

UCF ADMINISTRATIVE UNIT PERFORMANCE REPORT

Division: President's

Unit: Equal Opportunity & Affirmative Action Programs

FY: 1996-97

Unit Mission	Performance Indicators	Performance Measurements	Measurement Results	Results Utilization
<p>Proactive programs to prevent discrimination in employment, enrollment, and campus services.</p>	<p>1. Offer training programs and technical assistance to faculty and staff at a level that reasonably forecasts a minimum number of discrimination grievances with "cause" findings</p>	<p>1a. Give search committee briefings to at least 80% of committees whose representatives request one.</p> <p>1b. Offer training programs at least twice a year on at least three topics of discrimination prevention.</p> <p>1c. Meet with students (classes, clubs, groups) at least once per semester on at least one topic of discrimination prevention.</p>	<p>1a. New hires, faculty and A&P, were counted by January 15 for 1996. Search committee requests to speak were counted by January 15. Briefings given and invitations for briefings that were not accepted were counted by 1/15.</p> <p>1b. Training programs in which EO Director participated were tallied by content area by April 15 for 1996. Six different training programs were offered in 1996; duplicated offerings totaled 35 programs. Sex discrimination was focused on twice; national origin once; and 32 programs addressed sex, race, national origin, religion, age, disability, veteran's status, marital status, and parental status.</p> <p>1c. Contact with students was counted by June 15 for 1996. Five programs were presented to students by EO Director, plus a videotaped session with a faculty member who reported on June 10 that the video remains a part of his curriculum for each semester.</p>	<p>1a. Goal achieved and maintained for 1997-98. Thirty committees requested a briefing; 28 committees received one. Achievement rate: 93%. Goal: 80%.</p> <p>1b. Goal achieved and maintained for 1997-98.</p> <p>1c. Goal achieved and maintained for 1997-98. Five programs were presented, balancing various needs of students. Practical approaches (discrimination possibilities in job interviews) were presented as well as factual discussions of discrimination.</p>

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	<p>2. Conduct pre-hire review by office representative or designee of faculty and A&P appointments to determine compliance with EO statutes.</p>	<p>2a. Review proposed new hires at a rate of 100% within two business days of receipt.</p> <p>2b. Decline non-compliant hires with complete explanation and technical assistance at the rate of 100% within three business days of receipt.</p>	<p>2a. New hire review actions were counted by March 15. The EO Office processed 242. Of those, 179 were processed within the two-day standard (74%). The 63 which exceeded the standard took an average of 4.5 days instead of two days.</p> <p>2b. Non-compliant hires were counted by March 15. The EO Office identified at least 13, of which five were declined and returned within one extra day (reference the two-day review period). There were at least eight appointments that exceeded the three-day processing total, with an average processing time of 4.5 days.</p>	<p>2a. Goal not met. Improvement of the achievement rate can be secured by decreasing the office processing time or lengthening the standard, as the Committee suggested. The EO Office chooses to maintain the two-day standard for "timely" review and set as a goal a 90% achievement rate for 1997-98.</p> <p>2b. Goal not met. Improvement of the achievement rate can be secured by decreasing the office processing time or lengthening the standard, as the Committee suggested. The EO Office chooses to maintain the two-day standard for "timely" review and set as a goal a 90% achievement rate for 1997-98.</p>
	<p>3. Minimize valid salary equity claims by pre-approval review of A&P and selected USPS salary increases.</p>	<p>3. Review salary change requests at a rate of 100% and shall be completed within one business week.</p>	<p>3. Rate Allocation Forms were counted by April 1 to determine that 103 salary change actions were proposed in 1996. They were reviewed within the five-working-day standard 92% of the time. Eight actions did not meet this standard; they took an average of 9.5 days.</p>	<p>3. Goal not met. Improvement of the achievement rate can be secured by decreasing the office processing time or lengthening the standard, as the Committee suggested. The EO Office chooses to maintain the two-day standard for "timely" review and set as a goal a 90% achievement rate for 1997-98.</p>

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Proactive programs (affirmative actions) improving the mix of applicants for employment and promotion, enrollment and progression, and provision of campus services.	4. Convey the message of inclusiveness through presentations to campus/community groups.	<p>4a. Evaluations or other feedback mechanisms from presentations confirm that the message was conveyed.</p> <p>4b. No effective measurements were devised other than attendance records of the EO Director at appropriate types of meetings.</p>	<p>4a. Evaluations of presentations were measured by May 1. A standard was set based on the Committee's recommendation. Since the evaluation instrument uses a scale of "Strongly Agree", "Agree" with its 10 positive statements, one point was assigned to Strongly Agree, two to Agree, etc. The average for evaluations measured was 1.4; between "Agree" and "Strongly Agree" that the program met the participant's needs.</p> <p>4b. The EO Director attended 26 events where participation would be expected to have some positive impact on protected-class persons' willingness to participate in University programs in the future.</p>	<p>4a. Goal met and maintained for 1997-98. The programs met the participants' needs as planned.</p> <p>4b. Target partially met. New measurements will be devised to continue effective monitoring of this indicator.</p>