

University of Illinois at Urbana-Champaign

Equal Employment Opportunity Officer (EEOO) / Vice Chair Guidelines

The equal employment opportunity officer (EEOO) is at the college/administrative unit level and is charged with oversight responsibilities of ensuring the search process is applied consistently with the University's affirmative action plan and implementing diversity initiatives for faculty and staff across the college/administrative unit are implemented. In academic colleges, the EEOO must be a tenured faculty member; in administrative units, the EEOO must be a senior administrator. The EEO vice chair will assist with the responsibilities listed for the EEOO and should be a senior administrator with significant human resources and search expertise. The college/administrative unit may also appoint assistant EEO vice chairs who assist with the EEOO/vice chair role. These roles are appointed by the dean/executive officer of the college/administrative unit and can be submitted to the Office for Access and Equity by sending an email to accessandequity@illinois.edu.

The following are EEOO/vice chair responsibilities:

- Complete the [EEOO and Vice Chair](#) training.
- Work in partnership with the EEO vice chair to review recruitment and hiring internal policies, practices, procedures, and guidelines to ensure there are no potential barriers to diversity/inclusivity and to ensure fairness and consistent implementation across all employment classifications. Ensure that diversity advocates are aware of the internal policies, practices, procedures, and guidelines.
- Communicate your commitment to EEO/AA to all employees and ensure that employees are aware of the [campus nondiscrimination policies and procedures](#) and the [reasonable accommodation processes](#).
- Review periodically the college's affirmative action/[benchmarks](#) and college/administrative unit diversity plans and objectives to develop a comprehensive action plan, including recruitment strategies, to address underrepresentation within the unit based on upcoming vacancies. It's the responsibility of the EEO Officer/Vice Chair to communicate the goals to their departments after the annual meeting with the Office for Access and Equity.
- Serve as a resource to the college/unit on recruitment and hiring matters. Encourage search committees to use the [Search Process Toolkit](#).
- Serve as a resource to search committee chairs and diversity advocates in determining good faith efforts to attract and recruit diverse applicant pools. (They will need to provide the list of good faith efforts to the search coordinator for each search.)
- Monitor college and departmental retention efforts. Work with the Office for Access and Equity (OAE) annually to review your department's history in terms of promotions and terminations and its impact on certain groups. Please take time to review the [Employee Dashboard](#).

In collaboration with the senior diversity officer and/or diversity committee members, inform colleagues, staff, and students about diversity programs and events on campus to increase awareness of engagement.

- Review/approve requisitions, appointment forms, appointment changes, and waivers, and be available to discuss diversity reports.
 - **Requisition**
 - The EEOO/vice chair/assistant vice chair can review the requisition on behalf of the college unit, paying particular attention to the diversity of search committee; the use of broad required and preferred qualifications within the position announcement, as appropriate; and the scope of the recruitment plan for affirmative action compliance and diversity outreach.
 - **Diversity of Applicant and Finalist Pool Report**
 - For searches with three or more applicants, the department can contact their [college representative](mailto:accessandequity@illinois.edu) HYPERLINK "mailto:accessandequity@illinois.edu" for the diversity of the pool report prior to the close date of the posting. In addition, a diversity of the finalist pool report can be requested by contacting [OAE](#) if three or more finalists are selected. The EEOO/vice chair/assistant vice chair should be available as a resource to the diversity advocate and search chair to discuss the report.
 - **Appointment Form (Hire from Search)**
 - The EEOO/vice chair/assistant vice chair will review/approve faculty, specialized faculty, and staff positions. They should ensure that an inclusive, transparent, and consistent process was used before approving the form.
 - All non-hired applicants should have a status of “Closed/Dispositioned”. Anyone who was interviewed should be assigned the disposition code of “Not hire: Semi-finalist” or “Not hired: Finalist”, and the reason for non-selection should be explained in the appointment form.
 - The justification for selection and non-selection must be based on specific qualifications, skills, experiences, interview performance and references. If the explanation only provides a generic statement, such as “not best qualified” or “not a good fit”, please work with the department to gather additional information before approving the appointment form.
 - The appointment form must be fully approved before a written offer is made.
 - The college is responsible for sending the appointment form to the Provost Office for second level review and approval when required.
 - **Appointment Changes and Search Waivers**
 - The EEOO/vice chair/assistant vice chair will review/approve faculty, specialized faculty, and staff positions for equal employment opportunity compliance.

Resources

- [Search Process Toolkit](#)
- [Job Aids](#)