AFFIRMATIVE ACTION PLAN

Veterans
and
Individuals with Disabilities

October 2015 to September 2016

PURDUE UNIVERSITY
ALL MEMBERS OF THE PURDUE UNIVERSITY COMMUNITY

Dear Colleagues:

It is my privilege to reaffirm Purdue University’s commitment to equal opportunity, and to diversity in all its forms. It is important that as a university we make a concerted proactive effort to increase the diversity of our faculty, staff and students. In addition, we strive to provide opportunities for each person employed by the University to develop professionally and to be recognized for his or her contribution to Purdue.

Purdue University commits to creating and maintaining a community that recognizes and values the inherent worth and dignity of every person, while fostering tolerance, sensitivity, understanding, and mutual respect among its members. Purdue policy prohibits discrimination or harassment of any member of the University community on the basis of race, religion, color, sex, age, national origin or ancestry, genetic information, marital status, parental status, sexual orientation, gender identity and expression, disability, or status as a veteran. This policy applies to all employment practices, including recruitment, selection, promotion, transfer, merit increases, salary, training and development, demotion, and separation. We believe this policy complies with the provisions of all applicable federal and state laws and University policies.

The Executive Vice Presidents, Vice Presidents, Vice Provosts, Deans, Directors, and Heads of units are responsible for promoting equal employment opportunity and for making good faith efforts to achieve the University’s equal opportunity goals.

Anyone seeking additional information concerning Purdue's Affirmative Action Plan should contact the Office of the Vice President for Ethics and Compliance by telephone, 765-494-5830, or by email, compliance@purdue.edu. The Office of the Vice President for Ethics and Compliance is located on the 10th floor of Ernest C. Young Hall, 155 S. Grant Street, West Lafayette, Indiana.

As always, your comments and suggestions for ways to improve equal access and equal opportunity and to encourage respect for all members of the Purdue University community are encouraged.

Sincerely,

Mitchell E. Daniels Jr.
President
November 15, 2015

To All Members of the Purdue University Community:

The success of Purdue University's affirmative action program and policies of equal access and equal employment opportunity is dependent upon each of us. As Purdue's Equal Opportunity Officer, I have direct responsibility for ensuring that our equal access and equal opportunity employment policies are followed and the Affirmative Action Plans are implemented in good faith in accordance with the requirements of Executive Order 11246, as amended, the Rehabilitation Act of 1973, as amended, and 38 U.S.C. Section 4212, as well as the implementing regulations of each.

The University believes that adherence to its Affirmative Action Plans will enable our faculty, staff, and students to live and work in an inclusive environment. These Affirmative Action Plans cover policies and procedures necessary to make this happen, which include the following:

- ensuring that all employment decisions, including recruitment, hireings, terminations, promotions, and training, are made in accordance with federal and state laws, regulations and orders without regard to race, religion, color, sex, age, national origin or ancestry, genetic information, marital status, parental status, sexual orientation, gender identity and expression, disability, or status as a veteran;

- maintaining an environment where applicants and employees are not subject to discrimination, harassment, intimidation, threats, or coercion if they file a complaint, assist or participate in an investigation or any other activity related to the administration of this plan, oppose any act or practice prohibited by the laws and regulations that govern this plan, or exercise any other rights protected under this plan's governing laws and regulations.

- educating employees and meeting regularly with supervisors and search committees regarding our equal access/equal employment opportunity and affirmative action policies; and

- distributing information about equal access/equal opportunity employment and affirmative action policies.

My department audits and monitors procedures, practices, and progress toward our goals and reports potential problems to me. The University will investigate circumstances of possible discrimination or harassment and will take appropriate action to correct any problems that may exist.

Thank you for your continued support of Purdue's quest for academic excellence and equitable treatment of all members of the Purdue community.

Very truly yours,

[Signature]
Alysa Christmas Rollock
Vice President for Ethics and Compliance
TABLE OF CONTENTS

Affirmative Action Plan
Protected Veterans and Individuals with Disabilities

I. Introduction 1
   A. General Purpose and Applicability of Program 1
   B. Availability 1
   C. Invitation to Self-Identify 2
   D. Definitions 3-4

II. Required Contents of Program 5
   A. Equal Opportunity Policy Statement 5-6
   B. Review of Personnel Practices 7-12
   C. Physical and Mental Qualifications 13
   D. Reasonable Accommodation 14
   E. Harassment 15
   F. External Dissemination of Policy, Outreach, and Positive Recruitment 16-17
   G. Internal Dissemination of Policy 18-19
   H. Audit and Reporting System 20
   I. Responsibility for Implementation 21-22
   J. Training 24
   K. Data Collection and Analysis 25-26
   L. Annual “Effectiveness Self-Assessment” of Outreach and Recruitment Efforts for Protected Veterans 27
   M. Annual “Effectiveness Self-Assessment” of Outreach and Recruitment Efforts for Individuals with a Disability 28
   Special Initiatives 29-33
I. Introduction

A. The General Purpose and Applicability of Purdue University’s Affirmative Action Program
41 CFR 60-300.40; 41 CFR 60-741.40

Federal contractors like Purdue are required by federal law to develop a written affirmative action program for veterans and individuals with Disabilities. This program complies with Section 503 of the Rehabilitation Act of 1973 and the Vietnam Era Veterans’ Readjustment Act of 1974 (38 USC 4212), as amended. A complete affirmative action program also includes mechanisms that enable the University to continually monitor and evaluate its employment practices to ensure that they are free from bias and discrimination based on race, religion, color, sex, age, national origin or ancestry, genetic information, marital status, parental status, sexual orientation, gender identity and expression, disability, or status as a veteran.

This Affirmative Action Plan for Protected Veterans and Individuals with Disabilities is a working document that is prepared annually for reporting academic and staff personnel actions, and informing the West Lafayette campus of information relevant to the development, analysis, enforcement, evaluation, dissemination, and monitoring of the plan and its policies.

An affirmative action program is a management tool designed to ensure equal employment opportunity and to foster employment opportunities for Protected Veterans and Qualified Individuals with Disabilities.

This Affirmative Action Plan for Protected Veterans and Individuals with Disabilities applies to the operations of all colleges, schools, and departments managed on and affiliated with the West Lafayette campus, including organizational units and the central administration of the University. The three regional campuses of the University, Indiana University Purdue University Fort Wayne, Purdue Calumet, and Purdue North Central, develop and maintain their own affirmative action programs with support from the Office of the Vice President for Ethics and Compliance.

B. Availability
41 CFR 60-300.41; 41 CFR 60-741.41

This plan is available for inspection Monday through Friday from 8:00 a.m. to 12:00 p.m. and 1:00 p.m. to 5:00 p.m. in the Office of the Vice President for Ethics and Compliance, Ernest C. Young Hall, 10th Floor, 155 S. Grant Street, West Lafayette, Indiana 47907. Copies of the Affirmative Action Plan for Protected Veterans and Individuals with Disabilities are filed with the University library system, the West Lafayette and Tippecanoe County libraries, and the Indiana State Library.

Questions about Purdue’s Affirmative Action Plan for Protected Veterans and Individuals with Disabilities or about affirmative action may be directed to the Director of Compliance at 765-496-3158 (voice) or to compliance@purdue.edu.
C. Invitation to Self-Identify
41 CFR 60-300.42; 41 CFR 60-741.42

As part of Purdue University’s affirmative action obligation, the University invites applicants for employment to state whether the applicant believes that s/he is an individual with a Disability and/or a Protected Veteran. After an offer of employment has been made, but before the individual begins working, Purdue again offers the opportunity to state whether the individual believes that s/he is an individual with a Disability and/or a Protected Veteran. Additionally, at five year intervals, the University invites employees to voluntarily inform Purdue whether the employee believes that s/he is an individual with a Disability. At least once during the intervening years between invitations to self-identify their Disability status, Purdue reminds employees that they may voluntarily update their Disability status.

All information that Purdue University maintains on self-identification is kept confidential.
D. Definitions

All defined terms are capitalized throughout this Affirmative Action Plan for Protected Veterans and Individuals with Disabilities:

Active Duty Wartime or Campaign Badge Veteran
Any veteran who served on active duty in the U.S. military, ground, naval, or air service during a war, or in a campaign or expedition for which a campaign badge has been authorized under the laws administered by the Department of Defense.

Armed Forces Service Medal Veteran
Any veteran who while serving on active duty in the U.S. military, ground, naval, or air service, participated in a United States military operation for which an Armed Forces service medal was awarded pursuant to Executive Order 12985.

Disability
(1) A physical or mental impairment that substantially limits one or more major life activities for such individual; (2) A record of such an impairment; or (3) Being regarded as having such an impairment.

This definition does not include individuals: (1) currently engaging in the illegal use of drugs when the University acts on the basis of such use; (2) whose current use of alcohol prevents them from performing the essential functions of the employment position or whose current alcohol abuse would constitute a direct threat to property or to the health or safety of the individual or others; or (3) who currently has a contagious disease or infection that prevents them from performing the essential functions of the employment position, or who, by reason of such disease or infection, would constitute a direct threat to the health or safety of the individual or others.

Disabled Veteran
(1) A veteran of the U.S. military, ground, naval, or air service who is entitled to compensation (or who but for the receipt of military retired pay would be entitled to compensation) under laws administered by the Secretary of Veterans Affairs, or (2) A person who was discharged or released from active duty because of a service-connected Disability.

Discrimination
The process of illegally differentiating between people on the basis of group membership rather than on individual merit.

Equal Oppurtunity Employment
A concept that proclaims the right of each person to apply and be evaluated for employment opportunities without regard to race, religion, color, sex, age, national origin or ancestry, genetic information, marital status, parental status, sexual orientation, gender identity and expression, disability, or status as a veteran. It guarantees everyone the right to be considered solely on the basis of his/her ability to perform the duties of the job in question, with or without reasonable accommodation(s).

Individual Discrimination
When a person is subjected to unequal treatment on the basis of race, religion, color, sex, age, national origin or ancestry, genetic information, marital status, parental status, sexual orientation, gender identity and expression, disability, or status as a veteran.

Qualified Individual with a Disability
A person who satisfies the requisite skill, experience, education, and other job-related requirements of the employment position such individual holds or desires and who, with or without reasonable accommodation(s), can perform the essential functions of such position.
Protected Veteran
This term includes a Disabled Veteran, a Recently Separated Veteran, an Active Duty Wartime or Campaign Badge Veteran, and Armed Forces Service Medal Veteran.

Reasonable Accommodation
A modification or adjustment to a job, the work environment, or the way a job is usually done that enables a Qualified Individual with a Disability to enjoy an Equal Employment Opportunity.

Recently Separated Veteran
Any veteran during the three-year period beginning on the date of such veteran’s discharge or release from active duty in the U.S. military, ground, naval, or air service, during the three-year period beginning on the date of such veteran’s discharge or release from active duty.

Systemic Discrimination
Unequal treatment that results from “neutral” institutional practices that continue the effect of past Discrimination.

Undue Hardship
An action that requires significant difficulty or expense in relation to the size of the employer, the resources available, and the nature of the operation.
II. Required Contents of Affirmative Action Program

A. Equal Opportunity Policy Statement

At its meeting on January 21, 1970, the Board of Trustees reaffirmed and reinforced the University's general policy of equal opportunity by approving the following statement of policy and responsibility:

The University is committed to maintaining an inclusive community which recognizes and values the inherent worth and dignity of every person; fosters tolerance, sensitivity, understanding, and mutual respect among its members; and encourages each individual to strive to reach his or her own potential. In pursuit of its goal of academic excellence, the University seeks to develop and nurture diversity. The University believes that variety among its many members strengthens the institution, stimulates creativity, promotes the exchange of ideas, and enriches campus life.

Acts of discrimination against any individual or group are wrong because they foster intolerance, incivility, and intimidation. The University does not condone and will not tolerate discrimination, harassment or intimidation of any individual in the University community for any reason. The University, through its actions, seeks to assure all its members of their rights to protections from the harmful effects of discrimination.

To meet its commitment under federal and state laws, the University also promulgates policies and programs to ensure that all persons have equal access to its educational programs, employment opportunities, facilities, and all other University activities without regard to race, religion, sex, color, national origin, ancestry, disability, status as a Vietnam era veteran, or age. Additionally, the University promotes the full realization of equal employment opportunity through its affirmative action program.

The President of the University is charged with overall responsibility for nondiscrimination and equal opportunity.

Since that time, in furtherance of the University's equal employment opportunity and affirmative action obligations, the preceding policy has been implemented through a number of actions, including issuance of Purdue University's Nondiscrimination Policy Statement and the issuance of the Equal Opportunity, Equal Access and Affirmative Action Policy (III.C.2), most recently revised June 1, 2015. (See www.purdue.edu/purdue/ea_eou_statement.html and www.purdue.edu/policies/ethics/iiic2.html.) The University prohibits discrimination on the basis of race, religion, color, sex, age, national origin or ancestry, genetic information, marital status, parental status, sexual orientation, gender identity and expression, disability or status as a veteran.

Ultimate responsibility for compliance with the applicable nondiscrimination and affirmative action laws and policies rests with the Board of Trustees and with the University's executive officers. President Mitchell Daniels' letter of November 10, 2015, and Vice President Alysa Christmas Rollock's letter of November 15, 2015, which are included in this plan show support for the University's plan.

The University will recruit, hire, train, and promote persons in all job titles, and ensure that all personnel actions are administered without regard to Protected Veteran status or Disability and ensure that all employment decisions are based only on valid job requirements.
Employees and applicants for employment shall not be subjected to harassment, intimidation, threats, coercion or discrimination because they have engaged in or may engage in any of the following activities:

(1) Filing a complaint;

(2) Assisting or participating in an investigation, compliance evaluation, hearing, or any other activity related to the administration of section 503 of the Rehabilitation Act of 1973, as amended, or to the administration of the affirmative action provisions of VEVRAA, or any other Federal, State, or local law requiring equal opportunity for individuals with disabilities;

(3) Opposing any act or practice made unlawful by section 503 of the Rehabilitation Act of 1973, as amended, or its implementing regulations regarding affirmative action, or VEVRAA or its implementing regulations regarding affirmative action or any other Federal, State of local law requiring equal opportunity for individuals with disabilities; or

(4) Exercising any other right protected by section 503 of the Rehabilitation Act of 1973, as amended or its implementing regulations regarding affirmative action or by VEVRAA or its implementing regulations regarding affirmative action.

The University has designed and implemented an audit and reporting system that will (1) measure the effectiveness of the University’s affirmative action program; (2) indicate any need for remedial action; (3) determine the degree to which the University’s objective have been attained; (4) determine whether known individuals with disabilities have had the opportunity to participate in all University sponsored educational, training, recreational, and social activities; (5) measure the University’s compliance with the affirmative action program’s specific obligations; and (6) document the actions taken to comply the obligations listed in this paragraph, and retain these documents as employment records subject to the recordkeeping requirements of 41 CFR 60-741.80.

Any employees with questions or concerns about any type of discrimination are encouraged to bring these issues to the attention of the Office of Institutional Equity. The University has implemented Procedures for Resolving Complaints of Discrimination and Harassment. See http://www.purdue.edu/ethics/resources/resolving-complaints.html
B. **Review of Personnel Practices**  
41 CFR 60-300.44(b); 41 CFR 60-741.44(b)

The University ensures that its personnel processes provide for careful, thorough, and systematic consideration of the job qualifications of applicants and employees with known disabilities or disabled protected veterans for job vacancies filled either by hiring or promotion, and for all training opportunities offered or available. In addition, the University ensures that applicants and employees with disabilities or disabled protected veterans have equal access to its personnel processes, including those implemented through information and communication technologies. The University makes such information and communication technologies accessible to individuals with disabilities and disabled protected veterans, even absent a specific request for reasonable accommodation.

The University provides any necessary reasonable accommodation to ensure applicants and employees with disabilities and disabled protected veterans receive equal opportunity in the operation of personnel processes. The University also ensures that its personnel processes do not stereotype individuals with disabilities or disabled protected veterans in a manner which limits their access to jobs for which they are qualified.

The University also periodically reviews its employment processes and makes any necessary modifications to ensure that these obligations are carried out.

**Selection Process**
The University ensures that all physical and/or mental job qualification requirements are reviewed when positions are submitted for review to insure that, to the extent qualification requirements tend to screen out Qualified Individuals with Disabilities, they are job-related and are consistent with business necessity and the safe performance of the job.

**Job Requirements and Descriptions**
Deans and/or Department Heads create job descriptions for faculty positions. The Office of the Vice President for Ethics and Compliance reviews these descriptions whenever a position vacancy is being filled, or when circumstances dictate.

Compensation personnel within Human Resources creates and maintains a job description bank that lists the requirements for every non-faculty position at the University. Compensation personnel review these descriptions whenever a position vacancy is being filled or when other circumstances dictate. In addition, reviews may be requested by a unit supervisor or by the Office of the Vice President for Ethics and Compliance.

**Referral Procedures**
For non-faculty job groups, Talent Acquisition personnel within Human Resources refers the credentials of qualified applicants to the hiring department. For faculty job groups, after a faculty position has been posted and/or advertised, the credentials of all applicants are referred to the Search and Screen Committee in the relevant academic department.

**Pre-employment Inquiries**
Both Sections 503 and 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act limit the use of pre-employment inquiries and medical examinations.

- The Office of Vice President for Ethics and Compliance will continue to distribute a publication entitled *Faculty Search & Screen Procedures* to members of faculty Search and Screen Committees and will provide education to the faculty regarding effective employment practices that promote and support Equal Employment Opportunity and affirmative action.

- The Office of the Vice President for Ethics and Compliance will continue to partner with ADVANCE-Purdue and the Center for Faculty Success to train
faculty members to serve on Search and Screen Committees in the Faculty Search Committee Workshop.

- The Office of the Vice President for Ethics and Compliance will continue to provide Nuts & Bolts Workshops to support staff for faculty search committees.

- Compensation personnel within Human Resources will continue to review position descriptions on a regular basis as positions become vacant and are filled, or as circumstances dictate.

- The Office of the Vice President for Ethics and Compliance will continue to offer the Americans with Disabilities Act and the ADA Amendments Act of 2008 ("ADA") Briefing. Sessions are offered for non-supervisory staff as well as sessions for supervisory staff, focusing on the rights of employees and the obligations of supervisors in connection with the ADA and ADA Amendments Act.

Recruitment
The Office of the Vice President for Human Resources together with the Office of the Vice President for Ethics and Compliance are responsible for coordinating advertising activities designed to recruit Protected Veterans and Qualified Individuals with Disabilities. Employment opportunities are publicized in a variety of media, including on the University’s Human Resources website, by emails to those who have indicated an interest, and faculty openings are advertised on the Office of the Vice President for Ethics and Compliance website.

Purdue University employment advertisements and brochures encourage Protected Veterans and Qualified Individuals with Disabilities to apply for employment opportunities and clearly indicate that accommodations and physical access will be ensured for everyone. University guidelines for effective recruitment include, but are not limited to, the following:

- Each employing unit must consider an applicant in terms of his/her ability to perform the essential elements of the job competently with or without reasonable accommodation(s).

- Individuals with Disabilities who cannot perform the essential functions of the job, with or without reasonable accommodation, are not qualified.

- Veterans and individuals with Disabilities who apply for positions are given the opportunity to request reasonable accommodation/alternative format statements.

- Any determination of Disability shall be accorded the confidentiality of other medical data and shall not be used to exclude a Qualified Individual with a Disability.

- The Office of Institutional Equity or Human Resources should be consulted to assist in accommodations being considered by the employing unit that involve analyzing and restructuring jobs for qualified applicants with Disabilities.

Review of Sources
The Office of the Vice President for Ethics and Compliance and Human Resources maintain lists of recruitment sources to assist departments in their recruitment efforts. Departments, however, should be familiar with the principal sources specific to their particular area of expertise.

- Talent Acquisition personnel within Human Resources has created a list of recruitment sources available to hiring supervisors.
• Job postings for open positions at the University can be accessed through WorkOne, the local unemployment office, as well as IndianaCAREERconnect.com

• The Office of the Vice President for Ethics and Compliance and Human Resources inform search committees and hiring supervisors of the availability of recruitment sources. A list of such resources is included in the Faculty Search and Screen Manual, which is produced and provided by the Office of the Vice President for Ethics and Compliance.

• The Director of Compliance meets with individual search committees upon request to provide information on equal opportunity and affirmative action.

• The Office of the Vice President for Ethics and Compliance will, upon request, publish advertisements for faculty positions at no charge to the department on higheredjobs.com.

**Education**
All educational programs offered through the University are open to participation by Protected Veterans and individuals with Disabilities.

The Office of the Vice President for Ethics and Compliance and Human Resources maintain records showing the types of education offered through their units and attendance at those sessions.

**Complaints and Grievances**
Faculty have access to the policy on Faculty Grievances (I.B.1). (See http://www.purdue.edu/policies/academic-research-affairs/ib1.html)

Administrative and Professional Staff and Clerical/Service Staff have access to the policy on Dispute Resolution for Administrative/Professional and Clerical/Service Staff Members (VI.D.1). (See http://www.purdue.edu/policies/human-resources/vid1.html)

All employees may bring complaints of Discrimination and harassment in accordance with the policies on Equal Opportunity, Equal Access and Affirmative Action (III.C.2) http://www.purdue.edu/policies/ethics/iic2.html and Anti-Harassment (III.C.1) http://www.purdue.edu/policies/ethics/iic1.html and the Procedures for Resolving Complaints of Discrimination and Harassment (Revised) http://www.purdue.edu/ethics/resources/resolving-complaints.html. The Vice President for Ethics and Compliance is responsible for overseeing and coordinating the enforcement of policies and procedures that deal with Discrimination and harassment for all campuses and operations in the University system. In these cases, the Office of Institutional Equity may participate in investigating and resolving the issue.

The Office of Institutional Equity monitors complaints or requests for assistance. In addition, it pursues any patterns or trends that suggest areas requiring remedial actions. For example, a disproportionately high number of complaints from a particular college, school, department, or unit may trigger a special inquiry by the Office of Institutional Equity.

• The Office of the Vice President for Ethics and Compliance is the central office that receives singular or comprehensive information regarding complaints from University academic and non-academic areas. Areas are not consistently reporting information on complaints. Thus, a comprehensive analysis of complaints cannot be done for the entire campus.
• Continued efforts will be made to educate and inform the entire campus on the need to complete and return the Complaint Information Form and Status Report Form to the Office of the Vice President for Ethics and Compliance.

• The University has launched an online Bias Incident Reporting Form, which provides a centralized, online location for faculty, staff, students, and visitors to report bias incidents at Purdue. This initiative will assist in the centralization of bias incident tracking and reporting.

Monitoring of Position Specifications

Staff
Talent Acquisition personnel within Human Resources reviews all non-faculty position specifications for job-relatedness and nondiscrimination on the basis of race, religion, color, sex, age, national origin or ancestry, genetic information, marital status, parental status, sexual orientation, gender identity and expression, disability, or status as a veteran except where sex or age is a bona fide occupational qualification.

Faculty
Each academic department is responsible for monitoring its respective faculty job specifications for job-relatedness and nondiscrimination. The Office of the Vice President for Ethics and Compliance assists in this evaluation process.

Distribution of Position Announcements

Staff
The daily “Job Openings” lists current openings posted through Human Resources and is accessible at the website: http://www.purdue.edu/hr/careers/index.html. Human Resources offices in Freehafer Hall and Hillenbrand Residence Hall have computers available for applicants to access the “Job Openings.” Each advertisement and search plan is reviewed by a Talent Acquisition staff member to make certain that it includes mechanisms likely to reach protected class members. When efforts appear inadequate, the recruiter will speak with the hiring supervisor or search committee chair to urge additional and/or other strategies.

Faculty
The Office of the Vice President for Ethics and Compliance monitors each faculty position announcement for an adequate search and recruitment plan. The office also checks for compliance with Equal Employment Opportunity and affirmative action guidelines and disclaimers.

Faculty postings are available on the Office of the Vice President for Ethics and Compliance website: https://www.purdue.edu/ethics/Search_Screen/overview.html

Selection Process

Staff Test Validation
Tests used in the selection process are subject to review by the Office of the Vice President for Ethics and Compliance and Human Resources to assess validity and relevance.

Selection Procedures
Education, skills, and experience summaries have been established for the ranking and referral of applicants with administrative, technical, clerical, or service job interests. The summaries rely on job specification and a comparison of each eligible applicant’s work experience, skills, and knowledge. The ranking systems used reflect the University’s commitment to affirmative action by supporting the referral of Protected Veterans and Qualified Individuals with Disabilities.

Education of Selection Personnel
Unit managers, supervisors, and search committee members responsible for making hiring
decisions are taught Equal Employment Opportunity requirements in open workshops offered by Human Resources and the Office of the Vice President for Ethics and Compliance. These include the “New Employee Orientation,” “Essentials of Staff Recruitment and Selection” and “Faculty Search and Screen Procedures” as well as other topic specific sessions.

The Staff Recruitment and Selection Procedures manual and Faculty Search & Screen Procedures manual contain suggestions and guidelines for interviewing and hiring procedures. These manuals are available from Human Resources and the Office of the Vice President for Ethics and Compliance and may be accessed online at https://www.purdue.edu/ethics/Search_Screen/manuals.html

Advertising
Advertisements are prepared by the respective college, school, or department. The Office of the Vice President for Ethics and Compliance monitors all faculty advertisements for the inclusion of the statement: “Purdue University is an EOE/AA employer.” Human Resources and, when requested, the Office of the Vice President for Ethics and Compliance, monitor the non-faculty advertisements for inclusion of this statement.

The phrase “an equal opportunity/equal access university” is used for advertising in publications pertaining to special events, programs, and activities.

Publications
Purdue University’s Marketing and Media division ensures that University publications contain the phrase “an equal opportunity/equal access university.” It also confirms that where there are pictures of students, staff, faculty, or visitors there is a balanced representation of veterans and individuals with Disabilities.

Social and Recreational Opportunities
For all University-sponsored social and recreational functions, the University offers equal opportunity to all employees without regard to veteran status or Disability.

Institutional facilities will continue to be provided for all employees on an equal basis. Where readily achievable, barriers have been removed to make buildings accessible to individuals with Disabilities.

1 Beginning in September 2015, advertisements for faculty positions could elect to include the standard EOE/AA tagline or select from one of the following:

- Purdue University is an EOE/AA employer. All qualified applicants will receive consideration for employment without regard to race, religion, color, sex, national origin or ancestry, genetic information, marital status, parental status, sexual orientation, gender identity and expression, disability or status as a veteran.

- Purdue University is an affirmative action, equal opportunity employer. Purdue views, evaluates, and treats all persons in all University related activities solely as individuals on the basis of their own personal abilities, qualifications, and other relevant characteristics. All qualified applicants for employment will receive consideration without regard to race, religion, color, sex, national origin or ancestry, genetic information, marital status, parental status, sexual orientation, gender identity and expression, disability or status as a veteran.

- Purdue University is an EOE/AA employer. Purdue University is committed to maintaining a community which recognizes and values the inherent worth and dignity of every person. In pursuit of its goal of academic excellence, the University seeks to develop and nurture diversity. All qualified applicants for employment will receive consideration without regard to race, religion, color, sex, national origin or ancestry, genetic information, marital status, parental status, sexual orientation, gender identity and expression, disability or status as a veteran.
Career Counseling
The Office of the Vice President for Ethics and Compliance will periodically monitor these activities to ensure that they are available to Protected Veterans and Qualified Individuals with Disabilities and to ensure that counseling sessions address informal lines of progress, upward mobility, and transfer opportunities, which enhance development for these employees.
C. Physical and Mental Qualifications
41 CFR 60-300.44(c); 41 CFR 60-741.44(c)

Faculty
All faculty openings include a written description of the job duties and qualifications. All faculty job descriptions and advertisements are reviewed by the Office of the Vice President for Ethics and Compliance to ensure compliance with all civil rights laws concerning Equal Employment Opportunity.

Staff
All staff job descriptions are reviewed by staff in Talent Acquisition to ensure compliance with all civil rights laws concerning Equal Employment Opportunity.

In each case, to the extent that qualification standards tend to screen out Qualified Individuals with Disabilities or Disabled Veterans on the basis of Disability, the standards shall be related to the specific job or jobs for which the individual is being considered and consistent with business necessity. The University may consider whether an individual poses a direct threat to the health or safety of the individual or others on campus.
D. Reasonable Accommodation

41 CFR 60-300.44(d); 41 CFR 60-741.44(d)

Purdue University makes reasonable accommodations to the known physical and/or mental limitations of all otherwise Qualified Individuals with Disabilities and/or Disabled Veterans unless such accommodation would impose an Undue Hardship on the operation of the University. Purdue University does not deny employment opportunities to an otherwise qualified job applicant or employee with a Disability or Disabled Veteran based on the need of the University to make reasonable accommodation to such an individual’s physical and/or mental impairments, and such reasonable accommodation obligation extends to the University’s use of an online job application process.

As a matter of affirmative action, if an employee with a known Disability, or a Disabled Veteran, 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 University will confidentially notify the employee of the performance issue and inquire whether the employee is in need of a reasonable accommodation.

Human Resources works with faculty and staff to assess faculty and staff through the interactive process pursuant to the ADA and the ADA Amendments Act of 2008, and to determine the most appropriate reasonable accommodation(s) when applicable. Applicants and community members accessing University programs and services can seek reasonable accommodation assistance from Human Resources or the Office of Institutional Equity. These offices have the authority, resources, support, and access that is needed to ensure the effective implementation of the reasonable accommodation procedures.

Purdue University has developed and publicizes a written process for all employees to request a reasonable accommodation. Individuals who are employed at Purdue University, who believe they may be a person with a Disability and would like to request a reasonable accommodation(s) are encouraged to complete the Reasonable Accommodation Request Form http://www.purdue.edu/hr/Employee_Relations/ADA/pdf/Reasonable_Accommodation_Request_Form.pdf. Upon completion of the form, employees are instructed to contact an evaluator within Human Resources to schedule a time to meet. Employees may call or email to request the meeting. Employees are instructed to bring the completed Reasonable Accommodation Request Form and the name(s), address(es), phone number(s), and fax number(s) for each health care provider to be contacted to verify the existence of a Disability. Individuals are asked to complete an authorization form during the meeting granting written permission to the evaluator to obtain medical documentation that is pertinent to the medical condition and the request for accommodation.
E. **Harassment**  
41 CFR 60-300.44(e); 41 CFR 60-741.44(e)

Purdue University is committed to maintaining an environment that recognizes the inherent worth and dignity of every person; fosters tolerance, sensitivity, understanding and mutual respect; and encourages its members to strive to reach their potential. The most effective way to work toward preventing Harassment is through education that emphasizes respect for every individual.

It is essential that Purdue University demonstrate its intellectual and ethical leadership by reaffirming its strong position against Harassment in all forms. All members of the University community must be able to pursue their goals, educational needs and working lives without intimidation or injury generated by intolerance and Harassment.

Harassment in the workplace or the educational environment is unacceptable conduct and will not be tolerated. Purdue University is committed to maintaining an educational and work climate for faculty, staff and students that is positive and free from all forms of Harassment. The entire policy may be found at [http://www.purdue.edu/policies/ethics/iii1c1.html](http://www.purdue.edu/policies/ethics/iii1c1.html).

The University has also adopted comprehensive Procedures for Resolving Complaints of Discrimination and Harassment. The Procedures are available in a print publication *Fostering Respect, Creating Community*, which is updated on an annual basis. The Procedures are also available at the following link: [http://www.purdue.edu/ethics/resources/resolving-complaints.html](http://www.purdue.edu/ethics/resources/resolving-complaints.html).
F. **External Dissemination of Policy, Outreach, and Positive Recruitment**

41 CFR 60-300.44(f); 41 CFR 60-741.44(f)

**Advertisements and Notices**

Each advertisement of a vacant position placed by a University employee must state in clear distinguishable type: "Purdue University is an EOE/AA employer. All individuals, including minorities, women, individuals with disabilities, and protected veterans are encouraged to apply."\(^2\)

Talent Acquisition personnel within Human Resources informs all recruiting sources verbally and in writing of the University’s affirmative action policy and stipulates that these sources actively recruit and refer veterans and individuals with Disabilities for all positions listed.

Applicants are informed of the policy through posters displayed in the reception area of Human Resources and in materials included in the employment application process.

Procurement Services sends written notification of the policy, including the equal opportunity clause, to all covered federal sub-contractors, vendors, and suppliers doing business with the University.

The Project Management and Construction group within Physical Facilities includes the policy and equal opportunity clause into the general conditions of all contracts that are bid on for construction, rehabilitation, alteration, conversion, renovation, extension or repair of buildings, roadways, or other real property. When a contract is signed, those conditions are referred to in the contract text.

**Other Methods**

The Director of Compliance and the Director of Talent Acquisition communicate with organizations representing Protected Veterans and individuals with Disabilities, and community agencies and leaders about the Affirmative Action Plan for Protected Veterans and Individuals with Disabilities and the University policies regarding EOE/EA/AA.

Affirmative action information is distributed across campus using links available through the Office of the Vice President for Ethics and Compliance website: [https://www.purdue.edu/ethics/](https://www.purdue.edu/ethics/).

University and University-related publications, websites, and public television programming

---

\(^2\) Beginning in September 2015, advertisements for faculty positions could elect to include the standard EOE/AA tagline or select from one of the following:

- **Purdue University is an EOE/AA employer.** All qualified applicants will receive consideration for employment without regard to race, religion, color, sex, national origin or ancestry, genetic information, marital status, parental status, sexual orientation, gender identity and expression, disability or status as a veteran.

- **Purdue University is an affirmative action, equal opportunity employer.** Purdue views, evaluates, and treats all persons in all University related activities solely as individuals on the basis of their own personal abilities, qualifications, and other relevant characteristics. All qualified applicants for employment will receive consideration without regard to race, religion, color, sex, national origin or ancestry, genetic information, marital status, parental status, sexual orientation, gender identity and expression, disability or status as a veteran.

- **Purdue University is an EOE/AA employer.** Purdue University is committed to maintaining a community which recognizes and values the inherent worth and dignity of every person. In pursuit of its goal of academic excellence, the University seeks to develop and nurture diversity. All qualified applicants for employment will receive consideration without regard to race, religion, color, sex, national origin or ancestry, genetic information, marital status, parental status, sexual orientation, gender identity and expression, disability or status as a veteran.
periodically include articles and stories on employees who are veterans and employees with Disabilities, as well as activities related to the affirmative action program.

The University undertakes appropriate outreach and positive recruitment activities reasonably designed to effectively recruit qualified individual with disabilities.
G. **Internal Dissemination of Policy**

41 CFR 60-300.44(g); 41 CFR 60-741.44(g)

**Published Documents and Postings**

The University annually communicates to all employees its policy on Equal Access, Equal Opportunity, and Affirmative Action (III.C.2), a copy of which is provided for each new employee as part of the packet of introductory information. (See http://www.purdue.edu/policies/ethics/iiic2.html.)

The EOE/EA/AA policy is included in the Faculty and Staff Handbook, an employee policies and procedures manual; the University Regulations, a reference book for students, staff, and faculty; Inside Purdue and other employee newspapers; the Business Procedures Manual; the Academic Procedures Manual; the University Administrative Information Service’s website: http://www.purdue.edu/ais/Policies_Procedures.html; and on the Office of Institutional Equity’s website: http://www.purdue.edu/ethics/oie/.

Equal Employment Opportunity posters and other required notices are displayed in locations where employment applications are received, where employment interviews are routinely conducted, and on public bulletin boards in every campus building.

**Programs and Presentations**

The President and senior executive staff continue to periodically emphasize this policy in meetings with top administrators, Deans, Department Heads, Directors, and heads of divisions, offices, and other faculty and staff advisory groups.

The Office of the Vice President for Ethics Compliance and/or Human Resources informs unit heads of their EOE/EA/AA responsibilities at the beginning of the faculty and staff selection process. Thereafter, the heads of the hiring units inform each hiring committee of its EOE/EA/AA responsibilities at the beginning of each search.

The *Faculty Search & Screen Procedures* manual and the *Staff Recruitment and Selection Procedures* manual contain information on Equal Employment Opportunity and affirmative action regulations, policies, and procedures. In addition, the manuals have specific sections that set forth various guidelines and advice regarding interviewing applicants with Disabilities for employment. A copy of the manuals may be found at https://www.purdue.edu/ethics/Search_Screen/508_FACULTY%20SEARCH%20AND%20SCREEN_september_2015.pdf

This Affirmative Action Plan for Protected Veterans and Individuals with Disabilities is distributed, reviewed, and discussed annually with appropriate administrators at the University and is utilized in affirmative action education programs presented by the Office of the Vice President for Ethics and Compliance.

Purdue University’s Marketing and Media division ensures that veterans and individuals with Disabilities are represented in all advertising and promotional materials. The Office of the Vice President for Ethics and Compliance monitors all other handbooks, policy manuals, and brochures.

The University publishes articles covering Equal Employment Opportunity programs and the achievements of veterans and individuals with Disabilities who are faculty, staff, and students in University publications and on the University’s websites.
H. **Audit and Reporting System**

41 CFR 60-300.44(h); 41 CFR 60-741.44(h)

Purdue has designed and implemented an audit and reporting system that measures the effectiveness of the University’s affirmative action program. Additionally, the review system indicates the need for remedial action, if any, and measures whether the University's objectives are being met. Purdue will determine whether individuals with known Disabilities and Protected Veterans have the opportunity to participate in all University sponsored educational, training, recreational, and social activities to the same extent as other non-identifying employees. Purdue’s plan also measures compliance with the affirmative action program’s specific obligations. Purdue maintains documentation of its efforts to comply with the obligations listed above. The documentation is retained as employment records.

When any part of the University's affirmative action program is identified as being deficient, Purdue will undertake appropriate action to bring the University into compliance.
I. Responsibility for Implementation

41 CFR 60-300.44(i); 41 CFR 60-741.44(i)

Ultimate responsibility for compliance with the applicable nondiscrimination and affirmative action laws and policies rests with the Board of Trustees and with the University’s executive officers.

Board of Trustees

The University is governed by a 10-member Board of Trustees appointed by the Governor of the State of Indiana. Its charge includes selecting the President of the University, deciding major policy lines, approving the financial program and budget, approving the President’s nominations for major appointments, and approving all construction and major contracts. The members of the Board of Trustees are as follows: Lawrence “Sonny” Beck; Michael R. Berghoff (Chairman); JoAnn Brouillette; Vanessa J. Castagna; John D. Hardin, Jr.; Michael F. Klipsch; Gary J. Lehman; Cameron S. Mann (Student Trustee); Thomas E. Spurgeon (Vice Chairman); and Don Thompson.

Executive Staff, Line Management, and Supervisors

Mitchell E. Daniels, Jr., President of the University, assumes full responsibility for the successful implementation of the University’s equal opportunity policy and the Affirmative Action Plan for the West Lafayette campus.

Alysa Christmas Rollock, Vice President for Ethics and Compliance, is the University’s Equal Opportunity Officer and provides general oversight and leadership for the University’s overall compliance efforts for faculty, staff, and students, including compliance with Title VI of the Civil Rights Act of 1964; Title VII of the Civil Rights Act of 1964, as amended; Title IX of the Education Amendments of 1972; Sections 503 and 504 of the Rehabilitation Act of 1973; the Age Discrimination in Employment Act of 1967; Executive Order 11246, as amended; the Americans with Disabilities Act of 1990; the ADA Amendments Act of 2008; the Genetic Information Nondiscrimination Act of 2008; Executive Order 13672; and the state civil rights statutes.

Deborah B. Trice, Director of Compliance, is the University’s Affirmative Action Officer, reporting directly to the Vice President for Ethics and Compliance, and is responsible for developing, coordinating, and maintaining an annual Affirmative Action Plan for Gender. Race, Ethnicity and a separate Affirmative Action Plan for Veterans and Individuals with Disabilities for the West Lafayette campus. The staff of the Office of the Vice President for Ethics and Compliance assists the Director with implementing and monitoring the Affirmative Action Plan.

The Executive Vice Presidents, Vice Presidents, Chancellors, and Deans are responsible for establishing placement goals and action-oriented programs within their units, and integrating equal opportunity and affirmative action principles and objectives into all employment-related decisions within their areas of responsibility. The Executive Vice Presidents, Vice Presidents, Chancellors, and Deans (or their designees) are also responsible for reviewing recommendations for hiring, compensation, promotion, transfer or reassignment, and termination to ensure compliance with the University’s affirmative action program in both procedure and outcome, and for reviewing the qualifications of applicants and reasons for selection to ensure that minorities, women, veterans, and persons with Disabilities are given full opportunities for hire and promotion.

Directors, Department and Unit Heads, and supervisors at each campus are responsible for promoting Equal Employment Opportunity and making good faith efforts to achieve affirmative action goals. Evaluations of administrators and supervisors will include their Equal Employment Opportunity and affirmative action efforts and result.
J. Training
41 CFR 60-300.44(j); 41 CFR 60-741.44(j)

Purdue University developed a New Employee Orientation Program for all new employees. Purdue trains all new employees regarding the University’s Nondiscrimination Policy Statement, and emphasizes that Purdue is committed to equal access and equal opportunity for all members of the University community in both an academic and employment context, including in admissions, financial aid, recruiting, selecting, promoting, and disciplining, etc. General sessions are offered as a refresher training for current employees at least twice per year, as well as upon request.

The same content is covered in the online Risk Management Employment Claims Mitigation Program. This program began in 2014 and reaches all colleges and organizational units/department. Within three years colleges and organizational units/department will work toward a training completion rate of 75% for all current benefits-eligible employees, including faculty, and 90% for all supervisors.

Additionally, many graduate students also receive training on these policies each year before the fall semester begins.

The Director of Compliance participates in training for faculty members who serve on Faculty Search and Screen Committees to discuss the University’s affirmative action program as well as the University’s commitment to equal opportunity employment. The Director of Compliance also meets with search committees by invitation.
K. Data Collection and Analysis

41 CFR 60-300.44(k); 41 CFR 60-741.44(k)

Protected Veterans

Purdue has chosen to adopt OFCCP’s current 7% hiring benchmark goal for Protected Veterans as opposed to calculating our own percentage goal. OFCCP’s 7% benchmark goal is not a quota that Purdue must meet, nor is it intended to represent a floor or ceiling for the University’s recruitment of qualified Protected Veterans.

Purdue shall document the following computations or comparisons pertaining to applicants and hires on an annual basis and maintain them for a period of three (3) years:

1. The number of applicants who self-identified as Protected Veterans or who are otherwise known as Protected Veterans
2. The total number of job openings and total number of jobs filled
3. The total number of applicants for all jobs
4. The number of Protected Veteran applicants hired
5. The total number of applicants hired.

<table>
<thead>
<tr>
<th>Benchmarks for Protected Veteran Hiring</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Applicants</strong></td>
</tr>
<tr>
<td>Total # Protected Veteran Applicants</td>
</tr>
<tr>
<td>Total Applicants</td>
</tr>
<tr>
<td>Total Jobs Filled</td>
</tr>
<tr>
<td>Total Job Openings</td>
</tr>
<tr>
<td><strong>Offers and Hires</strong></td>
</tr>
<tr>
<td>Total # Protected Veterans Offered</td>
</tr>
<tr>
<td>Total # Protected Veterans Hired</td>
</tr>
<tr>
<td>Total Employees Hired</td>
</tr>
<tr>
<td><strong>Workforce</strong></td>
</tr>
<tr>
<td>Total # Protected Veteran Employees</td>
</tr>
<tr>
<td>Total Employees Hired</td>
</tr>
</tbody>
</table>
Individuals with Disabilities
Purdue maintains data regarding the recruitment and hiring of individuals who self-identify as individuals with Disabilities. Purdue uses this data to evaluate the representation of individuals with Disabilities in the University’s workforce on the West Lafayette campus. These figures are not a quota that Purdue must meet, nor are these figures intended to represent a floor or ceiling for the employment of Qualified Individuals with Disabilities on Purdue’s West Lafayette campus. Purdue assesses its efforts to attain OFCCP’s 7% utilization goal for the recruitment of individuals with Disabilities on an annual basis.

Purdue shall document the following computations or comparisons pertaining to applicants and hires on an annual basis and maintain them for a period of three (3) years:

1. The number of applicants who self-identified as individuals with Disabilities or who are otherwise known to be individuals with Disabilities;
2. The total number of job openings and total number of jobs filled;
3. The total number of applicants for all jobs;
4. The number of applicants with Disabilities hired; and
5. The total number of applicants hired.

<table>
<thead>
<tr>
<th>Utilization Analysis for 503 AAP</th>
<th>Total</th>
<th>%</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Applicants</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total # Individuals with Disability Applicants</td>
<td>3259</td>
<td>7.08%</td>
</tr>
<tr>
<td>Total Applicants</td>
<td>46035</td>
<td></td>
</tr>
<tr>
<td>Total Jobs Filled</td>
<td>1881</td>
<td></td>
</tr>
<tr>
<td>Total Job Openings</td>
<td>1886</td>
<td></td>
</tr>
<tr>
<td><strong>Offers and Hires</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total # Individuals with Disabilities Offered</td>
<td>90</td>
<td>4.79%</td>
</tr>
<tr>
<td>Total # Individuals with Disabilities Hired</td>
<td>77</td>
<td>4.10%</td>
</tr>
<tr>
<td>Total Employees Hired</td>
<td>1877</td>
<td></td>
</tr>
<tr>
<td><strong>Workforce</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total # Individuals with Disabilities Employees</td>
<td>163</td>
<td>1.56%</td>
</tr>
<tr>
<td>Total Employees</td>
<td>10438</td>
<td></td>
</tr>
</tbody>
</table>
L. Annual “Effectiveness Self-Assessment” of Outreach and Recruitment Efforts for Protected Veterans

41 CFR 60-300.44(f)3; .41; and .44(k)

Purdue evaluates the totality of its outreach and recruitment efforts over the prior twelve months based on the following criteria:

1. Did the activity attract qualified applicants with protected veteran status?
2. Did the activity result in the hiring of qualified individuals with protected status?
3. Did the activity expand Purdue’s outreach to individuals with protected status in the community?
4. Did the activity increase Purdue’s ability to include individuals with protected veteran status in its workforce?
5. What impact did the University’s efforts have on the overall number of applicants and job offers identified as protected veterans as calculated pursuant to 61 CFR 60.300.44(k)?
M. Annual “Effectiveness Self-Assessment” of Outreach and Recruitment Efforts for Individuals with a Disability

41 CFR 6060-741.44(f); .41; and .44(k)

The University evaluates the totality of its outreach and recruitment efforts over the prior twelve months based on the following criteria:

1. Did the activity attract qualified applicants with disabilities?
2. Did the activity result in the hiring of qualified individuals with disabilities?
3. Did the activity expand the University’s outreach to individuals with disabilities in the community?
4. Did the activity increase Purdue’s ability to include individuals with disabilities in its workforce?
5. What impact did the University’s efforts have on the overall number of applicants and job offers identified as individuals with disabilities as calculated pursuant to 61 CFR 60.741.44(k)?
Special Initiatives

Celebration of Women Veterans
On October 6, 2015, Purdue’s Susan Bulkeley Butler Center for Leadership Excellence and Military Family Research Institute held a Celebration of Women Veterans at Purdue University. This event, which was free and open to the public, was held in the West Lafayette Public Library Walnut Room. Retired Major General Erika Steuterman (U.S. Air Force) was the keynote speaker. Post-traumatic stress disorder, military sexual trauma, and being a single mother while in the military were topics of discussion. Steuterman has devoted her retirement to helping people with Disabilities.

Stand Down
During 2015, Purdue’s Military Family Research Institute supported, in part, several Stand Downs. On Saturday, November 7, 2015, the Military Family Research Institute and several community agencies hosted a Stand Down at the Tippecanoe County Fairgrounds. The Stand Down is a collaborative community event that salutes service members, veterans and their families. The event included live music, food, and information about available resources and services. Referrals for housing assistance, employment counseling, and substance abuse treatment were available. Additionally, the following services were provided to veterans and their family members: food, bus passes, haircuts, clothing, sleeping bags, health screenings, personal hygiene kits, spiritual and personal counseling, resume writing assistance, and VA and Social Security benefit counseling.

Military and Veteran Appreciation Week 2015
During the week of November 9-13, The Indiana Military Resource Network held a Military and Veteran Appreciation Week. The weeklong event honors veterans, active duty, National Guardsmen, Reservists, and their families.

Battlemind to Home VI Symposium
In August 2015, the Battlemind to Home VI Symposium was held and featured several informative presentations. The Military Family Research Institute participates in this event annually.

Other Initiatives and Events

- In October 2013, the Office of Institutional Equity provided a workshop on “Accessing Employment at Purdue” for Indiana Vocational Rehabilitation Services and their local Employment Specialist Providers. This session addressed Purdue’s hiring process, common obstacles for individuals with Disabilities, and resources at Purdue that can assist with gaining access to employment and reviewed Purdue outreach efforts and initiatives for individuals with Disabilities. This session was preceded by a hands-on workshop led by the Office of Institutional Equity and Human Resources, where individuals who receive services from Vocational Rehabilitation were given opportunity for one-on-one assistance from Purdue staff in applying for positions at Purdue University.

- The Office of Institutional Equity sponsors a series of monthly audio conferences, as well as a regular legal issues webinar series, and an accessible technology webinar series allowing networking between individuals and organizations and providing education on Disability-related issues such as employment, access to facilities, and ADA/ADA Amendments Act of 2008 requirements. The audio conferences and webinars are open to employers in the West Lafayette/Lafayette area as well as the University community and interested parties in general.

- The Office of Institutional Equity organizes and is the lead host of the reception at which the Focus Awards are presented. Focus Awards are given annually during March, Disability Awareness Month in Indiana, to individuals affiliated with Purdue University who have made an outstanding contribution to the furthering of the University’s commitment to Disability accessibility and diversity.
• Each March, the Office of Institutional Equity offers various educational sessions and workshops to mark Disability Awareness Month in Indiana and highlight the University’s commitment to equal access for people with Disabilities. In March 2014, the Office of Institutional Equity and various campus partners offered sessions on “Emergency Preparedness for People with Disabilities;” “Wheelchair Ballroom Dancing;” “Web Accessibility: What Is It, How It Applies To You, and Helpful Resources;” “Women with Disabilities (Panel Discussion);” “Ensuring Events Are Accessible;” “HR Learning Center LLC Webinar: Food Allergy Becomes a New Protected ADA Disability;” “Navigating Food Allergies at Purdue;” “Disability in the Workplace;” and “Modern Disability: The Power of Adaptability.”

• Each October, the Office of Institutional Equity offers a variety of educational sessions and workshops to celebrate National Disability Employment Awareness Month and to highlight the University’s commitment to equal access for individuals with Disabilities. In October 2013, these workshops included, “Recruiting, Hiring, and Retaining Veterans and Individuals with Disabilities” and “To Disclose or Not to Disclose: Sharing Disability-Related Information in the Job Search.”

• The Office of Institutional Equity is working closely with the local Indiana Vocational Rehabilitation office to create a streamlined process to connect individuals with Disabilities with jobs at Purdue.

• The Office of Institutional Equity has jointly worked with the Disability Resource Center and Human Resources to conduct educational outreach activities on issues of Disabilities that affect both students and employees.

• The Office of Institutional Equity publishes Access Purdue, a brochure that serves as a Disability resource guide for faculty and staff. Access Purdue was revised during the summer of 2013 to make it more user-friendly and relatable to individuals across campus.

• The ADA People and Technology (ADAPT) committee consists of representatives from different offices on campus. It meets monthly to discuss accessibility and accommodation issues on campus and to develop action plans to address these issues.

• In 2014, the Office of Institutional Equity sponsored the AccessU Summit and the Accessibility Summit to assist campus personnel in making Purdue’s websites accessible to all users, including individuals with Disabilities. These workshops included sessions on accessible Web design and creating accessible PDFs.

• In 2011, the Office of the Vice President for Ethics and Compliance and the Office of Institutional Equity initiated Purdue’s Web Accessibility Awards to help promote equal access to Purdue University’s Web pages. The Web Accessibility Awards recognize colleges, schools, departments, programs, and units that have made great strides in meeting or exceeding the University’s standards for accessible Web design while demonstrating excellence in design and communication. These awards of $1,000 were given to two winners each year during the four-year implementation of Purdue’s Web Accessibility Policy (2011-2014). Award recipients must use the monetary award to further their efforts in the area of accessible Web design.

• Purdue University has a Disability Resources home page that provides, in one centralized and easy to access location, the numerous resources Purdue offers to employees, students, and visitors who may need additional assistance while attending, visiting, and/or working at the University.

• On an on-going basis, Physical and Capital Planning reviews building construction and remodeling plans to ensure facilities on campus are accessible.
• The Employee Relations Administrator in Human Resources and the Executive Director of the Office of Institutional Equity provide consultation to other members of the Employee Relations Team and other Human Resources staff to discuss accessibility and accommodation issues on campus.

• Additional information about accessibility at Purdue University is contained in the Campus Accessibility Guide, which is updated on an annual basis and has a map indicating accessible features on campus and information about access to different campus programs.

• The Office of the Vice Provost for Student Life has a program that offers hiring and job coaching of temporary employees through Employabilities, a division of Greenbush Industries.

• The Office of the Vice President for Physical Facilities provides a sign language interpreter for staff attending the night shift benefits enrollment sessions.

• The College of Education is updating its website to improve the presence of diversity throughout, with new language and content, and to provide links to the University’s Disability resources pages. This focus also is being reflected in the College’s print materials and Web photography. Improvements related to accessibility issues have and continue to be made on the website and the webmaster is scheduled for compliance training.

• The Office of the Vice President for Information Technology regularly works with the Disability Resource Center to provide closed captioning support for in classroom lecture audio captures.

• In November 2013, through collaboration between the Office of the Vice President for Human Resources and Information Technology at Purdue, assistive software was made available in all walk-in labs in Freehafer Hall during the University’s benefits open enrollment period.

• The Office of the Vice President for Information Technology provides ongoing technical support of the Assistive Technology Center (STEW 111 lab) and assistive hearing systems, which provide increased accessibility of classes, programs, and services to Purdue students, staff, and faculty.

• Each November, memorial services to honor veterans are sponsored by the Purdue Student Union Board and Purdue University ROTC. The Veterans Day Tribute includes invited speakers, musical performances, Table of Remembrance, Taps, and a reception.

• Beginning in November 2013, the Office of the Vice President for Ethics and Compliance worked with a University-wide annual recognition program to individually honor and recognize current Purdue employee veterans in coordination with other Veterans Day events.

• The Office of the Vice President for Human Resources and the Office of the Vice President for Ethics and Compliance partnered to attend veterans-focused job fairs in Indianapolis, Indiana, and Lafayette, Indiana, in an effort to expand Purdue’s outreach to and recruitment of military service members and veterans.

• The Office of the Vice President for Human Resources and the Office of the Vice President for Ethics and Compliance partnered with the local Veterans Employment Representatives and Indiana Vocational Rehabilitation office to offer hands-on workshops for veterans and individuals with Disabilities, focusing on the hiring process at Purdue, tips for writing cover letters and resumes, and assisting individuals in applying for positions through Purdue’s online job application system.
- The Military Family Research Institute (MFRI) is a research and outreach organization based at Purdue University, supported by the Lilly Endowment, the Department of Defense, and others. MFRI’s mission is to conduct studies that provide insight into the experiences of military members and their families and to design and implement outreach activities that assist military families in Indiana and beyond. The Military Family Research Institute, with the support of Lilly Endowment Inc., launched Operation Diploma with the goal of helping institutions and student veteran organizations implement policies and programs that assist student service members and veterans as they transition from combat to the classroom. Operation Diploma includes awarding grants to institutions of higher education to develop support programs and services for student service members and veterans. MFRI has an explicit hiring preference for military members, veterans, or family members. Approximately one-third of MFRI staff are connected to the military.

- MFRI provides mentoring to student veteran organizations on our campus and at other universities, and holds organization plan competitions every semester in order to award small grants to support the activities of the organizations and the academic success of their members.

- Purdue University's West Lafayette campus is a recipient of a grant through Operation Diploma. Purdue’s West Lafayette campus is using the funds to create a Purdue Technology Veterans Workforce, which will augment existing veteran services to enhance recruiting and improve the success of veterans and their family members as they prepare for the work force.

- In 2012, Purdue’s Veterans Success Center opened. The purpose of the center is to provide a central portal to the numerous benefits, programming, and services available to Purdue’s military veteran students.

- Purdue University's Extension service, with assistance from the Department of Defense and the USDA, offers the Military Extension Internship Program, an internship program that helps university students and recent graduates gain professional skills through unique internships that provide real-world work experience with military child and youth programs.

- Purdue University’s Extension Service offers Adventure Camps, a series of exciting and high energy camps across the United States that are open to military teens ages 14-18.

- The Purdue Student Veterans Organization serves as a resource to veterans studying at the University. Volunteers assist veterans to become familiar with Purdue’s campus as well as familiarizing veterans joining the University and those returning to the University with their new lives as students at Purdue. Many of the services provided are support services to veterans. Purdue Student Veterans Organization exists to help veterans navigate their new lives in higher education and to graduate.

- Purdue University offers the Yellow Ribbon Program to help veterans pay for their education at the University.

- The Military Family Research Institute and Purdue’s Department of Health and Kinesiology cosponsored Operation: L.E.A.D., a summer camp designed to serve children of military families in Indiana and surrounding states. This unique camp experience helped equip campers with the skills and attitudes to help them adapt and adjust to the challenges of being part of a military family, and to assist them in their educational and career pursuits.
• Purdue’s Krannert School of Management participates in the Entrepreneurship Bootcamp for Veterans with Disabilities, an educational program that trains post-9/11 disabled veterans in entrepreneurship and small-business management. Purdue is one of eight universities nationwide to host the program, which integrates faculty, entrepreneurs, Disability experts, and business professionals in an educational program focused on training veterans in small-business ownership. The program is three phases, which include an online course, eight day residency, and year-long mentorship with entrepreneurship coaches and MBA students providing assistance.

• Purdue’s Krannert School of Management, in conjunction with the Entrepreneurship Bootcamp for Veterans with Disabilities program, hosts the annual Purdue Military and Veterans Affairs Symposium. The Symposium, which is open to the public, is designed to educate civilians on veteran issues and to connect veterans on the Purdue campus. The Purdue Military and Veterans Affairs Student Task Force at Krannert helps develop and execute the programming.
Office of the Vice President for Ethics and Compliance
155 South Grant Street
West Lafayette, IN  47907-2114
compliance@purdue.edu

Purdue University is an EOE/AA employer. All qualified applicants will receive consideration for employment without regard to race, religion, color, sex, national origin or ancestry, genetic information, marital status, parental status, sexual orientation, gender identity and expression, disability or status as a veteran.