C.F.R. 60-300.44(f)(3)

Oklahoma Panhandle State University evaluates available data regarding the effectiveness of its outreach and recruitment efforts on an annual basis. For areas where the University concludes the totality of its efforts were not effective in identifying and recruiting qualified protected veterans, Oklahoma Panhandle State University will identify and implement alternative efforts.

Criteria used to evaluate the effectiveness of outreach efforts may include:

- Results of hiring benchmark analysis for protected veterans
- Available data related to applicant and hires
- Whether the activity increased the University's ability to include protected veterans in its workforce
- Whether the activity attracted qualified protected veterans
- Whether the activity resulted in the selection of qualified protected veterans

The University will continue to monitor and review outreach sources to evaluate the effectiveness of outreach and recruitment efforts.

Audit and Reporting Systems

41 C.F.R. 60-300.44(h)

It is the responsibility of the University's Affirmative Action Officer to monitor employment and personnel practices to ensure compliance with applicable regulations and adherence to the University's Equal Employment Opportunity and Affirmative Action Statement of Policy, to report specific problems to the appropriate management personnel, and to measure the effectiveness of Oklahoma Panhandle State University's AAP.

The University's audit and reporting system is designed and implemented to:

- Measure the effectiveness of the AAP
- Identify any need for remedial action
- Determine the degree to which the University's objectives are being attained
- Determine whether individuals who are known protected veterans have had the full opportunity to participate in all University sponsored educational, training, recreational and social activities
- Measure the University's compliance with the AAP's specific obligations, and
- Document the actions taken to monitor the University's compliance with the AAP's specific obligations.
- To measure the effectiveness of the AAP, the University may take the following actions:
 - Audit the University's voluntary self-identification process to monitor the number of protected veterans who choose to self-identify and evaluate whether changes could be made to the self-identification process to encourage greater voluntary self-identification by protected veterans
 - Monitor records of applicant flow, referrals, placements, training, transfers, promotions, terminations, and compensation decisions to evaluate the degree to which equal employment opportunity and organizational objectives are being obtained
 - Report on the organization's progress towards equal employment opportunity and any identified problem areas so appropriate steps can be taken to resolve any issues
 - Examine available utilization and benchmark data regarding protected individuals and develop action-oriented programs to address any areas of underutilization
 - Review available data computations and analyses regarding applicants and hires
 - Review the effectiveness of the University's recruitment and outreach activities
 - Use a schedule to regularly assess any mental and physical qualifications to ensure they are job-related and consistent with business necessity
 - Regularly assess the University's personnel processes to ensure protected veterans have equal opportunity in employment
 - Audit communications with vendors and subcontractors to ensure such communications reflect the University's commitment to equal employment opportunity and affirmative action for protected veterans

- Audit communications with applicants and employees to ensure such communications reflect the University's commitment to equal employment opportunity and affirmative action for protected veterans
- Audit job listings to ensure the postings reflect the University's commitment to equal employment opportunity and affirmative action for protected veterans
- Audit personnel policies to ensure such policies reflect the University's commitment to equal employment opportunity and affirmative action for protected veterans

Where the Affirmative Action Program is found to be deficient, the University shall endeavor to undertake necessary action to improve the Program.

Data Collection Analysis

41 C.F.R. 60-300.44(k)

Oklahoma Panhandle State University documents computations or comparisons pertaining to applicants and hires on an annual basis and maintains the documentation for a period of three years.

Hiring Benchmarks

41 C.F.R. 60-300.45

Oklahoma Panhandle State University will establish a benchmark for hiring protected veterans. In establishing a hiring benchmark, the following principles apply:

- The purpose of establishing a hiring benchmark is to provide the University with a quantifiable method by which it can measure its progress toward achieving equal employment opportunity for protected veterans.
- The hiring benchmark is not a quota that must be met, nor is it a ceiling that limits or restricts the employment of protected veterans.
- In all employment decisions, the University makes selections in a nondiscriminatory manner. Hiring benchmarks do not provide a justification to extend a preference to any individual, select an individual, or adversely affect an individual's employment status, because of that individual's veteran status.
- Hiring benchmarks do not create set-asides for specific groups, nor are they intended to achieve proportional representation or equal results.
- Hiring benchmarks are not used to supersede merit selection principles, nor do they require the University to hire a person who lacks qualifications to perform the job successfully or hire a less qualified person in preference to a more qualified one.
- A finding that the hiring benchmark has not been attained does not constitute a finding nor admission of discrimination.

Oklahoma Panhandle State University has established its benchmark in accordance with the national percentage of veterans in the civilian labor force as published on the OFCCP website. As of July 01, 2021, this benchmark percentage is 5.6 percent.

Reports

Oklahoma Panhandle State University

July 1, 2021 Annual Affirmative Action Plan

Goodwell, OK

Veterans Data Collection Analysis

For Period: 7/1/2020 to 6/30/2021

	Total
Number of Job Openings	65
Number of Jobs Filled	65
Number of Protected Veteran Applicants	0
Number of Applicants	468
Number of Protected Veteran Hires	0
Number of Hired Applicants	43

Confidential - Not subject to inspection by employees or applicants under 41 CFR Section 60-300.41.

Oklahoma Panhandle State University

July 1, 2021 Annual Affirmative Action Plan

Goodwell, OK

Veterans Benchmarks for Hiring Analysis

For Period: 7/1/2020 to 6/30/2021

Hiring %	0.00
Benchmark %	5.70
Benchmark met?	No

Confidential - Not subject to Inspection by employees or applicants under 41 CFR Section 60-300.41.

**AFFIRMATIVE ACTION PROGRAM
FOR
INDIVIDUALS WITH DISABILITIES**

Oklahoma Panhandle State University

OK Panhandle

July 1, 2021 through June 30, 2022

Table of Contents

Preface - 4

Equal Employment Opportunity and Affirmative Action Statement of Policy - 5

Definitions - 7

Responsibility for Implementation - 8

Request for Self-Identification - 9

Review of Personnel Processes - 10

Review of Physical and Mental Job Requirements - 11

Reasonable Accommodations - 12

Compensation - 13

Harassment - 14

Training - 15

Internal Dissemination of Policy - 16

Outreach, Positive Recruitment and External Dissemination of Policy - 17

Assessment of Outreach and Recruitment Efforts - 19

Audit and Reporting Systems - 20

Data Collection Analysis - 22

Utilization Analysis - 23

Identification of Problem Areas - 24

Development and Execution of Action-Oriented Programs - 25

Reports - 26

Data Collection for Individuals with Disabilities Report - 27

Individuals with Disabilities Utilization Goals Report - 28

Preface

Oklahoma Panhandle State University, (also referred to as the University), is committed to the concept and practice of equal opportunity and affirmative action. In preparing this Affirmative Action Program (AAP), we have been guided by Section 503 of the Rehabilitation Act of 1973 (as amended) (29 U.S.C. § 793) and its implementing regulations (41 C.F.R. Part 60-741) and the Guidelines on Affirmative Action issued by the Equal Employment Opportunity Commission ("EEOC") (29 C.F.R. Part 1608). Nothing contained in this AAP or its supporting data should be construed as an admission by the University, in whole or in part, that it has contravened any federal, state, or local employment practice laws, or to sanction the discriminatory treatment of any person.

While the University firmly believes in dissemination of its affirmative action policies and equal employment opportunity practices and makes the non-data components of this AAP available for review to employees and applicants upon request, the AAP remains a proprietary document of the University. Moreover, the data on which the University has relied in preparing this AAP are confidential and sensitive, and the University believes release of the data would subject the University to commercial harm. Reports that require specific data, such as names of employees and salary information, are not an official part of this AAP. This information is on file at the University as Documentation and Supporting Data for AAP Reports, and is available for review only as required by law.

If this AAP or any supporting data or documentation are submitted to the Office of Federal Contract Compliance Programs (OFCCP) pursuant to the Executive Order, the Rehabilitation Act, the Vietnam Era Veterans' Readjustment Assistance Act and/or any implementing regulations (as any or all have been or may be amended), the Equal Employment Opportunity Commission, any local or state fair employment practice agency, or any other federal, state or local government agency, those documents and the information they contain are to be considered confidential and not subject to disclosure without notifying the University of the agency's decision to disclose and providing the University with ample time to contest the disclosure. Advance notice of disclosure should be sent to Dana Collins, Director HR. The University requests this information be treated as exempt from public disclosure under the Freedom of Information Act, 5 U.S.C. § 552.

No information contained in the AAP or any supporting data or documentation is to be copied, removed from the premises, or released to other individuals without a prior notification to and permission from the University.

This AAP does not constitute an express or implied contract between the University and its employees, job applicants, or other persons, nor does it change in any way the basic at will employment relationship all University employees have with the University. Nothing in this AAP creates a private right of action on behalf of any individual or group against the University.

Equal Employment Opportunity and Affirmative Action Statement of Policy

41 C.F.R. 60-741.44(a)

It is the policy of Oklahoma Panhandle State University not to discriminate or allow the harassment of employees or applicants on the basis of sex, gender identity, sexual orientation, race, color, religious creed, national origin, physical or mental disability, protected veteran status, or any other characteristic protected by law with regard to any employment practices, including but not limited to, recruitment, hiring, promotion, transfer, demotion, layoff or recall from layoff, termination, wage and benefit administration, and selection for training or other employment opportunities, provided the individual is qualified, with or without reasonable accommodation, to perform the essential functions of the job. This policy applies to all jobs at the University. The University will continue to take affirmative action to ensure individuals are employed, and employees are treated during employment, without regard to their sex, gender identity, sexual orientation, race, color, religious creed, national origin, physical or mental disability, protected veteran status, or any other characteristic protected by law in all employment practices as follows.

Employment decisions at the University are based on legitimate job-related criteria. All personnel actions or programs that affect qualified individuals, such as employment, promotion, demotion, transfer, recruitment, advertising, termination, rate of pay or other forms of compensation, and selection for training, are made without discrimination because of any basis protected by law. Employees may choose to voluntarily disclose their sex, race, national origin, disability and protected veteran status at any time by contacting Human Resources. Such information will be maintained in a confidential manner and will not be used against an individual when making any employment decisions. Employees and applicants with disabilities and disabled veterans are encouraged to inform Human Resources if they need a reasonable accommodation to perform a job for which they are otherwise qualified. The University makes, and will continue to make, reasonable accommodation to the known physical or mental limitations of an otherwise qualified applicant or employee to promote the employment of qualified individuals with disabilities and disabled veterans, unless such accommodation would impose an undue hardship on the operations of the University.

Oklahoma Panhandle State University and its Interim President are fully committed to the principles of equal employment opportunity and affirmative action and support the successful implementation of the University's Affirmative Action Programs. Dana Collins, Director HR, Affirmative Action Officer for the University, has been appointed with responsibility for implementation of the University's affirmative action activities. The Affirmative Action Officer has the full support of top management to fully implement this Program. All managers and supervisors will take an active part in the University's AAP to ensure all qualified employees and prospective employees are treated in a non-discriminatory manner with respect to all employment decisions. Furthermore, Oklahoma Panhandle State University will solicit the cooperation and support of all employees for the University's Equal Employment Opportunity and Affirmative Action Statement of Policy.

The University's Affirmative Action Program includes an audit and reporting system, which, among other things, uses metrics and other information to measure the effectiveness of the Program. The Affirmative Action Officer has been assigned responsibility for periodically reviewing progress with compliance and implementation of the University's affirmative action policy. In accordance with public law, the University's Affirmative Action Program for qualified individuals with disabilities and the Affirmative Action Program for

protected veterans are available for inspection in the Human Resources Department, All day, available on OPSU website upon request.

In addition, employees and applicants will not be subjected to harassment, intimidation, threats, coercion, or discrimination because they have engaged in, or may have engaged in, filing a complaint, assisting or participating in an investigation, compliance review hearing, or other activity related to the administration of Section 503 of the Rehabilitation Act of 1973, as amended, the Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended, Executive Order 11246, and/or any other federal, state or local law or regulation regarding equal employment opportunity, opposing any act or practice made unlawful, or exercising any other right protected by such laws or regulations. Oklahoma Panhandle State University will not discharge or in any other manner discriminate against employees or applicants because they have inquired about, discussed, or disclosed their own pay or the pay of another employee or applicant. However, employees who have access to the compensation information of other employees or applicants as a part of their essential job functions cannot disclose the pay of other employees or applicants to individuals who do not otherwise have access to compensation information, unless the disclosure is (a) in response to a formal complaint or charge, (b) in furtherance of an investigation, proceeding, hearing, or action, including an investigation conducted by the employer, or (c) consistent with the contractor's legal duty to furnish information.



Dr. Ryan Blanton

Interim President



Definitions

41 C.F.R. 60-741.2

"DISABILITY" means, generally, (i) a physical or mental impairment that substantially limits one or more of an individual's major life activities, (ii) a record of such impairment, or (iii) being regarded as having such impairment.

For the purposes of this Program, a disability is substantially limiting if it substantially impairs the ability of an individual to perform a major life activity as compared to most people in the general population. An impairment need not prevent, or significantly or severely restrict the individual from performing a major life activity to be considered substantially limiting.

For the purposes of this Program, major life activities include but are not limited to the operation of a major bodily function, caring for oneself, performing manual tasks, seeing, hearing, eating, sleeping, walking, standing, sitting, reaching, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communicating, interacting with others, and working.

"A QUALIFIED INDIVIDUAL" means an individual who satisfies the requisite skill, experience, education, and other job-related requirements for the particular position he/she holds or desires and who is capable of performing the essential functions of that position, with or without reasonable accommodation.

Responsibility for Implementation

41 C.F.R. 60-741.44(i)

Oklahoma Panhandle State University has assigned primary management responsibility and accountability for ensuring full compliance with the Affirmative Action Program to Dana Collins, Director HR, the Affirmative Action Officer of the University. The Affirmative Action Officer has the authority, resources, support of and access to top management necessary to ensure the effective implementation of the AAP. The identity of the Affirmative Action Officer appears on internal and external communications regarding the University's equal employment opportunity and affirmative action policies.

The duties of the Affirmative Action Officer and designees include:

- Developing policy statements, AAPs, and internal and external modes of communication
- Overseeing regular discussions with local managers, supervisors, and employees to ensure the University's policies are being followed
- Training personnel involved in the recruitment, screening, selection, promotion, disciplinary, and related processes to ensure the commitments in the University's Affirmative Action Program are implemented
- Advising managers and supervisors the University is obligated to prevent discrimination and harassment of applicants and employees on any basis protected by law
- Identifying any problem areas in implementing the AAP, and developing solutions
- Ensuring policies are in place to identify any barriers to employment for individuals with known disabilities and assisting managers in developing possible reasonable accommodations to ensure individuals with disabilities benefit from equal employment opportunities
- Designing and implementing an internal audit and reporting system to measure the effectiveness of the University's Program, indicate the need for remedial action, determine the degree to which the University's objectives have been attained, determine whether employees with known disabilities have the opportunity to participate in University-sponsored employment, educational, training, recreational, and social activities, and ensure each location is in compliance with applicable laws and regulations
- Serving as liaison between the University and enforcement agencies, and between the University and organizations of and for individuals with disabilities
- Encouraging active involvement by University representatives in the community service programs of local organizations of and for individuals with disabilities
- Ensuring posters and notices are properly displayed or disseminated in ways that are accessible and understandable to applicants and employees, and
- Keeping management informed of developments in the affirmative action area.

Request for Self-Identification

41 C.F.R. 60-741.42

In order to notify applicants and employees of the existence of and the opportunity to participate in this Affirmative Action Program and to provide sufficient data to allow Oklahoma Panhandle State University to measure and improve, if necessary, the effectiveness of the University's affirmative action efforts, the University invites applicants and employees to voluntarily self-identify as a person with a disability as follows:

- When an applicant applies or is considered for employment, the University provides the applicant with an opportunity to voluntarily self-identify disability status. This opportunity is offered at the same time the University invites the applicant to self-identify race, ethnicity, sex, and veteran status.
- Following an offer of employment but before an individual begins working, the University provides an additional opportunity to voluntarily self-identify disability status.
- Recognizing an individual's status regarding disability may change over time and/or an employee may feel more comfortable disclosing an existing disability after being employed for a period of time, the University also offers employees an opportunity to voluntarily self-identify their disability status at least once every five years. In addition, at least once during the five-year intervals between workplace surveys, the University sends employees a written reminder they may voluntarily update their disability status.
- The University invites applicants and employees to voluntarily self-identify as an individual with a disability using the language and form approved by the government for such purposes. The University keeps all self-identification information confidential and maintains it in a data analysis file rather than in individual employee personnel or medical files.

Review of Personnel Processes

41 C.F.R. 60-741.44(b)

Oklahoma Panhandle State University periodically reviews its personnel procedures to determine whether they ensure the careful, thorough, and systematic consideration of the job qualifications of employees or applicants with known disabilities for jobs filled either by hiring or promotion and for educational or training opportunities.

Vacancies are advertised, and applications are accepted from any interested person. The University's employment materials, including items such as its employment application, the careers section of its website, and job advertisements, will include a non-discrimination statement to further inform applicants of the University's policy of equal employment opportunity. All non-executive positions lasting three days or more not expected to be filled from within will be referred to the appropriate state employment service delivery system. In addition, to ensure qualified individuals with disabilities are aware of job openings, the University will send vacancy announcements to the employment sources listed in this Affirmative Action Program.

The disability of any otherwise qualified individual who applies for any vacancy, promotion, transfer, or training opportunity will not be a factor in employment decisions. The University periodically reviews any physical and mental job qualifications to ensure they do not tend to screen out individuals with disabilities for reasons that are not job related or consistent with business necessity, or do not relate to ensuring the safe performance of the essential functions of the job. The University reviews its personnel processes to ensure individuals with disabilities are not stereotyped in a manner that limits their access to jobs for which they are qualified. The University also ensures applicants and employees with disabilities who meet job qualifications have equal access to its personnel processes, including those implemented through information and communication technologies, and provides necessary reasonable accommodation to ensure applicants and employees with disabilities receive equal opportunity in the operation of personnel processes.

Review of Physical and Mental Job Requirements

41 C.F.R. 60-741.44(c)

Oklahoma Panhandle State University reviews physical and mental job qualification requirements as job qualification requirements are established or revised to ensure qualification requirements do not screen out qualified individuals with disabilities or qualified disabled veterans for reasons that are not job related or consistent with business necessity and the safe performance of the essential functions of the job. This review occurs at regular intervals throughout each calendar year, such as when a job may be advertised or filled through hiring or promotion, when the duties of a position are significantly revised, and when considering requests for reasonable accommodation related to the performance of the functions of a position.

The University also regularly reviews its personnel processes to ensure any medical exams or inquiries are conducted in accordance with the Section 503 regulations. Information regarding the medical condition or history of an individual obtained as a result of any such inquiry or exam is collected and maintained on separate forms and in separated medical files and treated as a confidential medical record.

To the extent any physical or mental job qualification measurements are found to potentially screen out qualified individuals with disabilities or qualified disabled veterans in the selection of employees or applicants for employment or in other changes in employment status, such as promotion or training, the University will ensure the requirements are related to the specific job for which the individual is being considered and are consistent with business necessity and the safe performance of the job.

OPSU will review job descriptions annually

Reasonable Accommodations

41 C.F.R. 60-741.44(d)

Oklahoma Panhandle State University has made and will continue to make reasonable accommodation to the known physical and mental limitations of otherwise qualified employees and job applicants unless such accommodation would impose an undue hardship.

If an individual has a disability, the University encourages the individual to request reasonable accommodation to enable the individual to perform a job safely. Such accommodations may include special equipment, changes in the physical layout of the job, modification of job duties, or other reasonable accommodations. The University will inform employees and applicants of the process for requesting reasonable accommodation.

Where an employee with a known disability is having significant difficulty performing job duties and the University reasonably concludes that the performance issues may be related to a known disability, the University may notify the employee of the performance problem and confidentially inquire whether the problem is related to the employee's disability. If the employee indicates that a disability is impacting performance, the University will engage in confidential discussions with the employee about the performance problem and the need for reasonable accommodation.

Compensation

41 C.F.R. 60-741.21(a)(9)

In offering employment or promotions, Oklahoma Panhandle State University does not reduce the amount of compensation offered to individuals with disabilities because of any disability income, pension, or other benefit the employee receives from another source. Similarly, the University does not reduce the amount of compensation offered to an employee or applicant because of the actual or anticipated cost of a reasonable accommodation needed, requested, or anticipated.

Harassment

41 C.F.R. 60-741.44(e)

Oklahoma Panhandle State University has developed and implemented policies and procedures to ensure employees who are individuals with disabilities are not harassed because of their disability status.

A copy of the University's Equal Employment Opportunity and Affirmative Action Statement of Policy, which forbids harassment against individuals based on protected characteristics, is included in this AAP.

Training

41 C.F.R. 60-741.44(j)

Oklahoma Panhandle State University trains personnel involved in the recruitment, screening, selection, promotion, disciplinary, and related processes to ensure the commitments in the University's AAP are implemented.

The EEO attends several webinars for Title IX and OSU/A&M legal trainings for recruitment, selection, promotion, disciplinary and related processes.

Internal Dissemination of Policy

41 C.F.R. 60-741.44(g)

Oklahoma Panhandle State University recognizes that, however strong its outreach program, internal support from supervisory management and other employees is necessary to ensure maximum effectiveness of its AAP for individuals with disabilities. The University may utilize the following procedures to enhance the internal implementation and dissemination of its Equal Employment Opportunity and Affirmative Action Statement of Policy, as appropriate:

- The University's Equal Employment Opportunity and Affirmative Action Statement of Policy will be made available to applicants and employees. The policy includes a statement that employees and applicants are protected from coercion, intimidation, and interference or discrimination for filing a complaint or assisting in an investigation under the Rehabilitation Act of 1973, as amended.
- An invitation to participate in the University's Affirmative Action Program by voluntarily self-identifying as an individual with a disability will be disseminated to all applicants, as well as to all employees once the University has extended a job offer, but before beginning employment duties. In addition, in recognition that an individual's disability status may change and/or that employees may feel more comfortable disclosing an existing disability after a period of time in the University, the University will distribute the invitation to all current employees at least once every five years, with a reminder at least once between each five year period.
- The University will publicize the policy in University publications.
- The University will hold meetings with executive, management and supervisory personnel to explain the University's policy of affirmative action and to make clear the Interim President's support for the policy.
- The University will inform applicants and employees of its commitment to engage in affirmative action, including by discussing the policy in various employee and manager training sessions.
- When employees are featured in employee handbooks or similar publications, efforts will be made to include individuals with disabilities.
- University publications will include articles on accomplishments of all employees, including individuals with disabilities.

If the University has or becomes party to collective bargaining agreements, union officials will be informed the University is bound by the terms of the Rehabilitation Act of 1973, as amended, and is committed to take affirmative action to employ and advance in employment persons with disabilities, and the University will not discriminate against individuals with physical or mental disabilities. For those sites that are not subject to a collective bargaining agreement, no notification of union officials is necessary.

Outreach, Positive Recruitment and External Dissemination of Policy

41 C.F.R. 60-741.44(f)

Oklahoma Panhandle State University has reviewed its employment practices to determine whether its personnel programs are designed to effectively recruit and advance in employment qualified individuals with disabilities. While the University believes there are no deficiencies in its current employment practices with respect to applicants and employees with disabilities, it engages in outreach, positive recruitment, and external dissemination programs to augment its existing affirmative action efforts. The University engages in or has made plans to implement the activities outlined in this AAP, as appropriate.

The University will inform recruiting sources of Oklahoma Panhandle State University's policy of affirmative action for individuals with disabilities. Recruiting sources will be requested to actively recruit and refer qualified individuals with disabilities for all positions.

The University will make the Equal Employment Opportunity Clause part of all covered subcontracts and purchase orders.

The University will inform subcontractors, including subcontracting vendors and suppliers, of its Equal Employment Opportunity and Affirmative Action Statement of Policy, and request appropriate action on their part.

The University will identify local organizations and/or community agencies known to specialize in placing and/or developing training programs for individuals with disabilities and send them notices of vacant positions. Examples of these outreach efforts may include contacting the following:

- State Vocational Rehabilitation Service agencies, mental health agencies, and/or developmental disabilities agencies near the facilities covered in this AAP
- Employment One-Stop Career Centers near the facilities covered in this AAP
- Department of Veterans Affairs offices close to the facilities covered in this AAP
- Entities funded by the Department of Labor that provide recruitment or training services for individuals with disabilities, such as those provided through the Employer Assistance and Resource Network (EARN) near the facilities covered in this AAP
- Local Employment Network (EN) organizations listed in the Ticket to Work Employment Network Directory near the facilities covered in this AAP
- Local disability groups, organizations or Centers for Independent Living near the facilities covered in this AAP
- Placement or career offices of educational institutions specializing in the placement of individuals with disabilities
- Private recruitment sources, such as professional organizations or employment placement services specializing in the placement of individuals with disabilities

Recruitment efforts at educational institutions may incorporate special efforts to reach students who are individuals with disabilities.

Efforts will be made to have employees with disabilities serve as company representatives during career days, job fairs, and related recruitment efforts.

Advertisements or solicitations for prospective employees will indicate the University is an equal opportunity employer.

Assessment of Outreach and Recruitment Efforts

41 C.F.R. 60-741.44(f)(3)

Oklahoma Panhandle State University evaluates available data regarding the effectiveness of its outreach and recruitment efforts on an annual basis. For areas where the University concludes the totality of its efforts were not effective in identifying and recruiting qualified individuals with disabilities, Oklahoma Panhandle State University will identify and implement alternative efforts.

Criteria used to evaluate the effectiveness of outreach efforts may include:

- Results of utilization analysis for individuals with disabilities
- Available data related to applicant and hires
- Whether the activity increased the University's ability to include individuals with disabilities in its workforce
- Whether the activity attracted qualified individuals with disabilities
- Whether the activity resulted in the selection of qualified individuals with disabilities

The University will continue to monitor and review outreach sources to evaluate the effectiveness of outreach and recruitment efforts.

Audit and Reporting Systems

41 C.F.R. 60-741.44(h)

It is the responsibility of the University's Affirmative Action Officer to monitor all employment and personnel practices to ensure compliance with applicable regulations and adherence to the University's Equal Employment Opportunity and Affirmative Action Statement of Policy, to report specific problems to the appropriate management personnel, and to measure the effectiveness of Oklahoma Panhandle State University's AAP.

The University's audit and reporting system is designed and implemented to:

- Measure the effectiveness of the AAP
- Identify any need for remedial action
- Determine the degree to which the University's objectives are being attained
- Determine whether individuals with known disabilities have had the full opportunity to equal employment and to participate in all University sponsored educational, training, recreational and social activities
- Measure the University's compliance with the AAP's specific obligations
- Document the actions taken to monitor the University's compliance with the AAP's specific obligations.

To measure the effectiveness of the AAP, the University may take the following actions:

- Audit the University's voluntary self-identification process to monitor the number of individuals with disabilities who choose to self-identify and evaluate whether changes could be made to the self-identification process to encourage greater voluntary self-identification by individuals with disabilities
- Monitor records of applicant flow, referrals, placements, training, transfers, promotions, terminations, and compensation decisions to evaluate the degree to which equal employment opportunity and organizational objectives are being obtained
- Report on the organization's progress towards equal employment opportunity and any identified problem areas so appropriate steps can be taken to resolve any issues
- Examine the University's utilization of individuals with disabilities and develop action-orientated programs to address any areas of underutilization
- Review available data computations and analyses regarding applicants and hires
- Review the effectiveness of the University's recruitment and outreach activities
- Regularly assess the University's personnel processes to ensure individuals with disabilities have equal opportunity in employment
- Use a schedule to regularly assess any mental and physical qualifications to ensure they are job-related and consistent with business necessity
- Audit communications with vendors and subcontractors to ensure such communications reflect the University's commitment to equal employment

- opportunity and affirmative action for individuals with disabilities
- Audit communications with applicants and employees to ensure such communications reflect the University's commitment to equal employment opportunity and affirmative action for individuals with disabilities
 - Audit job listings to ensure the postings reflect the University's commitment to equal employment opportunity and affirmative action for individuals with disabilities
 - Audit personnel policies to ensure such policies reflect the University's commitment to equal employment opportunity and affirmative action for individuals with disabilities

Where the Affirmative Action Program is found to be deficient, the University shall endeavor to undertake necessary action to improve the Program.

Data Collection Analysis

41 C.F.R. 60-741.44(k)

Oklahoma Panhandle State University documents computations or comparisons pertaining to applicants and hires on an annual basis and maintains the documentation for a period of three years.

Utilization Analysis

41 C.F.R. 60-741.45

Oklahoma Panhandle State University will compare the representation of employees with known disabilities with the utilization goal identified by the OFCCP in effect at the start of the Affirmative Action Program year. In conducting this analysis, the following principles apply:

- The purpose of the utilization goal established by the OFCCP is to provide a benchmark against which the University may measure the representation of individuals with disabilities in its workforce.
- The utilization goal serves as an equal employment opportunity objective that should be attainable by the affirmative action measures included in this Affirmative Action Program. The utilization goal is not a quota that must be met, nor is it to be considered as a ceiling that limits or restricts the employment of individuals with disabilities.
- In all employment decisions, the University makes selections in a nondiscriminatory manner. Utilization goals do not provide a justification to extend a preference to any individual, select an individual, or adversely affect an individual's employment status, because of that individual's disability status.
- Utilization goals do not create set-asides for specific groups, nor are they intended to achieve proportional representation or equal results.
- Utilization goals are not used to supersede merit selection principles, nor do these utilization goals require the University to hire a person who lacks qualifications to perform the job successfully or hire a less qualified person in preference to a more qualified one.
- A finding that the utilization goal has not been attained in one or more job groups does not constitute a finding nor admission of discrimination.

Identification of Problem Areas

41 C.F.R. 60-741.45(e)

When the Utilization Analysis conducted in accordance with the regulations indicates the representation of individuals with known disabilities is less than the current goal identified by OFCCP, Oklahoma Panhandle State University will take steps to assess whether and where impediments to equal employment opportunity exist, including the following, as appropriate:

- Sources which have provided limited qualified candidates will be reviewed, and the Affirmative Action Officer will identify actions which may increase the number of qualified applicants received.
- The Affirmative Action Officer will review positions or job groups that require specialized skill sets or physical requirements.
- The Affirmative Action Program monitoring reports will be reviewed.
- The Affirmative Action Officer will review the University's personnel processes to ensure the careful, thorough, and systematic consideration of the job qualifications of applicants and employees with known disabilities and that no barriers to equal employment opportunities exist.

Based on this analysis, we have developed and will execute the action-oriented programs described in this AAP.

Development and Execution of Action-Oriented Programs

41 C.F.R. 60-741.45(f)

To demonstrate good faith efforts to expand employment opportunities for individuals with disabilities and to produce measurable results, Oklahoma Panhandle State University developed and executed the following action-oriented programs, as appropriate:

- The University will continue to analyze all job requirements to ensure any physical or mental requirements are job related and consistent with business necessity.
- The University will carefully evaluate the total selection process to ensure it is free from discrimination.
- University employees will be trained on the University's non-discrimination and anti-harassment policies.
- The University will evaluate its techniques for improving recruitment and increasing the flow of qualified applicants with disabilities and identify alternative or additional outreach and recruitment efforts to increase recruitment of individuals with disabilities, as further described in the evaluation of the effectiveness of the University's outreach efforts.
- The University will review its programs and procedures to ensure employees with disabilities are given equal opportunities for promotion. The University will continue to make opportunities for advancement widely known through the University's internal posting process which encourages all employees, including employees with disabilities, to apply for any open position for which they are qualified with or without reasonable accommodation.
- The University will review its termination procedures to ensure they are applied consistently, and termination decisions are not made for unlawful reasons.
- The University will assess its personnel processes to ensure no barriers to employment exist. The University's review will be documented in this AAP.
- The University will review the results of its affirmative action audit and take steps to review or enhance practices that might affect the success of the Affirmative Action Program. The audit and reporting system will be documented in this AAP.

Reports

Oklahoma Panhandle State University

July 1, 2021 Annual Affirmative Action Plan

Goodwell, OK

Individuals with Disabilities Data Collection Analysis

For Period: 7/1/2020 to 6/30/2021

	Total
Number of Job Openings	65
Number of Jobs Filled	65
Number of IWD Applicants	0
Number of Applicants	468
Number of IWD Hires	0
Number of Hired Applicants	43

Confidential - Not subject to inspection by employees or applicants under 41 CFR Section 60-741.41.

Oklahoma Panhandle State University

July 1, 2021 Annual Affirmative Action Plan

Goodwell, OK

Individuals with Disabilities Utilization Goals

1A		Executive
Total Emp		IWDs
5	Employment %	0.00
	Total IWDs	0
	Utilization Goal %	7.00
1B		Administrative and Managerial
Total Emp		IWDs
6	Employment %	0.00
	Total IWDs	0
	Utilization Goal %	7.00
1C		Administrative and Managerial
Total Emp		IWDs
18	Employment %	0.00
	Total IWDs	0
	Utilization Goal %	7.00
1D		Administrative and Managerial
Total Emp		IWDs
2	Employment %	0.00
	Total IWDs	0
	Utilization Goal %	7.00
2A		Faculty
Total Emp		IWDs
5	Employment %	0.00
	Total IWDs	0
	Utilization Goal %	7.00
2AI		Faculty
Total Emp		IWDs
4	Employment %	0.00
	Total IWDs	0
	Utilization Goal %	7.00
2B		Faculty
Total Emp		IWDs
9	Employment %	0.00
	Total IWDs	0
	Utilization Goal %	7.00

Individuals with Disabilities Utilization Goals

2C		Faculty
Total Emp		IWDs
12	Employment %	0.00
	Total IWDs	0
	Utilization Goal %	7.00

2D		Faculty
Total Emp		IWDs
7	Employment %	0.00
	Total IWDs	0
	Utilization Goal %	7.00

2E		Adjunct
Total Emp		IWDs
44	Employment %	0.00
	Total IWDs	0
	Utilization Goal %	7.00

3A		Professional
Total Emp		IWDs
18	Employment %	0.00
	Total IWDs	0
	Utilization Goal %	7.00

3B		Professional
Total Emp		IWDs
12	Employment %	0.00
	Total IWDs	0
	Utilization Goal %	7.00

4A		Clerical and Secretarial
Total Emp		IWDs
6	Employment %	0.00
	Total IWDs	0
	Utilization Goal %	7.00

4B		Clerical and Secretarial
Total Emp		IWDs
13	Employment %	0.00
	Total IWDs	0
	Utilization Goal %	7.00

Individuals with Disabilities Utilization Goals

5A		Technical and Paraprofessionals
Total Emp		IWDs
1	Employment %	0.00
	Total IWDs	0
	Utilization Goal %	7.00

5C		Technical and Paraprofessionals
Total Emp		IWDs
1	Employment %	0.00
	Total IWDs	0
	Utilization Goal %	7.00

6A		Skilled Crafts
Total Emp		IWDs
2	Employment %	0.00
	Total IWDs	0
	Utilization Goal %	7.00

7C		Service/Maintenance
Total Emp		IWDs
1	Employment %	0.00
	Total IWDs	0
	Utilization Goal %	7.00

Confidential - Not subject to Inspection by employees or applicants under 41 CFR Section 60-741.41.

AFFIRMATIVE ACTION PROGRAM FOR MINORITIES & WOMEN

Oklahoma Panhandle State University

OK Panhandle

July 1, 2021 through June 30, 2022

Table of Contents

Preface - 4

Equal Employment Opportunity and Affirmative Action Statement of Policy 5

Sex Discrimination Policy - 7

Religious and National Origin Discrimination Policy - 8

Responsibility for Implementation - 9

Organizational Profile - 10

Job Group Analysis - 11

Availability Analysis - 12

Comparison of Incumbency vs. Estimated Availability - 13

Placement Goals - 14

Identification of Problem Areas by Organizational Unit and Job Group - 15

Development and Implementation of Action-Oriented Programs - 17

Internal Audit and Reporting System - 19

Reports - 21

Workforce Analysis Report - 22

Annotated Employee List by Department Report - 36

Job Group Analysis Report - 37

Job Group Analysis Summary Report - 57

Annotated Employee List Report - 59

Availability Factor Computation Form Report - 60

Availability Rationale Report - 66

Incumbency vs Estimated Availability Report - 69

Placement Goals Report - 72

Goal Attainment Report - 73

Applicant Summary Report - 74

New Hire Summary Report - 76

Promotion Summary by Old Job Report - 77

Termination Summary Report - 78

Preface

Oklahoma Panhandle State University, (also referred to as the University), is committed to the concept and practice of equal opportunity and affirmative action. In preparing this Affirmative Action Program (AAP), we have been guided by Executive Order 11246 (as amended) and its implementing regulations (41 C.F.R. Part 60-2) and the Guidelines on Affirmative Action issued by the Equal Employment Opportunity Commission ("EEOC") (29 C.F.R. Part 1608). Nothing contained in this AAP or its supporting data should be construed as an admission by the University, in whole or in part, that it has contravened any federal, state, or local employment practice laws, or to sanction the discriminatory treatment of any person.

While the University firmly believes in dissemination of its affirmative action policies and equal employment opportunity practices and makes the non-data components of this AAP available for review to employees and applicants upon request, the AAP remains a proprietary document of the University. Moreover, the data on which the University has relied in preparing this AAP are confidential and sensitive, and the University believes release of the data would subject the University to commercial harm. Reports that require specific data, such as names of employees and salary information, are not an official part of this AAP. This information is on file at the University as Documentation and Supporting Data for AAP Reports, and is available for review only as required by law.

If this AAP or any supporting data or documentation are submitted to the Office of Federal Contract Compliance Programs (OFCCP) pursuant to the Executive Order, the Rehabilitation Act, the Vietnam Era Veterans' Readjustment Assistance Act and/or any implementing regulations (as any or all have been or may be amended), the Equal Employment Opportunity Commission, any local or state fair employment practice agency, or any other federal, state or local government agency, those documents and the information they contain are to be considered confidential and not subject to disclosure without notifying the University of the agency's decision to disclose and providing the University with ample time to contest the disclosure. Advance notice of disclosure should be sent to Dana Collins, Director HR. The University requests this information be treated as exempt from public disclosure under the Freedom of Information Act, 5 U.S.C. § 552.

No information contained in the AAP or any supporting data or documentation is to be copied, removed from the premises, or released to other individuals without a prior notification to and permission from the University.

This AAP does not constitute an express or implied contract between the University and its employees, job applicants, or other persons, nor does it change in any way the basic at will employment relationship all University employees have with the University. Nothing in this AAP creates a private right of action on behalf of any individual or group against the University.

Equal Employment Opportunity and Affirmative Action Statement of Policy

It is the policy of Oklahoma Panhandle State University not to discriminate or allow the harassment of employees or applicants on the basis of sex, gender identity, sexual orientation, race, color, religious creed, national origin, physical or mental disability, protected veteran status, or any other characteristic protected by law with regard to any employment practices, including but not limited to, recruitment, hiring, promotion, transfer, demotion, layoff or recall from layoff, termination, wage and benefit administration, and selection for training or other employment opportunities, provided the individual is qualified, with or without reasonable accommodation, to perform the essential functions of the job. This policy applies to all jobs at the University. The University will continue to take affirmative action to ensure individuals are employed, and employees are treated during employment, without regard to their sex, gender identity, sexual orientation, race, color, religious creed, national origin, physical or mental disability, protected veteran status, or any other characteristic protected by law in all employment practices as follows.

Employment decisions at the University are based on legitimate job-related criteria. All personnel actions or programs that affect qualified individuals, such as employment, promotion, demotion, transfer, recruitment, advertising, termination, rate of pay or other forms of compensation, and selection for training, are made without discrimination because of any basis protected by law. Employees may choose to voluntarily disclose their sex, race, national origin, disability and protected veteran status at any time by contacting Human Resources. Such information will be maintained in a confidential manner and will not be used against an individual when making any employment decisions. Employees and applicants with disabilities and disabled veterans are encouraged to inform Human Resources if they need a reasonable accommodation to perform a job for which they are otherwise qualified. The University makes, and will continue to make, reasonable accommodation to the known physical or mental limitations of an otherwise qualified applicant or employee to promote the employment of qualified individuals with disabilities and disabled veterans, unless such accommodation would impose an undue hardship on the operations of the University.

Oklahoma Panhandle State University and its Interim President are fully committed to the principles of equal employment opportunity and affirmative action and support the successful implementation of the University's Affirmative Action Programs. Dana Collins, Director HR, Affirmative Action Officer for the University, has been appointed with responsibility for implementation of the University's affirmative action activities. The Affirmative Action Officer has the full support of top management to fully implement this Program. All managers and supervisors will take an active part in the University's AAP to ensure all qualified employees and prospective employees are treated in a non-discriminatory manner with respect to all employment decisions. Furthermore, Oklahoma Panhandle State University will solicit the cooperation and support of all employees for the University's Equal Employment Opportunity and Affirmative Action Statement of Policy.

The University's Affirmative Action Program includes an audit and reporting system, which, among other things, uses metrics and other information to measure the effectiveness of the Program. The Affirmative Action Officer has been assigned responsibility for periodically reviewing progress with compliance and implementation of the University's affirmative action policy. In accordance with public law, the University's Affirmative Action Program for qualified individuals with disabilities and the Affirmative Action Program for protected veterans are available for inspection in the Human Resources Department, All day, available on OPSU website upon request.

In addition, employees and applicants will not be subjected to harassment, intimidation, threats, coercion, or discrimination because they have engaged in, or may have engaged in, filing a complaint, assisting or participating in an investigation, compliance review hearing, or other activity related to the administration of Section 503 of the Rehabilitation Act of 1973, as amended, the Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended, Executive Order 11246, and/or any other federal, state or local law or regulation regarding equal employment opportunity, opposing any act or practice made unlawful, or exercising any other right protected by such laws or regulations. Oklahoma Panhandle State University will not discharge or in any other manner discriminate against employees or applicants because they have inquired about, discussed, or disclosed their own pay or the pay of another employee or applicant. However, employees who have access to the compensation information of other employees or applicants as a part of their essential job functions cannot disclose the pay of other employees or applicants to individuals who do not otherwise have access to compensation information, unless the disclosure is (a) in response to a formal complaint or charge, (b) in furtherance of an investigation, proceeding, hearing, or action, including an investigation conducted by the employer, or (c) consistent with the contractor's legal duty to furnish information.



Dr. Ryan Blanton

Interim President

Sex Discrimination Policy

41 C.F.R. 60-20.1 – 60-20.6

Pursuant to Oklahoma Panhandle State University's equal employment opportunity and affirmative action policy, the University prohibits sexual discrimination and harassment in the workplace. This policy applies to all terms and conditions of employment, including but not limited to, recruitment, hiring, promotion, transfer, demotion, layoff or recall from layoff, termination, wage and benefit administration and selection for training or other employment opportunities. The terms "because of sex", on the "basis of sex", "regardless of sex" and "without regard to sex" include, but are not limited to, because of or on the basis of pregnancy, childbirth or related medical conditions, sexual orientation, gender identity and transgender status. In furtherance of the University's commitment to ensuring equal employment opportunity regardless of sex, the University will take the following steps, as appropriate:

- Recruit individuals for all positions without regard to their sex, except where sex is a bona fide occupational qualification
- Ensure job postings and recruitment materials do not express a sex preference, unless sex is a bona fide occupational qualification
- Review employment practices and personnel policies to ensure that applicants and employees are not discriminated against or harassed on the basis of sex
- Provide qualified employees with an equal opportunity to any available job without regard to their sex, except where sex is a bona fide occupational qualification
- Administer employment opportunities, wages, hours, conditions of employment, retirement programs, and other employee benefits regardless of sex
- Develop written policies which prohibit unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature towards employees and take reasonable steps to prevent such harassment from occurring
- Provide appropriate restroom and other facilities for applicants and employees
- Refrain from reliance on any state laws which conflict with the non-discrimination provisions of Title VII of the Civil Rights Act of 1964 or Executive Order 11246 and are superseded thereby
- Ensure employees are not discriminated against because of pregnancy, childbirth, or related medical conditions. Females affected by pregnancy, childbirth, or related medical conditions will be treated the same as other persons who are not so affected but are similarly able or unable to work
- Administer any seniority systems without regard to sex
- Determine wage schedules without regard to sex
- Ensure individuals are not restricted to certain job classifications based on sex.

Religious and National Origin Discrimination Policy

41 C.F.R. 60-50.1 – 60.50.5

Pursuant to Oklahoma Panhandle State University's equal employment opportunity and affirmative action policy, the University prohibits religious and national discrimination and harassment in the workplace. This policy applies to all terms and conditions of employment, including but not limited to, recruitment, hiring, promotion, transfer, demotion, layoff or recall from layoff, termination, wage and benefit administration, and selection for training or other employment opportunities. In furtherance of the University's commitment to ensuring equal employment opportunity regardless of national origin or religious beliefs, the University will take the following steps, as appropriate:

- Recruit individuals for all positions without regard to their national origin or religious beliefs
- Provide qualified employees with an equal opportunity to available job openings without regard to their religion or national origin
- Administer employment opportunities, wages, hours, conditions of employment, retirement programs, and other employee benefits regardless of religion or national origin
- Provide reasonable accommodation for sincerely-held religious beliefs unless doing so would pose an undue hardship on the University's business.
- Develop reasonable procedures to carry out the University's obligation to provide equal employment opportunity without regard to religion or national origin
- Inform employees of the University's commitment to equal employment opportunity without regard to national origin or religion
- Inform recruitment sources of the University's commitment to equal employment opportunity and seek their assistance and support to provide equal employment opportunity without regard to national origin or religion
- Review employment practices, personnel policies, and available records to ensure that applicants and employees are not discriminated against or harassed on the basis of religion or national origin
- Engage in outreach activities with religious and ethnic organizations and educational institutions

Responsibility for Implementation

41 C.F.R. 60-2.17

Oklahoma Panhandle State University has assigned primary management responsibility and accountability for ensuring full compliance with the Affirmative Action Program to Dana Collins, Director HR, the Affirmative Action Officer of the University. The Affirmative Action Officer has the authority, resources, support of and access to top management necessary to ensure the effective implementation of the AAP. The identity of the Affirmative Action Officer appears on internal and external communications regarding the University's equal employment opportunity and affirmative action policies.

The duties of the Affirmative Action Officer and designees include:

- Developing policy statements, AAPs, and internal and external modes of communication
- Overseeing regular discussions with local managers, supervisors, and employees to ensure the University's policies are being followed
- Training personnel involved in the recruitment, screening, selection, promotion, disciplinary, and related processes to ensure the commitments in the University's Affirmative Action Program are implemented
- Advising managers and supervisors that the University is obligated to prevent discrimination and harassment of applicants and employees on any basis protected by law
- Identifying any problem areas in implementing the AAP, and developing solutions
- Ensuring policies are in place to identify any barriers to employment based on sex, gender identity, sexual orientation, race, color, religious creed, or national origin and assisting managers in developing solutions to ensure all individuals benefit from equal employment opportunities
- Designing and implementing an internal audit and reporting system to measure the effectiveness of the University's Program, indicate the need for remedial action, determine the degree to which the University's objectives have been attained, determine whether all employees have had the opportunity to participate in University-sponsored educational, training, recreational, and social activities, and ensure each University location is in compliance with applicable laws and regulations
- Serving as liaison between the University and enforcement agencies, and between the University and organizations of and for minorities or females
- Encouraging active involvement by University representatives in the community service programs of local organizations of and for minorities and females
- Ensuring posters and notices are properly displayed or disseminated in ways that are accessible and understandable to applicants and employees
- Keeping management informed of developments in the affirmative action area.

Organizational Profile

41 C.F.R. 60-2.11

As one of the diagnostic components of Oklahoma Panhandle State University's AAP, the University has completed a profile of the workforce at the OK Panhandle establishment. The organizational profile is an overview of the staffing patterns at this establishment and is used to determine whether there are areas in the workforce where individuals are underrepresented or concentrated by gender or race.

To complete the organizational profile the University has elected to follow the Workforce Analysis methodology. The analysis identifies the departments at the OK Panhandle establishment and for each department lists all job titles from lowest to highest paid. For each job title, the report provides the following data: the total number of incumbents, the total number of male and female incumbents, and the total number of male and female incumbents by racial/ethnic group.

Job Group Analysis

41 C.F.R. 60-2.12

As the second diagnostic component of the AAP, Oklahoma Panhandle State University has prepared a job group analysis. The job group analysis is the first step in comparing the representation of minorities and females in the workforce covered by this AAP with the estimate of the available qualified minorities and females who could be employed by the University in positions covered by this AAP.

In designing job groups, jobs have been placed in job groups based upon the general criteria of relatively similar content, similar opportunities, and similar rates of pay. Similarity of content refers to the relative duties and responsibilities of the job titles which make up the job group. Similarity of opportunities refers to training, transfers, promotions, pay mobility and other career enhancement opportunities offered by the jobs within the job group.

The job groups in this AAP were developed to serve as a basis for a statistical analysis comparing current workforce utilization to weighted internal and external availability, and, thereafter, to develop annual goals as to minorities and females. Accordingly, job content (reflected in census data matches) and opportunity for advancement (important for determining feeder jobs) have been relied upon more than pay rates in grouping jobs. Moreover, where possible, and, consistent with other factors, job groups were devised which are of a sufficient size to conduct a meaningful utilization analysis. Necessary differences exist in the statistical analysis for utilization and the statistical analysis which would be appropriate for compensation. Therefore, the University does not suggest or agree its job groups contain jobs whose incumbents are sufficiently similarly situated (considering a variety of factors including tasks performed, effort, level of responsibility, working conditions, work location, job difficulty, minimum qualifications, performance and other objective factors) to be included in the same group for purposes of statistical analysis of rates of pay or compensation.

The Job Group Analysis report identifies the job groups created for this AAP, the job titles that comprise each job group, and the percentage of minority incumbents and the percentage of female incumbents in each job group.

Availability Analysis

41 C.F.R. 60-2.14

The availability analysis is a part of the Incumbency vs. Estimated Availability Analysis - the final diagnostic component of this AAP. The purpose of the availability analysis is to establish a benchmark against which the demographic composition of the University's workforce may be compared to determine whether barriers to equal employment opportunity may exist within particular job groups.

Pursuant to applicable regulations, the availability analysis for each job group examines two potential areas of availability: individuals with the requisite skills outside the establishment (external availability) and individuals within the establishment who are promotable, transferable, and/or trainable (internal availability). In determining availability, the University has selected a reasonable recruitment area and the pool of promotable, transferable, and trainable employees in such a way as not to exclude qualified minorities and females. Moreover, when determining external availability, the University has used the most current and discrete statistical information available. For this availability analysis, the University has used the EEO 2014-2018 ACS Tabulation Data. Finally, where a job group is composed of different job titles that carry different availability rates, the University calculated a composite availability figure. The University arrived at the composite availability figure by determining the proportion of the job group incumbents employed in each job title, weighting the availability for each job title by the proportion of incumbents employed in that title, and adding together the weighted availability estimates.

A brief written rationale for the selection of the recruitment areas and internal pools by job group is included with this AAP.

Comparison of Incumbency vs. Estimated Availability

41 C.F.R. 60-2.15

Oklahoma Panhandle State University has compared the representation of minorities and females in each job group with their representation among those identified in the availability analysis as available for employment in the job group. Where actual representation was less than the calculated availability, the University determined whether the difference was greater than could reasonably be expected.

Placement Goals

41 C.F.R. 60-2.16

As required by applicable regulations, Oklahoma Panhandle State University has established placement goals where the actual representation of minorities or females in a job group is less than would be reasonably expected based on calculated availability.

In establishing placement goals, the University applied the following principles:

- When the percentage of minorities or females employed in a particular job group is less than would reasonably be expected, given their availability percentage in that job group, the University established a percentage annual placement goal at least equal to the availability figure derived for minorities or females, as appropriate, for that job group.
- Placement goals are not quotas that must be met, nor are they to be considered as either a ceiling or a floor for the employment of individuals of a specific race or sex.
- In all employment decisions, the University makes selections in a nondiscriminatory manner. Placement goals do not provide a justification to extend a preference to any individual, select an individual, or adversely affect an individual's employment status, on the basis of that individual's sex, gender identity, sexual orientation, race, color, religious creed, national origin, physical or mental disability, protected veteran status, or other characteristic protected by law.
- Placement goals do not create set-asides for specific groups, nor are they intended to achieve proportional representation or equal results.
- Placement goals are not used to supersede merit selection principles, nor do these placement goals require the University to hire a person who lacks qualifications to perform the job successfully or hire a less qualified person in preference to a more qualified one.

As is described in more detail in the Action-Oriented Program section of this AAP, where a placement goal is set, the University will develop affirmative steps to increase the recruitment and training of the underrepresented group.

Identification of Problem Areas by Organizational Unit and Job Group

41 C.F.R. 60-2.17(b)

Oklahoma Panhandle State University has conducted analyses of its total employment process, including evaluating the workforce by organizational unit and job group, personnel activity, compensation systems, and other personnel procedures to determine whether and where impediments to equal employment opportunity exist.

An analysis of each of these processes follows.

Composition of the Workforce by Organizational Unit

The University has analyzed its workforce to determine if minorities or females are significantly underrepresented or concentrated in any organizational unit.

Composition of the Workforce by Job Group

The University has conducted an availability analysis by job group, considering both external and internal availability, and has compared incumbency to estimated availability to determine placement goals. The descriptions of Factor 1 and Factor 2 by job group are summarized in this AAP. The University has established affirmative action placement goals and programs to address any areas of underutilization and will continue to make a good faith effort to reach the placement goals established by implementing action-oriented programs.

Analysis of Progress Towards Prior Year Goals

When the percentage of minorities or females employed in a particular job group is less than would reasonably be expected given their availability percentage in that job group, the University has established an annual percentage placement goal at least equal to the availability figure derived for minorities or females, as appropriate, for that job group.

Review of Personnel Activity

The University has analyzed additional personnel activities to determine whether and where impediments to equal employment opportunity exist and whether there are significant selection disparities by race/ethnicity or gender. These activities include applicant flow, hires, promotions, terminations, and other personnel actions.

Applicant Flow

The University accepted applications for open positions, and persons interested in obtaining employment with the University were advised to apply according to the University's current policy. The University periodically reviews recruitment and selection actions to ensure there are no barriers to equal employment opportunity.

Hires

The University periodically reviews recruitment, selection and hiring actions to ensure there are no barriers to equal employment opportunity and no significant differences in selection rates by gender or race/ethnicity. Job descriptions are reviewed to make sure duties are accurately described and the experience and education requirements are job related. Job descriptions will continue to be written without regard to sex, gender identity,

sexual orientation, race, color, religious creed, national origin, physical or mental disability, protected veteran status, or any other characteristic protected by law.

Application forms are reviewed to ensure all requested information is job related, and the forms comply with all applicable laws. Where applicable, tests will be reviewed and administered in a non-discriminatory manner.

University representatives who are involved in the selection process will be briefed on the University's obligations. Hiring decisions are to be based on the applicant's experience, skills, abilities, education, and any other job-related criteria.

Promotions

The University provides employees the opportunity to be promoted. The University periodically reviews promotional actions to ensure there are no barriers to equal employment opportunity and no significant differences in selection rates by gender or race/ethnicity.

The University provides reasonable opportunity for employees to advance by offering training and other developmental opportunities. Most promotional opportunities are posted, providing interested employees with an opportunity to apply.

Terminations

The University periodically evaluates its termination practices to ensure there are no barriers to equal employment opportunity and no significant differences in selection rates by gender or race/ethnicity. When terminations or reductions in force are necessary, the University makes its decisions without regard to sex, gender identity, sexual orientation, race, color, religious creed, national origin, physical or mental disability, protected veteran status, or any other characteristic protected by law.

Review of Compensation Systems

As part of its affirmative action obligations, the University has reviewed its compensation systems to determine whether those systems are being administered without regard to an individual's sex, race, ethnicity, or other characteristic protected by law. If the University discovers significant compensation system differences between individuals who are similarly situated, it will determine whether they are the result of legitimate, nondiscriminatory factors.

Development and Implementation of Action-Oriented Programs

41 C.F.R. 60-2.17

Oklahoma Panhandle State University has developed and executed action-oriented programs designed to correct any problem areas that may exist. To remove identified barriers and expand employment opportunities, the University engages in or has made plans to implement the activities outlined in this AAP, as appropriate.

The University's commitment to equal employment opportunity is publicized and employees are encouraged to participate in the University's Affirmative Action Program through activities such as the following.

- Written notification of the University's affirmative action policy will be sent to all subcontractors, including subcontracting vendors and suppliers, and request appropriate action on their part.
- The University will make the Equal Employment Opportunity Clause part of all covered contracts and purchase orders.
- The University's Equal Employment Opportunity and Affirmative Action Statement of Policy will be made available to applicants and employees. The policy will include a statement that employees and applicants are protected from coercion, intimidation, and interference or discrimination for filing a complaint or assisting in an investigation under Executive Order 11246, as amended. When applicable, the University will publicize the policy in University publications.
- The University will hold meetings with executive, management and supervisory personnel to explain the University's policy of affirmative action and to make clear the Interim President's support for the policy.
- Advertisements or solicitations for prospective employees will indicate the University is an equal opportunity employer.
- The University will seek to include individuals covered by this AAP when employees are pictured in consumer and personnel recruitment advertising.
- The University will encourage qualified minority and female applicants to apply for available job openings through the following activities, as appropriate:
 - Minority and female, as well as non-minority and male, employees will be actively encouraged to refer applicants to the University.
 - The University will send available job opportunities to the State Employment Services Delivery System.
 - The University will identify local organizations and/or community agencies specializing in placing and/or developing training programs for protected individuals and send them notices of vacant positions.

Where placement goals exist as defined by the OFCCP, the University will contact universities and two- and four-year local colleges, vocational technical schools, high schools, local business schools, and state and community organizations which attract qualified minority and female students.

During the period from July 01, 2020 to June 30, 2021, targeted recruitment activities were conducted at the following diversity outreach and recruitment sources: HACU

The University will implement procedures to ensure minority and female employees are given equal opportunities for promotion, such as the following:

- On-the-job training will be provided to all qualified employees to assist them in developing the necessary knowledge and skills for promotion to higher level jobs.
- The University will continue to make opportunities for advancement widely known through its career development process and by encouraging minorities and females to take advantage of these opportunities. Internal job opportunities may be posted so employees may apply to positions of interest.
- Internal training programs will be offered to eligible employees without regard to sex, gender identity, sexual orientation, race, color, religious creed, national origin, physical or mental disability, protected veteran status, or any other characteristic protected by applicable law.
- The University will offer employees the opportunity to participate in external training programs without regard to sex, gender identity, sexual orientation, race, color, religious creed, national origin, physical or mental disability, protected veteran status, or any other characteristic protected by applicable law.

Internal Audit and Reporting System

41 C.F.R. 60-2.17

It is the responsibility of the University's Affirmative Action Officer to monitor employment and personnel practices to ensure compliance with applicable regulations and adherence to the University's Affirmative Action Policy, and to measure the effectiveness of Oklahoma Panhandle State University's AAP.

The University's audit and reporting system is designed and implemented to:

- Measure the effectiveness of the AAP
- Identify any need for remedial action
- Determine the degree to which the University's objectives are being attained
- Determine whether protected individuals have had the full opportunity to equal employment and to participate in all University sponsored educational, training, recreational, and social activities
- Measure the University's compliance with the AAP's specific obligations
- Document the actions taken to monitor the University's compliance with the AAP's specific obligations.

To measure the effectiveness of the AAP, the University may take the following actions:

- Audit the University's voluntary self-identification process to monitor the number of individuals who choose to self-identify and evaluate whether changes could be made to University's self-identification process to encourage greater voluntary self-identification
- Monitor records of applicant flow, referrals, placements, training, transfers, promotions, terminations, and compensation decisions to evaluate the degree to which equal employment opportunity and organizational objectives are being obtained
- Report on the organization's progress towards equal employment opportunity and any identified problem areas so appropriate steps can be taken to resolve any issues
- Examine available utilization and benchmark data regarding protected individuals and develop action-oriented programs to address any areas of underutilization
- Review available data computations and analyses regarding applicants and hires
- Review the effectiveness of the University's recruitment and outreach activities
- Use a schedule to regularly assess any mental and physical qualifications to ensure they are job-related and consistent with business necessity
- Regularly assess the University's personnel processes to ensure all individuals have equal opportunity in employment
- Audit communications with vendors and subcontractors to ensure such communications reflect the University's commitment to equal employment opportunity and affirmative action

- Audit communications with applicants and employees to ensure such communications reflect the University's commitment to equal employment opportunity and affirmative action
- Audit job listings to ensure the postings reflect the University's commitment to equal employment opportunity and affirmative action, and such postings are timely listed with the appropriate state employment delivery system
- Audit personnel policies to ensure such policies reflect the University's commitment to equal employment opportunity and affirmative action

Where the Affirmative Action Program is found to be deficient, the University shall endeavor to undertake necessary action to improve the Program.

Reports

Oklahoma Panhandle State University

July 1, 2021 Annual Affirmative Action Plan

Goodwell, OK

Workforce Analysis

ABE Grant ABE Grant

Job Code & Title	Grade & EEO Code	Total	W	B	A	H	I	P
BA212		3	0	0	0	0	0	0
ABE Tutor	2	1	2	0	0	1	0	0
Total for ABE Grant		3	0	0	0	0	0	0
		Tot Min						
		3						
		Tot Min						
		1						

Academic Records Off Academic Records Office

Job Code & Title	Grade & EEO Code	Total	W	B	A	H	I	P
BA205		1	0	0	0	0	0	0
Academic Records Clerk	4	0	1	0	0	0	0	0
BA167		1	0	0	0	0	0	0
Registrar	1	1	0	0	0	1	0	0
BA265		1	0	0	0	0	0	0
Dean Student Services	1	1	0	0	0	0	1	0
Total for Academic Records Off		3	0	0	0	0	1	0
		Tot Min						
		2						

Academic Resource Ce Academic Resource Center

Job Code & Title	Grade & EEO Code	Total	W	B	A	H	I	P
BA193		1	0	0	0	0	0	0
Academic Resource Center Coordinator	4	0	1	0	0	0	0	0
BA114		1	0	0	0	0	0	0
Dean Academic Resource Center	1	0	1	0	0	0	0	0
Total for Academic Resource Ce		2	0	0	0	0	0	0
		Tot Min						
		0						

Workforce Analysis

Admissions Admissions

Job Code & Title	Grade & EEO Code	Total	Mal	Fem	W	B	A	H	I	P	2
BA201		Total 1	1	0	0	0	0	0	0	0	0
Admissions Counselor	4	Tot Min 0	0	0	1	0	0	0	0	0	0
BA138		Total 1	1	0	0	0	0	0	0	0	0
Student Life Coordinator/Equestrian Coach	3	Tot Min 0	0	0	1	0	0	0	0	0	0
BA144		Total 1	1	0	0	0	0	0	0	0	0
Interim Director Admissions	1	Tot Min 0	0	0	1	0	0	0	0	0	0
Total for Admissions		Total 3	3	0	0	0	0	0	0	0	0
		Tot Min 0	0	0	3	0	0	0	0	0	0

Alumni Alumni

Job Code & Title	Grade & EEO Code	Total	Mal	Fem	W	B	A	H	I	P	2
BA108		Total 1	1	0	0	0	0	0	0	0	0
Director of Alumni Relations	1	Tot Min 0	0	0	1	0	0	0	0	0	0
Total for Alumni		Total 1	1	0	0	0	0	0	0	0	0
		Tot Min 0	0	0	1	0	0	0	0	0	0

Assessment Assessment

Job Code & Title	Grade & EEO Code	Total	Mal	Fem	W	B	A	H	I	P	2
BA121		Total 1	1	0	1	0	0	0	0	0	0
Director of Assessment	1	Tot Min 0	0	0	0	0	0	0	0	0	0
Total for Assessment		Total 1	1	0	1	0	0	0	0	0	0
		Tot Min 0	0	0	0	0	0	0	0	0	0

Athletics Athletics

Job Code & Title	Grade & EEO Code	Total	Mal	Fem	W	B	A	H	I	P	2
BA173		Total 1	1	0	1	0	0	0	0	0	0
Head Golf Coach mens/womens	3	Tot Min 0	0	0	0	0	0	0	0	0	0

Workforce Analysis Athletics Athletics

Job Code & Title	Grade & EEO Code	Total		W	B	A	H	I	P	2
		Mal	Fem							
BA185 Assistant Softball Coach	3	Total 1 Tot Min 1	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0
BA180 Asst Women's Basketball Coach	3	Total 3 Tot Min 3	0 0	1 1	0 0	0 0	0 0	0 0	0 0	0 0
BA177 Asst Men's Soccer Coach	3	Total 3 Tot Min 3	1 0	1 0	0 0	0 0	0 0	0 0	0 0	0 0
BA236 Assistant Football Coach	3	Total 2 Tot Min 1	2 0	1 0	1 0	0 0	0 0	0 0	0 0	0 0
BA178 Asst FB Coach	3	Total 3 Tot Min 3	1 0	1 0	0 0	0 0	0 0	0 0	0 0	0 0
BA176 Assistant FB Coach	3	Total 1 Tot Min 1	1 0	0 0	0 0	0 0	1 0	0 0	0 0	0 0
BA174 Asst. Baseball Coach, Head Cross Country	3	Total 1 Tot Min 1	1 0	0 0	0 0	0 0	1 0	0 0	0 0	0 0
BA186 Associate Athletic Trainer	3	Total 3 Tot Min 3	0 0	0 1	0 0	0 0	0 0	0 0	0 0	0 0
BA181 Assistant Athletic Trainer	3	Total 3 Tot Min 3	0 0	0 1	0 0	0 0	0 0	0 0	0 0	0 0
BA163 Head Cheer Coach	3	Total 3 Tot Min 3	0 0	0 1	0 0	0 0	0 0	0 0	0 0	0 0
BA162 Head Softball Coach	3	Total 3 Tot Min 3	1 0	1 0	0 0	0 0	0 0	0 0	0 0	0 0
BA165 Head Women's Soccer Coach	3	Total 3 Tot Min 3	1 0	1 0	0 0	0 0	0 0	0 0	0 0	0 0
BA175 Head Men's Soccer Coach	3	Total 3 Tot Min 3	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0
BA168 Head Track Coach	3	Total 3 Tot Min 3	0 0	0 1	0 0	0 0	0 0	0 0	0 0	0 0
BA161 Asst. AD/Head Volleyball Coach	3	Total 3 Tot Min 3	0 0	0 1	0 0	0 0	0 0	0 0	0 0	0 0

Workforce Analysis

Athletics Athletics

Job Code & Title	Grade & EEO Code	Total	W	B	A	H	I	P	2
BA169		Total 1	0	0	0	0	0	0	0
Asst. AD/Head Baseball Coach	3	Tot Min 0	1	0	0	0	0	0	0
BA170		Total 1	1	0	0	0	0	0	0
Head Men's Basketball Coach	3	Tot Min 0	0	0	0	0	0	0	0
BA171		Total 1	1	0	0	0	0	0	0
Athletic Trainer	3	Tot Min 0	0	0	0	0	0	0	0
BA172		Total 1	1	0	0	0	0	0	0
Head Football Coach	3	Tot Min 0	0	0	0	0	0	0	0
BA122		Total 1	1	0	0	0	0	0	0
Voice of the Aggies/Admin Asst to Athletics	1	Tot Min 0	0	0	0	0	0	0	0
BA103		Total 1	0	0	0	1	0	0	0
Athletic Director/Head WBB Coach	1	Tot Min 1	0	0	0	0	0	0	0
Total for Athletics		Total 23	15	11	1	0	3	0	0
		Tot Min 5	8	7	0	1	0	0	0

Bookstore Bookstore

Job Code & Title	Grade & EEO Code	Total	W	B	A	H	I	P	2
BA203		Total 1	0	0	0	0	0	0	0
Fan Store Manager	4	Tot Min 0	1	0	0	0	0	0	0
Total for Bookstore		Total 1	0	0	0	0	0	0	0
		Tot Min 0	1	0	0	0	0	0	0

Business Office Business Office

Job Code & Title	Grade & EEO Code	Total	W	B	A	H	I	P	2
BA195		Total 1	0	0	0	0	0	0	0
Accounts Payable	4	Tot Min 0	1	0	0	0	0	0	0
BA191		Total 1	0	0	0	0	0	0	0
Head Cashier	4	Tot Min 0	1	0	0	0	0	0	0

**Workforce Analysis
Business Office Business Office**

Job Code & Title	Grade & EEO Code	Total	Mal	Fem	W	B	A	H	I	P	2
BA126 Purchasing Coordinator	1	1	0	1	0	0	0	0	0	0	0
BA124 Comptroller/Bursar	1	0	0	0	0	0	0	0	0	0	0
BA110 Director of Human Resources	1	1	0	1	0	0	0	0	0	0	0
BA261 Associate Vice President Fiscal Affairs	1	1	0	1	0	0	0	0	0	0	0
Total for Business Office		6	0	6	0	0	0	0	0	0	0

Campus Communication Campus Communications

Job Code & Title	Grade & EEO Code	Total	Mal	Fem	W	B	A	H	I	P	2
BA206 Webmaster	5	0	0	0	0	0	0	0	0	0	0
BA112 Director of Campus Communications	1	1	0	1	0	0	0	0	0	0	0
Total for Campus Communication		1	0	1	0	0	0	0	0	0	0

College Arts & Educa College Arts & Education

Job Code & Title	Grade & EEO Code	Total	Mal	Fem	W	B	A	H	I	P	2
BA139 Field Placement Director	3	1	0	1	0	0	0	0	0	0	0
BA160 Adjunct Instructor	2	15	14	1	0	1	0	0	0	0	0
BA149 Artist of Residence Vocal/Piano Music	2	10	8	2	0	0	0	0	0	0	0
Total for College Arts & Education		16	14	2	0	1	0	0	0	0	0

**Workforce Analysis
College Arts & Educa College Arts & Education**

Job Code & Title	Grade & EEO Code	Total	W	B	A	H	I	P	2
BA158		Total 1	1	0	0	0	0	0	0
Visiting Instructor of Art	2	Tot Min 0	0	0	0	0	0	0	0
BA146		Total 1	0	0	0	0	0	0	0
Assistant Professor of Ed Psyc	2	Tot Min 1	0	0	1	0	0	0	0
BA152		Total 1	0	0	0	0	0	0	0
Band/Music Instructor	2	Tot Min 0	1	0	0	0	0	0	0
BA111		Total 1	1	0	0	0	0	0	0
Professor	2	Tot Min 0	0	0	0	0	0	0	0
BA129		Total 1	0	0	0	0	1	0	0
Associate Professor	2	Tot Min 1	0	0	0	0	0	0	0
BA133		Total 1	0	0	0	1	0	0	0
Dept Chair Communications/Instructor of	2	Tot Min 1	0	0	0	0	0	0	0
BA140		Total 1	1	0	0	0	0	0	0
Assistant Professor HPER/Dept Chair	2	Tot Min 0	0	0	0	0	0	0	0
BA130		Total 1	1	0	0	0	0	0	0
Associate Professor/Dept Chair	2	Tot Min 0	0	0	0	0	0	0	0
BA145		Total 1	0	0	0	0	0	0	0
Interim Director of Education/Asst. Prof of	1	Tot Min 0	1	0	0	0	0	0	0
BA157		Total 1	1	0	0	0	0	0	0
Dean Online Programs/Instructor of	1	Tot Min 0	0	0	0	0	0	0	0
BA105		Total 1	1	0	0	0	0	0	0
Assoc. Dean Arts & Education/Dept Chair	1	Tot Min 0	0	0	0	0	0	0	0
BA102		Total 1	1	0	0	0	0	0	0
Associate VPAA/Professor	1	Tot Min 0	0	0	0	0	0	0	0
Total for College Arts & Educa		Total 39	25	21	1	1	1	1	0
		Tot Min 8	14	10	2	1	1	0	0

Workforce Analysis
College Business Adm College Business Administration

Job Code & Title	Grade & EEO Code	Total	Mal	Fem	W	B	A	H	I	P	2
BA160	2	Total 6	2	0	2	0	0	0	0	0	0
Adjunct Instructor		Tot Min 0	4	0	4	0	0	0	0	0	0
BA153	2	Total 1	1	0	1	0	0	0	0	0	0
Accounting Lecturer		Tot Min 0	0	0	0	0	0	0	0	0	0
BA154	2	Total 1	1	0	1	0	0	0	0	0	0
Visiting Instructor		Tot Min 0	0	0	0	0	0	0	0	0	0
BA156	2	Total 1	1	0	1	0	0	0	0	0	0
Instructor of INDT		Tot Min 0	0	0	0	0	0	0	0	0	0
BA147	2	Total 1	0	0	0	0	0	0	0	0	0
Instructor of Business Adm		Tot Min 0	1	0	1	0	0	0	0	0	0
BA141	2	Total 1	0	0	0	0	0	0	0	0	0
Assistant Professor of Business Administration		Tot Min 0	1	0	1	0	0	0	0	0	0
BA135	2	Total 2	1	0	1	0	0	0	0	0	0
Assistant Professor		Tot Min 0	1	0	1	0	0	0	0	0	0
BA129	2	Total 1	0	0	0	0	0	0	0	0	0
Associate Professor		Tot Min 0	1	0	1	0	0	0	0	0	0
BA130	2	Total 1	1	0	1	0	0	0	0	0	0
Associate Professor/Dept Chair		Tot Min 0	0	0	0	0	0	0	0	0	0
BA143	1	Total 1	1	0	1	0	0	0	0	0	0
Dean/Assistant Professor Business Adm		Tot Min 0	0	0	0	0	0	0	0	0	0
Total for College Business Adm		Total 16	8	0	8	0	0	0	0	0	0
		Tot Min 0	8	0	8	0	0	0	0	0	0

College of Ag, Scien College of Ag, Science, Nursing & Math

Job Code & Title	Grade & EEO Code	Total	Mal	Fem	W	B	A	H	I	P	2
BA200	4	Total 1	0	0	0	0	0	0	0	0	0
Sec'y of Ag		Tot Min 0	1	0	1	0	0	0	0	0	0
BA160	2	Total 13	3	0	1	0	0	2	0	0	0
Adjunct Instructor		Tot Min 3	10	0	9	1	0	0	0	0	0

Workforce Analysis

College of Ag, Scien College of Ag, Science, Nursing & Math

Job Code & Title	Grade & EEO Code	Total	W	B	A	H	I	P	2
BA156 Instructor Animal Science	2	Total	1	0	0	0	0	0	0
		Tot Min	0	0	0	0	0	0	0
BA148 Instructor of Mathematics	2	Total	0	0	0	0	0	0	0
		Tot Min	0	0	0	0	0	0	0
BA126 Dept Chair/Instructor of Mathematics	2	Total	0	0	0	0	0	0	0
		Tot Min	0	0	0	0	0	0	0
BA136 Asst. Professor of Biology	2	Total	1	0	0	0	0	0	0
		Tot Min	0	0	0	0	0	0	0
BA134 Asst. Professor of Animal Science	2	Total	1	0	0	0	0	0	0
		Tot Min	0	0	0	0	0	0	0
BA131 Asst. Professor of AgBusiness	2	Total	1	0	0	0	0	0	0
		Tot Min	0	0	0	0	0	0	0
BA135 Assistant Professor	2	Total	1	0	0	0	0	0	0
		Tot Min	1	0	0	0	0	0	0
BA111 Professor	2	Total	2	2	0	0	0	0	0
		Tot Min	0	1	0	0	0	0	0
BA155 Instructor of Nursing	2	Total	0	0	0	0	0	0	0
		Tot Min	0	0	0	0	0	0	0
BA159 Interim Dept Chair Vo-Ag/Instructor Animal	2	Total	3	3	0	0	0	0	0
		Tot Min	0	0	0	0	0	0	0
BA125 Professor of Agronomy/Biology	2	Total	0	0	0	0	0	0	0
		Tot Min	0	0	0	0	0	0	0
BA142 Interim Dean of Ag/Asst Professor of Math	1	Total	1	1	0	0	0	0	0
		Tot Min	0	0	0	0	0	0	0
BA109 Dir/Asst Professor of Nursing	1	Total	0	0	0	0	0	0	0
		Tot Min	0	1	0	0	0	0	0
Total for College of Ag, Scien		Total	11	8	0	0	2	1	0
		Tot Min	20	19	1	0	0	0	0

Workforce Analysis
Communications **Communications**

Job Code & Title	Grade & EEO Code	Total	Mal	Fem	W	B	A	H	I	P	2
BA151 Instructor of English	2	1	1	0	1	0	0	0	0	0	0
Total for Communications		1	1	0	1	0	0	0	0	0	0
		Tot Min	0	0	0	0	0	0	0	0	0

Counseling, Testing, Counseling, Testing, Placement

Job Code & Title	Grade & EEO Code	Total	Mal	Fem	W	B	A	H	I	P	2
BA120 Director of Counseling, Testing, Placement	1	0	0	0	0	0	0	0	0	0	0
Total for Counseling, Testing,		0	0	0	0	0	0	0	0	0	0
		Tot Min	0	0	0	0	0	0	0	0	0

Financial Aid

Job Code & Title	Grade & EEO Code	Total	Mal	Fem	W	B	A	H	I	P	2
BA194 Financial Aid Counselor	4	1	1	0	1	0	0	0	0	0	0
BA118 Director Financial Aid	1	0	0	0	0	0	0	0	0	0	0
Total for Financial Aid		1	1	0	1	0	0	0	0	0	0
		Tot Min	0	0	0	0	0	0	0	0	0

Fiscal Affairs

Job Code & Title	Grade & EEO Code	Total	Mal	Fem	W	B	A	H	I	P	2
BA196 Business Office Clerk	4	0	0	0	0	0	0	0	0	0	0
BA190 Admin Assistant VPFA	4	1	1	0	1	0	0	0	0	0	0
Total for Fiscal Affairs		1	1	0	1	0	0	0	0	0	0
		Tot Min	0	0	0	0	0	0	0	0	0

Workforce Analysis

Total for Fiscal Affairs		Total	Mal	0	0	0	0	0	0	0	0	0
		Tot Min	Fem	2	1	0	0	1	0	0	0	0

Hispanic Student Cen Hispanic Student Center

Job Code & Title	Grade & EEO Code	Total	W		A	H	I	P
			B	A				
BA202		Total 1	Mal 0	0	0	0	0	0
HSC Admin. Asst.	4	Tot Min 1	Fem 1	0	0	1	0	0
BA107		Total 0	Mal 0	0	0	0	0	0
Director of Hispanic Student Center	1	Tot Min 1	Fem 1	0	0	1	0	0
Total for Hispanic Student Cen		Total 2	Mal 0	0	0	0	0	0
		Tot Min 2	Fem 2	0	0	2	0	0

IT

Job Code & Title	Grade & EEO Code	Total	W		A	H	I	P
			B	A				
BA207		Total 1	Mal 1	1	0	0	0	0
Technician	5	Tot Min 0	Fem 0	0	0	0	0	0
BA164		Total 1	Mal 1	1	0	0	0	0
Asst Director technology	3	Tot Min 0	Fem 0	0	0	0	0	0
BA116		Total 1	Mal 1	0	0	0	1	0
Director IT	1	Tot Min 1	Fem 0	0	0	0	0	0
Total for IT		Total 3	Mal 3	2	0	0	1	0
		Tot Min 1	Fem 0	0	0	0	0	0

McKee Library McKee Library

Job Code & Title	Grade & EEO Code	Total	W		A	H	I	P
			B	A				
BA198		Total 0	Mal 0	0	0	0	0	0
Sec'y	4	Tot Min 0	Fem 1	1	0	0	0	0
BA199		Total 0	Mal 0	0	0	0	0	0
Library Tech Asst	4	Tot Min 0	Fem 1	1	0	0	0	0
BA183		Total 0	Mal 0	0	0	0	0	0
Asst librarian	3	Tot Min 0	Fem 1	1	0	0	0	0

Workforce Analysis

McKee Library

McKee Library

Job Code & Title	Grade & EEO Code	Total									
		Mal	Fem	Total	W	B	A	H	I	P	2
BA115 Library Director/Assoc Prof	1	1	0	1	1	0	0	0	0	0	0
Total for McKee Library		4	0	4	1	0	0	0	0	0	0
				Total	3	0	0	0	0	0	0
				Tot Min	0	0	0	0	0	0	0

Meat Lab

Meat Lab

Job Code & Title	Grade & EEO Code	Total									
		Mal	Fem	Total	W	B	A	H	I	P	2
BA179 Director of Meat Lab	1	1	0	1	1	0	0	0	0	0	0
Total for Meat Lab		1	0	1	1	0	0	0	0	0	0
				Total	0	0	0	0	0	0	0
				Tot Min	0	0	0	0	0	0	0

Noble Center

Noble Center

Job Code & Title	Grade & EEO Code	Total									
		Mal	Fem	Total	W	B	A	H	I	P	2
BA210 Custodian	7	1	0	1	0	0	0	0	0	0	0
BA117 Director of Noble Center	1	1	0	1	0	0	0	0	0	1	0
Total for Noble Center		2	0	2	0	0	0	0	0	1	0
				Total	2	0	0	0	1	1	0
				Tot Min	2	0	0	0	1	1	0

Physical Plant

Physical Plant

Job Code & Title	Grade & EEO Code	Total									
		Mal	Fem	Total	W	B	A	H	I	P	2
BA209 Maintenance	6	1	0	1	1	0	0	0	0	0	0
BA208 Carpenter	6	1	0	1	0	0	0	0	0	0	0
Total for Physical Plant		2	0	2	1	0	0	0	0	0	0
				Total	0	0	0	0	0	0	0
				Tot Min	1	0	0	0	0	0	0

Workforce Analysis

Physical Plant Physical Plant

Job Code & Title	Grade & EEO Code	Total	W	B	A	H	I	P	2
BA204		Total 1	0	0	0	0	0	0	0
Admin. Asst. to Physical Plant	4	Tot Min 1	0	0	0	1	0	0	0
BA182		Total 1	1	0	0	0	0	0	0
Asst. Director of Physical Plant	3	Tot Min 0	0	0	0	0	0	0	0
Total for Physical Plant		Total 4	3	2	0	1	0	0	0
		Tot Min 2	1	0	0	1	0	0	0

President President

Job Code & Title	Grade & EEO Code	Total	W	B	A	H	I	P	2
BA104		Total 1	1	0	0	0	0	0	0
President	1	Tot Min 0	0	0	0	0	0	0	0
Total for President		Total 1	1	0	0	0	0	0	0
		Tot Min 0	0	0	0	0	0	0	0

Rodeo Rodeo

Job Code & Title	Grade & EEO Code	Total	W	B	A	H	I	P	2
BA187		Total 1	0	0	0	0	0	0	0
Rodeo Assistant	4	Tot Min 0	1	0	0	0	0	0	0
BA184		Total 0	0	0	0	0	0	0	0
Asst. Rodeo Coach	3	Tot Min 0	1	0	0	0	0	0	0
BA166		Total 1	1	0	0	0	0	0	0
Head Rodeo Coach	3	Tot Min 0	0	0	0	0	0	0	0
Total for Rodeo		Total 3	1	1	0	0	0	0	0
		Tot Min 0	2	2	0	0	0	0	0

Workforce Analysis

Student Services Student Services

Job Code & Title	Grade & EEO Code	Total						
		Mal	Fem	A	H	I	P	2
BA137		1	0	0	0	0	0	0
Residential Coordinator/Research Analyst	4	0	0	0	0	0	0	0
Total for Student Services		1	0	0	0	0	0	0
		1	0	0	0	0	0	0

Title V Grant

Job Code & Title	Grade & EEO Code	Total						
		Mal	Fem	A	H	I	P	2
BA218		0	0	0	0	0	0	0
Hispanic Student Center Advisor	4	0	0	0	0	0	0	0
BA113		0	0	0	0	0	0	0
Instructional Designer	3	1	1	0	0	0	0	0
Total for Title V Grant		0	0	0	0	0	0	0
		2	1	0	0	0	0	0

Upward Bound

Job Code & Title	Grade & EEO Code	Total						
		Mal	Fem	A	H	I	P	2
BA132		0	0	0	0	0	0	0
Facilitator of Upward Bound Program	3	1	0	0	0	1	0	0
BA119		0	0	0	0	0	0	0
Director Upward Bound, Hispanic Coordinator	1	1	0	0	0	1	0	0
Total for Upward Bound		0	0	0	0	0	0	0
		2	0	0	0	2	0	0

VPASA

Job Code & Title	Grade & EEO Code	Total						
		Mal	Fem	A	H	I	P	2
BA189		0	0	0	0	0	0	0
Exclusive Asst. to VPASA	4	1	0	0	0	1	0	0
Total		0	0	0	0	0	0	0
		1	0	0	0	1	0	0

Workforce Analysis

VPASA

VPASA

Job Code & Title	Grade & EEO Code	Total	W	B	A	H	I	P	2
BA101		Total	1						
Provost	1	Tot Min	1	0	0	0	0	0	0
Total for VPASA		Total	2	0	0	0	0	0	0
		Tot Min	2	0	0	0	1	0	0

VPO

Job Code & Title	Grade & EEO Code	Total	W	B	A	H	I	P	2
BA192		Total	1						
Admin Asst to VPO	4	Tot Min	1	0	0	0	1	0	0
BA100		Total	1	1	0	0	0	0	0
Vice President of Operations	1	Tot Min	0	0	0	0	0	0	0
Total for VPO		Total	2	1	0	0	0	0	0
		Tot Min	1	0	0	0	1	0	0

Oklahoma Panhandle State University

July 1, 2021 Annual Affirmative Action Plan

Goodwell, OK

Annotated Employee List by Department

There are currently no annotated employees for this plan.

Oklahoma Panhandle State University

July 1, 2021 Annual Affirmative Action Plan

Goodwell, OK

Job Group Analysis

1A

Executive

EEO Code: 1

Job Code & Title	#	%	Min	Fem						
BA104 - President	1	100.00	0	0						
1 Employee			0.00	0.00						
BA101 - Provost	1	100.00	1	1						
1 Employee			100.00	100.00						
BA100 - Vice President of Operations	1	100.00	0	0						
1 Employee			0.00	0.00						
BA261 - Associate Vice President Fiscal Affairs	1	100.00	0	1						
1 Employee			0.00	100.00						
BA102 - Associate VPAA/Professor	1	100.00	0	0						
1 Employee			0.00	0.00						
5 Employees			1	2						
Totals			20.00	40.00						

Job Group Analysis

1B

Administrative and Managerial

EEO Code: 1

Job Code & Title	Min		Fem	
	#	%	#	%
BA143 - Dean/Assistant Professor Business Admin 1 Employee	0	0.00	0	0.00
BA265 - Dean Student Services 1 Employee	1	100.00	1	100.00
BA142 - Interm Dean of Ag/Asst Professor of Math 1 Employee	0	0.00	1	100.00
BA114 - Dean Academic Resource Center 1 Employee	0	0.00	1	100.00
BA105 - Assoc. Dean Arts & Education/Dept Chair History/Pr 1 Employee	0	0.00	0	0.00
BA157 - Dean Online Programs/Instructor of Psychology 1 Employee	0	0.00	0	0.00
Totals	1	16.67	3	50.00

Job Group Analysis

1C

Administrative and Managerial

EEO Code: 1

Job Code & Title		#	%	Min	Fem															
BA119 - Director Upward Bound, Hispanic Coordinator	1 Employee	1	100.00	100.00	1	100.00														
BA109 - Dirr/Asst Professor of Nursing	1 Employee	0	0.00	0.00	0	0.00														
BA116 - Director IT	1 Employee	1	100.00	100.00	1	100.00														
BA110 - Director of Human Resources	1 Employee	0	0.00	0.00	0	0.00														
BA124 - Comptroller/Bursar	1 Employee	0	0.00	0.00	0	0.00														
BA103 - Athletic Director/Head WBB Coach	1 Employee	1	100.00	100.00	1	100.00														
BA115 - Library Director/Assoc Prof	1 Employee	0	0.00	0.00	0	0.00														
BA118 - Director Financial Aid	1 Employee	0	0.00	0.00	0	0.00														
BA117 - Director of Noble Center	1 Employee	1	100.00	100.00	1	100.00														
BA167 - Registrar	1 Employee	1	100.00	100.00	1	100.00														
BA107 - Director of Hispanic Student Center	1 Employee	1	100.00	100.00	1	100.00														
BA121 - Director of Assessment	1 Employee	0	0.00	0.00	0	0.00														
BA144 - Interim Director Admissions	1 Employee	0	0.00	0.00	0	0.00														
BA145 - Interim Director of Education/Asst. Prof of Educat	1 Employee	0	0.00	0.00	0	0.00														
BA120 - Director of Counseling, Testing, Placement	1 Employee	0	0.00	0.00	0	0.00														

Job Group Analysis

1C

Administrative and Managerial

EEO Code: 1

Job Code & Title	#	%	Min	Fem
BA108 - Director of Alumni Relations	1			
1 Employee		100.00		
BA112 - Director of Campus Communications	1			
1 Employee		100.00		
BA179 - Director of Meat Lab	0			
1 Employee		0.00		
18 Employees	6	33.33	72.22	
Totals	13	72.22		

Job Group Analysis

1D

Administrative and Managerial

EEO Code: 1

Job Code & Title	#	%	Min	Fem									
BA128 - Purchasing Coordinator	1		0	1									
1 Employee			0.00	100.00									
BA122 - Voice of the Aggies/Admin Asst to Athletics	1		0	0									
1 Employee			0.00	0.00									
2 Employees			0	1									
Totals			0.00	50.00									

Job Group Analysis

2A Faculty

EEO Code: 2

Job Code & Title	#	%	Min	Fem									
BA125 - Professor of Agronomy/Biology	1	20.00	0	0									
1 Employee			0.00	0.00									
BA111 - Professor	4	80.00	0	1									
4 Employees			0.00	25.00									
5 Employees			0	1									
Totals			0.00	20.00									

Job Group Analysis

2AI

Faculty

EEO Code: 2

Job Code & Title	#	%	Min	Fem										
BA130 - Associate Professor/Dept Chair	0			0										
2 Employees		0.00		0.00										
BA129 - Associate Professor	1			1										
2 Employees		50.00		50.00										
4 Employees	1	25.00	1	1	25.00									
Totals														

Job Group Analysis

2B Faculty

EEO Code: 2

Job Code & Title	#	Min	Fem						
BA140 - Assistant Professor HPER/Dept Chair	0	0	0						
1 Employee	%	0.00	0.00						
BA135 - Assistant Professor	1	1	1						
3 Employees	%	33.33	33.33						
BA131 - Asst. Professor of AgBusiness	0	0	0						
1 Employee	%	0.00	0.00						
BA134 - Asst. Professor of Animal Science	0	0	0						
1 Employee	%	0.00	0.00						
BA136 - Asst. Professor of Biology	0	0	0						
1 Employee	%	0.00	0.00						
BA141 - Assistant Professor of Business Administration	1	1	1						
1 Employee	%	0.00	100.00						
BA146 - Assistant Professor of Ed Psyc	1	1	1						
1 Employee	%	100.00	100.00						
9 Employees	#	2	3						
Totals	%	22.22	33.33						

Job Group Analysis

2C Faculty

EEO Code: 2

Job Code & Title	#	%	Min	Fem
BA159 - Interim Dept Chair Vo-Ag/Instructor Animal Science	1	0.00	0	1
1 Employee		100.00		
BA155 - Instructor of Nursing	3	0	0	3
3 Employees		100.00		
BA133 - Dept Chair Communications/Instructor of English	1	0	1	0
1 Employee		100.00		
BA126 - Dept Chair/Instructor of Mathematics	1	0	0	1
1 Employee		100.00		
BA152 - Band/Music Instructor	1	0	0	1
1 Employee		100.00		
BA147 - Instructor of Business Admin	1	0	0	1
1 Employee		100.00		
BA150 - Instructor of INDT	1	0	0	0
1 Employee		0.00		
BA148 - Instructor of Mathematics	1	0	0	1
1 Employee		100.00		
BA151 - Instructor of English	1	0	0	0
1 Employee		0.00		
BA156 - Instructor Animal Science	1	0	0	0
1 Employee		0.00		
12 Employees			1	8
Totals			8.33	66.67

Job Group Analysis

2D Faculty

EEO Code: 2

Job Code & Title	#	Min	Fern						
BA154 - Visiting Instructor	0	0	0						
1 Employee	%	0.00	0.00						
BA158 - Visiting Instructor of Art	0	0	0						
1 Employee	%	0.00	0.00						
BA149 - Artist of Residence Vocal/Piano Music Instructor	1	1	0						
1 Employee	%	100.00	0.00						
BA153 - Accounting Lecturer	0	0	0						
1 Employee	%	0.00	0.00						
BA212 - ABE Tutor	1	1	3						
3 Employees	%	33.33	100.00						
7 Employees	#	2	3						
Totals	%	28.57	42.86						

Job Group Analysis

2E Adjunct

EEO Code: 2

Job Code & Title	#	%	Min	Fem															
BA160 - Adjunct Instructor	6	13.64	6	24															
44 Employees																			
44 Employees	6	13.64	6	24															
Totals	6	13.64	6	24															

Job Group Analysis

3A Professional

EEO Code: 3

Job Code & Title		#	Min	Fern						
BA166 - Head Rodeo Coach		#	0	0						
1 Employee		%	0.00	0.00						
BA172 - Head Football Coach		#	0	0						
1 Employee		%	0.00	0.00						
BA138 - Student Life Coordinator/Equestrian Coach		#	0	1						
1 Employee		%	0.00	100.00						
BA171 - Athletic Trainer		#	0	0						
1 Employee		%	0.00	0.00						
BA170 - Head Men's Basketball Coach		#	0	0						
1 Employee		%	0.00	0.00						
BA169 - Asst. AD/Head Baseball Coach		#	0	1						
1 Employee		%	0.00	100.00						
BA113 - Instructional Designer		#	0	1						
1 Employee		%	0.00	100.00						
BA161 - Asst. AD/Head Volleyball Coach		#	0	1						
1 Employee		%	0.00	100.00						
BA168 - Head Track Coach		#	0	1						
1 Employee		%	0.00	100.00						
BA175 - Head Men's Soccer Coach		#	0	0						
1 Employee		%	0.00	0.00						
BA132 - Facilitator of Upward Bound Program		#	1	1						
1 Employee		%	100.00	100.00						
BA165 - Head Women's Soccer Coach		#	0	0						
1 Employee		%	0.00	0.00						
BA162 - Head Softball Coach		#	0	0						
1 Employee		%	0.00	0.00						
BA163 - Head Cheer Coach		#	0	1						
1 Employee		%	0.00	100.00						
BA139 - Field Placement Director		#	1	1						
1 Employee		%	100.00	100.00						

Job Group Analysis

3A Professional

EEO Code: 3

Job Code & Title	#	%	Min	Fem						
BA164 - Asst Director technology	0			0						
1 Employee		0.00		0.00						
BA174 - Asst. Baseball Coach, Heac Cross Country Coach	1			0						
1 Employee		100.00		0.00						
BA173 - Head Golf Coach mens/womens	0			0						
1 Employee		0.00		0.00						
18 Employees	3		3	8						
Totals		16.67		44.44						

Job Group Analysis

3B Professional

EEO Code: 3

Job Code & Title	#	Min	Fem						
BA182 - Asst. Director of Physical Plant	1 Employee	0	0						
	%	0.00	0.00						
BA184 - Asst. Rodeo Coach	1 Employee	0	1						
	%	0.00	100.00						
BA181 - Assistant Athletic Trainer	1 Employee	0	1						
	%	0.00	100.00						
BA183 - Asst Librarian	1 Employee	0	1						
	%	0.00	100.00						
BA186 - Associate Athletic Trainer	1 Employee	0	1						
	%	0.00	100.00						
BA176 - Assistant FB Coach	1 Employee	1	0						
	%	100.00	0.00						
BA178 - Asst. FB Coach	1 Employee	0	0						
	%	0.00	0.00						
BA236 - Assistant Football Coach	2 Employees	1	0						
	%	50.00	0.00						
BA177 - Asst. Men's Soccer Coach	1 Employee	0	0						
	%	0.00	0.00						
BA180 - Asst. Women's Basketball Coach	1 Employee	0	1						
	%	0.00	100.00						
BA185 - Assistant Softball Coach	1 Employee	1	1						
	%	100.00	100.00						
12 Employees	Totals	3	6						
	%	25.00	50.00						

Job Group Analysis

4A

Clerical and Secretarial

EEO Code: 4

Job Code & Title	#	Min	Fem						
BA189 - Executive Asst. to VPASA	#	1	1						
1 Employee	%	100.00	100.00						
BA137 - Residential Coordinator/Research Analyst	#	1	0						
1 Employee	%	100.00	0.00						
BA191 - Head Cashier	#	0	1						
1 Employee	%	0.00	100.00						
BA192 - Admin Asst to VPO	#	1	1						
1 Employee	%	100.00	100.00						
BA187 - Rodeo Assistant	#	0	1						
1 Employee	%	0.00	100.00						
BA190 - Admin Assistant VPFA	#	0	1						
1 Employee	%	0.00	100.00						
6 Employees	#	3	5						
	%	50.00	83.33						

Job Group Analysis

4B Clerical and Secretarial

EEO Code: 4

Job Code & Title	#	%	Min	Fem
BA218 - Hispanic Student Center Advisor 1 Employee	1	100.00	100.00	100.00
BA203 - Fan Store Manager 1 Employee	0	0.00	0.00	100.00
BA194 - Financial Aid Counselor 1 Employee	0	0.00	0.00	100.00
BA195 - Accounts Payable 1 Employee	0	0.00	0.00	100.00
BA204 - Admin. Asst. to Physical Plant 1 Employee	1	100.00	100.00	100.00
BA205 - Academic Records Clerk 1 Employee	0	0.00	0.00	100.00
BA202 - HSC Admin. Asst. 1 Employee	1	100.00	100.00	100.00
BA201 - Admissions Counselor 1 Employee	0	0.00	0.00	100.00
BA199 - Library Tech Asst 1 Employee	0	0.00	0.00	100.00
BA193 - Academic Resource Center Coordinator 1 Employee	0	0.00	0.00	100.00
BA196 - Business Office Clerk 1 Employee	1	100.00	100.00	100.00
BA198 - Sec'y 1 Employee	0	0.00	0.00	100.00
BA200 - Sec'y of Ag 1 Employee	0	0.00	0.00	100.00
13 Employees	Totals	#	%	#
		4	30.77	13
				100.00

Job Group Analysis

5A

Technical and Paraprofessionals

EEO Code: 5

Job Code & Title	#	%	Min	Fem									
BA206 - Webmaster	0			0									
1 Employee	0.00	0.00		0.00									
Totals	0	0.00	0	0									

Job Group Analysis

5C

Technical and Paraprofessionals

EEO Code: 5

Job Code & Title	#	%	Min	Fem									
BA207 - Technician	0			0									
1 Employee	0.00	0.00		0.00									
Totals	0	0.00	0	0									

Job Group Analysis

6A

Skilled Crafts

EEO Code: 6

Job Code & Title	#	%	Min	Fem						
BA208 - Carpenter	1	0								
1 Employee		100.00								
BA209 - Maintenance	0	0								
1 Employee		0.00								
2 Employees	1	0								
Totals	1	0								
		50.00								
		0.00								

Job Group Analysis

7C

Service/Maintenance

EEO Code: 7

Job Code & Title	#	%	Min	Fem										
BA210 - Custodian	1		1	1										
1 Employee		100.00	100.00	100.00										
Totals	#	%	#	%										
	1	100.00	100.00	100.00										

Oklahoma Panhandle State University

July 1, 2021 Annual Affirmative Action Plan

Goodwell, OK

Job Group Analysis Summary

Job Group & Name	EEO Code		Min	Fem
	#	%		
1A - Executive	1	20.00	1	2
5 Employees			40.00	
1B - Administrative and Managerial	1	16.67	1	3
6 Employees			50.00	
1C - Administrative and Managerial	1	33.33	6	13
18 Employees			72.22	
1D - Administrative and Managerial	1	0.00	0	1
2 Employees			50.00	
2A - Faculty	2	0.00	0	1
5 Employees			20.00	
2AI - Faculty	2	25.00	1	1
4 Employees			25.00	
2B - Faculty	2	22.22	2	3
9 Employees			33.33	
2C - Faculty	2	8.33	1	8
12 Employees			66.67	
2D - Faculty	2	28.57	2	3
7 Employees			42.86	
2E - Adjunct	2	6	6	24
44 Employees			54.55	
3A - Professional	3	16.67	3	8
18 Employees			44.44	
3B - Professional	3	25.00	3	6
12 Employees			50.00	
4A - Clerical and Secretarial	4	50.00	3	5
6 Employees			83.33	
4B - Clerical and Secretarial	4	30.77	4	13
13 Employees			100.00	

Job Group Analysis Summary

Job Group & Name	EEO Code		Min	Fem						
	#	%								
5A - Technical and Paraprofessionals	5		0	0						
1 Employee		0.00	0.00	0.00						
5C - Technical and Paraprofessionals	5		0	0						
1 Employee		0.00	0.00	0.00						
6A - Skilled Crafts	6		1	0						
2 Employees		50.00	50.00	0.00						
7C - Service/Maintenance	7		1	1						
1 Employee		100.00	100.00	100.00						
166 Employees	Totals		35	92						
			21.08	55.42						

Oklahoma Panhandle State University

July 1, 2021 Annual Affirmative Action Plan

Goodwell, OK

Annotated Employee List

There are currently no annotated employees for this plan.

Oklahoma Panhandle State University

July 1, 2021 Annual Affirmative Action Plan

Availability Factor Computation Form

1A - Executive

Factor	Weight %	Min		Fem		Source of Statistics
		Raw Statistics	Weighted Factor	Raw Statistics	Weighted Factor	
1: Percentage of minorities or women with requisite skills in the reasonable recruitment area.	100.00	9.51	33.09	33.09		OK Panhandle and TX Panhandle
2: Percentage of minorities or women among those promotable, transferable, and trainable within the contractor's organization.	0.00	0.00	0.00	0.00		Feeder Job Computations
		Availability		9.51 33.09		

1B - Administrative and Managerial

Factor	Weight %	Min		Fem		Source of Statistics
		Raw Statistics	Weighted Factor	Raw Statistics	Weighted Factor	
1: Percentage of minorities or women with requisite skills in the reasonable recruitment area.	100.00	5.56	54.17	54.17		OK Panhandle and TX Panhandle
2: Percentage of minorities or women among those promotable, transferable, and trainable within the contractor's organization.	0.00	0.00	0.00	0.00		Feeder Job Computations
		Availability		5.56 54.17		

1C - Administrative and Managerial

Factor	Weight %	Min		Fem		Source of Statistics
		Raw Statistics	Weighted Factor	Raw Statistics	Weighted Factor	
1: Percentage of minorities or women with requisite skills in the reasonable recruitment area.	100.00	13.90	52.03	52.03		OK Panhandle and TX Panhandle
2: Percentage of minorities or women among those promotable, transferable, and trainable within the contractor's organization.	0.00	0.00	0.00	0.00		Feeder Job Computations
		Availability		13.90 52.03		

Availability Factor Computation Form

1D - Administrative and Managerial

Factor

Weight %

1: Percentage of minorities or women with requisite skills in the reasonable recruitment area.

100.00

2: Percentage of minorities or women among those promotable, transferable, and trainable within the contractor's organization.

0.00

	Min	Fem							
Raw Statistics	42.08	59.98							
Weighted Factor	42.08	59.98							
Raw Statistics	0.00	0.00							
Weighted Factor	0.00	0.00							
Availability	42.08	59.98							

Source of Statistics
OK Panhandle and TX Panhandle

Feeder Job Computations

2A - Faculty

Factor

Weight %

1: Percentage of minorities or women with requisite skills in the reasonable recruitment area.

10.00

2: Percentage of minorities or women among those promotable, transferable, and trainable within the contractor's organization.

90.00

	Min	Fem							
Raw Statistics	8.16	67.35							
Weighted Factor	0.82	6.74							
Raw Statistics	25.00	25.00							
Weighted Factor	22.50	22.50							
Availability	23.32	29.24							

Source of Statistics
OK Panhandle and TX Panhandle

Feeder Job Computations

2AI - Faculty

Factor

Weight %

1: Percentage of minorities or women with requisite skills in the reasonable recruitment area.

10.00

2: Percentage of minorities or women among those promotable, transferable, and trainable within the contractor's organization.

90.00

	Min	Fem							
Raw Statistics	8.16	67.35							
Weighted Factor	0.82	6.74							
Raw Statistics	22.22	33.33							
Weighted Factor	20.00	30.00							
Availability	20.82	36.74							

Source of Statistics
OK Panhandle and TX Panhandle

Feeder Job Computations

Availability Factor Computation Form

Source of Statistics
OK Panhandle and TX
Panhandle

2B - Faculty

Factor	Weight %	Min		Fem	
		Raw Statistics	Weighted Factor	Raw Statistics	Weighted Factor
1: Percentage of minorities or women with requisite skills in the reasonable recruitment area.	100.00	7.25	59.87	59.87	
		7.25	59.87		
2: Percentage of minorities or women among those promotable, transferable, and trainable within the contractor's organization.	0.00	0.00	0.00	0.00	
		0.00	0.00		
Availability		7.25	59.87		

Feeder Job Computations

2C - Faculty

Factor	Weight %	Min		Fem	
		Raw Statistics	Weighted Factor	Raw Statistics	Weighted Factor
1: Percentage of minorities or women with requisite skills in the reasonable recruitment area.	100.00	5.44	53.27	53.27	
		5.44	53.27		
2: Percentage of minorities or women among those promotable, transferable, and trainable within the contractor's organization.	0.00	0.00	0.00	0.00	
		0.00	0.00		
Availability		5.44	53.27		

Source of Statistics

OK Panhandle and TX
Panhandle

Feeder Job Computations

2D - Faculty

Factor	Weight %	Min		Fem	
		Raw Statistics	Weighted Factor	Raw Statistics	Weighted Factor
1: Percentage of minorities or women with requisite skills in the reasonable recruitment area.	100.00	22.30	74.15	74.15	
		22.30	74.15		
2: Percentage of minorities or women among those promotable, transferable, and trainable within the contractor's organization.	0.00	0.00	0.00	0.00	
		0.00	0.00		
Availability		22.30	74.15		

Source of Statistics

OK Panhandle and TX
Panhandle

Feeder Job Computations

Availability Factor Computation Form

2E - Adjunct

Factor	Weight %	Min	Fem	Source of Statistics
1: Percentage of minorities or women with requisite skills in the reasonable recruitment area.	100.00	Raw Statistics	8.16	OK Panhandle and TX Panhandle
		Weighted Factor	8.16	
2: Percentage of minorities or women among those promotable, transferable, and trainable within the contractor's organization.	0.00	Raw Statistics	0.00	Feeder Job Computations
		Weighted Factor	0.00	
Availability		8.16	67.35	

3A - Professional

Factor	Weight %	Min	Fem	Source of Statistics
1: Percentage of minorities or women with requisite skills in the reasonable recruitment area.	100.00	Raw Statistics	10.28	OK Panhandle and TX Panhandle
		Weighted Factor	10.28	
2: Percentage of minorities or women among those promotable, transferable, and trainable within the contractor's organization.	0.00	Raw Statistics	0.00	Feeder Job Computations
		Weighted Factor	0.00	
Availability		10.28	62.61	

3B - Professional

Factor	Weight %	Min	Fem	Source of Statistics
1: Percentage of minorities or women with requisite skills in the reasonable recruitment area.	100.00	Raw Statistics	4.20	OK Panhandle and TX Panhandle
		Weighted Factor	4.20	
2: Percentage of minorities or women among those promotable, transferable, and trainable within the contractor's organization.	0.00	Raw Statistics	0.00	Feeder Job Computations
		Weighted Factor	0.00	
Availability		4.20	66.77	

Availability Factor Computation Form

4A - Clerical and Secretarial

Factor	Weight %	Source of Statistics	
		Min	Fem
1: Percentage of minorities or women with requisite skills in the reasonable recruitment area.	100.00	Raw Statistics	84.91
		Weighted Factor	84.91
2: Percentage of minorities or women among those promotable, transferable, and trainable within the contractor's organization.	0.00	Raw Statistics	0.00
		Weighted Factor	0.00
Availability		40.67	84.91

4B - Clerical and Secretarial

Factor	Weight %	Source of Statistics	
		Min	Fem
1: Percentage of minorities or women with requisite skills in the reasonable recruitment area.	100.00	Raw Statistics	93.57
		Weighted Factor	93.57
2: Percentage of minorities or women among those promotable, transferable, and trainable within the contractor's organization.	0.00	Raw Statistics	0.00
		Weighted Factor	0.00
Availability		26.04	93.57

5A - Technical and Paraprofessionals

Factor	Weight %	Source of Statistics	
		Min	Fem
1: Percentage of minorities or women with requisite skills in the reasonable recruitment area.	100.00	Raw Statistics	33.33
		Weighted Factor	33.33
2: Percentage of minorities or women among those promotable, transferable, and trainable within the contractor's organization.	0.00	Raw Statistics	0.00
		Weighted Factor	0.00
Availability		22.22	33.33

Availability Factor Computation Form

5C - Technical and Paraprofessionals

Factor	Weight %	Min	Fem	Source of Statistics
1: Percentage of minorities or women with requisite skills in the reasonable recruitment area.	100.00	0.00	0.00	OK Panhandle and TX Panhandle
		Weighted Factor	0.00	
2: Percentage of minorities or women among those promotable, transferable, and trainable within the contractor's organization.	0.00	0.00	0.00	Feeder Job Computations
		Weighted Factor	0.00	
		Availability	0.00	

6A - Skilled Crafts

Factor	Weight %	Min	Fem	Source of Statistics
1: Percentage of minorities or women with requisite skills in the reasonable recruitment area.	100.00	56.29	0.79	OK Panhandle and TX Panhandle
		Weighted Factor	0.79	
2: Percentage of minorities or women among those promotable, transferable, and trainable within the contractor's organization.	0.00	0.00	0.00	Feeder Job Computations
		Weighted Factor	0.00	
		Availability	56.29	

7C - Service/Maintenance

Factor	Weight %	Min	Fem	Source of Statistics
1: Percentage of minorities or women with requisite skills in the reasonable recruitment area.	100.00	53.58	61.94	OK Panhandle and TX Panhandle
		Weighted Factor	61.94	
2: Percentage of minorities or women among those promotable, transferable, and trainable within the contractor's organization.	0.00	0.00	0.00	Feeder Job Computations
		Weighted Factor	0.00	
		Availability	53.58	

Oklahoma Panhandle State University

July 1, 2021 Annual Affirmative Action Plan

Goodwell, OK

Availability Rationale

1A - Executive

Factor 1: OK Panhandle and TX Panhandle- This is the geographical area from which workers are usually or reasonably sought to fill positions in this job group. This area was chosen based on current practices and was drawn in such a way as not to have the effect of excluding minorities or women.

Factor 2: Feeder Job Computations- There are no feeder positions for this job group.

1B - Administrative and Managerial

Factor 1: OK Panhandle and TX Panhandle- This is the geographical area from which workers are usually or reasonably sought to fill positions in this job group. This area was chosen based on current practices and was drawn in such a way as not to have the effect of excluding minorities or women.

Factor 2: Feeder Job Computations- There are no feeder positions for this job group.

1C - Administrative and Managerial

Factor 1: OK Panhandle and TX Panhandle- This is the geographical area from which workers are usually or reasonably sought to fill positions in this job group. This area was chosen based on current practices and was drawn in such a way as not to have the effect of excluding minorities or women.

Factor 2: Feeder Job Computations- There are no feeder positions for this job group.

1D - Administrative and Managerial

Factor 1: OK Panhandle and TX Panhandle- This is the geographical area from which workers are usually or reasonably sought to fill positions in this job group. This area was chosen based on current practices and was drawn in such a way as not to have the effect of excluding minorities or women.

Factor 2: Feeder Job Computations- There are no feeder positions for this job group.

2A - Faculty

Factor 1: OK Panhandle and TX Panhandle- This is the geographical area from which workers are usually or reasonably sought to fill positions in this job group. This area was chosen based on current practices and was drawn in such a way as not to have the effect of excluding minorities or women.

Factor 2: Feeder Job Computations 2A- This pool of feeder positions for this job group was chosen based on reasonable paths of progression and includes all promotable, transferable, and trainable employees. This pool reflects current practices and was defined in such a way as not to have the effect of excluding minorities or women.

2A1 - Faculty

Factor 1: OK Panhandle and TX Panhandle- This is the geographical area from which workers are usually or reasonably sought to fill positions in this job group. This area was chosen based on current practices and was drawn in such a way as not to have the effect of excluding minorities or women.

Factor 2: Feeder Job Computations 2B- This pool of feeder positions for this job group was chosen based on reasonable paths of progression and includes all promotable, transferable, and trainable employees. This pool reflects current practices and was defined in such a way as not to have the effect of excluding minorities or women.

2B - Faculty

Factor 1: OK Panhandle and TX Panhandle- This is the geographical area from which workers are usually or reasonably sought to fill positions in this job group. This area was chosen based on current practices and was drawn in such a way as not to have the effect of excluding minorities or women.

Factor 2: Feeder Job Computations- There are no feeder positions for this job group.

2C - Faculty

Factor 1: OK Panhandle and TX Panhandle- This is the geographical area from which workers are usually or reasonably sought to fill positions in this job group. This area was chosen based on current practices and was drawn in such a way as not to have the effect of excluding minorities or women.

Availability Rationale

Factor 2: Feeder Job Computations- There are no feeder positions for this job group.

2D - Faculty

Factor 1: OK Panhandle and TX Panhandle- This is the geographical area from which workers are usually or reasonably sought to fill positions in this job group. This area was chosen based on current practices and was drawn in such a way as not to have the effect of excluding minorities or women.

Factor 2: Feeder Job Computations- There are no feeder positions for this job group.

2E - Adjunct

Factor 1: OK Panhandle and TX Panhandle- This is the geographical area from which workers are usually or reasonably sought to fill positions in this job group. This area was chosen based on current practices and was drawn in such a way as not to have the effect of excluding minorities or women.

Factor 2: Feeder Job Computations- There are no feeder positions for this job group.

3A - Professional

Factor 1: OK Panhandle and TX Panhandle- This is the geographical area from which workers are usually or reasonably sought to fill positions in this job group. This area was chosen based on current practices and was drawn in such a way as not to have the effect of excluding minorities or women.

Factor 2: Feeder Job Computations- There are no feeder positions for this job group.

3B - Professional

Factor 1: OK Panhandle and TX Panhandle- This is the geographical area from which workers are usually or reasonably sought to fill positions in this job group. This area was chosen based on current practices and was drawn in such a way as not to have the effect of excluding minorities or women.

Factor 2: Feeder Job Computations- There are no feeder positions for this job group.

4A - Clerical and Secretarial

Factor 1: OK Panhandle and TX Panhandle- This is the geographical area from which workers are usually or reasonably sought to fill positions in this job group. This area was chosen based on current practices and was drawn in such a way as not to have the effect of excluding minorities or women.

Factor 2: Feeder Job Computations- There are no feeder positions for this job group.

4B - Clerical and Secretarial

Factor 1: OK Panhandle and TX Panhandle- This is the geographical area from which workers are usually or reasonably sought to fill positions in this job group. This area was chosen based on current practices and was drawn in such a way as not to have the effect of excluding minorities or women.

Factor 2: Feeder Job Computations- There are no feeder positions for this job group.

5A - Technical and Paraprofessionals

Factor 1: OK Panhandle and TX Panhandle- This is the geographical area from which workers are usually or reasonably sought to fill positions in this job group. This area was chosen based on current practices and was drawn in such a way as not to have the effect of excluding minorities or women.

Factor 2: Feeder Job Computations- There are no feeder positions for this job group.

5C - Technical and Paraprofessionals

Factor 1: OK Panhandle and TX Panhandle- This is the geographical area from which workers are usually or reasonably sought to fill positions in this job group. This area was chosen based on current practices and was drawn in such a way as not to have the effect of excluding minorities or women.

Factor 2: Feeder Job Computations- There are no feeder positions for this job group.

6A - Skilled Crafts

Factor 1: OK Panhandle and TX Panhandle- This is the geographical area from which workers are usually or reasonably sought to fill positions in this job group. This area was chosen based on current practices and was drawn in such a way as not to have the effect of excluding minorities or women.

Availability Rationale

Factor 2: Feeder Job Computations- There are no feeder positions for this job group.

7C - Service/Maintenance

Factor 1: OK Panhandle and TX Panhandle- This is the geographical area from which workers are usually or reasonably sought to fill positions in this job group. This area was chosen based on current practices and was drawn in such a way as not to have the effect of excluding minorities or women.

Factor 2: Feeder Job Computations- There are no feeder positions for this job group.

Oklahoma Panhandle State University

July 1, 2021 Annual Affirmative Action Plan

Goodwell, OK

Incumbency vs. Estimated Availability

1A		Executive	
Total Emp		Min	Fem
5	Employment %	20.00	40.00
	Availability %	9.51	33.09
	Statistical Value		
1B		Administrative and Managerial	
Total Emp		Min	Fem
6	Employment %	16.67	50.00
	Availability %	5.56	54.17
	Statistical Value		1.000E
1C		Administrative and Managerial	
Total Emp		Min	Fem
18	Employment %	33.33	72.22
	Availability %	13.90	52.03
	Statistical Value		
1D		Administrative and Managerial	
Total Emp		Min	Fem
2	Employment %	0.00	50.00
	Availability %	42.08	59.98
	Statistical Value	0.513E	1.000E
2A		Faculty	
Total Emp		Min	Fem
5	Employment %	0.00	20.00
	Availability %	23.32	29.24
	Statistical Value	0.597E	1.000E
2AI		Faculty	
Total Emp		Min	Fem
4	Employment %	25.00	25.00
	Availability %	20.82	36.74
	Statistical Value		1.000E

Yellow shading indicates placement goals, red shading indicates areas that require more focus.

In the Statistical Value section, standard deviations of 1.96 or greater are generally regarded as statistically significant. For groups with fewer than 30 employees, the Exact Binomial Test is used and scores are marked with "E". "E" scores of 0.050 or less are generally regarded as statistically significant.

Incumbency vs. Estimated Availability

2B		Faculty	
Total Emp		Min	Fem
9	Employment %	22.22	33.33
	Availability %	7.25	59.87
	Statistical Value		0.170E

2C		Faculty	
Total Emp		Min	Fem
12	Employment %	8.33	66.67
	Availability %	5.44	53.27
	Statistical Value		

2D		Faculty	
Total Emp		Min	Fem
7	Employment %	28.57	42.86
	Availability %	22.30	74.15
	Statistical Value		0.079E

2E		Adjunct	
Total Emp		Min	Fem
44	Employment %	13.64	54.55
	Availability %	8.16	67.35
	Statistical Value		1.811

3A		Professional	
Total Emp		Min	Fem
18	Employment %	16.67	44.44
	Availability %	10.28	62.61
	Statistical Value		0.143E

3B		Professional	
Total Emp		Min	Fem
12	Employment %	25.00	50.00
	Availability %	4.20	66.77
	Statistical Value		0.230E

4A		Clerical and Secretarial	
Total Emp		Min	Fem
6	Employment %	50.00	83.33
	Availability %	40.67	84.91
	Statistical Value		1.000E

Yellow shading indicates placement goals, red shading indicates areas that require more focus.

In the Statistical Value section, standard deviations of 1.96 or greater are generally regarded as statistically significant. For groups with fewer than 30 employees, the Exact Binomial Test is used and scores are marked with "E". "E" scores of 0.050 or less are generally regarded as statistically significant.

Incumbency vs. Estimated Availability

4B		Clerical and Secretarial	
Total Emp		Min	Fem
13	Employment %	30.77	100.00
	Availability %	26.04	93.57
	Statistical Value		
5A		Technical and Paraprofessionals	
Total Emp		Min	Fem
1	Employment %	0.00	0.00
	Availability %	22.22	33.33
	Statistical Value	1.000E	1.000E
5C		Technical and Paraprofessionals	
Total Emp		Min	Fem
1	Employment %	0.00	0.00
	Availability %	0.00	0.00
	Statistical Value		
6A		Skilled Crafts	
Total Emp		Min	Fem
2	Employment %	50.00	0.00
	Availability %	56.29	0.79
	Statistical Value	1.000E	1.000E
7C		Service/Maintenance	
Total Emp		Min	Fem
1	Employment %	100.00	100.00
	Availability %	53.58	61.94
	Statistical Value		

Total Employment: 166

S - Significant Difference Rule

A placement goal is set when employment is less than availability by a statistically significant amount.

Yellow shading indicates placement goals, red shading indicates areas that require more focus.

In the Statistical Value section, standard deviations of 1.96 or greater are generally regarded as statistically significant. For groups with fewer than 30 employees, the Exact Binomial Test is used and scores are marked with "E". "E" scores of 0.050 or less are generally regarded as statistically significant.

Oklahoma Panhandle State University

July 1, 2021 Annual Affirmative Action Plan

Placement Goals

There are currently no placement goals for this plan.

Oklahoma Panhandle State University

July 1, 2021 Annual Affirmative Action Plan

Goodwell, OK

Goal Attainment

		Faculty	
	Total	Min	Fem
Prior Year Goal			68.02
New Hire	3		2 66.67
Promotion	0		0 N/A
Total Opps	3		2 66.67
Achieved? *			YES

		Professional	
	Total	Min	Fem
Prior Year Goal			66.60
New Hire	6		2 33.33
Promotion	0		0 N/A
Total Opps	6		2 33.33
Achieved? *			NO

Note - there was no prior year goal required for categories not listed above.

* YES = within one person of exceeding prior year goal

LIMITED = Limited Opportunities. This indicates the prior year goal percent multiplied by total opportunities to the job group was less than one person.

Oklahoma Panhandle State University

July 1, 2021 Annual Affirmative Action Plan

Goodwell, OK

Applicant Summary

For Period: 7/1/2020 to 6/30/2021

EEO Code 1 Executive & Administrative

	Total	Unk	Race	Unk	Gend	Min	Fem				
1B	0	0	0	0	0	0	0				
Administrative and Managerial	2	0	0	0	1	1	1				
1C	2	0	0	0	2	2	1				
Administrative and Managerial	31	9	9	2	13	13	13				

EEO Code 2 Faculty

	Total	Unk	Race	Unk	Gend	Min	Fem				
2B	0	0	0	0	0	0	0				
Faculty	5	1	1	1	0	0	2				
2C	2	0	0	0	0	0	1				
Faculty	67	0	0	0	15	15	39				
2D	3	0	0	0	2	2	2				
Faculty	48	4	4	0	17	17	18				
2E	13	0	0	0	1	1	8				
Adjunct	134	16	16	2	21	21	43				

S - Selected, P - Pool

Applicant Summary
For Period: 7/1/2020 to 6/30/2021

EEO Code 3 Professional Non-Faculty

	Total	Unk	Race	Unk	Gend	Min	Fem
3A Professional	5	0	0	0	1	2	
P	105	35	0	21	43		
3B Professional	7	0	0	2	2		
P	32	4	1	13	7		

EEO Code 4 Clerical

	Total	Unk	Race	Unk	Gend	Min	Fem
4A Clerical and Secretarial	1	0	0	1	0		
P	14	7	0	2	7		
4B Clerical and Secretarial	11	0	0	5	10		
P	30	3	0	10	21		

Totals	Total	Unk	Race	Unk	Gend	Min	Fem
S	44	0	0	14	26		
%		0.00	0.00	31.82	59.09		
P	468	79	6	113	194		
%		16.88	1.28	24.15	41.45		

Oklahoma Panhandle State University

July 1, 2021 Annual Affirmative Action Plan

Goodwell, OK

New Hire Summary

For Period: 7/1/2020 to 6/30/2021

	Total	Min	Fem						
1C - Administrative and Managerial	2	2	1						
2C - Faculty	2	0	1						
2D - Faculty	3	2	2						
2E - Adjunct	13	1	8						
3A - Professional	5	1	2						
3B - Professional	6	1	2						
4A - Clerical and Secretarial	1	1	0						
4B - Clerical and Secretarial	11	5	10						
Totals	43	13	26						
	#	30.23	60.47						
	%								