

Diversity Matters

VOLUME 1, ISSUE 1

SPRING 2007

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GET THE PICTURE? Saying “No” to Sexual Harassment at the UI—

Marcella David

*Special Assistant to the President
for Equal Opportunity & Diversity
And Associate Provost for Diversity*

In January 2006 a presidential task force released its findings and recommendations about the 2004 Sexual Harassment Survey, a follow up to a 1992 survey on the same topic.

The task force concluded that sexual harassment continues to be a problem on the UI campus. Of greater concern was the fact that most people participating in the survey didn't understand what constitutes sexual harassment or unwelcome behavior, nor the university procedures for making a sexual harassment complaint.

In response, President David Skorton approved an awareness campaign that was launched this fall. The campaign is primarily targeted towards students, and its theme “Get The Picture,” invites students to recognize that harassment can happen to anyone, anywhere. More information about the campaign can be found at www.sexualharassment.uiowa.edu/. What everyone should know about sexual harassment and unwelcome sexual behavior is one focus of this inaugural EOD newsletter. If you have any questions, or would like an informational brochure to download and distribute, please contact diversity@uiowa.edu.



What's IT All About?—

*Tiffini Stevenson Earl
Compliance Specialist*

We all have heard the term “sexual harassment” before, but that is not to say that we all know what sexual harassment really is, or what behaviors constitute sexual harassment. So, “What’s **IT**, sexual harassment, all about?” In order to understand sexual harassment, you have to know how sexual harassment is defined.

Sexual harassment is unwelcome sexual behavior that interferes with the University environment. There is a continuum of behavior that ranges from comments to assault. Some examples include:

- Offering a grade, recommendation, or favorable treatment for sexual favors.
- Repeated requests for dates.
- Unwelcome flirtations, propositions or advances.
- Inappropriate sexual jokes.
- Unwelcome

- comments about a person’s body/appearance or sexual experience
- Demeaning sexual inquiries and vulgarities.
- Offensive language.
- Visual displays of sexually-suggestive objects or pictures, unwelcome touching, groping, or assault.

This is not intended to be an exhaustive list. There are many other examples of sexually harassing behavior.

The University of Iowa is committed to establishing a respectful harassment-free environment. To achieve this goal, each member of the University community must take responsibility for their own behavior and for objecting to inappropriate behavior by others. Here are some tips to help achieve this goal:

- Inform yourself of the University’s

- policy.
- Model appropriate behavior.
- If someone expresses discomfort, STOP the behavior.
- Don’t assume that a person enjoys comments about their appearance, hearing sexually-oriented jokes or comments, or being touched, stared at, or propositioned.
- Think about the impact of what you do or say on another person’s attitude toward work, job performance, and self-esteem.
- Speak up if you see inappropriate behavior.

Remember that sexual harassment is not only against University policy, but is also against the law.

For more information about sexual harassment, visit the University’s website at www.sexualharassment.uiowa.edu.



Poster from the University of Iowa Sexual Harassment campaign

In order to understand sexual harassment, you have to know how sexual harassment is defined.

Sexual Harassment Reporting and Confidentiality—

Jan Waterhouse

Compliance Officer and ADA Specialist

The University’s Policy on Sexual Harassment requires [academic or administrative officers](#) to report specific and credible allegations of sexual harassment to the Office of Equal Opportunity and Diversity (EOD). Why does the University require reporting in this manner? There are several reasons.

First, EOD has experience dealing with complaints of sexual harassment, whereas an individual supervisor or DEO may not. In consultation with the academic or administrative officer, EOD will assist with developing a plan to resolve the complaint informally within the department, if that is appropriate.

Second, the University needs to be consistent with how the Policy is interpreted and applied to similar situations across campus. Requiring consultation with a central resource about how to resolve sexual harassment allegations will enable us to be more consistent.

Third, EOD maintains statistics about the number and types of complaints that are made on campus based on the reports from the academic or administra-

tive officers. If there are multiple complaints in the same department or college, or against the same individual, EOD will be able to identify that trend and take appropriate action to address the situation. For example, multiple complaints in one department may indicate a need for education in that department.

The University recognizes that some individuals might wish to seek information, advice, and counseling before they decide to file a complaint of sexual harassment. There are several confidential resources available on campus to provide this type of assistance on a confidential basis:

- Rape Victim Advocacy Program
- Women’s Resource and Action Center
- Office of the Ombudsperson
- Faculty and Staff Services (for faculty and staff)
- University Counseling Service (for students)

These offices do NOT report allegations to EOD. They are specifically exempt from the reporting require-

ment so that individuals may feel comfortable utilizing their services without a concern that it will trigger a complaint investigation.

The reporting system and the confidential resources are designed to work together to provide individuals with the information and resources they need, and to provide the University with the ability to most effectively respond to sexual harassment that occurs on campus.

For more information see: www.uiowa.edu/~eod/policies/sexual-harassment-guide/info-for-supervisors

Do you have a reporting requirement?

Academic or administrative officers include:

- Collegiate deans (including associate deans and assistant deans),
 - DEO’s, and Directors of Undergraduate or Graduate Studies,
 - Academic advisors (staff),
 - The President, vice presidents (including assistant and associate vice presidents), Provost (including assistant and associate provosts), and the Director of Equal Opportunity and Diversity and those persons’ designees,
 - Directors, supervisors, and human resource representatives.

“The University recognizes that the individuals might wish to seek information, advice, and counseling before they decide to file a complaint of sexual harassment.”



Recruiting Resources—

By Jennifer Modestou, SPHR
Director of Campus Relations

Looking for information to send to potential faculty and staff recruits about the Iowa City community? Tired of hearing “*They’ll never come to Iowa City*” or “*We can’t find any ‘qualified’ diverse recruits*”? A plethora of resources exist that can aid your departments or units in introducing Iowa City to their recruits and developing a more diverse applicant pool.

The following are suggested resources your department may wish to provide to applicants from out of state as they consider whether to relocate to Iowa. These resources provide valuable information about living and working in Iowa. The information on other local employers can be useful for the spouse/partner of your recruit to consider, in addition to employment opportunities at UI.

These online resources may also be supplemented with a personal meeting or conversation with a current UI staff member via the UI’s [Recruitment Ambassadors Program](#). For more information on this program contact Jane Monserud, Recruitment Ambassadors Coordinator, at (319) 335-2652 (or visit the website at <http://www.uiowa.edu/~rap/>).

[SmartCareerMove.com](#)



The Iowa Careers Consortium (ICC), a public-private partnership created to meet Iowa’s need for highly skilled employees, hosts [SmartCareerMove.com](#). The Consortium includes Iowa businesses, communities, educational institutions, professional associations, the Iowa Department of Economic Development and Iowa Workforce Development.

ICC’s mission is to attract qualified, skilled workers to Iowa by raising the awareness of the progressive, innovative businesses that are creating quality career opportunities. Combined with the excellent quality of living – Iowans are able to achieve a balanced lifestyle.

The Consortium’s efforts are designed to reach as many qualified individuals as possible in information technology, engineering, manufacturing, research/scientific, financial/insurance, and professional/managerial career fields. For those with skills in other areas, the SmartCareer Move™ Web site also provides links to corporate, community and state Web sites that post jobs statewide in all career fields.

For more information about the ICC call: (800) 245-IOWA or (515) 242-4740.

Iowa City Press Citizen- online “[Your Community](#)” website

“Welcome to Your Community” is an excellent online resource for current and prospective Eastern Iowa residents. This comprehensive site allows you to learn more about the Iowa City community and

Recruiting Resources (cont.)

the surrounding areas.

The [area profiles](#) site allows you to find out more about local communities such as the cost of living, population, and location. Our [schools](#) site showcases the schools in the area. The section is broken down by school district and then by type of school - elementary, junior high, and high schools. Our [higher education](#) site contains information about The University of Iowa and Kirkwood Community College.

"Your Community" is as a valuable tool for those considering moving to the Iowa City area.

Iowa City Area "[Community Reference Guide](#)"



The Iowa City Area Chamber of Commerce provides a Community Reference Guide on their website. The site includes data on:

- [Area Community Information](#)
- [Area Demographics](#)
- [Iowa City Area Map](#)
- [Corridor Careers Jobs Site](#)

In addition, the site lists some of the community ranking studies that have listed Iowa City as an excellent community in which to work/live/study/retire.

- [Iowa City ranked 3rd most educated metro area](#)
- [Iowa City area named a "Super City of the Future"](#)

- [Area named "Top Business Opportunity Metro for 2005"](#)

New DVD available for checkout from EOD's Resource Library

EOD has acquired a new DVD, available for checkout to UI faculty and staff, on strategies to enhance the recruitment of diverse candidate for executive level positions. This DVD features a frank round-table discussion with HR executives at leading U.S. corporations.

"We can't find any 'qualified' diverse recruits."

"It takes too long – we need someone now."

"She doesn't have enough senior-level experience."



How many times have you heard these complaints? Now hear the solutions. DiversityInc convened a frank discussion about the supposed inability to find enough "diverse" executive candidates. In reality, the "inability" is a failure to look at capabilities" instead of qualifications". The nation's leading diversity-recruitment executives share strategies including:

- Looking beyond a set list of "requirements" to find true talent
- Developing pipelines of talent
- Closing the time to hire
- Whether or not to use external recruiters to supplement internal teams
- Cultural competency requirements for executive hires

Running Time: 1 hour.

Recruiting Resources (cont.)



One needs to “shop around” for the right recruit

Roundtable Participants include:

Debra Langford, Executive Director
Strategic Sourcing
Time Warner

Conway Shui, Director
Recruitment Media & Communication
Time Warner

William Moss III, President & CEO
HBCUconnect

Andrés Tapia
Chief Diversity Officer
Hewitt Associates

Elaine Arthur, Executive Director
Executive Talent
Planning and Acquisition
Sodexo

Janet Manzullo, Senior Vice President
Director of Recruiting
Wachovia

Deborah Dagit, Executive Director
Diversity & Work Environment
Merck & Co.

Dan Guaglianone, Executive Director
Recruiting & Staffing
Merck & Co.

Charles Dey
Vice President & Director
Start on Success Internship Program
National Organization on Disabilities

2006 Catalyst Award
Winners:
Amina Mahmood;
Partners for Success;
Vanessa Shelton;
Judie Hermsen



Looking for R-E-S-P-E-C-T by Listening to Voices of Our Past—

Dorothy Simpson-Taylor
Director, Diversity Resources

A year-long campus and community collaboration to reduce prejudice, bigotry and intolerance was launched September 28, 2007. *Respectful Communities* is designed to use lessons learned from survivors of the Holocaust to encourage University of Iowa and Iowa City residents to resist oppression and intolerance. The kick-off event, featured presentations by Holocaust

survivor, Murray Ebner, whose story has been documented in “A Survivor’s Journey” and Kathie Swift, coordinator of the “Testimony to Tolerance Initiative.” The Testimonies initiative is the dream of director Stephen Spielberg. As realized by the USC Shoah Foundation Institute for Visual History and Education, collects interviews about the Holocaust from

Looking for R-E-S-P-E-C-T by Listening to Voices of Our Past—(cont)

survivors and witnesses from around the world. The collection includes 17 Iowa testimonials.

Professor Emeritus Samuel Becker moderated a panel of local and university children and grand-children of Holocaust survivors, who shared their experiences. “This is an important event for our campus,” remarked Marcella David, Special Assistant to the President for Equal Opportunity and Diversity. “It has continuing relevance and significance I am sad to say,” she added, noting Darfur, Iraq, France and controversy surrounding US immigration policy as demonstrating the need for respectful discourse, acceptance and tolerance. “This event was a great beginning.”

In addition to the September event the Office of Equal Opportunity and Diversity has hosted two discussions on immigration and a discussion about transgender communities in collaboration with

community and campus offices. An educational package and a video curriculum “Echoes and Reflections” are available at the University of Iowa Libraries to provide guidance for classroom and community discussions, and campus and community members are encouraged to add their voices to this on-going discussion.

Future campus and community collaborative sessions will include: “Religion in the Workplace, Islamophobia, Reconciliation and Healing and Community Building.” A series has already begun at the University Hillel and local middle and high school teachers plan to use the lessons from the holocaust in classrooms.

Community members who would like more information on the current schedule, or who would like to sponsor a program can contact: Dr. Dorothy Simpson-Taylor, Director, Diversity Resources, (319) 335-0705



Murray Ebner:
Holocaust
Survivor and
subject of
documentary
“A Survivor’s
Journey

WHAT’S HAPPENING? Catalyst Award

The eighth annual Catalyst Award Reception was held November 16, 2006 recognizing students, student organizations, programs/units, faculty and staff who have made innovative and distinctive contributions to enhancing diversity at the University of Iowa. The Office of Equal Opportunity and Diversity is pleased to announce the 2006 Catalyst Award Recipients:

Amina Mahmood, a 5th-year doctoral student whose interest in multiculturalism and diversity has added new depth and dimension to her department, the university and nationally;

Partners for Success, a recruitment and retention project of the Student National Medical Association in the Roy J. and Lucille Carver College of Medicine;

Judie Hermsen, associate director of Human Resources for her long-term commitment to making the workplace at the University of Iowa more equitable and inclusive and the driving force behind the Cultural Linguistics in the Workplace project; and

Vanessa Shelton, whose expertise in Communications & Journalism and enthusiasm for students has led to local, state and national recognition as she works in both recruitment and retention of minority students.

The featured speaker at the 2006 Catalyst Award Reception was Alfred Ramirez, executive director of Diversity Focus, a local collaboration of business, education and industry designed to enhance diversity along the I-380 corridor. The reception took place November 16, at the Iowa Memorial Union and was open to the public.



Best Practices for Creating External Advertisements—

Wanda Sims

Equal Employment Opportunity Specialist

To get the word out to the right pool of applicants, in a way that is consistent with UI policies and state and federal law, we recommend the following:

- Include a brief description of the job responsibilities.
- Include education and experience requirement (highly recommended, no longer required for Professional and Scientific positions).
- Highlight a recent accomplishment of your department or unit in the ad to create interest in the position.
- Include the website URL for your department or unit for additional information. Link to UI career and diversity sections and community resources.
- Include the requisition number in the advertisement so applicants can search for positions at the university with ease.
- Always include the EEO statement “The University of Iowa is an equal opportunity/affirmative action employer”.
- Refrain from putting too much information in your advertisements (cutting and pasting the entire position description).
- Refrain using the word “qualified” in your diversity recruitment advertising to avoid conveying the message that your department or unit believes that “qualified” minority candidates are scarce.
- Refrain from using advertising venues that have greater appeal to those who have less education.
- Refrain from placing restrictions like “no phone calls” in your advertisement (this conveys an unwelcome message that your unit is too busy to field questions about the position).
- ensure equality of opportunity in all aspects of employment.
- Do not use language such as “recent graduate”, “energetic”, “young scholar”, “eager to learn” and “highly motivated”. The use of these terms deters the employment of individuals who represent members of protected groups and may be a violation of Executive Order 12466. Executive Order 11446, as amended, prohibits job discrimination on the basis of race, color, religion, sex, or national origin and requires affirmative action to ensure equality of opportunity in all aspects of employment.

“Small changes in your advertisement might make your posting more appealing to a broader pool of candidates.”

Search and Selection Process Changes—

*Wanda Sims,
Equal Employment Opportunity Specialist*

The Office of Equal Opportunity and Diversity (EOD) has made the following changes to the Search and Selection process:

Recruitment/Requisition Plan (External Advertisements)

It is no longer required but highly recommended for Professional and Scientific positions that external advertisements include education and experience qualifications (this practice is still required for faculty positions).

- **Please note that it is still required to attach external position announcements to the requisition/recruitment plan (see accompanying article on best practices).**

If a department wishes to place a position announcement on extended advertising the minimum length of time that the advertisement must remain on the job line is **7 calendar days**. The rationale for this practice is to allow ample time for applicants to view and apply for positions.

- **Please note that it is no longer necessary for departments to contact our office or Central Human Resources to make this request (see Instructions on How to Extend Advertising).**

Please call (319) 335-0705 if you have questions about these updates.

Requests to extend position announcements

EOD Welcomes New Staff Member

Talinda Pettigrew joined the Office of Equal Opportunity and Diversity as an Equal Employment Opportunity Specialist in late September. Talinda has been with the University of Iowa since 2004 in Central Human Resources. She began as an Employment Representative in Employment Services. More recently, she worked in the Benefits Office as a Benefits Specialist. Prior to working at the University, Talinda was an Advisor at Iowa Workforce Development where she provided recruitment assistance to businesses, counseled applicants in job-seeking skills and techniques, and took unemployment claims. Talinda is

a University of Iowa graduate with a BA in Communication Studies and Psychology and a current MBA student.

Talinda is looking forward to the challenges presented in her new role. “My previous HR experience has thoroughly prepared me for many aspects of this position. For example, much of my career has involved reviewing job listings and applicant qualifications. I have also had the opportunity to work with many University HR representatives explaining various HR policies. While the compliance role is an important function, I’m most looking forward to working with departments to help them find creative ways to increase

diversity.” She is appreciative of her co-workers and the training she has received thus far commenting, “The staff members have been incredibly welcoming. I can’t imagine a more supportive team.”



**Talinda Pettigrew
Equal Employment
Opportunity Specialist**



Annual Workforce Report Submitted to Board of Regents—

**Jill Robinson
Data Specialist**

The representation of women and total minorities in the overall UI workforce has grown more than the total workforce in the last one, five and ten years.

The Office of Equal Opportunity and Diversity's Annual Equal Employment Opportunity/Affirmative Action Workforce Report to the Board of Regents describes the University's workforce as of October 1 in terms of characteristics self-reported by employees: gender, race/ethnicity, disability status, and veteran status. Regular employees working 50 percent time or more are included in the report. The current workforce is compared to the workforce one, five, and ten years ago.

Currently, women comprise 62.8 percent of the total workforce of 14,536 employees, and racial/ethnic minorities comprise 8.2 percent (with Asians/Pacific Islanders at 4.1%, African Americans/Blacks at 2.1%, Hispanics/Latinos at 1.7%, and Native Americans/Alaskan Natives at 0.4%). The representation of women and

total minorities in the overall UI workforce has grown more than the total workforce in the last one, five, and ten years. The same is true for Asians/Pacific Islanders, African Americans/Blacks, and Hispanics/Latinos; however, the representation of Native Americans/Alaskan Natives has not kept pace with the overall growth.

The report also examines the workforce by Primary Occupational Activity (POA) groups, which are groupings of similar job classifications. There are two faculty and six staff POA groups. In most of the POA groups, the representation of women and total minorities has increased more (or decreased less) than the overall change. However, statistical analyses of the estimated number and percentage of qualified women and minorities available for employment in smaller job groupings or academic fields reveals that there still are areas where the women or minorities are underrepre-

sented, i.e., the rate of employment is less than would be expected. Totaling across all job groups, the University is currently underrepresented by 281 women and 121 minorities.

The Iowa Promise: A Strategic Plan for The University of Iowa 2005 – 2010 established five strategic goals for increasing the representation of women among executive/administrative/managerial staff and tenured/tenure track faculty, and of racial/ethnic minorities among administrative/managerial staff, tenured/tenure track faculty, and professional/scientific staff. As of October 1, 2006, the goals for minority representation on the administrative/managerial staff and the tenured/tenure track faculty were achieved, and progress had been made toward two additional goals.

Annual Workforce Report Submitted to Board of Regents— (cont.)

The number of UI employees who self-report having a disability has declined in each of the time periods examined, never exceeding 1 percent of the total workforce.

The number of Vietnam-era veterans has almost

doubled since 10 years ago, but declined very slightly in the past year. The number of disabled veterans has likewise increased since 1996 but declined slightly in the past year. The number of other eligible veterans has increased slightly over five years ago and one year ago (this demographic

was not collected in 1996). Currently Vietnam-era veterans comprise 2.4 percent of the total workforce, disabled veterans 0.2 percent, and other eligible veterans 2.2 percent.

EEOC Proposes New Regulations on Age Discrimination—

Jan Waterhouse

Compliance Officer and ADA Coordinator



The U.S. Equal Employment Opportunity Commission (EEOC) has proposed amendments to its regulations that implement the Age Discrimination in Employment Act of 1967 (ADEA). The ADEA prohibits employment discrimination based on age against individuals age 40 and over. The amendments reflect a 2004 U.S. Supreme Court decision that interpreted the ADEA to allow employers to favor older individuals because of age.

In *General Dynamics Land Systems, Inc. v. Cline*, 540 U.S. 581 (2004), the Supreme Court held that the employer did not violate the ADEA by granting a greater retirement benefit to employees who were age 50 and over, and less benefit to employees under age 50. The Court held that the ADEA was intended to protect older employees from discrimination that works to the advantage of younger employees; it was not

intended to protect younger employees from discrimination in favor of older employees.

The EEOC regulations as currently written prohibit any discrimination based on age against anyone within the protected group (age 40 or older) whether the discrimination would favor older or younger employees. The amendments follow the *Cline* decision and specify that employers may favor older workers without violating the ADEA. For example, according to the amendments it is permissible for employers to publish job advertisements that state a preference for older persons.

The Office of Equal Opportunity and Diversity does not anticipate that the University of Iowa will alter its recruitment practices if the amendments are adopted. The University does not grant

preferences to applicants or employees based solely on any protected classification. The University seeks to develop diverse applicant pools from which the best qualified applicant should be selected. Stating that one particular group is preferred for a position would diminish the diversity of the applicant pool rather than enhance it. Therefore, the University should not state any preference based on protected characteristics in position advertisements.

The Court held that the ADEA was intended to protect older employees from discrimination that works to the advantage of younger employees; it was not intended to protect younger employees from discrimination in favor of older employees.

The University of Iowa

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The one thing we have in common is diversity. Celebrate it daily!

Instructions for Requesting a Waiver of the Search Process

By Wanda Sims

Equal Employment Opportunity Specialist

To request a waiver, a hiring department/unit submits a letter to the Director of the Office of Equal Opportunity and Diversity requesting a waiver of the affirmative action search process. This letter must include:

- The reasons for the request
- The proposed position title and class code proposed
- The position description
- A copy of the curriculum vitae or resume of the person for whom the waiver is sought

With appropriate justification, a waiver of the search process may be granted. Instances under which a waiver may be considered are:

- A current P&S staff member's position has been eliminated due to a reduction in force. Such a request must be coordinated with the [Compensation and Classification Unit](#) of Human Resources.
- A department/unit reorganization.
- A current UI faculty or P&S staff member develops a disability that makes her/his

current position no longer feasible. Such a waiver request must be coordinated with the [Faculty and Staff Disability Services Office](#) in the Department of Human Resources.

- As part of a recruitment for a faculty or P&S staff position in another department, the applicant is a qualified "dual career" spouse or partner. This type of waiver request is typically coordinated with the [Dual Career Network Office](#).
- The terms of a grant or contract require the appointment of this particular individual.
- The position will exist only if this individual (with unique education, training and experience) is available and interested in the position.
- The applicant's unique qualifications and expertise are such that no other applicant would be expected to surpass this individual's qualifications for the position. Typically, the applicant would need to be nationally or internationally renowned in his/her field to meet this criterion.