

Staff Affirmative Action Activities

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Department:	Skaggs School of Pharmacy & Pharmaceutical Sciences
Contact Person:	Andrina Marshall, Associate Dean for Business & Fiscal Affairs

Staff Affirmative Action Plan Section A: Dissemination and Training of Equal Employment Opportunity (EEO)/Affirmative Action (AA) Policy

Please list and describe any past and planned activities for disseminating EEO/AA policy and Affirmative Action requirements for your area. Please include any training for supervisors and managers to fulfill this responsibility.

Past Activities:

Dissemination of EEO/AA Policy takes place at the time of hire and on an ongoing basis in the Skaggs School of Pharmacy & Pharmaceutical Sciences (SSPPS). All new employees are provided this information during their human resources orientation. We also provide a series of related website links for future reference.

- <http://blink.ucsd.edu/sponsor/hr/reaffirm/EEOAA.html>
- <http://blink.ucsd.edu/sponsor/hr/reaffirm/harass.html>
- <http://blink.ucsd.edu/sponsor/hr/reaffirm/accessibility.html>
- http://www-hr.ucsd.edu/saa/aap_files/12_Appendix.pdf
- <http://www.ucsd.edu/explore/about/principles.html>

The SSPPS utilizes multiple approaches to demonstrate good faith efforts and to reaffirm its commitment to EEO/AA beyond providing information at the time of orientation. Annually, the Chancellor reaffirms the University's [EEO policy](#), which is distributed to all UC San Diego employees electronically. UC San Diego also publishes the policy in the Staff Personnel Policy Manual, the Policy and Procedure Manual, and in all collective bargaining agreements. The Chancellor's Office annually disseminates statements reaffirming UC San Diego's Policy and commitment to [Sexual Harassment Prevention](#) and [Accessibility to Individuals with Disabilities](#). The SSPPS takes the extra step of forwarding the information via listerv to individuals in the School and volunteers outside the School (as reminders and updates) and posting links to the information on our [website](#).

In addition, the SSPPS uses information shared by the Vice Chancellor for Health Sciences Human Resources on staff workforce and underutilization information EEO policy compliance, strategies, and training & development. This information assists the SSPPS to address diversity and underutilization by focusing on the availability of women and minorities who are trainable, promotion-ready and transfer-ready, and communicating this readiness to individuals within our School.

SSPPS Staff Education and Training

The SSPPS Dean, supervisors and managers are accountable and responsible for implementing the EEO policy, affirmative action, and diversity programs that are consistent with state and federal regulations in all phases of the employment process. The Associate Dean for Business and Fiscal Affairs and the Director for Human Resources are also responsible for providing ongoing updates, communications and serving as a resource within the School. The Director for Human Resources and other SSPPS human resource staff also actively participate in monthly meetings sponsored by the Vice Chancellor for Health Sciences, that also provide staff education, training and “up-to-the-minute” information regarding EEO/AA policies and procedures.

UC San Diego offers several courses related to EEO/AA via the [UC Learning Center](#) and all SSPPS supervisors and managers are encouraged to attend the New Supervisor Orientation, Supervisor Training Laboratory, and Cultural Competency courses, which have sections dedicated to EEO/AA policies, topics and issues. In addition, all staff are encouraged to attend or take advantage of eCourses ([Skill Soft eLearning](#)) and videos related to EEO/AA and diversity/cultural competencies.

Staff are encouraged to participate in a variety of programs. Examples include [Career Connection](#), a program that creates opportunities for staff to gain the knowledge and tools required to assist them in achieving enhancement of present employment, and upward or lateral mobility. On a continuous basis, participants can attend workshops on raising cultural awareness and cultural diversity.

In addition to the formal UC San Diego programs the SSPPS Associate Dean for Business and Fiscal Affairs has created internal SSPPS programs for administrators that focuses on cultural competencies and other related information.

In addition to educational opportunities, SSPPS staff are encouraged to participate in campus-wide celebrations of diversity. During the last year approximately 90% of the staff participated in at least one campuswide event.

Approximately twice a year SSPPS staff are invited to participate in School-sponsored workshops that promote cultural education and diversity. We partner with UC San Diego Human Resources, other campus offices and external consultants that facilitate the programs. The School also sponsors an annual half-day Staff Retreat, which incorporates information related to the Principles of Community, EEO/AA and cultural competencies. All of these activities are well received by the SSPPS staff and attendance is always 100%.

Planned Activities:

In the coming year we plan to continue to take advantage of the formal UC San Diego educational and programmatic opportunities, as well as the campus-wide celebrations, available to staff. We will also continue our semi-annual workshops and annual staff retreat.

Staff Affirmative Action Plan Section B: Outreach Programs and Efforts to Increase Diversity and Remedy Underutilization

Please discuss good faith efforts. Examples include special recruitment activities, development and implementation of training programs, participation in programs such as Promotion Project and UCSD

Career Connection. If professional development and succession planning efforts are underway with existing staff, briefly describe these efforts, provide information on participant diversity and summarize outcomes of these efforts.

Past Good Faith Efforts:

Efforts to increase diversity and remedy underutilization take place at all levels of the organization (UC San Diego campus, Vice Chancellor for Health Sciences, and the SSPPS.)

At the recruitment stage UC San Diego utilizes a series of mechanisms to ensure the recruitment and hiring process includes, at a minimum, accurate statements of minimum job qualifications, recruitment of diverse applicant pools, and consistency in establishing screening criteria that lead to hiring decisions on the basis of job-related qualifications. SSPPS individuals hiring staff members actively use the tools provided by Human Resources, including the new web-based recruitment system. UC San Diego advertises every staff job opening in the on-line job bulletin, which is available to employees, individuals in the community and nationwide. Some SSPPS staff have also participated in workshops sponsored by the University on "How to Get Hired at UC San Diego," which provide information about careers on campus, the hiring process, etc.

During the past year two SSPPS staff participated in the UC San Diego [Promotion Project](#), which provides training funds for individuals who receive a promotion or reclassification. By participating in this program staff were able to increase their education and training, which they then utilized in their jobs. During the past year three staff attended UC San Diego [Career Connection](#) workshops, which provided assistance with career planning, goal setting, job enhancement, and lateral or upward mobility.

The SSPPS has created a series of informal internal career paths within the School to provide staff the opportunity to be competitive candidates for job opportunities within the School. Specific areas of focus have been human resources and administrative services. Plans are underway to create a similar opportunity in fund management. The program was started approximately three years ago and to date 20% of the staff have benefited from participating in this SSPPS program.

In June 2014 Dr. Vivian Reznik, Assistant Vice Chancellor for Faculty Affairs, provided a presentation to faculty and staff in the SSPPS on "faculty recruitments and reducing biases." Dr. Reznik provided handouts with useful information on how search committees can reduce biases during their recruitment process (at the time the CV is reviewed and during the interview process). This information has been incorporated in our materials used by our search committees.

Planned Good Faith Efforts:

In the coming year we plan to continue to take advantage of the formal UC San Diego and Health Sciences educational and programmatic opportunities available to us. We will also continue our educational and mentoring efforts within the School. We plan to invite individuals back for an updated presentation on "faculty recruitments and reducing biases."

Staff Affirmative Action Plan Section C: Selection and Monitoring

Please describe good faith efforts aiming to ensure fairness and nondiscrimination in the staff selection processes and mechanisms for monitoring the affirmative action progress in your area.

Past Good Faith Efforts:

At UC San Diego, appointment selections are based on an individual's experience and qualifications required to perform the position's duties. The University is committed to providing equal employment opportunity (EEO) to all. UC San Diego does not select/award applicants on the basis of race, color, national origin, religion, sex, gender identity, pregnancy, physical or mental disability, medical condition (cancer-related or genetic characteristics), genetic information (including family medical history), ancestry, marital status, age, sexual orientation, citizenship, or status as a covered veteran. The SSPPS utilizes the on-line hiring system provided by UC San Diego Human Resources to ensure it is meeting all the EEO/AA requirements. We expect everyone in our School to practice the Principles of Community (we send them periodic email reminders), promote inclusiveness and avoid actions or behaviors that may exclude or offend.

As needed, on an ad hoc basis, we will reach out to subject matter experts in central offices for advice, guidance and information, which we then distribute within the School. We also provide personalized workshops or meetings led by these subject matter experts to address issues when needed.

To assist us with ongoing monitoring, the SSPPS uses information shared by the Vice Chancellor for Health Sciences Human Resources on staff workforce and underutilization information EEO policy compliance, strategies, and training & development. This information assists the SSPPS with identifying any issues, which may then be resolved.

Planned Good Faith Efforts:

In the coming year we plan to continue our efforts utilizing campus and Health Sciences resources to assist us with ensuring fairness and nondiscrimination in the staff selection process. We will utilize the results of staff surveys and other data to monitor our progress and to assist us with addressing any issues.