



AFFIRMATIVE ACTION PROGRAMS

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Oregon State University
AFFIRMATIVE ACTION PROGRAM
for
PROTECTED VETERANS
and
INDIVIDUALS WITH DISABILITIES

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Oregon State University

**AFFIRMATIVE ACTION PROGRAM FOR
PROTECTED VETERANS**

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I. Equal Employment Opportunity (EEO) Policy Statement (41 CFR 60-300.44(a))

The EEO Policy statement on the following page is posted on university bulletin boards along with our required employment posters and is viewable by both employees and applicants. The “EEO is the LAW” poster is also available on our Jobs website for viewing by online applicants.

EQUAL OPPORTUNITY POLICY and AFFIRMATION OF NON-DISCRIMINATION

Oregon State University, as an institution of higher education and as a community of scholars, is committed to eliminating discrimination and providing equal opportunity in education and employment.

Oregon State University, in compliance with state and federal laws and regulations, does not discriminate on the basis of age, race, color, religion, sex, sexual orientation, gender identity or expression, national origin, disability status or protected veteran status (including disabled veterans, armed Forces service medal veterans, recently separated veterans, and active duty wartime or campaign badge veterans) in any of its policies, procedures, or practices. This nondiscrimination policy applies to admission and access to, and treatment and employment in, University programs and activities, including but not limited to academic admissions, financial aid, educational services, and employment.

Oregon State University's employment policies are designed to ensure that all applicants receive fair consideration for employment and that employees are treated equitably. The university takes affirmative steps to 1) recruit, hire, train, and promote persons in all job titles, without regard to age, race, color, religion, sexual orientation, gender identity or expression, national origin, sex (except where sex is a bona fide occupational qualification), disability, or protected veteran status; 2) provide reasonable accommodations; 3) base employment and promotional opportunity decisions on valid requirements; and 4) ensure that all personnel actions such as compensation, benefits, transfers, layoffs, returns from layoff, OSU sponsored training, education, tuition assistance and social and recreation programs will be administered without regard to age, race, color, religion, sex, sexual orientation, gender identity or expression, national origin, status as an individual with a disability, or status as a protected veteran.

Employees, applicants, and students shall not be subjected to harassment, intimidation, threats, coercion or discrimination because they have engaged in or may engage in: (1) filing a complaint; (2) assisting or participating in an investigation, compliance evaluation, hearing, or any other activity related to a complaint of discrimination; (3) opposing any act or practice made unlawful by equal opportunity regulations or Federal, State or local equal opportunity law; or (4) exercising any other right protected by equal opportunity regulations or laws.

As President of Oregon State University, I am committed to the principles of Affirmative Action and Equal Opportunity. I have designated Kerry McQuillin, the Affirmative Action Manager in the Office of Equal Opportunity and Access as the person responsible for implementing our written Affirmative Action programs throughout the university, and for establishing and maintaining an internal audit and reporting system to measure these programs. The Affirmative Action Plans for qualified individuals with disabilities and for qualified protected veterans are available for inspection by any employee or applicant for employment upon request between 8:00 am and 5:00 pm in the Office of Equal Opportunity and Access, 330 Snell Hall, Oregon State University, Corvallis, OR.

It is the intent of the University that all members of the community - employees and students - share the responsibility for making equal employment opportunity and affirmative action dynamic aspects of University life.

Jayathi Murthy
President

II. Review of Personnel Processes (41 CFR 60-300.44(b)& 41 CFR 60-741.44(b))

Oregon State University periodically reviews personnel processes to determine whether its present processes provide for careful, thorough, and systematic consideration of the job qualifications of applicants and employees who are known protected veterans and/or employees with known disabilities. This review covers all procedures related to the filling of job vacancies either by hire or by promotion, as well as training opportunities offered or made available to employees by the university.

Oregon State University ensures that applicants and employees with disabilities have equal access to its personnel processes, including those implemented through information and communication technologies. The university provides notice of access to accommodations through our job announcements and other aspects of our employment processes.

Whenever requested, the university will provide necessary reasonable accommodation to ensure applicants and employees with disabilities receive equal employment opportunity in the operation of personnel processes.

Oregon State University will not stereotype individuals with disabilities in a manner which limits their access to all jobs for which they are qualified

In determining the qualifications of veterans, Oregon State University limits its consideration of a protected veteran's military record, including discharge papers, to only that portion of the record which is relevant to the specific job qualifications for which the veteran is being considered. The personnel processes do not stereotype protected veterans in a manner which would limit their access to jobs for which they are qualified.

The university periodically reviews its employment processes and will make any necessary modifications, if needed, to ensure that these obligations are carried out. The Office of Equal Opportunity and Access requests that Search Advocates on university search committees make contact immediately to discuss any practice they believe may limit opportunities for protected veterans, individuals with disabilities, and/or other protected class members. At this time, the protections in the personnel processes are adequate and no modifications are needed.

The following is a set of procedures which is used to meet the requirements of §60-300.44(b) & §60-741.44(b):

1. The application or personnel form of each known applicant who is a protected veteran and/or known applicant with a disability is annotated to identify each vacancy for which

the applicant was considered, and is retrievable for use in investigations and internal compliance activities as needed.

2. The personnel or application records of each known protected veteran and/or known individual with a disability identifies each competitive promotion for which the veteran employee with a disability was considered.
3. If an employee or applicant is rejected for employment or competitive promotion, the university documents the reason. If the hiring unit believes that an accommodation requested by a disabled veteran or an individual with a disability would present an undue hardship or that the applicant would not be able to perform one or more essential functions of the job with or without an accommodation, the hiring unit *must* consult with the Office of Equal Opportunity and Access before rejecting the applicant. The information collected by the Office of Equal Opportunity and Access in the ensuing review is treated as a confidential medical record in accordance with §60-300.23(d).
4. When a disabled veteran or an applicant or employee with a disability is selected for hire or promotion, he or she may request accommodation for a disability either from the employing unit or from the Office of Equal Opportunity and Access. If the employing unit is able to provide the accommodation, a description of the accommodation is included in the records maintained by that unit. If the department wishes to deny the request or needs to consult about how to proceed, the unit must contact Equal Opportunity Unit in the Office of Equal Opportunity and Access. (The requirement to contact the Equal Opportunity Unit before denying an accommodation was clarified as part of the 2015 AAP review of personnel processes, and has been documented in policy.) Any accommodations made through consultation with the Office of Equal Opportunity and Access are recorded in the records maintained by the Equal Opportunity Unit in that office. Such records are treated as confidential medical records in accordance with §60-741.23(d).

III. Physical and Mental Qualifications (41 CFR 60-300.44(c) & 41 CFR 60-741.44(c))

The physical and mental job qualification standards of all jobs are reviewed periodically--when new positions are established, when existing positions are refilled, in conjunction with performance review, and as job requirements are modified--to ensure that, to the extent that such qualification requirements may tend to screen out qualified individuals with disabilities or qualified disabled veterans, job qualifications are consistent with business necessity and the safe performance of the job.

Job qualification requirements have been found to be job-related and consistent with business necessity and safety. If the university finds that any qualification standards tend to screen out qualified individuals with disabilities or qualified disabled veterans, it understands that it carries the burden to demonstrate qualification standards that tend to screen out qualified individuals with disabilities or qualified disabled veterans are job-related and consistent with business necessity.

Oregon State University will continue to review physical and mental job qualification requirements whenever a job is vacated and the university intends to fill it through hiring, promotion or transfer and will conduct a qualifications review whenever job duties change or a change in work environment occurs.

If at any time Oregon State University should inquire into an employee's physical or mental status or should conduct a medical examination prior to a change in employment status, Oregon State University affirms that information obtained as a result of the inquiry will be kept confidential, except as otherwise provided for in Section 503 of the Rehabilitation Act of 1973 regulations. The results of the examination or inquiry will be used in accordance with the aforementioned regulations:

1. Supervisors, managers, and company officials may be informed regarding restrictions and accommodations for the work or duties of individuals with a disability.
2. Employees familiar with first aid may be informed, where and to the extent appropriate, if an individual with a disability might require emergency response.
3. OFCCP officials investigating compliance with either the 1973 Rehabilitation Act or VEVRAA, as amended, may be informed in order to discharge their investigatory responsibilities.

IV. Reasonable Accommodation to Physical and Mental Limitations (41 CFR 60-300.44(d) & 41 CFR 60-741.44(d))

As a matter of nondiscrimination, it is the university's policy to make a reasonable accommodation to the known physical or mental limitations of an otherwise qualified disabled veteran, any employee with a disability, and any qualified applicant with a disability unless it can demonstrate that the accommodation would impose an undue hardship on the operation of the university's business. As a matter of affirmative action, if an employee who is known to be a qualified disabled veteran or an employee with a known disability is having significant difficulty performing his or her job and it is reasonable to conclude that the performance problem may be related to the known disability, the manager or appropriate Human Resources or Office of Equal Opportunity and Access personnel will confidentially notify the employee of the performance problem and inquire whether the problem is related to the employee's disability. If the employee responds affirmatively, he/she will be asked whether a reasonable accommodation is needed.

In determining the extent of the university's accommodation obligations, the following factors, among others, are considered:

1. Business necessity; and
2. Whether the accommodation would pose an undue hardship; that is, whether it would be unduly costly, extensive, substantial, or disruptive, or would fundamentally alter the nature or operation of the university.

Each applicant or employee is interacted with on an individual basis. Accommodations are made whenever reasonable, and ongoing efforts include revision of facilities to make them accessible. The university makes every effort to provide suitable employment for those employees who become disabled while employed by the university.

V. Harassment Prevention Procedures and Prohibition Against Retaliation (41 CFR 60-300.44(e) & 41 CFR 60-741.44(e))

Oregon State University prohibits discrimination and discriminatory harassment on the basis of protected veteran status and on the basis of a physical or mental impairment that substantially limits one or more major life activities, a record of such impairment, or being regarded as having such an impairment. Any employees or applicants who feel that they have been subject to harassment, intimidation, threats, coercion, or discrimination because of their protected veteran status and/or disability should contact a manager in their chain of command or the Equal Opportunity Unit of the Office of Equal Opportunity and Access for assistance. Oregon State University also prohibits retaliation; employees and applicants of Oregon State University shall not be subject to harassment, intimidation, threats, coercion, or discrimination because they have engaged or may engage in filing a complaint, assisting in a review, investigation, or hearing or have otherwise sought to obtain their legal rights related to any Federal, State, or local law regarding EEO for individuals with disabilities.

Additionally, members of the general public who raise concerns related to disability, whether they have a disability or are raising a concern on behalf of someone else, are protected from retaliation.

VI. External Dissemination of Policy, Outreach, and Positive Recruitment (41 CFR 60-300.44(f) & 41 CFR 60-741.44(f))

Oregon State University undertakes appropriate outreach and positive recruitment activities that are reasonably designed to effectively recruit qualified protected veterans and qualified individuals with disabilities. The university also notifies vendors, suppliers, and recruiting sources of their potential obligations due to conducting business with a federal contractor. This notification is done through use of purchase orders, contracts, Certificate of Compliance, and/or other means of notification.

Examples of outreach and positive recruitment which the university utilizes throughout the year may include:

1. Contacting all recruiting sources, including the state’s Employment Services Delivery System to inform them of the university’s policy concerning the employment of protected veterans and to request that they actively recruit and refer qualified persons for job opportunities;
2. Listing jobs openings with the state Employment Services Delivery System;
3. Listing job openings with the Greater Oregon Higher Education Recruitment Consortium which lists jobs on the national Higher Education Recruitment Consortium, and cross-lists with DirectJobs, Glassdoor, Hero2Hired, JuJu, Simply Hired, and Oodle job board sites;
4. Networking with OSU Military and Veteran Resources Advisor
5. Informing Search Firms of OSU’s veterans preference policy
6. Use of **OSU’s Recruitment Resource Guide**: This online guide was launched in May of 2014 to offer general guidance and to provide specific recruitment recommendations tailored for individual searches. The tool runs a query based on selection parameters furnished by the hiring unit (information about the position being filled) and populates a results file with recruitment lists for Veterans and Individuals with Disabilities. These recruitment lists appear first, followed by resources specific to Higher Education and/or the specific field for which the hiring unit is recruiting. Sample results lists appear below:

Veterans	Cost	W	POC	A	B	H	I	P	IWD	V	Q
Military.com/Monster	\$									X	
MilitaryConnection.com	\$									X	

Job Opportunities for Disabled American Veterans	\$									X	X	
Civilianjobs.com	\$										X	
Vetjobs.com	\$										X	

Individuals with Disabilities	Cost	W	POC	A	B	H	I	P	IWD	V	Q
RIT National Technical Institute for the Deaf	Free								X		
Disabledperson	\$								X		
National Business and Disability Council	Membership								X		
Gettinghired.com	\$								X		
Careers & the disAbled	\$								X		
AbilityJobs.com	\$								X		
Job Opportunities for Disabled American Veterans	\$								X	X	

Each query also presents a listserv for required distribution. There are 7 listservs associated with the EEO codes used at the university. The organizations on these lists represent a compilation of resources that OSU compiled, including resources from the OFCCP website recommended for the area. In developing the tool, OSU contacted each organization, asked for preferred contact information, which types of job they recruit for (EEO code) and if they serve specific identity based populations. Of the 53 resource organizations, 33 identified themselves as serving Individuals with Disabilities and 33 as serving Veterans. Regional examples include:

Organization Name	City	State
Department of Economic Security / Employment Service	Yuma	AZ
Greater Phoenix Urban League	Phoenix	AZ
AARP Arizona	Peoria	AZ
Cypress Mandela - Women In Skilled Trades, Oakland Private Industry Council	Oakland	CA

Organization Name	City	State
Employment Development Department, Brawley One-Stop Career Center	Brawley	CA
Employment Development Department, San Diego South Metro Career Center	San Diego	CA
Marin Employment Connection (MEC), California Employment Development Dept - Marin County	San Rafael	CA
Mt. San Jacinto Community College Career Transfer Center	San Jacinto	CA
North County Interfaith Council	Escondido	CA
San Diego State University	San Diego	CA
Shasta Smart Business Resource Center	Redding	CA
The Job Market, California Employment Development Dept - Humboldt County	Eureka	CA
West-End Employment Resource Center	Rancho Cucamonga	CA
Las Vegas Indian Center	Las Vegas	NV
Nevada Partners	N. Las Vegas	NV
Community Action Organization	Hillsboro	OR
Goodwill Industries Of Oregon	Portland	OR
Home Forward Housing Authority of Portland	Portland	OR
PCC Cascade/Skills Center	Portland	OR
Siletz - Tribal Council Office	Siletz	OR
State Employment Dept. - Coos Bay	North Bend	OR
Transitions	Gresham	OR
Work Source Oregon Employment Dept. Roseburg	Roseburg	OR
Handicapped Resource Center	Oregon City	OR
Recruitment/State of Oregon	Salem	OR
Manpower Staffing	Bellevue	WA
Worksource Cowlitz/Wahkiakum Counties	Kelso	WA
Worksource Okanogan County	Omak	WA
Worksource Spokane	Spokane	WA
Worksource Sunnyside	Sunnyside	WA

The university will also consider the following as part of outreach and recruitment efforts for protected veterans and individuals with disabilities:

1. Local job fairs sponsored by support groups for protected veterans.
2. Posting job openings with the Department of Veterans Affairs Regional Office nearest the establishment.
3. Exploring other potential recruitment sources for protected veterans and adding them to our recruitment efforts.
4. Selectively participate in local career fairs or other events inside or outside the university to promote Oregon State University employment opportunities for individuals with disabilities;
5. Participate in work-study programs for students, trainees, or interns with disabilities.
6. Other efforts are made to attract individuals with disabilities not currently in the work force who have requisite skills. Local and regional chapters of groups or organizations that provide services for individuals with disabilities may be contacted.
7. All four acceptable OSU EEO taglines identify our desire to recruit individuals with disabilities and one of the 4 is included in all employment advertisements; for example: *OSU commits to inclusive excellence by advancing equity and diversity in all that we do. We are an Affirmative Action/Equal Opportunity employer, and particularly encourage applications from members of historically underrepresented racial/ethnic groups, women, individuals with disabilities, veterans, LGBTQ community members, and others who demonstrate the ability to help us achieve our vision of a diverse and inclusive community.*

At a minimum, the university reviews the outreach and recruitment efforts over the affirmative action plan period to evaluate the effectiveness in identifying and recruiting qualified veterans and qualified individuals with disabilities.

Oregon State University's Future Outreach and Positive Recruitment Activities

a. Future Assessment of External Outreach and Recruitment Efforts [41 CFR 60-741.44 (f) (3)]

Oregon State University will continue to review applicant responses indicating the advertising source in which they located the job. Additionally, Google Analytics will be used to examine websites from which our job viewers come. Partnership with more local resources will provide opportunities for agency feedback.

b. Future Outreach and Positive Recruitment Activities

Oregon State University will work to capitalize on the sources that veterans and individuals with disabilities are currently using to find OSU jobs and create a messages in those locations affirming OSU's commitment to both populations. Areas of focus may include Indeed, HigherEdJobs.com, Oregon Employment Department, and the OSU jobs website.

VII. Internal Dissemination of Policy (41 CFR 60-300.44(g) & 41 CFR 60-741.44(g))

In an effort to promote positive Affirmative Action for protected veterans and/or individuals with disabilities, the university works to foster understanding, acceptance, and support among the university's executive, management, and supervisory personnel. Additionally, university employees have been notified and encouraged to take the necessary action to aid the university in meeting its Affirmative Action obligations. The university has informed its employees and applicants for employment of its commitment to engage in Affirmative Action to increase the employment opportunities for protected veterans and/or individuals with a disability.

The university realizes that a strong outreach program is ineffective without the adequate internal support from management personnel and other employees. In order to ensure greater employee cooperation and participation in the university's Affirmative Action efforts, Oregon State University has adopted and disseminated an internal policy which may be found at <http://oregonstate.edu/accessibility/policies>. This policy's dissemination may include but is not limited to the following:

1. Include it in the university's policy manual or make the policy available to employees.
2. Inform employees and applicants of its commitment to engage in affirmative action to increase employment opportunities for protected veterans and/or individuals with disabilities.
3. Publicize it in the university newsletter, website or other media.

4. Meet with executive, management, and supervisory personnel to explain the intent of the policy and individual responsibility for effective implementation.
5. Discuss the policy in both employee orientation and management training programs.
6. When employees are featured in publications for employees, include individuals with apparent disabilities.
7. Make copies of our AAP for Protected Veterans and Individuals with Disabilities available for inspection to any employee or applicant upon request.
8. Post Oregon State University's Affirmative Action policy and the EEO poster on bulletin boards located throughout our facilities and work areas.
9. All employees who believe they are protected veterans or individuals with disabilities, as defined in Section 503 of the Rehabilitation Act of 1973, as amended, have been invited to identify themselves if they wish to benefit under this affirmative action program. Such invitation will be issued to all continuing employees every five years beginning 2015 and to all new employees at the time of hire.

VIII. Audit and Reporting Systems (41 CFR 60-300.44(h) & 41 CFR 60-741.44(h))

The university has designed and implemented audit and reporting systems that:

1. Measure the effectiveness of the university's affirmative action program;
2. Identify any problem areas where remedial action is needed;
3. Ensure that if any problem areas are identified, the university will undertake necessary action to bring the program into compliance;
4. Determine the degree to which Oregon State University's AAP goals and objectives have been attained;
5. Measure the university's compliance with the affirmative action program's specific obligations for protected veterans;
6. Document the actions taken to comply with obligations mentioned above and retain these documents as employment records subject to recordkeeping requirements; and
7. Review the online and electronic application systems to determine if they are accessible to individuals with disabilities. The website has a prominent statement displayed which gives applicants with disabilities information on how to request an accommodation in order to apply if they are in need of assistance.

The university is working to implement the use of a Learning Management System which will assist in better:

1. Determining whether protected veterans and/or individuals with disabilities have had the opportunity to participate in OSU sponsored educational, training, recreational and social activities, and OSU-sponsored opportunities to attend professional meetings and conferences;

The following activities are reviewed to ensure freedom from stereotyping protected veterans and/or individuals with disabilities in any manner, including that which may limit their access to any job for which they are qualified:

1. Recruitment, advertising, and job application procedures;
2. Hiring, promotion, upgrading, layoff, recall from layoff;

3. Rates of pay and any other forms of compensation including fringe benefits. In offering employment or opportunities to individuals with disabilities, the university is aware that the amount of compensation offered cannot be reduced because of any income based upon a disability-related pension or other disability-related benefit the applicant or employee receives from another source;
4. Job assignments, job classifications, job descriptions, and seniority lists;
5. Sick leaves, leaves of absence, or any other leave; and
6. Any other term, condition, or privilege of employment.

Oregon State University's audit system includes periodic reports documenting Oregon State University's efforts to achieve its EEO/AAP responsibilities. Managers and supervisors are asked to report any current or foreseeable EEO problem areas and are asked to outline their suggestions/recommendations for solutions. During the reporting, the following occurs:

1. The Affirmative Action Manager will discuss any problems relating to significant rejection ratios, EEO charges, etc., with management; and
2. The Affirmative Action Manager will report the status of the university's AAP goals and objectives to management. The Affirmative Action Manager will recommend remedial actions for the effective implementation of the AAP.

VIII. Responsibility for Implementation (41 CFR 60-300.44(i) & 41 CFR 60-741.44(i))

Responsibilities of EEO Coordinator:

Kerry McQuillin, Affirmative Action Manger, is responsible for the overall execution, implementation and monitoring of the Affirmative Action Program for Protected Veterans and Individuals with Disabilities with the full support of all management including senior management.

Those responsibilities include, but are not limited to, the following:

1. The development of the AAP for Protected Veterans and Individuals with Disabilities, policy statements, personnel policies and procedures, internal and external communication of the policy, and monitoring the effectiveness of these actions;
2. Reviewing personnel actions, policies, and procedures to ensure compliance with Oregon State University's Affirmative Action obligations;
3. Providing guidance to HR staff in reviewing hiring, promotion, transfer and termination actions as needed to ensure that qualified individuals are treated in a non-discriminatory manner;
4. Assisting in the identification of problem areas and the development of solutions to those problems;
5. Monitoring the effectiveness of the program on a continuing basis through the development and implementation of an internal audit and reporting system that measures the effectiveness of the program;
6. Keeping management informed of equal opportunity progress and problems within the university through, at a minimum, periodic reports;
7. Providing Deans and Administrative Unit Heads with a copy of the AAP for Protected Veterans and Individuals with Disabilities and reviewing the program with them on an annual basis to ensure knowledge of their responsibilities for implementation of the program;
8. Making the university's AAP for Protected Veterans and Individuals with Disabilities available to managers and supervisors at other levels, ensuring that

the policy is understood and followed;

9. Requesting that Human Resources ensure that university bulletin boards display up-to-date compliance information;
10. Serving as a liaison between Oregon State University and enforcement agencies;
and
11. Serving as a liaison between Oregon State University and organizations for protected veterans and individuals with disabilities.

Responsibilities of Managers and Supervisors:

Managers and supervisors are advised annually of their responsibilities under the university's AAP for Protected Veterans and Individuals with Disabilities and of their obligations to:

1. Review the university's Affirmative Action policy for Protected Veterans and Individuals with Disabilities with subordinate managers and supervisors to ensure that they are aware of the policy and understand their obligation to comply with it in all personnel actions;
2. Assist the Office of Equal Opportunity and Access in the identification of problem areas, formulate solutions, and establish departmental goals and objectives when necessary;
3. Ensure that protected veterans and/or employees with disabilities are treated in a nondiscriminatory manner when promotion, transfer, and termination actions occur;
and
4. Review employees' performance to ensure that non-discrimination is adhered to in all personnel activities.
5. Work with the Office of Equal Opportunity and Access to respond to requests for reasonable accommodations.

Responsibilities of Search Committees

1. Review the qualifications of all applicants to ensure that protected veterans are treated in a nondiscriminatory manner when hire occurs.

IX. Training (41 CFR 60-300.44(j))

Personnel involved in the recruitment, screening, selection, promotion, disciplinary, and related processes shall be trained to ensure that the commitments in the university's Affirmative Action Program are implemented.

Each time a recruitment is approved, the search chair receives an email which refers them to information about the university's affirmative action program requirements.

Additionally, Search chairs receive a slideshow training on sound hiring practices to be shared with all search committee members.