

STATE OF HAWAI'I
UNIVERSITY OF HAWAI'I
SYSTEMWIDE ADMINISTRATION
VICE PRESIDENT FOR LEGAL AFFAIRS
AND UNIVERSITY GENERAL COUNSEL
OFFICE OF EQUAL EMPLOYMENT OPPORTUNITY
& AFFIRMATIVE ACTION

FUNCTIONAL STATEMENT

The EEO/AA Office promotes a climate in which students and employees can expect equal opportunity and unprejudiced treatment. The Office is primarily responsible for overseeing equal opportunity and affirmative action programs as they relate to employment practices of the Mānoa campus and Systems Offices. Its major functions are as follows:

- Establishing and/or monitoring methods of administration that promote equity in employment practices such as recruitment, hiring, promotion, tenure, compensation, employee training, reasonable accommodation, benefits, leave policies, transfers, and layoffs.
- Developing, updating, publicizing, and reaffirming the University's EEO/AA policies and procedures; advising supervisors and administrators of these policies and of changes in EEO laws and their implementation.
- Providing educational workshops and informational materials to employees and students to prevent discrimination and promote affirmative action.
- Developing and updating the institution's affirmative action plan. The plan includes annual goals and timetables and action-oriented programs to achieve goals.
- Assessing the institution's affirmative action efforts and advising administrators of both progress and problem areas; performing annual workforce and utilization analyses, developing internal audit procedures, conducting studies of personnel actions and compensation, and assessing managers' affirmative action efforts and results.
- Serving as an accessible campus level resource for addressing discriminatory practices by developing and implementing complaint procedures that comply with the principles of due process, publicizing the availability of these procedures, resolving informal complaints, and investigating formal charges.
- Performing community outreach and participating in projects with community and state agencies to inform the public about the University's EEO/AA program and encourage a more diverse pool of applicants.

The Office of EEO/AA performs systemwide duties which typically involve coordination among the campuses. The office performs the following systemwide functions:

- Developing and disseminating systemwide EEO/AA policies and procedures.
- Preparing the affirmative action reports for Systems Offices.
- Providing technical assistance to other campuses and sharing EEO/AA resources.
- Providing administrative support for the systemwide UH Commission on the Status of Women and other committees and task forces.

- Serving as systemwide liaison to state and federal agencies with regard to joint education programs, federal liaison group activities, and certain systemwide complaints.
- Coordinating with Information Technology Services on guidelines regarding disability access to information technology.