Background statement: The most recent effort to help strengthen the Affirmative Action Program was the creation of the Affirmative Action Facilitator position. Through the Affirmative Action Facilitator, each department and unit will assume direct responsibility for Affirmative Action. The Affirmative Action Facilitator helps coordinate departmental efforts with those of the Affirmative Action office to hire and retain underrepresented groups. The Affirmative Action Facilitator is appointed by the program manager. The Affirmative Action office and the Equal Opportunity Advisory Council have held training sessions for facilitators. Their responsibilities are listed below:

1. The facilitator takes an active role as a member of the hiring or selection committee.

2. The facilitator identifies recruitment problems and assesses recruitment efforts.

3. The facilitator recommends strategies to the selection committee for attracting qualified underrepresented groups to apply for the vacant position (e.g., identify sources for generating underrepresented applicants).

4. The facilitator briefs the selection committee on the department's Affirmative Action goals and timetables.

5. The facilitator ensures that Equal Opportunity and Affirmative Action are being addressed according to valid job-related criteria and degree of compliance to employment procedures.

6. The facilitator monitors the selection procedures and advises the committee of any potential adverse impact on underrepresented groups.

7. The facilitator documents Affirmative Action efforts for recruitment.

8. The facilitator informs employees that a policy for accommodating religious observances and practices exists.

AS-264-87/SWC

RESOLUTION ON
AFFIRMATIVE ACTION FACILITATOR

WHEREAS, The Academic Senate is in support of mechanisms for the enhancement of Affirmative Action programs at Cal Poly; and

WHEREAS, Campus awareness of the role of the Affirmative Action Facilitator must be promoted; and
WHEREAS, There is no formal document that describes the role of the Affirmative Action Facilitator; and

WHEREAS, The University would benefit by having an official document that outlined the responsibilities of the Affirmative Action Facilitator; therefore, be it

RESOLVED: That the Academic Senate recommend that the responsibilities listed in the background statement be adopted by the Affirmative Action officer for use by the Affirmative Action Facilitators; and be it further

RESOLVED: That the Affirmative Action Facilitator be encouraged to promote collegiality and mentorship between current faculty and new faculty to promote retention of Affirmative Action faculty; and be it further

RESOLVED: That the Affirmative Action officer provide an annual report on the Affirmative Action Facilitator program to the Academic Senate through its Status of Women Committee in order to determine the success of the program.

Proposed By: Status of Women Committee
November 3, 1987
Revised November 24, 1987
Revised December 1, 1987
I commend the Academic Senate for its thoughtful background statement and resolution on Affirmative Action Facilitators. It is evidence of the Senate's support of Cal Poly's commitment to Equal Opportunity and Affirmative Action.

I am especially pleased by the wording in the second resolved clause: "That the Affirmative Action Facilitator be encouraged to promote collegiality and mentorship between current faculty and new faculty to promote retention of Affirmative Action faculty." Only with the sincere support of Cal Poly faculty members will our efforts to hire and retain minority and female faculty members succeed.

I approve the resolution with the following suggested change in the last resolved clause:

"That the Affirmative Action officer provide an annual report on the Affirmative Action Facilitator program to the Academic Senate in order to determine the success of the program."

I believe that the Senate should receive the report and then direct it to the appropriate committee. Therefore I suggest omitting the words "through its Status of Women Committee."

Please convey my thanks to the Senate membership for their support of this vital program.