Equal Employment Opportunity (EEO) Officer / Vice Chair Guidelines

The Equal Employment Opportunity (EEO) officer is a college/administrative unit level appointee and is responsible for ensuring that search processes are in compliance with the University’s affirmative action plan and Recruitment and Hiring Guidelines. In academic colleges, the EEO officer must be a tenured faculty member; in administrative units, the EEO officer must be a senior administrator.

The EEO vice chair will assist with the responsibilities listed for the EEO officer. The vice chair 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 EEO officer/vice chair role.

Appointment of EEO Officer and Vice Chair

The EEO officer and vice chair roles are appointed by, and exercise authority delegated by, the dean/executive officer of the college/administrative unit. The Office for Access and Equity (OAE) will contact the dean/executive officer prior to the start of the new academic year to request the appointees for the coming academic year. The dean/executive officer retains the authority to reassign either of these roles at any time by emailing accessandequity@illinois.edu. The dean is expected to meet with the EEO officer, and vice chair at the start of their appointments and at appropriate intervals thereafter to discuss their roles, including any additional responsibilities the dean wishes for them to undertake beyond those outlined below.

To prevent a conflict of interest, overlapping roles must be avoided. Anyone who is serving as a hiring manager, diversity advocate or search committee member for a vacancy, should not review/approve documentation as the EEO reviewer for that search.

The listed duties and responsibilities represent compliance obligations that the university must fulfill to ensure proper execution and adherence of the affirmative action plan.

Duties and responsibilities of EEO Officer, Vice Chair, and Assistant Vice Chair

Introductory Responsibilities:

- Complete the EEO Officer and Vice Chair training.
- Review and be familiar with the University of Illinois Recruitment and Hiring Guidelines, as well as other resources available in the Search Process Toolkit, and encourage search committees to use and refer to these resources.
- Review any college/unit specific recruitment and hiring policies, practices, procedures, and guidelines to ensure there are no potential barriers to affirmative action/EEO and to ensure fairness and consistent implementation across all employment classifications. Ensure that those involved with recruitment and hiring are aware of the internal policies, practices, procedures, and guidelines.
Be familiar with the campus nondiscrimination policies and procedures and the reasonable accommodation processes.

On-going Responsibilities

- Serve as a resource to the college/unit on recruitment and hiring matters, including assisting in crafting a comprehensive strategy to address underrepresentation within the college/unit.
- Attend the annual spring affirmative action meeting convened by OAE and the Dean’s office to review the college’s affirmative action data and provide input.
- Be available to discuss the diversity of applicant pool reports and aid in assessing whether expanding the search for additional recruitment efforts is advisable.
  - For searches with three or more applicants, the department can contact their college representative for the diversity of the pool report prior to the close date of the posting.
  - If source codes were used when advertising, a report can be requested which includes diversity of the pool by the source where the applicant found the position.

- Utilize the dashboards below as a tool in fulfilling the role:
  - Employee Dashboard
  - Adverse Impact
  - Placement Goals
  - Goals Achieved
  - Employee Recruitment, Retention, and Separation Dashboard
  - Diversity Index Dashboard
  - Faculty Report

Form Responsibilities:

- Requisition (optional responsibility): can review to ensure the following:
  - Includes job duties and qualifications that are directly related to the essential functions of the position (avoid including unnecessary requirements that could disproportionately exclude certain groups).
  - Does not include language that could be interpreted as discriminatory or biased towards a particular group and uses neutral and inclusive language throughout.
  - Focuses on the skills, knowledge, and abilities necessary to perform the job effectively. If physical requirements are essential for the position, ensure they are
genuinely necessary for job performance and do not disproportionately exclude individuals with disabilities.

- Includes a diverse search committee.

By carefully reviewing job advertisements through an affirmative action and EEO lens, you can help ensure fairness, inclusivity, and compliance with legal requirements while attracting a diverse pool of qualified candidates.

- **Hire from Search Form (required responsibility)**
  - Review/approve faculty, specialized faculty, and staff hire from search forms. Ensure that an inclusive, transparent, and consistent process was used before approving the form.
  - Data is the foundation of the affirmative action plan. Make sure that all non-selected applicants 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 hire from search appointment form.
  - The justification for selection and non-selection must be based on specific qualifications, skills, experience, 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 form.
  - The hire from search 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 Change Form (required responsibility)**
  - Review/approve faculty, specialized faculty, and staff positions for affirmative action/EEO compliance.
  - Some considerations include, but are not limited to:
    - Does the department have an internal promotion policy? If so, does the documentation show they are following the policy?
    - Were all employees with a similar title/duties/qualifications considered for the position and was the selection made in a non-discriminatory manner?

- **New Hire Without Search (Waiver) Form (required responsibility)**
  - Review/approve faculty, specialized faculty, and staff positions for affirmative action/EEO compliance.
  - Some considerations include, but are not limited to:
    - Is the reason for the waiver appropriate? If not, a search should be opened to fill the vacancy.
Resources

Affirmative Action

- Review affirmative action laws, regulations, required posters, and the University’s commitment statement.

Search Process Toolkit

- Recruiting and hiring individuals to work at the University of Illinois is one of our most important cooperative responsibilities. The Search Process Toolkit is designed to provide resources to guide you through the various stages of the search process, to ensure the university is recruiting talent and making hiring decisions, in a fair and equitable way.

Recruitment Sources

- The recruitment resources section provides a broad range of recruitment ideas to help you optimize your hiring process and achieve your affirmative action goals.

Applicant Tracking System (ATS)

- The ATS is the web-based tool that job applicants use to browse and apply for open faculty and staff positions at the university, and which search committees and HR professionals use internally to manage recruitment workflows. Review job aids here.