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Memo Regarding Affirmative Action Coordinator's Position

Commission for Blacks

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M E M O R A N D U M

TO: Chancellor Jack Reese

FROM: Betty J. Cleckley

DATE: May 24, 1976

RE: Affirmative Action Coordinator's Position

At the Commission for Blacks meeting on Wednesday, May 19, 1976, Dr. John Morrow, the Commission's representative serving on the Committee to select an Affirmative Action Coordinator, reported that after reviewing the initial meeting of the SEARCH Committee together with reviewing the job description for the Affirmative Action Coordinator, he believed that the Coordinator would lack the strength to perform effectively. After listening to Dr. Morrow's expressed concern and after considerable discussion, members of the Commission, by consensus, agreed that the Commission for Blacks should forward to you recommendations designed to improve the Affirmative Action Coordinator's position. The recommendations are attached to this memorandum.

We would appreciate your giving consideration to the recommendations. In addition, if you wish to discuss the recommendations further, Dr. Morrow and I will be happy to meet with you.

Thank you.

BJC/bw

cc: Dr. Luke Ebersole
Dr. John Morrow

Recommendations for Affirmative Action Coordinator Position

1. The position should be called Director of Affirmative Action
2. We recommend that the Affirmative Action position be an administrative line position rather than a staff position with the Director reporting directly to Chancellor Reese.
3. The Director should have a full-time secretary directly responsible to him/her. The secretary's position should be included in the Chancellor's administrative budget.

RATIONALE

This is needed for the person to have authority and responsibility to carry out the demands of the position.

DUTIES AND RESPONSIBILITIES

1. Director of Affirmative Action (AA) sees that the AA Plan is implemented.
2. Monitors the AA Plan. In situations where the AA Plan is not carried out he/she consults or meets with responsible Vice Chancellors, Deans, Department Heads, Directors to work out solutions, calling upon the Chancellor if necessary.
3. Conducts complaints, hears grievances and makes decisions about the complaints.
4. Appoints a team of investigators to hear the complaints. Following the investigation he/she compiles data and makes recommendations.
5. Invokes sanctions in non-compliance situations.
6. As related to recruitment, promotion, retention of black faculty Affirmative Action Director requires documentation and evidence that efforts have been made to carry out the AA Plan.
7. Participates in screening prospective faculty and staff such as Vice Chancellors, etc.
8. Conducts exit interviews with minority persons as they leave positions at UTK.
9. Maintains reports for federal purposes.
10. Receives information and is kept informed of all vacancies that exist at UTK.