

**Federal
Affirmative Action
Program
(Abridged Version)**

November 2000 – October 2001

To view full version please contact:

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September 13, 2001

MEMORANDUM

TO: Campus Community

FROM: Ruben Armiñana, President

SUBJECT: Non-Discrimination/Affirmative Action Program

It is the policy of Sonoma State University and its auxiliary organizations (the Academic Foundation, the Sonoma State Enterprises, the Associated Students, and the Student Union) to provide an environment free from discrimination based on age, race, sex, creed, color, religion, sexual orientation, marital status, Veteran's status, or disabling condition, including sexual harassment and sexual assault. Under this policy, no person shall be treated differently and/or excluded from participation in, denied the benefits of, or be otherwise subjected to discrimination in any of the University's programs or activities, including admissions, access, and employment. Acts of discrimination interfere with a student's or an employee's work or educational performance and create an atmosphere of intimidation, low morale and hostility that the University will not tolerate.

Students, staff, faculty and administrators are regularly informed of the University's policies and procedures regarding discrimination and sexual harassment/sexual assault policies and complaint procedures. In addition, all supervisors are regularly informed of their responsibility regarding complaints made against those whom they supervise.

Equal employment and educational opportunity are observed in the administration, housing, and education of students; in policies governing programs and extracurricular activities; and in the employment of faculty, staff and students. The University and its auxiliary organizations are committed to increasing the diversity of its faculty, staff, administrators, and students to mirror the increasing diversity of the State of California.

The President has designated Tim Young, Director of Employee Diversity & University Compliance, AFC-1, 664-2664, as the individual who will receive all informal and formal complaints related to discrimination and sexual harassment/sexual assault. This campus officer has responsibility for ensuring compliance with federal, state and California State University systemwide regulations prohibiting discrimination.

The University's Affirmative Action Plan can be viewed in AFC-1 between the hours of 8:00 a.m. to 4:30 p.m. The Plan is also available for viewing in the campus library and on the university website.

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A. RESPONSIBILITY FOR IMPLEMENTATION

The responsibility for implementation of the University's Affirmative Action Program is listed below:

1. **Director of Employee Diversity & University Compliance** is responsible for assisting employees and students regarding alleged incidents of discrimination, including sexual harassment and sexual assault. The Director of Employee Diversity & University Compliance responsibilities include educating the University community regarding issues of discrimination; developing strategies for their elimination; and formally or informally resolving discrimination complaints by conducting or assisting in informal and formal investigation response to allegations of discrimination made against individuals and/or the University. The Director of Employee Diversity & University Compliance also works in collaboration with the University Sexual Assault Education Coordinator in educating the University community regarding date rape and sexual assault.
2. **Employees, including faculty, staff and administrators**, are responsible for conducting themselves in the workplace and in the classroom in a manner that ensures that their actions do not discriminate against any individual. Actions constituting sexual harassment are forms of discrimination.
3. **Supervisors and members of the faculty** are additionally responsible for ensuring that the classroom and the workplace are free from discrimination.
4. **Students** are responsible for conducting themselves on the campus or at any University-sponsored off-campus activity in a way that ensures that their actions do not discriminate against any other individual. Actions constituting sexual harassment are forms of discrimination.

B. DISSEMINATION OF NON-DISCRIMINATION POLICY

In order to ensure that all faculty, staff, students, applicants for employment and others are aware that Sonoma State University is an Equal Opportunity Employer and of the official policy of Non-Discrimination, the following steps have been implemented.

Internal Distribution

1. Copies of the University's Non-Discrimination policy have been incorporated into the University's official policy manual.
2. Copies of the policy have been distributed to all offices and departments within the University.
3. Copies of the policy are posted on the University's official website.
4. A summary of the policy is placed in the University's catalog.
5. There are Non-Discrimination provisions in all bargaining unit agreements, except Unit 8 SUPA.
6. Non-Discrimination Training is conducted on a quarterly basis and is available to all staff and faculty. Additionally, all new administrators receive training on the University's policy of Non-Discrimination and their role, as managers. Training is provided to all students who enroll in the Freshman Seminar course and other selected courses.
7. Minorities, non-minorities and women are pictured in publications where employees and students are featured.

External Distribution

1. Copies of the University's Non-Discrimination statement and policy have been incorporated into the University's official policy manual.
2. Copies of the policy are posted on the University's official website.
3. A summary of the policy is placed in the University's catalog.
4. All recruitment advertising and job announcements contain a statement identifying the University as an Equal Opportunity Employer.
5. All job announcements are sent to state, local, minority, veterans and disabled employment organizations.
6. A copy of the Non-Discrimination policy statement is posted in the lobby of the Human Services building, where perspective employees access job announcements.
7. Written notification will be sent to all covered subcontractors, vendors, and suppliers, requesting appropriate action on their part.

C. IDENTIFICATION OF PROBLEM AREAS BY ORGANIZATIONAL UNITS AND GROUPS

As part of the ongoing audit process, SSU has conducted a thorough analysis of staff and faculty employment for the 12-month period of November 1, 2000 through October 31, 2001. Through this analysis, we have identified the following areas for improvement:

STAFF

P1A	Medical Support (Physicians)	Women, Minorities
P2A	Medical Support	Minorities
P3B	Athletics Support	Women, Minorities
P4A	Student Affairs Support	Minorities
P4B	Specialized Student Affairs Support	Minorities
P9C	Data Processing Support	Minorities
P9D	General Program Support	Minorities
T9A	Library Support Services	Minorities

The following areas are women-dominated (60% or above availability of women). Therefore, it would be very difficult to meet standards because of the ratio of women to men available in the profession.

C7A	General Clerical
P9D	General Program Support
T7C	Fiscal & Admin Support Services
T7D	Specialized Fiscal & Admin Support Services
T9A	Library Support Services

FACULTY

School of Arts & Humanities

Art (Art History)	Minorities
Chicano & Latino Studies	Women
Communication Studies	Minorities
Hutchins School (Liberal Studies)	Minorities
Music	Minorities
Native-American Studies	Women
Philosophy	Minorities

School of Business & Economics

Business Administration	Minorities
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School of Education

Education	Minorities
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School of Natural Sciences

Biology	Women
Chemistry	Women
Computer Science	Minorities
Geology	Women, Minorities
Kinesiology	Minorities
Physics & Astronomy	Minorities

School of Social Sciences

Anthropology	Women, Minorities
Criminal Justice	Minorities
Environmental Studies & Plng	Women, Minorities
Political Science	Minorities
Psychology	Minorities
Sociology	Minorities

The following areas are women-dominated (60% or above availability of women). Therefore, it would be very difficult to meet standards because of the ratio of women to men available in the profession.

School of Arts & Humanities

- Art (Art History)
- Art (Fine & Applied)
- Modern Languages & Literature

School of Natural Sciences

- Nursing

School of Social Sciences

- Counseling

D. DEVELOPMENT AND EXECUTION OF ACTION-ORIENTED PROGRAMS DESIGNED TO ELIMINATE PROBLEMS AND FURTHER DESIGNED TO ATTAIN ESTABLISHED GOALS AND OBJECTIVES

Recruitment/Selection

SSU is committed to increasing the diversity of faculty, staff, and administrators to mirror the increasing diversity of the State of California. In honoring this commitment the University makes job openings available to all, regardless of sex and ethnicity, by participating in the following recruitment activities:

- Posting of job openings on the University and CSU websites.
- Posting of job openings with the following private, government, and community organizations:

Agora Development Office
Alumnae Resources
Cal Indian Legal Service
Cal Poly, Pomona
Cal Poly, San Luis Obispo
Commission Status of Women
Community Baptist Church
Community Resources for Independence
Contra Costa Community College
Contra Costa County Administrative Office
County of Sonoma Social Services Dept
CSU Bakersfield
CSU Channel Islands
CSU Chancellor-West Ed
CSU Chico
CSU Dominguez Hills
CSU Fresno Staff
CSU Fullerton
CSU Hayward
CSU Humboldt
CSU Long Beach
CSU Los Angeles
CSU Monterey Bay
CSU Northridge
CSU Sacramento
CSU San Bernardino
CSU San Diego
CSU San Francisco
CSU San Jose
CSU San Marcos
CSU Stanislaus
Dept of Rehabilitation
Dominican College of San Rafael
EDD
Empire College
Golden Gate University

Filipino Community Center
Goodwill Industries Placement Services
Heald College
Healdsburg City Schools Administration Office
Hispanic Chamber of Commerce of Sonoma County
Holy Names College
Inter Chinese Resettlement Office
KBBF FM Radio
Learning Skills Program
Lewis Adult School
Lincoln University
MALDEF
Marin County Affirmative Action Recruitment
Marin Professionals
Mendocino College
Mills College
No. County Employment Center
Novato Human Needs Center
Office of the Chancellor
Petaluma People's Service Center
Redwood Empire Industries
Richmond Public Library Job Information Center
River Community Services
Santa Rosa Jr. College
Santa Rosa Negro Business
Social Advocates for Youth - GAIN
Solano Community College
Sonoma County People for Economic Opportunity
Sonoma County Private for Industry Council
Sonoma Valley Unified School District
The California Maritime Academy
UC Berkeley
UC Davis
UC San Francisco
YA-KA-AMA Indian Foundation & Development
Inc.

- All position descriptions are reviewed to ensure that they accurately reflect the positions' essential functions, are not unduly restrictive in requirements, and are nondiscriminatory with respect to race, color, religion, sex, national origin, religion, marital status, or sexual orientation.

Training and Development

Sonoma State University has developed and implemented a Training and Development program that is available to staff and faculty without regard to sex and/or ethnicity. All SSU staff and faculty, who meet eligibility requirements, may also participate in the CSU Fee Waiver Program without regard to sex and/or ethnicity. Additionally, all new staff, administrator, and faculty are encouraged, without regard to sex and/or ethnicity, to participate in the New Staff, Administrator, or Faculty Orientation Programs.

Campus Climate

Sonoma State University conducts Campus Climate Surveys on a regular basis and has formed a committee to develop action plans to improve the university climate. The University has also developed a Diversity Steering Committee, which hosted a retreat on diversity.

E. DESIGN AND IMPLEMENTATION OF INTERNAL AUDIT AND REPORTING SYSTEMS TO MEASURE EFFECTIVENESS OF THE TOTAL PROGRAM

The Director of Employee Diversity and University Compliance is responsible for coordinating the implementation of auditing and reporting systems. The implementation and audit system consist of the following components:

1. An annual analysis of the university workforce to determine;
 - Utilization and underutilization of underrepresented groups and women.
 - Placement goals of underrepresented groups and women.
 - Future plans and action-oriented programs needed to attain overall goals and objectives.
2. Conduct annual compensation analysis to determine parity in pay.
3. Report, on an annual basis, the results of the University's Affirmative Action Program to Executive Committee.
4. Establish and coordinate future plans and action-oriented programs.

California State University, Sonoma State University
 Job Group Analysis (Abridged)
 10/00-10/01

Job Group	Title	Total	Total	Total	Total										
		Employees	Minorities	Male	White	Black	Hisp.	Asian	Am Ind	Female	White	Black	Hisp.	Asian	Am Ind
C7A	General Clerical	46	9	5	4	0	1	0	0	41	33	0	6	2	0
C7B	Specialized Clerical	79	12	9	8	0	1	0	0	70	59	2	6	3	0
E0A	President	1	1	1	0	0	1	0	0	0	0	0	0	0	0
E0B-E0E	Administrators	130	33	24	55	8	5	0	0	106	86	4	6	7	3
F3A	Faculty	588	64	314	280	5	11	14	4	274	244	7	10	11	2
M5A	Ground Maint, Labor, Food Svcs	66	23	42	25	5	9	2	1	24	18	1	4	0	1
M7E	Public Safety Svcs	3	2	2	1	1	0	0	0	1	0	0	1	0	0
P0D	Public Safety Officers (Sergeants)	1	0	1	1	0	0	0	0	0	0	0	0	0	0
P1A	Medical Support(Physicians)	8	1	5	4	0	1	0	0	3	3	0	0	0	0
P2A	Medical Support	12	0	2	2	0	0	0	0	10	10	0	0	0	0
P3B	Athletics Support	17	2	12	10	0	2	0	0	5	5	0	0	0	0
P3C	Library Support	9	1	2	1	0	0	1	0	7	7	0	0	0	0
P4A	Student Affairs Support	68	19	19	15	3	1	0	0	49	34	1	9	4	1
P4B	Specialized Student Affairs Support	5	0	1	1	0	0	0	0	4	4	0	0	0	0
P8A	Public Safety Officers	9	1	6	5	0	1	0	0	3	3	0	0	0	0
P9C	Data Process Support	97	10	25	21	0	3	1	0	72	66	0	2	3	1
P9D	General Program Support	82	13	31	27	0	4	0	0	51	42	1	4	3	1
S6A	Trades, Crafts, Bldg Equip	39	10	35	27	1	3	3	1	4	2	1	1	0	0
T4C	Admin Support Svcs	4	0	2	2	0	0	0	0	2	2	0	0	0	0
T7C	Fiscal/Admin Support Svcs	18	1	3	3	0	0	0	0	15	14	0	1	0	0
T7D	Specialized Fiscal/Admin Support Svcs	23	2	5	4	1	0	0	0	18	17	0	0	0	1
T9A	Library Support Svcs	49	5	21	19	1	0	1	0	28	25	0	1	1	1
T9B	Technical Support Svcs	5	0	4	4	0	0	0	0	1	1	0	0	0	0
Staff Totals		1359	209	571	519	25	43	22	6	788	675	17	51	34	11
% of Total Staff			15%	42%	38%	2%	3%	2%	0.4%	58%	50%	1%	4%	3%	1%

INCUMBENCY and AVAILABILITY
STAFF
(11/00-10/01)

JOB GROUP	HEADCOUNT 10/01		AVAILABILITY (Rev. 1/02)	INCUMBENTS #	AS OF 10/01 %
E0A-E0E MANAGEMENT	131	WOMEN	53.9%	106.00	80.9%
		MINORITIES	23.4%	34.00	26.0%
C7A GENERAL CLERICAL	46	WOMEN	96.4%	41.00	89.1%
		MINORITIES	10.3%	9.00	19.6%
C7B SPECIALIZED CLERICAL	79	WOMEN	83.3%	70.00	88.6%
		MINORITIES	13.2%	12.00	15.2%
M5A GROUNDS MAINTENANCE, GENERAL LABOR, FOOD SERVICES	66	WOMEN	26.2%	24.00	36.4%
		MINORITIES	23.3%	23.00	34.9%
M7E PUBLIC SAFETY SUPPORT	3	WOMEN	33.3%	1.00	33.3%
		MINORITIES	20.3%	2.00	66.7%
P0D PUBLIC SAFETY OFFICERS (SERGEANTS)	1	WOMEN	17.4%	0.00	0.0%
		MINORITIES	16.1%	1.00	100.0%
P1A MEDICAL SUPPORT	8	WOMEN	66.1%	3.00	37.5%
		MINORITIES	27.4%	1.00	12.5%
P2A MEDICAL SUPPORT	12	WOMEN	66.1%	10.00	83.3%
		MINORITIES	27.4%	0.00	0.0%
P3B ATHLETICS SUPPORT	17	WOMEN	39.3%	5.00	29.4%
		MINORITIES	19.7%	2.00	11.8%
P3C LIBRARY SUPPORT	9	WOMEN	79.4%	7.00	77.8%
		MINORITIES	15.6%	1.00	11.1%

INCUMBENCY and AVAILABILITY
STAFF
(11/00-10/01)

JOB GROUP	HEADCOUNT 10/01		AVAILABILITY (Rev. 1/02)	INCUMBENTS #	AS OF 10/01 %
P4A STUDENT AFFAIRS SUPPORT	68	WOMEN	63.4%	49.00	72.1%
		MINORITIES	30.6%	19.00	27.9%
P4B SPECIALIZED STUDENT AFFAIRS SUPPORT	5	WOMEN	63.4%	4.00	80.0%
		MINORITIES	30.6%	0.00	0.0%
P8A PUBLIC SAFETY OFFICERS	9	WOMEN	17.4%	3.00	33.3%
		MINORITIES	16.1%	1.00	11.1%
P9C DATA PROCESSING SUPPORT	97	WOMEN	35.1%	72.00	74.2%
		MINORITIES	25.1%	10.00	10.3%
P9D GENERAL PROGRAM SUPPORT	82	WOMEN	77.2%	51.00	62.2%
		MINORITIES	17.8%	13.00	15.9%
S6A TRADES AND CRAFTS EQUIPMENT OPERATORS	39	WOMEN	12.3%	4.00	10.3%
		MINORITIES	19.9%	10.00	25.6%
T4C ADMINISTRATIVE SUPPORT SERVICES	4	WOMEN	59.0%	2.00	50.0%
		MINORITIES	10.0%	0.00	0.0%
T7C FISCAL & ADMIN. SUPPORT SERVICES	18	WOMEN	90.1%	15.00	83.3%
		MINORITIES	8.9%	1.00	5.6%
T7D SPECIALIZED FISCAL & ADMIN. SUPPORT SERVICES	23	WOMEN	90.1%	18.00	78.3%
		MINORITIES	8.9%	2.00	8.7%
T9A LIBRARY SUPPORT SERVICES	49	WOMEN	81.8%	28.00	57.1%
		MINORITIES	15.1%	5.00	10.2%

INCUMBENCY and AVAILABILITY
STAFF
(11/00-10/01)

JOB GROUP	HEADCOUNT 10/01		AVAILABILITY (Rev. 1/02)	INCUMBENTS #	AS OF 10/01 %
T9B TECHNICAL SUPPORT SERVICES	5	WOMEN	39.5%	1.00	20.0%
		MINORITIES	10.1%	0.00	0.0%
TOTAL	771	WOMEN		514.00	66.7%
		MINORITIES		146.00	18.9%

GOAL SETTING BY JOB GROUP
(For positions filled 1/1/02-12/30/02)

JOB GROUP	NAME OF JOB GROUP	GOAL FOR WOMEN	GOAL FOR ETHNIC MINORITIES
E0A-E0E	EXECUTIVE MGMT, MGMT		
C7A	GENERAL CLERICAL		
C7B	SPECIALIZED CLERICAL		
M5A	GROUPS MAINT, GEN LABOR FOOD SERVICES		
M7E	PUBLIC SAFETY SVCS		
P0D	PUBLIC SAFETY OFFICERS (SERGEANTS)		
P1A	MEDICAL SUPPORT (PHYSICIANS)	Yes	Yes
P2A	MEDICAL SUPPORT		Yes
P3B	ATHLETICS SUPPORT	Yes	Yes
P3C	LIBRARY SUPPORT		
P4A	STUDENT AFFAIRS SUPPORT		Yes
P4B	SPECIALIZED STUDENT AFFAIRS SUPPORT		Yes
P8A	PUBLIC SAFETY OFFICERS		
P9C	DATA PROC. SUPPORT		Yes
P9D	GENERAL PROGRAM SUPPORT		Yes
S6A	TRADES AND CRAFTS, BLDG & EQUIP OPERATIONS		
T4C	ADMIN SUPPORT SVCS		
T7C	FISCAL & ADMIN SUPPORT SVCS		
T7D	SPECIALIZED FISCAL & ADMIN SUPPORT SVCS		
T9A	LIBRARY SUPPORT SVCS		Yes

GOAL SETTING BY JOB GROUP
(For positions filled 1/1/02-12/30/02)

JOB GROUP NAME OF JOB GROUP

**GOAL FOR
WOMEN**

**GOAL FOR
ETHNIC MINORITIES**

INCUMBENCY and AVAILABILITY
FACULTY
(11/00-10/01)

DEPARTMENT	HEADCOUNT 10/01		AVAILABILITY (Rev 3/02)	INCUMBENTS #	AS OF 10/01 %
SCHOOL OF ARTS AND HUMANITIES					
AMERICAN MULTI-CULTURAL STUDIES	7.00	WOMEN	47.0%	4.00	57.1%
		MINORITIES	28.3%	7.00	100.0%
ART (Art History)	24.00	WOMEN	71.3%	10.00	41.7%
		MINORITIES	7.8%	3.00	12.5%
ART (Fine & Applied)	24.00	WOMEN	71.3%	10.00	41.7%
		MINORITIES	7.8%	3.00	12.5%
CHICANO AND LATINO STUDIES (formerly Mexican-American Studies)	7.00	WOMEN	47.0%	1.00	14.3%
		MINORITIES	28.3%	7.00	100.0%
COMMUNICATION STUDIES	8.00	WOMEN	52.3%	4.00	50.0%
		MINORITIES	15.3%	0.00	0.0%
ENGLISH	30.00	WOMEN	58.6%	25.00	83.3%
		MINORITIES	8.1%	5.00	16.7%
MODERN LANGUAGES/LIT	10.00	WOMEN	65.1%	4.00	40.0%
		MINORITIES	24.3%	3.00	30.0%
HUTCHINS SCHOOL (Liberal Studies)	30.00	WOMEN	54.8%	17.00	56.7%
		MINORITIES	11.3%	1.00	3.3%
MUSIC	32.00	WOMEN	38.9%	13.00	40.6%
		MINORITIES	11.3%	3.00	9.4%

INCUMBENCY and AVAILABILITY
FACULTY
(11/00-10/01)

DEPARTMENT	HEADCOUNT 10/01		AVAILABILITY (Rev 3/02)	INCUMBENTS #	AS OF 10/01 %
NATIVE AMERICAN STUDIES	3.00	WOMEN	47.0%	0.00	0.0%
		MINORITIES	27.7%	3.00	100.0%
PHILOSOPHY	14.00	WOMEN	28.0%	3.00	21.4%
		MINORITIES	8.5%	0.00	0.0%
THEATER ARTS	17.00	WOMEN	48.9%	12.00	70.6%
		MINORITIES	8.8%	1.00	5.9%
SCHOOL-WIDE	206.00	WOMEN		103.00	50.0%
		MINORITIES		36.00	17.5%

INCUMBENCY and AVAILABILITY
FACULTY
(11/00-10/01)

DEPARTMENT	HEADCOUNT 10/01	AVAILABILITY (Rev 3/02)	INCUMBENTS #	AS OF 10/01 %
SCHOOL OF BUSINESS AND ECONOMICS				
BUSINESS ADMINISTRATION	45.00	WOMEN	17.00	37.8%
		MINORITIES	3.00	6.7%
ECONOMICS	12.00	WOMEN	5.00	41.7%
		MINORITIES	2.00	16.7%
SCHOOL-WIDE	57.00	WOMEN	22.00	38.6%
		MINORITIES	5.00	8.8%

INCUMBENCY and AVAILABILITY
FACULTY
(11/00-10/01)

DEPARTMENT	HEADCOUNT 10/01	AVAILABILITY (Rev 3/02)	INCUMBENTS #	AS OF 10/01 %
SCHOOL OF EDUCATION	92.00	WOMEN MINORITIES	57.00 13.00	62.0% 14.1%

INCUMBENCY and AVAILABILITY
FACULTY
(11/00-10/01)

DEPARTMENT	HEADCOUNT 10/01		AVAILABILITY (Rev 3/02)	INCUMBENTS #	AS OF 10/01 %
SCHOOL OF NATURAL SCIENCES					
BIOLOGY	21.00	WOMEN	42.1%	7.00	33.3%
		MINORITIES	18.8%	3.00	14.3%
CHEMISTRY	11.00	WOMEN	28.7%	2.00	18.2%
		MINORITIES	19.7%	2.00	18.2%
COMPUTER SCIENCE (formerly Computer and Information Sciences)	13.00	WOMEN	20.2%	2.00	15.4%
		MINORITIES	21.5%	0.00	0.0%
GEOLOGY	6.00	WOMEN	24.9%	1.00	16.7%
		MINORITIES	12.4%	0.00	0.0%
KINESIOLOGY	29.00	WOMEN	45.9%	19.00	65.5%
		MINORITIES	12.0%	1.00	3.4%
MATHEMATICS	28.00	WOMEN	21.8%	12.00	42.9%
		MINORITIES	12.1%	3.00	10.7%
NURSING	24.00	WOMEN	96.2%	20.00	83.3%
		MINORITIES	9.0%	2.00	8.3%
PHYSICS AND ASTRONOMY	15.00	WOMEN	12.8%	2.00	13.3%
		MINORITIES	19.1%	1.00	6.7%
SCHOOL-WIDE	147.00	WOMEN		65.00	44.2%
		MINORITIES		12.00	8.2%

INCUMBENCY and AVAILABILITY
FACULTY
(11/00-10/01)

DEPARTMENT	HEADCOUNT 10/01		AVAILABILITY (Rev 3/02)	INCUMBENTS #	AS OF 10/01 %
SCHOOL OF SOCIAL SCIENCES					
ANTHROPOLOGY	14.00	WOMEN	56.8%	6.00	42.9%
		MINORITIES	11.7%	0.00	0.0%
COUNSELING	9.00	WOMEN	61.5%	4.00	44.4%
		MINORITIES	12.0%	1.00	11.1%
CRIMINAL JUSTICE ADMINISTRATION	9.00	WOMEN	42.7%	3.00	33.3%
		MINORITIES	19.6%	0.00	0.0%
ENVIRONMENTAL STUDIES AND PLANNING	19.00	WOMEN	37.6%	6.00	31.6%
		MINORITIES	20.3%	1.00	5.3%
GEOGRAPHY	9.00	WOMEN	30.4%	4.00	44.4%
		MINORITIES	10.4%	1.00	11.1%
HISTORY	15.00	WOMEN	37.0%	6.00	40.0%
		MINORITIES	9.6%	1.00	6.7%
POLITICAL SCIENCE	18.00	WOMEN	33.9%	6.00	33.3%
		MINORITIES	16.2%	0.00	0.0%
PSYCHOLOGY	21.00	WOMEN	62.9%	15.00	71.4%
		MINORITIES	12.3%	1.00	4.8%
SOCIOLOGY	12.00	WOMEN	56.0%	6.00	50.0%

INCUMBENCY and AVAILABILITY
FACULTY
(11/00-10/01)

DEPARTMENT	HEADCOUNT 10/01	AVAILABILITY (Rev 3/02)	INCUMBENTS #	AS OF 10/01 %	
		MINORITIES	19.7%	0.00	0.0%
WOMEN'S AND GENDER STUDIES	7.00	WOMEN	60.2%	7.00	100.0%
		MINORITIES	15.5%	2.00	28.6%
SCHOOL-WIDE	133.00	WOMEN		63.00	47.4%
		MINORITIES		7.00	5.3%
UNIVERSITY-WIDE (TENURED, TENURE-TRACK AND PT FACULTY)	635.00	WOMEN		310.00	48.8%
		MINORITIES		73.00	11.5%

INCUMBENCY and AVAILABILITY
FACULTY
(11/00-10/01)

DEPARTMENT	HEADCOUNT 10/01		AVAILABILITY (Rev 3/02)	INCUMBENTS #	AS OF 10/01 %
SCHOOL OF ARTS AND HUMANITIES					
AMERICAN MULTI-CULTURAL STUDIES	7.00	WOMEN	47.0%	4.00	57.1%
		MINORITIES	28.3%	7.00	100.0%
ART (Art History)	24.00	WOMEN	71.3%	10.00	41.7%
		MINORITIES	7.8%	3.00	12.5%
ART (Fine & Applied)	24.00	WOMEN	71.3%	10.00	41.7%
		MINORITIES	7.8%	3.00	12.5%
CHICANO AND LATINO STUDIES (formerly Mexican-American Studies)	7.00	WOMEN	47.0%	1.00	14.3%
		MINORITIES	28.3%	7.00	100.0%
COMMUNICATION STUDIES	8.00	WOMEN	52.3%	4.00	50.0%
		MINORITIES	15.3%	0.00	0.0%
ENGLISH	30.00	WOMEN	58.6%	25.00	83.3%
		MINORITIES	8.1%	5.00	16.7%
MODERN LANGUAGES/LIT	10.00	WOMEN	65.1%	4.00	40.0%
		MINORITIES	24.3%	3.00	30.0%
HUTCHINS SCHOOL (Liberal Studies)	30.00	WOMEN	54.8%	17.00	56.7%
		MINORITIES	11.3%	1.00	3.3%
MUSIC	32.00	WOMEN	38.9%	13.00	40.6%
		MINORITIES	11.3%	3.00	9.4%

INCUMBENCY and AVAILABILITY
FACULTY
(11/00-10/01)

DEPARTMENT	HEADCOUNT 10/01		AVAILABILITY (Rev 3/02)	INCUMBENTS #	AS OF 10/01 %
NATIVE AMERICAN STUDIES	3.00	WOMEN	47.0%	0.00	0.0%
		MINORITIES	27.7%	3.00	100.0%
PHILOSOPHY	14.00	WOMEN	28.0%	3.00	21.4%
		MINORITIES	8.5%	0.00	0.0%
THEATER ARTS	17.00	WOMEN	48.9%	12.00	70.6%
		MINORITIES	8.8%	1.00	5.9%
SCHOOL-WIDE	206.00	WOMEN		103.00	50.0%
		MINORITIES		36.00	17.5%

INCUMBENCY and AVAILABILITY
FACULTY
(11/00-10/01)

DEPARTMENT	HEADCOUNT 10/01	AVAILABILITY (Rev 3/02)	INCUMBENTS #	AS OF 10/01 %
SCHOOL OF BUSINESS AND ECONOMICS				
BUSINESS ADMINISTRATION	45.00	WOMEN	17.00	37.8%
		MINORITIES	3.00	6.7%
ECONOMICS	12.00	WOMEN	5.00	41.7%
		MINORITIES	2.00	16.7%
SCHOOL-WIDE	57.00	WOMEN	22.00	38.6%
		MINORITIES	5.00	8.8%

INCUMBENCY and AVAILABILITY
FACULTY
(11/00-10/01)

DEPARTMENT	HEADCOUNT 10/01	AVAILABILITY (Rev 3/02)	INCUMBENTS #	AS OF 10/01 %
SCHOOL OF EDUCATION	92.00	WOMEN MINORITIES	57.00 13.00	62.0% 14.1%

INCUMBENCY and AVAILABILITY
FACULTY
(11/00-10/01)

DEPARTMENT	HEADCOUNT 10/01	AVAILABILITY (Rev 3/02)	INCUMBENTS #	AS OF 10/01 %
SCHOOL OF NATURAL SCIENCES				
BIOLOGY	21.00	WOMEN MINORITIES	7.00 3.00	33.3% 14.3%
CHEMISTRY	11.00	WOMEN MINORITIES	2.00 2.00	18.2% 18.2%
COMPUTER SCIENCE (formerly Computer and Information Sciences)	13.00	WOMEN MINORITIES	2.00 0.00	15.4% 0.0%
GEOLOGY	6.00	WOMEN MINORITIES	1.00 0.00	16.7% 0.0%
KINESIOLOGY	29.00	WOMEN MINORITIES	19.00 1.00	65.5% 3.4%
MATHEMATICS	28.00	WOMEN MINORITIES	12.00 3.00	42.9% 10.7%
NURSING	24.00	WOMEN MINORITIES	20.00 2.00	83.3% 8.3%
PHYSICS AND ASTRONOMY	15.00	WOMEN MINORITIES	2.00 1.00	13.3% 6.7%
SCHOOL-WIDE	147.00	WOMEN MINORITIES	65.00 12.00	44.2% 8.2%

INCUMBENCY and AVAILABILITY
FACULTY
(11/00-10/01)

DEPARTMENT	HEADCOUNT 10/01		AVAILABILITY (Rev 3/02)	INCUMBENTS #	AS OF 10/01 %
SCHOOL OF SOCIAL SCIENCES					
ANTHROPOLOGY	14.00	WOMEN	56.8%	6.00	42.9%
		MINORITIES	11.7%	0.00	0.0%
COUNSELING	9.00	WOMEN	61.5%	4.00	44.4%
		MINORITIES	12.0%	1.00	11.1%
CRIMINAL JUSTICE ADMINISTRATION	9.00	WOMEN	42.7%	3.00	33.3%
		MINORITIES	19.6%	0.00	0.0%
ENVIRONMENTAL STUDIES AND PLANNING	19.00	WOMEN	37.6%	6.00	31.6%
		MINORITIES	20.3%	1.00	5.3%
GEOGRAPHY	9.00	WOMEN	30.4%	4.00	44.4%
		MINORITIES	10.4%	1.00	11.1%
HISTORY	15.00	WOMEN	37.0%	6.00	40.0%
		MINORITIES	9.6%	1.00	6.7%
POLITICAL SCIENCE	18.00	WOMEN	33.9%	6.00	33.3%
		MINORITIES	16.2%	0.00	0.0%
PSYCHOLOGY	21.00	WOMEN	62.9%	15.00	71.4%
		MINORITIES	12.3%	1.00	4.8%
SOCIOLOGY	12.00	WOMEN	56.0%	6.00	50.0%

INCUMBENCY and AVAILABILITY
FACULTY
(11/00-10/01)

DEPARTMENT	HEADCOUNT 10/01	AVAILABILITY (Rev 3/02)	INCUMBENTS #	AS OF 10/01 %	
		MINORITIES	19.7%	0.00	0.0%
WOMEN'S AND GENDER STUDIES	7.00	WOMEN	60.2%	7.00	100.0%
		MINORITIES	15.5%	2.00	28.6%
SCHOOL-WIDE	133.00	WOMEN		63.00	47.4%
		MINORITIES		7.00	5.3%
UNIVERSITY-WIDE (TENURED, TENURE-TRACK AND PT FACULTY)	635.00	WOMEN		310.00	48.8%
		MINORITIES		73.00	11.5%

**GOAL SETTING BY ACADEMIC DEPARTMENT
(For positions filled 3/1/02-2/30/03)**

SCHOOL	DEPARTMENT	GOAL FOR WOMEN	GOAL FOR ETHNIC MINORITIES
A & H	SCHOOL OF ARTS & HUMANITIES		
A & H	American Multi-Cultural Studies		
A & H	Art (Art History)		Yes
A & H	Art (Fine & Applied)		
A & H	Chicano & Latino Studies	Yes	
A & H	Communication Studies		Yes
A & H	English		
A & H	Modern Languages & Literature		
A & H	Hutchins School (Liberal Studies)		Yes
A & H	Music		Yes
A & H	Native-American Studies	Yes	
A & H	Philosophy		Yes
A & H	Theatre Arts		
B & E	SCHOOL OF BUSINESS & ECONOMICS		
B & E	Business Administration		Yes
B & E	Economics		
EDUC	SCHOOL OF EDUCATION		
EDUC	Education		Yes

GOAL SETTING BY ACADEMIC DEPARTMENT
(For positions filled 3/1/02-2/30/03)

SCHOOL	DEPARTMENT	GOAL FOR WOMEN	GOAL FOR ETHNIC MINORITIES
NS	SCHOOL OF NATURAL SCIENCES		
NS	Biology	Yes	
NS	Chemistry	Yes	
NS	Computer Science		Yes
NS	Geology	Yes	Yes
NS	Kinesiology		Yes
NS	Mathematics		
NS	Nursing		
NS	Physics & Astronomy		Yes

GOAL SETTING BY ACADEMIC DEPARTMENT
(For positions filled 3/1/02-2/30/03)

SCHOOL DEPARTMENT	GOAL FOR WOMEN	GOAL FOR ETHNIC MINORITIES
SS SCHOOL OF SOCIAL SCIENCES		
SS Anthropology	Yes	Yes
SS Counseling		
SS Criminal Justice Administration		Yes
SS Environmental Studies & Planning	Yes	Yes
SS Geography		
SS History		
SS Political Science		Yes
SS Psychology		Yes
SS Sociology		Yes
SS Women's & Gender Studies		

* Denotes female Dominated Field

**Federal
Affirmative Action
Program
(For Disabled and Covered Veterans)
November 2000 – October 2001**

To view full version please contact:

**Tim Young
Director of Employee Diversity and University Compliance
Sonoma State University
Employee Relations and Compliance Services
(707) 664-2664**

A. RESPONSIBILITY FOR IMPLEMENTATION

The responsibility for implementing the University's Affirmative Action Program are listed below:

1. **Director of Employee Diversity & University Compliance** is responsible for assisting employees and students regarding alleged incidents of discrimination, including sexual harassment and sexual assault. The Director of Employee Diversity & University Compliance responsibilities include educating the University community regarding issues of discrimination; developing strategies for their elimination; and formally or informally resolving discrimination complaints by conducting or assisting in informal and formal investigation response to allegations of discrimination made against individuals and/or the University. The Director of Employee Diversity & University Compliance also works in collaboration with the University Sexual Assault Education Coordinator in educating the University community regarding date rape and sexual assault.
2. **Employees, including faculty, staff and administrators**, are responsible for conducting themselves in the workplace and in the classroom in a manner that ensures that their actions do not discriminate against any individual. Actions constituting sexual harassment are forms of discrimination.
3. **Supervisors and members of the faculty** are additionally responsible for ensuring that the classroom and the workplace are free from discrimination.

B. REVIEW OF PERSONNEL PROCESSES

SSU ensures that its personnel processes provide for careful, thorough, and systematic consideration of the job qualifications of applicants, staff, and faculty with known disabilities and for Covered Veterans for job vacancies filled either by hiring or promotion, and for all training opportunities offered or available.

SSU also ensures that its personnel processes do not stereotype the disabled and/or Covered Veterans in a manner, which limits their access to jobs for which they are qualified. In order to accomplish these objectives, the University periodically reviews its processes and makes necessary modifications. This includes the following:

1. Tracking of all individuals who have self-identified as disabled and/or as a covered veterans.
2. Tracking of all training attended by those who have self-identified as disabled and/or as a covered veteran.
3. Documentation of the interactive process, with a description of accommodations considered if disability is the reason for denial of, or rejection from a position.
4. Documentation of accommodations which made it possible for an individual to perform the essential functions of his/her job or to be placed in a position.

C. PHYSICAL AND MENTAL QUALIFICATIONS

The University reviews all physical and mental job qualification requirements to ensure that the qualifications do not screen out qualified disabled individuals and/or covered veterans. They are also reviewed to ensure they are job-related, and needed for safe performance of the job. The qualifications are reviewed prior to the job being posted and as new job qualifications are established.

D. REASONABLE ACCOMMODATION OF PHYSICAL AND MENTAL LIMITATIONS

SSU makes reasonable accommodations, in recruitment and all other personnel process, for the known physical and/or mental limitations of those qualified individuals with a disability, unless it can demonstrate that the accommodation would impose an undue hardship or will not be sufficient for the individual to perform the essential functions of a position. Applicants, staff, and faculty may contact the following individual to request an accommodation:

Terilynn Miller-Pennisi
Employee Relations Representative
AFC-1
(707) 664-2664

E. HARASSMENT

The University's Non-Discrimination policy prohibits discrimination and harassment based on Disability and covered Veterans Status. A copy of the policy is included in the University's Affirmative Action Program.

F. EXTERNAL DISSEMINATION OF POLICY, OUTREACH AND POSITIVE RECRUITMENT

External Dissemination of Policy

1. Copies of the University's Non-Discrimination statement and policy have been incorporated into the University's official policy manual.
2. A copy of the program is posted on the University's official website.
3. Copies of the program are available for checkout in the University's library.
4. All recruitment advertising and job announcements contain a statement identifying the University as an Equal Opportunity Employer.
5. All job announcements are sent to state, local, minority, veterans and disabled employment organizations.
6. A copy of the Non-Discrimination policy statement and Affirmative Action Program are posted in the lobby of the Human Services building, where perspective employees access job announcements.
7. Written notification is sent to all covered subcontractors, vendors, and suppliers.

Outreach and Positive Recruitment

SSU is committed to increasing the diversity of faculty, staff, and administrators to mirror the increasing diversity of the State of California. In honoring this commitment the University makes job openings available to all, including individuals with disabilities and covered veterans, by participating in the following recruitment activities:

- Posting of job openings on the University and CSU websites.
- Posting of job openings with the following private, government, and community organizations:

Agora Development Office	Goodwill Industries Placement Services
Alumnae Resources	Heald College
Cal Indian Legal Service	Healdsburg City Schools Administration Office
Cal Poly, Pomona	Hispanic Chamber of Commerce of Sonoma County
Cal Poly, San Luis Obispo	Holy Names College
Commission Status of Women	Inter Chinese Resettlement Office
Community Baptist Church	KBBF FM Radio
Community Resources for Independence	Learning Skills Program
Contra Costa Community College	Lewis Adult School
Contra Costa County Administrative Office	Lincoln University
County of Sonoma Social Services Dept	MALDEF
CSU Bakersfield	Marin County Affirmative Action Recruitment
CSU Chancellor-West Ed	Marin Professionals
CSU Chico	Mendocino College
CSU Dominguez Hills	Mills College
CSU Fresno Staff	No. County Employment Center
CSU Fullerton	Novato Human Needs Center
CSU Hayward	Office of the Chancellor
CSU Humboldt	Petaluma People's Service Center
CSU Long Beach	Redwood Empire Industries
CSU Los Angeles	Richmond Public Library Job Information Center
CSU Northridge	River Community Services
CSU Sacramento	Santa Rosa Jr. College
CSU San Bernardino	Santa Rosa Negro Business
CSU San Diego	Social Advocates for Youth
CSU San Francisco	Social Advocates for Youth - GAIN
CSU San Jose	Solano Community College
CSU San Marcos	Sonoma County People for Economic Opportunity
CSU Stanislaus	Sonoma County Private for Industry Council
Dept of Rehabilitation	Sonoma Valley Unified School District
Dominican College of San Rafael	The California Maritime Academy
EDD	UC Berkeley
Empire College	UC Davis
Filipino Community Center	UC San Francisco
Golden Gate University	YA-KA-AMA Indian Foundation & Development, Inc.

G. INTERNAL DISSEMINATION OF PROGRAM

The following actions are taken to ensure the guidelines of the program are disseminated on the University campus:

1. Copies of the University's Non-Discrimination policy have been incorporated into the University's official policy manual.
2. Copies of the program are posted on the University's official website.
3. Copies of the program are available for checkout in the University's library.
4. There are Non-Discrimination provisions in all bargaining unit agreements, except Unit 8 SUPA.
5. Non-Discrimination Training is conducted on a quarterly basis and is available to all staff and faculty. Additionally, all new administrators receive training on the University's policy of Non-Discrimination and their role, as managers.
6. Americans with Disabilities Act for Supervisors Training is offered on a regular basis through the staff training and development program.
7. All employees are given a copy of the University's Disabled Employee Program during the new hire orientation.

H. AUDIT AND REPORTING SYSTEM

The University has implemented an audit and reporting system. The audit and reporting system consist of the following components:

1. An annual analysis of the University's Affirmative Action Plan for disabled and covered veterans to determine;
 - The effectiveness of the University's Affirmative Action Plan
 - Whether individuals with disabilities and covered veterans had the opportunity to participate in all company sponsored educational, training, recreational and social activities.
 - Future plans and actions needed to attain overall goals and objectives.
 - Measure the University's compliance with the Affirmative Action Program's specific obligations.
2. Report, on an annual basis, the results of the University's Affirmative Action Program to Executive Committee.

3. Establish and coordinate future plans and action-oriented programs.

I. TRAINING

The University trains all personnel involved in the recruitment, screening, selection, promotion, disciplinary, and related processes to ensure the commitments in the University's Affirmative Action Plan for disabled and covered veterans are implemented.