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ANNUAL EEO REPORT FOR 1974

**Annual EEO Report for
1974**

May 19, 1975

FORWARD

This document is The University of Tennessee's first annual Equal Employment Opportunity report. In addition to an explanation of the reporting process, consideration is given to the number of employees, new hires, promotions, and recruitment activities at each campus and unit during calendar year 1974. The projected number of vacancies and one-year affirmative action goals for blacks and women are also presented.

We hope that this report will become a useful tool in determining and evaluating the University's progress in offering employment opportunities to qualified persons.

Special thanks should go to all EEO and personnel officers and to the Central Administration's Office of Institutional Research for valuable assistance in the preparation of this report.

Andrew J. Kozar
Executive Assistant
to the President

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Annual EEO Report for 1974

The University of Tennessee revamped its Equal Employment Opportunity (EEO) program during calendar year 1974. Changes were made at UT in an effort to facilitate further compliance with federal regulations on employment of blacks and women, to simplify the reporting procedure, and to upgrade the quality and utility of University-generated EEO information. The two-part system developed in 1974 included designing and implementing improved annual reporting methods and developing a computerized monitoring system to measure progress throughout the year. Contained herein is a description of the reporting process, the results obtained for 1974, the outlook for the report concerning 1975, and an explanation of the monitoring system.

Description of the Reporting Procedure

The internal EEO reporting process underwent significant revisions during 1974. The University's semi-annual report had proven to be a cumbersome and redundant exercise for the department heads who were responsible for submitting information, and no reliable methods had been established at the system's level for compiling and analyzing the data. Consequently, the semi-annual report was streamlined into an annual report and the central Office of Institutional Research (OIR), under the direction of the Executive Assistant to the President, was given several months to work with Administrative Data Systems in solving the procedural problems. At the same time EEO and personnel officers throughout the UT system were consulted for their suggestions regarding the new report.

With the assistance of Moore Business Forms, Inc., the form used to collect data was revised and printed. As in previous years, the new form and instructions for completing it [Appendix A] were sent to the heads of each budgetary account; these people were asked to supply information in columns III (vacancies), IV (goals), V (contacts), VI (interviews), and VII (offers). In addition, the new form provided columns X and XI for promotion data. The most innovative aspect of the new form was that information concerning campus, department title, account number, reporting period, title code number, job title, column I (number presently employed full-time), column II (number presently employed part-time), column VIII (number hired full-time), and column IX (number hired part-time) was pre-printed on all forms according to payroll information. Appendix A illustrates which portions of the form were pre-printed.

Each budget head was asked to verify the accuracy of those pre-printed data and to eliminate temporary personnel from the report. To assist in this procedure, an audit trail that listed the name and employment status of persons within their particular budgetary account was attached to each form. Errors identified in the audit trail were to be corrected on the EEO form before it was returned to campus officials and to the Executive Assistant to the President. Department heads could correct the payroll tape by submitting a Per 2 form (for faculty and staff) or a Per 10 form (for supporting personnel).

Another major revision in the annual report concerned the role of campus and unit personnel officers. Information relevant to supporting positions (EEO categories technicians, office and clerical, sales, crafts, operatives, laborers, and service workers) became in 1974

the full responsibility of the personnel directors. In the past, however, each academic and administrative office set goals and supplied information for supporting personnel. Since most offices were anxious to hire a female and/or minority person, the aggregate goals were too large and unrealistic. In addition, only the personnel directors were prepared to provide complete statistics pertaining to contacts, interviews, and offers for supporting employees.

In early December 1974 all necessary plans were finalized and the report forms were distributed to the chancellors or responsible officials of the Central Administration, the Chattanooga, Knoxville, Martin, Memphis, and Nashville campuses, the Agricultural Extension Service and Experiment Station, the Space Institute, and the Memorial Research Center, Hospital, and Clinical Education Center. January 31, 1975 was the deadline for returning all completed forms to the Executive Assistant to the President.

After the receipt of all forms, the data were keypunched and compiled into preliminary, separate reports for each campus or unit. After approval was given by campus and unit EEO officers, the data were assembled by OIR for presentation in this system-wide report. The completed forms have been bound and are stored at OIR. In some instances, corrections may have been made at the system's level that were not necessarily reflected on the forms kept at the campus or departmental level.

1974 Findings

The 1974 report is actually the first successful attempt to produce reliable EEO statistics. Therefore, any comparison to previous reports may be misleading. Even the affirmative action plans, completed last

June by all campuses and units, are based upon a title code numbering system and title placements within EEO categories that are no longer used by the University. This change, coupled with the new internal reporting procedures which required slightly different data, invalidates comparison of this report to past University statistics.

Since all tabulations are made according to the Department of Health, Education, and Welfare's prescribed EEO categories, an explanation of what UT titles fall into each category is necessary. In addition, UT has established its own sub-groups within the two EEO categories of (1) officials and managers and (2) professionals. A breakdown of the categories, sub-groups, and UT titles for 1974 is found in Appendix B.

The major portion of this report--Tables 1 through 34--reflects hiring, promotion, and recruitment activity for calendar 1974. University totals and the percentages of black and female employees are usually calculated. The percentage of black employees includes both male and female blacks; the percentage of females includes both black and non-black females. The tables begin on page 9.

Tables 1 through 10 reflect the number of full- and part-time employees during November 1974. In order to comply with federal guidelines, students, visiting professors, persons whose period of appointment is intended to be less than six months, and other temporary employees have been eliminated. Therefore, there may be blacks and females who are visible on the various campuses and units, but who are not shown here. These tables correspond to information found in columns I and II of the annual report form found in Appendix A.

The number of full- and part-time persons newly hired during 1974 is found in Tables 11 through 20. These statistics represent all new hires during the year, even if those persons are no longer with the University. On the EEO form, this information is found in columns VIII and IX.

Promotions in or to full-time positions are illustrated in Table 21 through 25. These tables refer only to internal promotions. Incoming persons from other universities or agencies would always be considered new hires, even if the UT job represented a promotion for the individual. There were so few promotions in part-time positions that footnotes rather than special tables contain that information. In the professionals category the (T) denotes persons granted tenure during 1974. Data for these tables were taken from columns X and XI of the annual report form and grouped together to save space. Nevertheless, cross-campus comparisons will not yield meaningful results, even though two campuses or units appear in the same table.

Tables 26 through 34 are tabulations of the number of contacts, interviews, and offers that the budgetary account heads reported making during 1974. It is possible, however, for academicians and administrators to have been contacted, interviewed, and offered jobs during 1973, even though they did not begin work at UT until 1974. These persons would show as new hires, but no recruitment activity would be presented for them. Therefore, Tables 26 through 34 are not necessarily directly related to any of the previous tables. No University totals have been calculated, and all explanatory notes that were attached when necessary to the individual EEO forms are kept on file at OIR. This information reflects columns V, VI, and VII of the annual report form.

The University's 1975 employment estimations are outlined in the last few tables--35 through 37. Each campus or unit has approximated the number of full- and part-time positions to be filled in 1975 due to turnover in the present work force and to the creation of new jobs. In addition, goals for the employment of blacks and women in these positions have been set in accordance with federal regulations. The University, while realizing that these numerical goals should not be confused with quotas, is committed to work in good faith to achieve the goals. To prevent the double counting of employment goals for black females, in these tables "black" refers to male and female blacks, while "female" refers only to non-black females. Also in accordance with federal regulations, goals have been set only in EEO categories where a deficient number of blacks and/or females is perceived to exist in the present work force. Even though three campuses or units appear on the same page, no comparisons should be made among campuses, since varied situations exist in each place. Columns III and IV of the EEO report form were totaled to obtain the statistics in these three tables, and all explanatory notes that were attached when necessary to the forms are kept on file at OIR.

Outlook for the 1975 Report

The federal government's impending adoption of the proposed EEO-6 form will necessitate that the University make further revisions in its internal reporting procedure. At the present time the University is beginning to prepare for the changes that will be required in the near future, but plans are not yet completed.

It is apparent that EEO-6's extensive category alterations will mean the loss of comparability between UT's 1974 and 1975 reports. Two reports would therefore be helpful for next year--one on the 1974 format and one for 1975--if the University is to measure progress. Barring computer difficulties, OIR intends to produce these two reports.

Monitoring System

The second part of the 1974 EEO program involved the creation of a back-up system to the annual report. A built-in, computerized monitoring system was developed that could be activated quarterly to measure the University's progress in hiring minorities and females and in meeting the affirmative action goals throughout the year. The computer program can extract from the most current payroll tape, by budgetary account, the race, sex, and EEO category for: (1) the present number of full- and part-time employees; (2) the number of vacancies, as gathered for the annual report; (3) the employment goals, as gathered for the annual report; (4) the number of new hires, and (5) the percent of goals met. The chancellors and EEO officers at each UT campus or unit can now request to see the progress of the entire University, of their campus, of a specific academic college or department on their campus, or of a particular campus administrative office. Data could be shown in any or all of these different breakdowns, thus providing The University of Tennessee with year-round management information regarding the hiring of employees. The proposed output format is found in Table 38.

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TABLES

Table 1
The University of Tennessee Center for the Health Sciences
Persons Employed During
November 1974

EEO Category	Full-Time Employees						Part-Time Employees						Total Employees					
	Black		Non-Black		Percent Black	Percent Female	Black		Non-Black		Percent Black	Percent Female	Black		Non-Black		Percent Black	Percent Female
	M	F	M	F			M	F	M	F			M	F	M	F		
Officials & Mgrs. Total	7	5	98	45	8	32	2		12	3	12	18	9	5	110	48	8	31
Executive			4												4			
Administrative	6	4	86	37	8	31	2		12	3	12	18	8	4	98	40	8	29
Supervisory	1	1	8	8	11	50							1	1	8	8	11	50
Professionals Total	11	7	437	182	3	30	3	3	148	31	3	18	14	10	585	213	3	27
Professor			116	10		8			13						129	10		7
Associate Professor			115	15		12			35						150	15		9
Assistant Professor	2		113	45	1	28		1	43	2	2	7	2	1	156	47	1	23
Instructor	6	3	37	68	8	62	3	1	40	14	7	26	9	4	77	82	8	50
Other	3	4	56	44	7	45		1	17	15	3	48	3	5	73	59	6	46
Technicians	11	39	59	126	21	70	3	6	8	39	16	80	14	45	67	165	20	72
Office and Clerical	9	76	6	402	17	97	1	1	4	20	8	81	10	77	10	422	17	96
Sales		3		2	60	100								3		2	60	100
Crafts	13		55	1	19	1							13		55	1	19	1
Operatives	6		5	1	50	8							6		5	1	50	8
Laborers	23	1	5		83	3			1				23	1	6		80	3
Service Workers	103	119	24	25	82	53	4	12	1	7	67	79	107	131	25	32	81	55
Unknown		2		1	67	100								2		1	67	100
TOTAL	183	252	689	785	23	54	13	22	174	100	11	39	196	274	863	885	21	52

Source: Central Administration's Office of Institutional Research, based on Program IR0973, April 1975.

Table 2
The University of Tennessee Central Administration
Persons Employed During
November 1974

EEO Category	Full-Time Employees						Part-Time Employees						Total Employees					
	Black		Non-Black		Percent Black	Percent Female	Black		Non-Black		Percent Black	Percent Female	Black		Non-Black		Percent Black	Percent Female
	M	F	M	F			M	F	M	F			M	F	M	F		
Officials & Mgrs. Total	1		112	33	1	23			3	3		50	1		115	36	1	24
Executive			9												9			
Administrative	1		99	24	1	19			3	3		50	1		102	27	1	21
Supervisory			4	9		69									4	9		69
Professionals Total		2	78	19	2	21								2	78	19	2	21
Professor																		
Associate Professor																		
Assistant Professor																		
Instructor																		
Other		2	78	19	2	21								2	78	19	2	21
Technicians			15	2		12			2						17	2		11
Office and Clerical		8	7	165	4	96			7	14		67		8	14	179	4	93
Sales																		
Crafts	2	1	23	11	8	32							2	1	23	11	8	32
Operatives	1		4	8	8	62							1		4	8	8	62
Laborers			3						1						4			
Service Workers																		
Unknown																		
TOTAL	4	11	242	238	3	50			13	17		57	4	11	255	255	3	51

Source: Central Administration's Office of Institutional Research, based on Program IR0973, April 1975.

Table 3
The University of Tennessee at Chattanooga
Persons Employed During
November 1974

EEO Category	Full-Time Employees						Part-Time Employees						Total Employees					
	Black		Non-Black		Percent Black	Percent Female	Black		Non-Black		Percent Black	Percent Female	Black		Non-Black		Percent Black	Percent Female
	M	F	M	F			M	F	M	F			M	F				
Officials & Mgrs. Total	5	2	32	24	11	41	1		2	2	20	40	6	2	34	26	12	41
Executive			4												4			
Administrative	5		28	21	9	39	1		2	2	20	40	6		30	23	10	39
Supervisory		2		3	40	100								2		3	40	100
Professionals Total	3	6	175	40	4	21	2	3	51	34	6	41	5	9	226	74	4	26
Professor			31	3		9			1						32	3		9
Associate Professor			51	6		11			1						52	6		10
Assistant Professor		4	71	22	4	27			1					4	72	22	4	27
Instructor	2	2	5	5	29	50	2	3	45	31	6	42	4	5	50	36	9	43
Other	1		17	4	5	18			3	3		50	3		20	7	10	23
Technicians			5	3		38			3	2		40			8	5		38
Office and Clerical		11	3	86	11	97	1	3	2	13	21	84	1	14	5	99	13	95
Sales		2		3	40	100				1		100		2		4	33	100
Crafts			22												22			
Operatives	1		3	1	20	20							1	3		1	20	20
Laborers	5		6		45								5	6			45	
Service Workers	23	50	18	9	73	59	1	1	5	7	14	57	24	51	23	16	66	59
Unknown																		
TOTAL	37	71	264	166	20	44	5	7	63	59	9	49	42	78	327	225	18	45

Source: Central Administration's Office of Institutional Research, based on Program IR0973, April 1975.

Table 4
The University of Tennessee Institute of Agriculture
Persons Employed During
November 1974

EEO Category	Full-Time Employees						Part-Time Employees						Total Employees					
	Black		Non-Black		Percent Black	Percent Female	Black		Non-Black		Percent Black	Percent Female	Black		Non-Black		Percent Black	Percent Female
	M	F	M	F			M	F	M	F			M	F	M	F		
Officials & Mgrs. Total	16	17	261	186	7	42							16	17	261	186	7	42
Executive			2												2			
Administrative	16	17	255	185	7	43							16	17	255	185	7	43
Supervisory			4	1		20									4	1		20
Professionals Total		1	222	23		10								1	222	23		10
Professor			56	1		2									56	1		2
Associate Professor			68	4		6									68	4		6
Assistant Professor		1	78	11	1	13							1	78	11	1	13	
Instructor			12	4		25									12	4		25
Other			8	3		27									8	3		27
Technicians	2		40	18	3	30			1	2		67	2		41	20	3	32
Office and Clerical		14	5	233	6	98				16		100		14	5	249	5	98
Sales																		
Crafts	1		4	1	17	17							1		4	1	17	17
Operatives	1		15	2	6	11							1		15	2	6	11
Laborers	7		100	1	6	1			5	1		17	7		105	2	6	2
Service Workers	4	41	35	67	31	73	1	21	5	189	10	97	5	62	40	256	18	88
Unknown																		
TOTAL	31	73	682	531	8	46	1	21	11	208	9	95	32	94	693	739	8	53

Source: Central Administration's Office of Institutional Research, based on Program IR0973, April 1975.

Table 5
The University of Tennessee, Knoxville
Persons Employed During
November 1974

EEO Category	Full-Time Employees						Part-Time Employees						Total Employees					
	Black		Non-Black		Percent Black	Percent Female	Black		Non-Black		Percent Black	Percent Female	Black		Non-Black		Percent Black	Percent Female
	M	F	M	F			M	F	M	F			M	F	M	F		
Officials & Mgrs. Total	12	10	247	101	6	30			6	7		54	12	10	253	108	5	30
Executive	1		7	1	11	11							1		7	1	11	11
Administrative	11	10	190	78	7	30			6	7		54	11	10	196	85	7	31
Supervisory			50	22		31									50	22		31
Professionals Total	16	16	974	278	2	22	2	2	102	75	2	43	18	18	1,076	353	2	25
Professor	1		310	18		5			31	1		3	1		341	19		5
Associate Professor	3	2	281	40	2	13			14				3	2	295	40	1	12
Assistant Professor	9	7	246	100	4	30			14	15		52	9	7	260	115	4	31
Instructor	2	6	53	75	6	60		1	8	42	2	84	2	7	61	117	5	66
Other	1	1	84	45	2	35	2	1	35	17	5	33	3	2	119	62	3	34
Technicians		1	37	13	2	27	1		7	7	7	47	1	1	44	20	3	32
Office and Clerical	4	37	84	766	5	90	1	2	10	63	4	86	5	39	94	829	5	90
Sales		1		24	4	100				6		100		1		30		100
Crafts	4		239	1	2				1	1		50	4		240	2	2	1
Operatives	1		69	9	1	11							1		69	9	1	11
Laborers	1	1	72		3	1							1	1	72		3	1
Service Workers	74	85	364	91	26	29	5	7	8	13	36	61	79	92	372	104	26	30
Unknown			15	2		12									15	2		12
TOTAL	112	151	2,101	1,285	7	39	9	11	134	172	6	56	121	162	2,235	1,457	7	40

Source: Central Administration's Office of Institutional Research, based on Program IR0973, April 1975.

Table 6
The University of Tennessee at Martin
Persons Employed During
November 1974

EEO Category	Full-Time Employees						Part-Time Employees						Total Employees					
	Black		Non-Black		Percent Black	Percent Female	Black		Non-Black		Percent Black	Percent Female	Black		Non-Black		Percent Black	Percent Female
	M	F	M	F			M	F	M	F			M	F	M	F		
Officials & Mgrs. Total	1	1	49	18	3	28							1	1	49	18	3	28
Executive			6												6			
Administrative	1		42	13	2	24									42	13	2	24
Supervisory		1	1	5	14	86								1	1	5	14	86
Professionals Total	3	1	173	69	2	28			2	4		67	3	1	175	73	2	29
Professor			11	3		21									11	3		21
Associate Professor	1		69	12	1	15							1		69	12	1	15
Assistant Professor	2		81	31	2	27							2		81	31	2	27
Instructor		1	10	18	3	66			1	4		80		1	11	22	3	68
Other			2	5		71			1						3	5		63
Technicians	1		3	1	20	20							1		3	1	20	20
Office and Clerical	1	4	5	115	4	95			2	16		89	1	4	7	131	3	94
Sales				9		100				1		100				10		100
Crafts	1		28	2	3	6							1		28	2	3	6
Operatives			3	2		40									3	2		40
Laborers	3		7		30								3		7		30	
Service Workers	9	21	56	27	27	42		7	1	8	44	94	9	28	57	35	29	49
Unknown																		
TOTAL	19	27	324	243	8	44		7	5	29	17	88	19	34	328	272	8	47

Source: Central Administration's Office of Institutional Research, based on Program IR0973, April 1975.

Table 7
The University of Tennessee Memorial Hospital, Research Center, and Clinical Education Center
Persons Employed During
November 1974

EEO Category	Full-Time Employees						Part-Time Employees						Total Employees					
	Black		Non-Black		Percent Black	Percent Female	Black		Non-Black		Percent Black	Percent Female	Black		Non-Black		Percent Black	Percent Female
	M	F	M	F			M	F	M	F			M	F	M	F		
Officials & Mgrs. Total	2	3	40	48	5	55			1			100	2	3	40	49	5	55
Executive																		
Administrative		1	31	30	2	50			1			100		1	31	31	2	51
Supervisory	2	2	9	18	13	65							2	2	9	18	13	65
Professionals Total	1	8	113	211	3	66		1	4	41	2	91	1	9	117	252	3	69
Professor			5						2						7			
Associate Professor			5												5			
Assistant Professor			2						1						3			
Instructor			1												1			
Other	1	8	100	211	3	68		1	1	41	2	98	1	9	101	252	3	72
Technicians	4	57	35	209	20	87	1	5	10	48	9	83	5	62	45	257	18	86
Office and Clerical		19	10	206	8	96			5	10		67		19	15	216	8	94
Sales																		
Crafts			16												16			
Operatives			4												4			
Laborers			3												3			
Service Workers	33	78	75	178	30	70	3		9	9	14	43	36	78	84	187	30	69
Unknown																		
TOTAL	40	165	296	852	15	75	4	6	28	109	7	78	44	171	324	961	14	75

Source: Central Administration's Office of Institutional Research, based on Program IR0973, April 1975.

Table 8
The University of Tennessee at Nashville
Persons Employed During
November 1974

EEO Category	Full-Time Employees						Part-Time Employees						Total Employees					
	Black		Non-Black		Percent Black	Percent Female	Black		Non-Black		Percent Black	Percent Female	Black		Non-Black		Percent Black	Percent Female
	M	F	M	F			M	F	M	F			M	F	M	F		
Officials & Mgrs. Total		1	29	19	2	41				1		100		1	29	20	.2	42
Executive			3												3			
Administrative		1	26	17	2	41				1		100		1	26	18	2	42
Supervisory				2		100										2		100
Professionals Total	2	4	76	50	5	41	8	2	173	51	4	23	10	6	249	101	4	29
Professor	1		17		6								1		17		6	
Associate Professor	1		24	3	4	11							1		24	3	4	11
Assistant Professor		2	22	20	5	50								2	22	20	5	50
Instructor		1	1	25	4	96		1	1	3	20	80		2	2	28	6	94
Other		1	12	2	7	20	8	1	172	48	4	21	8	2	184	50	4	21
Technicians			1												1			
Office and Clerical	2	11	1	76	14	97			1	3		75	2	11	2	79	14	96
Sales				1		100			1						1	1		50
Crafts	1		6		14								1		6		14	
Operatives				3		100										3		100
Laborers			1												1			
Service Workers	3	3	8	1	40	27			1				3	3	9	1	38	25
Unknown			1												1			
TOTAL	8	19	123	150	9	56	8	2	176	55	4	24	16	21	299	205	7	42

Source: Central Administration's Office of Institutional Research, based on Program IR0973, April 1975.

Table 9
The University of Tennessee Space Institute
Persons Employed During
November 1974

EEO Category	Full-Time Employees						Part-Time Employees						Total Employees					
	Black		Non-Black		Percent Black	Percent Female	Black		Non-Black		Percent Black	Percent Female	Black		Non-Black		Percent Black	Percent Female
	M	F	M	F			M	F	M	F			M	F	M	F		
Officials & Mgrs. Total			14	1		7									14	1		7
Executive																		
Administrative			14	1		7									14	1		7
Supervisory																		
Professionals Total			20	1		5		24	2		8		44	3				6
Professor			5	1		17		8					13	1				7
Associate Professor			5					6					11					
Assistant Professor			8					7					15					
Instructor							1	2			67		1	2				67
Other			2					2					4					
Technicians			9					3					12					
Office and Clerical				13		100			8		100			21				100
Sales																		
Crafts			1										1					
Operatives																		
Laborers			3										3					
Service Workers	4	1	7	1	38	15		1				4	1	8	1	36		14
Unknown																		
TOTAL	4	1	54	16	7	23		28	10		26	4	1	82	26	4		24

Source: Central Administration's Office of Institutional Research, based on Program IR0973, April 1975.

Table 10
The University of Tennessee Totals
Persons Employed During
November 1974

EEO Category	Full-Time Employees						Part-Time Employees						Total Employees					
	Black		Non-Black		Percent Black	Percent Female	Black		Non-Black		Percent Black	Percent Female	Black		Non-Black		Percent Black	Percent Female
	M	F	M	F			M	F	M	F			M	F	M	F		
Officials & Mgrs. Total	44	39	882	475	6	36	3		23	17	7	40	47	39	905	492	6	36
Executive	1		35	1	8	8							1		35	1	8	8
Administrative	40	33	771	406	6	35	3		23	17	7	40	43	33	794	423	6	35
Supervisory	3	6	76	68	6	48							3	6	76	68	6	48
Professionals Total	36	45	2,268	873	2	28	15	11	504	238	3	32	51	56	2,772	1,111	3	29
Professor	2		551	36		6			55	1		2	2		606	37		6
Associate Professor	5	2	618	80	1	12			56				5	2	674	80	1	11
Assistant Professor	13	14	621	229	3	28		1	66	17	1	21	13	15	687	246	3	27
Instructor	10	13	119	195	7	62	5	6	96	96	5	50	15	19	215	291	6	57
Other	6	16	359	333	3	49	10	4	231	124	4	35	16	20	590	457	3	44
Technicians	18	97	204	372	17	68	5	11	34	98	11	74	23	108	238	470	16	69
Office and Clerical	16	180	121	2,062	8	94	3	6	31	163	4	83	19	186	152	2,225	8	93
Sales		6		39	13	100			1	8		89		6	1	47	11	98
Crafts	22	1	394	16	5	4			1	1		50	22	1	395	17	5	4
Operatives	10		103	26	7	19							10		103	26	7	19
Laborers	39	2	200	1	17	1			7	1		13	39	2	207	2	16	2
Service Workers	253	398	587	399	40	49	14	48	31	233	19	86	267	446	618	632	36	55
Unknown		2	16	3	10	24								2	16	3	10	24
TOTAL	438	770	4,775	4,266	12	49	40	76	632	759	8	55	478	846	5,407	5,025	11	50

Source: Central Administration's Office of Institutional Research, based on Program IR0973, April 1975.

Table 11

The University of Tennessee Center for the Health Sciences
New Hires During 1974

EEO Category	Hired Full-Time						Hired Part-Time						Total Hired					
	Black		Non-Black		Percent Black	Percent Female	Black		Non-Black		Percent Black	Percent Female	Black		Non-Black		Percent Black	Percent Female
	M	F	M	F			M	F	M	F			M	F	M	F		
Officials & Mgrs. Total	1	1	18	10	7	37	2		7	1	20	10	3	1	25	11	10	30
Executive			1												1			
Administrative	1	1	16	9	7	37	2		7	1	20	10	3	1	23	10	11	30
Supervisory			1	1		50									1	1		50
Professionals Total	4	2	111	63	3	36	1	3	38	21	6	38	5	5	149	84	4	37
Professor			7						1						8			
Associate Professor			16	4		20			2						18	4		18
Assistant Professor	1		35	5	2	12		1	11	2	7	21	1	1	46	7	4	15
Instructor	2		28	28	3	48	1	1	14	9	8	40	3	1	42	37	5	46
Other	1	2	25	26	6	52		1	10	10	5	52	1	3	35	36	5	52
Technicians	4	8	27	51	13	66		3	3	9	20	80	4	11	30	60	14	68
Office and Clerical	4	44		180	21	98		1		12	8	100	4	45		192	20	98
Sales		1		2	33	100								1		2	33	100
Crafts			7												7			
Operatives	8		3	2	62	15			2				8		5	2	53	13
Laborers	22		4		85				1				22		5		81	
Service Workers	56	5	10	8	77	16	2	4	2	1	67	56	58	9	12	9	76	20
Unknown		2			100	100								2			100	100
TOTAL	99	63	180	316	25	58	5	11	53	44	14	49	104	74	233	360	23	56

Source: Central Administration's Office of Institutional Research, based on Program IR0973, April 1975.

Table 12
The University of Tennessee Central Administration
New Hires During 1974

EEO Category	Hired Full-Time						Hired Part-Time						Total Hired					
	Black		Non Black		Percent Black	Percent Female	Black		Non-Black		Percent Black	Percent Female	Black		Non-Black		Percent Black	Percent Female
	M	F	M	F			M	F	M	F			M	F	M	F		
Officials & Mgrs. Total			10	5		33			2	2		50			12	7		37
Executive																		
Administrative			9	2		18			2	1		33			11	3		21
Supervisory			1	3		75				1		100			1	4		80
Professionals Total	1		20	17	3	47			1	1		50	1		21	18	3	48
Professor																		
Associate Professor																		
Assistant Professor																		
Instructor			1	8		89									1	8		89
Other	1		19	9	3	34			1	1		50	1		20	10	3	35
Technicians			2						1	1		50			3	1		25
Office and Clerical	2		4	54	3	93			5	7		58	2		9	61	3	88
Sales																		
Crafts	1		4		20	20							1		4		20	20
Operatives			1	1		50									1	1		50
Laborers			4						1						5			
Service Workers																		
Unknown																		
TOTAL	4		45	77	3	64			10	11		52	4		55	88	3	63

Source: Central Administration's Office of Institutional Research, based on Program IR0973, April 1975.

Table 13

The University of Tennessee at Chattanooga
New Hires During 1974

EEO Category	Hired Full-Time						Hired Part-Time						Total Hired					
	Black		Non-Black		Percent Black	Percent Female	Black		Non-Black		Percent Black	Percent Female	Black		Non-Black		Percent Black	Percent Female
	M	F	M	F			M	F	M	F			M	F	M	F		
Officials & Mgrs. Total	1	1	3	3	25	50							1	1	3	3	25	50
Executive																		
Administrative	1	1	3	3	25	50							1	1	3	3	25	50
Supervisory																		
Professionals Total		2	14	7	9	39	2	2	36	25	6	42	2	4	50	32	7	41
Professor																		
Associate Professor			3												3			
Assistant Professor	1	7	6	7	50			1						1	8	6	7	47
Instructor	1	1	1	33	67		2	2	34	22	7	41	2	3	35	23	8	40
Other			3					1	3						4	3		43
Technicians				1		100										1		100
Office and Clerical		6	1	31	16	97	1	1		7	22	89	1	7	1	38	17	96
Sales									1			100			1			100
Crafts	1		12		8								1		12		8	
Operatives	4		2		67								4		2		67	
Laborers	3		12		20			2					3		14		18	
Service Workers	19	18	6	3	80	46	1	1	3	9	14	71	20	19	9	12	65	52
Unknown																		
TOTAL	28	27	50	45	37	48	4	4	41	42	9	51	32	31	91	87	26	49

Source: Central Administration's Office of Institutional Research; based on Program IR0973, April 1975.

Table 14

The University of Tennessee Institute of Agriculture
New Hires During 1974

EEO Category	Hired Full-Time						Hired Part-Time						Total Hired					
	Black		Non-Black		Percent Black	Percent Female	Black		Non-Black		Percent Black	Percent Female	Black		Non-Black		Percent Black	Percent Female
	M	F	M	F			M	F	M	F			M	F	M	F		
Officials & Mgrs. Total	1	3	26	32	6	56			2				1	3	28	32	6	55
Executive																		
Administrative	1	3	26	32	6	56							1	3	26	32	6	56
Supervisory									2						2			
Professionals Total			18	2		10									18	2		10
Professor			2												2			
Associate Professor			2												2			
Assistant Professor			12	1		8									12	1		8
Instructor																		
Other			2	1		33									2	1		33
Technicians	1		5	5	9	45							1		5	5	9	45
Office and Clerical		1		31	3	100			5		100			1		36	3	100
Sales																		
Crafts	1				100								1				100	
Operatives			5												5			
Laborers			33						17	2		11			50	2		4
Service Workers	3	4	6	5	39	50		1	4	22	4	85	3	5	10	27	18	71
Unknown																		
TOTAL	6	8	93	75	8	46		1	23	29	2	57	6	9	116	104	6	48

Source: Central Administration's Office of Institutional Research; based on Program IR0973, April 1975.

Table 15
The University of Tennessee, Knoxville
New Hires During 1974

EEO Category	Hired Full-Time						Hired Part-Time						Total Hired					
	Black		Non Black		Percent Black	Percent Female	Black		Non-Black		Percent Black	Percent Female	Black		Non-Black		Percent Black	Percent Female
	M	F	M	F			M	F	M	F			M	F	M	F		
Officials & Mgrs. Total	4	4	33	24	12	43	7		58	29	7	31	11	4	91	53	9	36
Executive																		
Administrative		4	26	11	10	37			4	3		43		4	30	14	8	38
Supervisory	4		7	13	17	54	7		54	26	8	30	11		61	39	10	35
Professionals Total	10	8	126	62	9	34	3	4	49	32	8	41	13	12	175	94	9	36
Professor			8						9						17			
Associate Professor	2		18	9	7	31			3				2		21	9	6	28
Assistant Professor	3	2	57	19	6	26			7	9		56	3	2	64	28	5	31
Instructor	2	5	18	18	16	53		1	7	13	5	67	2	6	25	31	13	58
Other	3	1	25	16	9	38	3	3	23	10	15	33	6	4	48	26	12	36
Technicians			15	14		48	1		8		11		1		23	14	3	37
Office and Clerical	1	21	47	365	5	89	3	1	24	26	7	50	4	22	71	391	5	85
Sales		1	1	10	8	92				7		100		1	1	17	5	95
Crafts	1		34	1	3	3			3	2		40	1		37	3	2	7
Operatives	1		17	1	5	5			3				1		20	1	5	5
Laborers		1	43		2	2			4	3		43		1	47	3	2	8
Service Workers	31	22	115	36	26	28	3	6	16	17	21	55	34	28	131	53	25	33
Unknown	2		10	4	13	25	2	4	38	29	8	45	4	4	48	33	9	42
TOTAL	50	57	441	517	10	54	19	15	203	145	9	42	69	72	644	662	10	51

Source: Central Administration's Office of Institutional Research, based on Program IR0973, April 1975.

Table 16
The University of Tennessee at Martin
New Hires During 1974

EEO Category	Hired Full-Time						Hired Part-Time						Total Hired					
	Black		Non-Black		Percent Black	Percent Female	Black		Non-Black		Percent Black	Percent Female	Black		Non-Black		Percent Black	Percent Female
	M	F	M	F			M	F	M	F			M	F	M	F		
Officials & Mgrs. Total		1	5	5	9	55			1			100	1	5	6	8	58	
Executive																		
Administrative			5	4		44								5	4		44	
Supervisory		1		1	50	100			1			100	1		2	33	100	
Professionals Total		1	8	4	8	38			1				1	9	4	7	38	
Professor			2											2				
Associate Professor			2											2				
Assistant Professor			3	1		25								3	1		25	
Instructor		1	1	3	20	80							1	1	3	20	80	
Other								1						1				
Technicians																		
Office and Clerical		2		17	11	100			8			100	2		25	7	100	
Sales				3		100			1			100			4		100	
Crafts			3												3			
Operatives			2	1		33								2	1		33	
Laborers	1		2		33								1		2		33	
Service Workers	2	3	8	4	29	41			1			100	2	3	8	5	28	44
Unknown																		
TOTAL	3	7	28	34	14	57			1	11		92	3	7	29	45	12	62

Source: Central Administration's Office of Institutional Research, based on Program IR0973, April 1975.

Table 17
The University of Tennessee Memorial Research Center, Hospital, and Clinical Education Center
New Hires During 1974

EEO Category	Hired Full-Time						Hired Part-Time						Total Hired					
	Black		Non Black		Percent Black	Percent Female	Black		Non-Black		Percent Black	Percent Female	Black		Non-Black		Percent Black	Percent Female
	M	F	M	F			M	F	M	F			M	F				
Officials & Mgrs. Total	3	3	7	29	14	76			2				3	3	9	29	14	73
Executive																		
Administrative			4	4		50									4	4		50
Supervisory	3	3	3	25	18	82			2				3	3	5	25	17	78
Professionals Total		2	42	66	2	62	1	3	12	6	81		3	45	78	2	64	
Professor								2							2			
Associate Professor			5												5			
Assistant Professor																		
Instructor																		
Other		2	37	66	2	65	1	1	12	7	93		3	38	78	3	68	
Technicians	3	7	26	88	8	77	1	13	28	2	67	4	7	39	116	7	74	
Office and Clerical	2	18	7	96	16	93		4	12		75	2	18	11	108	14	91	
Sales																		
Crafts	1		1		50							1		1		50		
Operatives																		
Laborers			2												2			
Service Workers	20	31	54	104	24	65		15	11		42	20	31	69	115	22	62	
Unknown	1		2	3	17	50						1		2	3	17	50	
TOTAL	30	61	141	386	15	72	1	1	37	63	2	63	31	62	178	449	13	71

Source: Central Administration's Office of Institutional Research, based on Program IR0973, April 1975.

Table 18
The University of Tennessee at Nashville
New Hires During 1974

EEO Category	Hired Full-Time						Hired Part-Time						Total Hired					
	Black		Non-Black		Percent Black	Percent Female	Black		Non-Black		Percent Black	Percent Female	Black		Non-Black		Percent Black	Percent Female
	M	F	M	F			M	F	M	F			M	F	M	F		
Officials & Mgrs. Total		1	2	5	13	75				1		100		1	2	6	11	78
Executive																		
Administrative		1	2	4	14	71				1		100		1	2	5	13	75
Supervisory				1		100										1		100
Professionals Total	1	2	30	18	6	39	4	1	102	51	3	33	5	3	132	69	4	34
Professor	1		1		50								1		1		50	
Associate Professor			2												2			
Assistant Professor		2	5	2	22	44								2	5	2	22	44
Instructor				10		100				2		100				12		100
Other			22	6		21	4	1	102	49	3	32	4	1	124	55	3	30
Technicians																		
Office and Clerical		5	3	31	13	92				1		100		5	3	32	13	93
Sales				1		100										1		100
Crafts			2												2			
Operatives				1		100										1		100
Laborers																		
Service Workers	5		9	1	33	7							5		9	1	33	7
Unknown																		
TOTAL	6	8	46	57	12	56	4	1	102	53	3	34	10	9	148	110	7	43

Source: Central Administration's Office of Institutional Research, based on Program IR0973, April 1975.

Table 19
The University of Tennessee Space Institute
New Hires During 1974

EEO Category	Hired Full-Time								Hired Part-Time								Total Hired							
	Black		Non-Black		Percent Black	Percent Female	M	F	Black		Non-Black		Percent Black	Percent Female	M	F	Black		Percent Black	Percent Female	M	F	Black	Female
	M	F	M	F																				
Officials & Mgrs. Total			3																		3			
Executive																								
Administrative			3																		3			
Supervisory																								
Professionals Total			2	2		50					8	2		20							10	4		29
Professor																								
Associate Professor			1								2										3			
Assistant Professor			1								3										4			
Instructor				2		100					1	2		67							1	4		80
Other											2										2			
Technicians			5																		5			
Office and Clerical				5		100						4		100								9		100
Sales																								
Crafts																								
Operatives																								
Laborers				2																		2		
Service Workers	2	1	5		38	13									2	1	5		38	13				
Unknown																								
TOTAL	2	1	17	7	11	30					8	6		43	2	1	25	13	7	34				

Source: Central Administration's Office of Institutional Research, based on Program IR0973, April 1975.

Table 20
The University of Tennessee Totals
New Hires During 1974

EEO Category	Hired Full-Time						Hired Part-Time						Total Hired					
	Black		Non-Black		Percent Black	Percent Female	Black		Non-Black		Percent Black	Percent Female	Black		Non-Black		Percent Black	Percent Female
	M	F	M	F			M	F	M	F			M	F				
Officials & Mgrs. Total	10	14	107	113	10	52	9		71	34	8	30	19	14	178	147	9	45
Executive			1												1			
Administrative	3	10	94	69	7	45	2		13	6	10	29	5	10	107	75	8	43
Supervisory	7	4	12	44	16	72	7		58	28	7	30	14	4	70	72	11	48
Professionals Total	15	18	373	241	5	41	10	11	238	144	5	38	25	29	611	385	5	39
Professor	1		22	1	4	4			12				1		34	1	2	2
Associate Professor	2		49	13	3	20			7				2		56	13	3	18
Assistant Professor	4	5	120	34	6	24		1	22	11	3	35	4	6	142	45	5	26
Instructor	4	7	49	70	8	59	3	4	56	48	6	47	7	11	105	118	7	54
Other	4	6	133	123	4	48	7	6	141	85	5	38	11	12	274	208	5	44
Technicians	8	15	80	159	9	66	2	3	25	38	7	60	10	18	105	197	8	65
Office and Clerical	7	99	62	810	11	93	4	3	33	82	6	70	11	102	95	892	10	90
Sales		2	1	16	11	95				9		100		2	1	25	7	96
Crafts	4	1	63	1	7	3			3	2		40	4	1	66	3	7	5
Operatives	13	1	30	6	28	14			5				13	1	35	6	25	13
Laborers	26		102		20				25	5		17	26		127	5	16	3
Service Workers	138	84	213	161	37	41	6	12	40	61	15	61	144	96	253	222	34	44
Unknown	3	2	12	7	21	38	2	4	38	29	8	45	5	6	50	36	11	43
TOTAL	224	236	1,043	1,514	15	58	33	33	478	404	7	46	257	269	1,521	1,918	13	55

Source: Central Administration's Office of Institutional Research, based on Program IR0973, April 1975.

Table 22
The University of Tennessee
Full-Time Promotions During 1974

EEO Category	Chattanooga					Institute of Agriculture				
	Black		Non-Black		Percent Black	Black		Non-Black		Percent Black
	M	F	M	F		M	F	M	F	
Officials & Mgrs. Total			6	4	40	1	1	15	7	33
Executive			2							
Administrative			4	4	50	1	1	15	7	33
Supervisory										
Professionals Total	1	1	8	5	13			13		
Professionals (T) Total			15	2	12					
Professor			3					5		
Professor (T)										
Associate Professor			2	3	60			6		
Associate Professor (T)			5	1	17					
Assistant Professor		1	3	1	20			1		
Assistant Professor (T)			10	1	9					
Instructor	1				100					
Instructor (T)										
Other				1	100			1		
Technicians								1		
Office & Clerical				5	100				3	100
Sales										
Crafts			1						1	100
Operatives								1		
Laborers										
Service Workers										
TOTAL	1	1	30	16	4	1	1	30	11	28

Source: Central Administration's Office of Institutional Research, based on Program IR0973, April 1975.

Table 24
The University of Tennessee
Full-Time Promotions During 1974

EEO Category	Memorial Research, Hospital, Clin. Ed.						Nashville					
	Black		Non-Black		Percent Black	Percent Female	Black		Non-Black		Percent Black	Percent Female
	M	F	M	F			M	F	M	F		
Officials & Mgrs. Total			1	1		50			4	10		71
Executive									1			
Administrative			1	1		50			3	9		75
Supervisory										1		100
Professionals Total			26	2		7			19			
Professionals (T) Total										1		100
Professor									6			
Professor (T)												
Associate Professor									10			
Associate Professor (T)												
Assistant Professor									2			
Assistant Professor (T)										1		100
Instructor												
Instructor (T)												
Other			26	2		7			1			
Technicians									1			
Office & Clerical							1	4		10	33	93
Sales												
Crafts							1		1		50	
Operatives										1		100
Laborers												
Service Workers												
TOTAL			27	3		10	2	4	25	22	11	49

Source: Central Administration's Office of Institutional Research, based on Program IR0973, April 1975.

Table 25
The University of Tennessee
Full-Time Promotions During 1974

EEO Category	Space Institute				University Totals			
	Black		Non-Black		Black		Non-Black	
	M	F	M	F	Percent Black	Percent Female	Percent Black	Percent Female
Officials & Mgrs. Total								
Executive					4	4	58	43
Administrative					4		4	
Supervisory					3	4	53	41
Professionals Total					1		1	2
Professionals (T) Total					25		25	
Professor					1		2	
Professor (T)					2		2	
Associate Professor					187		38	
Associate Professor (T)					2		15	
Assistant Professor					91		1	
Assistant Professor (T)					46			
Instructor					18		1	
Instructor (T)					80		9	
Other					37	1	4	
Technicians					80		9	
Office & Clerical					2		2	
Sales					17		13	
Crafts					6		7	
Operatives					35		2	
Laborers					50		14	
Service Workers					1		3	
TOTAL					44		21	
					6	9	21	52
					18		102	15
							1	100
					4		2	16
					6		1	33
					2		57	
					3		11	22
					1		6	
					19	26	359	213
							7	38

Source: Central Administration's Office of Institutional Research, based on Program IR0973, April 1975.

Table 25
The University of Tennessee
Full-Time Promotions During 1974

EEO Category	Space Institute						University Totals					
	Black		Non-Black		Percent Black	Percent Female	Black		Non-Black		Percent Black	Percent Female
	M	F	M	F			M	F	M	F		
Officials & Mgrs. Total							4	4	58	43	7	43
Executive									4			
Administrative							3	4	53	41	6	44
Supervisory							1		1	2	25	50
Professionals Total							2	2	187	38	2	17
Professionals (T) Total								1	91	15	1	15
Professor									46			
Professor (T)									18	1		5
Associate Professor									80	9		10
Associate Professor (T)								1	37	4	2	12
Assistant Professor							1	1	17	13	6	44
Assistant Professor (T)					N-O-N-E				35	7		17
Instructor							1	1		2	50	75
Instructor (T)									1	3		75
Other									44	14		24
Technicians							3	1	6	9	21	52
Office & Clerical							1	18		102	15	99
Sales										1		100
Crafts							4		6	2	33	16
Operatives									2	1		33
Laborers							4		3		57	
Service Workers							1		6	2	11	22
TOTAL							19	26	359	213	7	38

Source: Central Administration's Office of Institutional Research, based on Program IR0973, April 1975.

Table 26

The University of Tennessee Center for the Health Sciences
Reported Contacts, Interviews, and Offers Made
During 1974

EEO Category	Contacts					Interviews					Offers Made				
	Black		Non-Black		Total	Black		Non-Black		Total	Black		Non-Black		Total
	M	F	M	F		M	F	M	F		M	F	M	F	
Officials & Mgrs. Total	19	12	82	45	158	8	7	59	26	100	2	2	23	7	34
Executive			1		1			1		1			1		1
Administrative	11	11	70	42	134	8	7	57	25	97	2	2	21	6	31
Supervisory	8	1	11	3	23			1	1	2			1	1	2
Professionals Total	10	20	366 ^a	166	562	12	14	207	102	335	8	6	119	67	200
Professor	1		7	2	10	1		16	2	19	1		4	2	7
Associate Professor			33	6	39	1		22	5	28		2	15	3	20
Assistant Professor	4		230	30	264	4	1	100	10	115	2	1	50	7	60
Instructor	2	11	68	92	173	3	3	45	51	102	3	1	34	38	76
Other	3	9	28	36	76	3	10	24	34	71	2	2	16	17	37
Technicians	32	57	155	129	373	7	30	65	94	196	3	10	32	60	105
Office and Clerical	18	482	21	879	1,400	5	130		427	562	4	48		213	265
Sales		24		13	37		2		3	5		1		2	3
Crafts	54		61	1	116			9		9			7		7
Operatives	17	3	11	1	32	10		13	4	27	8		5	2	15
Laborers	169	2	13	1	185	24		6		30	22		5		27
Service Workers	238	232	75	95	640	85	10	23	4	122	69	10	12	8	99
TOTAL	557	832	784	1,330	3,503	151	193	282	660	1,386	116	77	203	359	755

Source: Central Administration's Office of Institutional Research, based on Program IR0973, April 1975.

^aThere were also 4 contacts of unknown sex and race.

Table 27
The University of Tennessee Central Administration
Reported Contacts, Interviews, and Offers Made
During 1974

EEO Category	Contacts					Interviews					Offers Made				
	Black		Non-Black		Total	Black		Non-Black		Total	Black		Non-Black		Total
	M	F	M	F		M	F	M	F		M	F	M	F	
Officials & Mgrs. Total	7	3	109	39	158	5	1	37	36	79	2		13	7	22
Executive	2				2	2				2	1				1
Administrative	5	2	108	25	140	3		36	22	61	1		12	5	18
Supervisory		1	1	14	16		1	1	14	16			1	2	3
Professionals Total	4	3	258	30	295	2	2	72	20	96	1		23	7	31
Professor															
Associate Professor															
Assistant Professor															
Instructor															
Other	4	3	258	30	295	2	2	72	20	96	1		23	7	31
Technicians			40	7	47			6	3	9			3	1	4
Office and Clerical		10	7	198	215		10	7	195	212		2	10	66	78
Sales															
Crafts		1	13	16	30		1	11	15	27		1	4		5
Operatives			1	2	3			1	2	3			1	1	2
Laborers			7	1	8			7	1	8			5		5
Service Workers															
TOTAL	11	17	435	275	756	7	14	141	272	434	3	3	59	82	147

Source: Central Administration's Office of Institutional Research, based on Program IR0973, April 1975.

Table 28
The University of Tennessee at Chattanooga
Reported Contacts, Interviews, and Offers Made
During 1974

EEO Category	Contacts					Interviews					Offers Made				
	Black		Non-Black		Total	Black		Non-Black		Total	Black		Non-Black		Total
	M	F	M	F		M	F	M	F		M	F	M	F	
Officials & Mgrs. Total	5	4	88	27	124	4	2	31	13	50	1	1	3	3	8
Executive															
Administrative	5	4	88	27	124	4	2	31	13	50	1	1	3	3	8
Supervisory															
Professionals Total	9	18	487	90	604	7	5	103	40	155	4	3	52	34	93
Professor															
Associate Professor			7		7			4		4			2		2
Assistant Professor	4	8	423	45	480	3	1	51	15	70		1	11	6	18
Instructor	5	10	50	39	104	4	4	43	20	71	4	2	36	25	67
Other			7	6	13			5	5	10			3	3	6
Technicians			2	4	6			1	3	4				1	1
Office and Clerical	1	63	5	258	327	2	50	10	150	212		8	2	35	45
Sales		1		11	12										
Crafts	8		44		52	8		35		43	2		12		14
Operatives															
Laborers	30		38		68	30		38		68	6		12		18
Service Workers	114	109	45	9	277	30	30	10	5	75	20	15	6	3	44
TOTAL	167	195	709	399	1,470	81	87	228	211	607	33	27	87	76	223

Source: Central Administration's Office of Institutional Research, based on Program IR0973, April 1975.

Table 29

The University of Tennessee Institute of Agriculture
Reported Contacts, Interviews, and Offers Made
During 1974

EEO Category	Contacts					Interviews					Offers Made				
	Black		Non-Black		Total	Black		Non-Black		Total	Black		Non-Black		Total
	M	F	M	F		M	F	M	F		M	F	M	F	
Officials & Mgrs. Total	17	28	209	475	729	6	7	70	150	233	2	3	29	39	73
Executive															
Administrative	17	28	209	475	729	6	7	70	150	233	2	3	29	39	73
Supervisory															
Professionals Total	1		232	7	240			41	2	43			24	2	26
Professor			32		32			4		4			3		3
Associate Professor			16		16			7		7			2		2
Assistant Professor	1		148	6	155			25	1	26			16	1	17
Instructor															
Other			36	1	37			5	1	6			3	1	4
Technicians	2		23	21	46	2		21	19	42	1		5	8	14
Office and Clerical		7		103	110		2		89	91		1		47	48
Sales															
Crafts															
Operatives			8		8			31	1	32			6		6
Laborers	11	3	80	2	96	5	2	77	2	86	1		33		34
Service Workers	1	15	13	107	136	1	15	13	46	75	1	6	5	27	39
TOTAL	32	53	565	715	1,365	14	26	253	309	602	5	10	102	123	240

Source: Central Administration's Office of Institutional Research, based on Program IR0973, April 1975.

Table 30
The University of Tennessee, Knoxville
Reported Contacts, Interviews, and Offers Made
During 1974

EEO Category	Contacts					Interviews					Offers Made				
	Black		Non-Black		Total	Black		Non-Black		Total	Black		Non-Black		Total
	M	F	M	F		M	F	M	F		M	F	M	F	
Officials & Mgrs. Total	7	9	160	116	292	5	6	118	91	220	1	4	22	23	50
Executive															
Administrative	7	8	143 ^a	81	239	5	5	101	56	167	1	4	16	14	35
Supervisory		1	17	35	53		1	17	35	53			6	9	15
Professionals Total	71	44	2,603	476	3,194	35	21	426	221	703	14	14	127	64	219
Professor	3		163	11	177	3		13	1	17	2		11	1	14
Associate Professor	7	8	340	54	409	4	2	69	21	96	2	2	27	14	45
Assistant Professor	45	20	1,818	263	2,146	19	5	251	86	361	6	4	59	18	87
Instructor	9	13	115	91	228	6	12	52	73	143	3	7	9	12	31
Other	7	3	167	57	234	3	2	41	40	86	1	1	21	19	42
Technicians			64	27	91			64	27	91			16	10	26
Office and Clerical	7	68	185	1,481	1,741	7	68	185	1,481	1,741	1	15	56	415	487
Sales		2		7	9		2		7	9				5	5
Crafts	2	1	74	6	83	2	1	74	6	83	1		33	2	36
Operatives	3		52	3	58	3		52	3	58	1		21		22
Laborers	4	1	107	1	113	4	1	107	1	113	1		64		65
Service Workers	89	38	231	68	426	89	38	231	68	426	37	22	122	45	226
TOTAL	183	163	3,476	2,185	6,007	145	137	1,257	1,905	3,444	56	55	461	564	1,136

Source: Central Administration's Office of Institutional Research, based on Program IR0973, April 1975.

There were also 91 contacts of unknown sex and race.

Table 31
The University of Tennessee at Martin
Reported Contacts, Interviews, and Offers Made
During 1974

EEO Category	Contacts					Interviews					Offers Made				
	Black		Non-Black		Total	Black		Non-Black		Total	Black		Non-Black		Total
	M	F	M	F		M	F	M	F		M	F	M	F	
Officials & Mgrs. Total	12	7	96	70	185	11	7	45	37	100	4	1	7	5	17
Executive			12	2	14			5	1	6			2		2
Administrative	12	6	84	67	169	11	6	40	35	92	4		5	4	13
Supervisory		1		1	2		1		1	2		1		1	2
Professionals Total	2	21	304	45	372	1	2	40	12	55		1	11	4	16
Professor			94	5	99		1	11	2	14			4		4
Associate Professor			47	6	53			2	1	3			1		1
Assistant Professor	1	4	150	10	165			14	1	15			4	1	5
Instructor		17	5	22	44		2	5	6	13	1		1	3	5
Other	1		8	2	11	1		8	2	11			1		1
Technicians			1		1			1		1			1		1
Office and Clerical		4	6	116	126		3	6	107	116		3		28	31
Sales				19	19				19	19				4	4
Crafts			24		24			24		24			5		5
Operatives		1	2	5	8		1	2	5	8			2	1	3
Laborers	8		40	1	49	7		40	1	48	1		2		3
Service Workers	3	4	26	29	62	3	4	25	29	61	2	3	10	5	20
TOTAL	25	37	499	285	846	22	17	183	210	432	7	8	38	47	100

Source: Central Administration's Office of Institutional Research, based on Program IR0973, April 1975.

Table 32
The University of Tennessee Memorial Hospital, Research Center, and Clinical Education Center
Reported Contacts, Interviews, and Offers Made
During 1974

EEO Category	Contacts					Interviews					Offers Made				
	Black		Non-Black		Total	Black		Non-Black		Total	Black		Non-Black		Total
	M	F	M	F		M	F	M	F		M	F	M	F	
Officials & Mgrs. Total	3	4	47	54	108		2	11	26	39		1	6	5	12
Executive															
Administrative		1	42	48	91		1	9	23	33			4	2	6
Supervisory	3	3	5	6	20		1	2	3	6		1	2	3	6
Professionals Total	2	12	25 ^a	92	131	5	4	110	88	207	2	3	62	75	142
Professor	1		3		4	1		3		4	1		1		2
Associate Professor		8			8			4		4			4		4
Assistant Professor			8		8			8		8			6		6
Instructor															
Other	1	4	14	92	111	4	4	95	88	191	1	3	51	75	130
Technicians	13	21	57	130	221	9	18	52	118	197	3	10	36	95	144
Office and Clerical	4	45	17	163	229	4	36	16	138	194	2	21	10	109	142
Sales															
Crafts	1		3		4	1		2		3	1		1		2
Operatives															
Laborers	1		4		5			4		4			3		3
Service Workers	52	69	104	167	392	43	62	88	155	348	24	40	65	124	253
TOTAL	76	151	257	606	1,090	62	122	283	525	992	32	75	183	408	698

Source: Central Administration's Office of Institutional Research, based on Program IR0973, April 1975.

^aThere were also 421 contacts of unknown race.

Table 34
The University of Tennessee Space Institute
Reported Contacts, Interviews, and Offers Made
During 1974

EEO Category	Contacts					Interviews					Offers Made				
	Black		Non-Black		Total	Black		Non-Black		Total	Black		Non-Black		Total
	M	F	M	F		M	F	M	F		M	F	M	F	
Officials & Mgrs. Total			5		5			5		5			3		3
Executive															
Administrative			5		5			5		5			3		3
Supervisory															
Professionals Total			3	2	5			3	2	5			3	2	5
Professor								1		1			1		1
Associate Professor			1		1			1		1			1		1
Assistant Professor			1		1			1		1			1		1
Instructor			1	2	3			1	2	3			1	2	3
Other															
Technicians	4		5		9			5		5			5		5
Office and Clerical		3		11	14		1		11	12				7	7
Sales															
Crafts															
Operatives															
Laborers															
Service Workers	2	2	6	1	11	1	2	6	1	10	1	1	5		7
TOTAL	6	5	19	14	44	1	3	19	14	37	1	1	16	9	27

Source: Central Administration's Office of Institutional Research, based on Program IR0973, April 1975.

Table 35

The University of Tennessee
Expected Positions To Be Filled and Goals for New Hires
During 1975

EEO Category	Center for the Health Sciences				Central Administration				Chattanooga			
	Positions To		Goals For		Positions To		Goals For		Positions To		Goals For	
	Be Filled		Employment		Be Filled		Employment		Be Filled		Employment	
	F-T	P-T	Black	Female	F-T	P-T	Black	Female	F-T	P-T	Black	Female
Officials & Mgrs. Total	9		1	4	7	1	3		5		1	4
Executive					1		1					
Administrative	8		1	3	6	1	2		5		1	4
Supervisory	1			1								
Professionals Total	143	15	15	25	17		2	4	16	36	11	17
Professor	4	2							1			1
Associate Professor	16		3						2	1	1	3
Assistant Professor	72		5	11					9		5	2
Instructor	28	6	5	12	10				4	34	5	10
Other	23	7	2	2	7		2	4		1		1
Technicians	35		4	20	1			1	3		1	1
Office and Clerical	100		20		42		10		25	5	7	20
Sales									2	6		8
Crafts	3		1		1		1		4			
Operatives	7		4	1	1			1	4			1
Laborers	20		15		4		2		6		3	
Service Workers	45		35	4					30	5	15	15
TOTAL	362	15	95	54	73	1	18	6	95	52	38	66

Source: Central Administration's Office of Institutional Research, based on Program IR0973, April 1975.

Note: Goals are set only in categories where numerical deficiencies exist.

Table 36
The University of Tennessee
Expected Positions To Be Filled and Goals for New Hires
During 1975

EEO Category	Institute of Agriculture				Knoxville				Martin			
	Positions To Be Filled		Goals For Employment		Positions To Be Filled		Goals For Employment		Positions To Be Filled		Goals For Employment	
	F-T	P-T	Black	Female	F-T	P-T	Black	Female	F-T	P-T	Black	Female
Officials & Mgrs. Total	17		4	20	12	2	1	7	4		1	3
Executive												
Administrative	17		4	20	12	2	1	7	2			2
Supervisory									2		1	1
Professionals Total	30	2	5	1	92	15	22	27	7		2	4
Professor	7		1		9		2					
Associate Professor	9	1	2		17	1	2	6				
Assistant Professor	13	1	2	1	47	3	11	15	5		2	3
Instructor					12	8	5	4				
Other	1				7	3	2	2	2			1
Technicians	10		2	4			2	5				
Office and Clerical	20	1	4	14			20		10	2	1	
Sales							1		2		1	1
Crafts									2			
Operatives	2		1				3	3	2		1	1
Laborers	18		4				5	5	2		1	1
Service Workers	9	12	2	2					10		2	4
TOTAL	106	15	22	41	104	17	54	47	39	2	9	14

Source: Central Administration's Office of Institutional Research, based on Program IR0973, April 1975.

Note: Goals are set only in categories where numerical deficiencies exist.

Table 37
The University of Tennessee
Expected Positions To Be Filled and Goals for New Hires
During 1975

EEO Category	Memorial Research, Hospital, Clin. Ed.				Nashville				Space Institute			
	Positions To		Goals For		Positions To		Goals For		Positions To		Goals For	
	Be Filled		Employment		Be Filled		Employment		Be Filled		Employment	
	F-T	P-T	Black	Female	F-T	P-T	Black	Female	F-T	P-T	Black.	Female
Officials & Mgrs. Total	4		1	3	4	1		4				
Executive												
Administrative	2			2	3	1		3				
Supervisory	2		1	1	1			1				
Professionals Total	54	23	10	24	17	63	9	11				
Professor	1		1		1		1					
Associate Professor	1				2							
Assistant Professor	3	1	1	1	11		3	4				
Instructor					2		1	1				
Other	49	22	8	23	1	63	4	6				
Technicians	32	20	13	17								
Office and Clerical	46	3	14	32	34		9			1		1
Sales					1							
Crafts					2		1					
Operatives												
Laborers												
Service Workers	104	6	38	49	5		2	2				
TOTAL	240	52	76	125	63	64	21	17		1		1

Source: Central Administration's Office of Institutional Research, based on Program IR0973, April 1975.

Note: Goals are set only in categories where numerical deficiencies exist.

---EEO CATEGORY---	PRESENT FULL-TIME EMPLOYEES				PRESENT PART-TIME EMPLOYEES				POSITIONS TO BE FILLED		GOALS FOR EMPLOYMENT		ACTUAL YTD EMPLOYMENT		PERCENT GOALS MET
	BLACK		NON-BLACK		BLACK		NON-BLACK		F-T	P-T	BLACK	FEMALE	BLACK	FEMALE	
	MALE	FEMALE	MALE	FEMALE	MALE	FEMALE	MALE	FEMALE							
OFFICIALS AND MANAGERS	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXX
EXECUTIVE	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXX
ADMINISTRATIVE	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXX
SUPERVISORY	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXX
PROFESSIONALS	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXX
PROFESSOR	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXX
ASSOCIATE PROFESSOR	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXX
ASSISTANT PROFESSOR	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXX
INSTRUCTOR	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXX
OTHER	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXX
TECHNICIANS	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXX
OFFICE AND CLERICAL	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXX
SALES	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXX
CRAFTS	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXX
OPERATIVES	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXX
LABORERS	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXX
SERVICE WORKERS	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXX
TOTAL	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXX

Source: Administrative Data Systems, October 1974.

APPENDIX A

COVERING PERIOD PRE-PRINTED

THROUGH PRE-PRINTED

SIGNATURE OF DEPARTMENT HEAD: _____

ACCOUNT

NUMBER: PRE-PRINTED

		I				II				III		IV		V				VI				VII				VIII				IX			
JOB TITLE AND TITLE CODE NUMBER		NUMBER EMPLOYED PRESENTLY FULL-TIME				NUMBER EMPLOYED PRESENTLY PART-TIME				POSITIONS TO BE FILLED DURING NEXT REPORTING PERIOD		ESTAB- LISHED GOALS FOR EMPLOY- MENT		NUMBER OF CONTACTS MADE ^b DURING THIS REPORTING PERIOD				NUMBER OF INTERVIEWS ^b DURING THIS REPORTING PERIOD				NUMBER OF OFFERS MADE ^c DURING THIS REPORTING PERIOD				NUMBER HIRED FULL-TIME DURING THIS REPORTING PERIOD				NUMBER HIRED PART-TIME DURING THIS REPORTING PERIOD			
TITLE CODE NUMBER	COMPLETE JOB TITLE	BLACK		NON- BLACK		BLACK		NON- BLACK		F.T.	P.T.	BLACK	FEMALE	BLACK		NON- BLACK		BLACK		NON- BLACK		BLACK		NON- BLACK		BLACK		NON- BLACK		BLACK		NON- BLACK	
		M	F	M	F	M	F	M	F					M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F
← PRE-PRINTED →																																	
TOTALS																																	

^a INCLUDE MALES FOR POSITIONS IN WHICH MEN ARE IN THE MINORITY. (LIST ON ATTACHED SHEET.)

^b IF BLACKS AND/OR WOMEN NOT CONTACTED OR INTERVIEWED TO FILL THE VACANCY, EXPLAIN WHY ON AN ATTACHED SHEET AND SUBMIT IT ALONG WITH THIS FORM; IF THEY WERE NOT AVAILABLE, INDICATE THE RECRUITMENT EFFORTS MADE.

^c IF OFFERS WERE MADE AND NOT ACCEPTED, INDICATE THE REASONS FOR NONACCEPTANCE ON AN ATTACHED SHEET AND SUBMIT IT ALONG WITH THIS FORM.

FORM B

		X				XI			
JOB TITLE AND TITLE CODE NUMBER		NUMBER PROMOTED (FULL-TIME) TO THIS POSITION ^d				NUMBER PROMOTED (PART-TIME) TO THIS POSITION ^d			
TITLE CODE NUMBER	COMPLETE JOB TITLE	BLACK		NON- BLACK		BLACK		NON- BLACK	
		M	F	M	F	M	F	M	F
TOTALS									

CONTINUE
IF MORE
SPACE IS
NEEDED

FORM B

		X				XI			
JOB TITLE AND TITLE CODE NUMBER		NUMBER PROMOTED (FULL-TIME) TO THIS POSITION ^d				NUMBER PROMOTED (PART-TIME) TO THIS POSITION ^d			
TITLE CODE NUMBER	COMPLETE JOB TITLE	BLACK		NON- BLACK		BLACK		NON- BLACK	
		M	F	M	F	M	F	M	F
TOTALS									

The University of Tennessee
Procedures for Completing the Annual
Equal Employment Opportunity (EEO) Report for
Academic/Administrative Employees

About the New Form

The new EEO form reflects revisions that have been made in the University's internal EEO reporting process. The semi-annual report has been replaced by an annual report that has a built-in, computerized monitoring system. Changes in the form itself include: (1) pre-printed title code numbers, job titles, number of persons presently employed, number of new hires, report period, campus, department, account number, and page number; (2) attached information that will assist budget heads in checking the accuracy of the pre-printed data; and (3) space to list promotions. The campus or unit personnel officer will assume full responsibility for submitting information for clerical and supporting personnel. These and other changes are described more fully throughout these instructions. The changes have been made in an effort to improve the quality of University EEO data.

Who Must Fill Out the Form

All University campuses and other units (e.g., Central Administrative Offices, Institute of Agriculture) must participate in the annual EEO reporting. Department heads, deans, directors, and office heads will fill out the form for academic and administrative employees charged to their budgets. In the case of interdisciplinary academic programs, unit heads should obtain the necessary information on recruitment efforts of interdisciplinary personnel from the program chairpersons.

The campus Personnel Office is responsible for reporting a composite form of all information for all supporting personnel (title code numbers 3000-9999). Department heads are held responsible for the accuracy of the data which they submit.

To Whom the Report is Sent

After the department heads and directors have completed the form, they will retain the pink copy for the departmental records and send the other copies to their dean or director. Deans and directors should collect all forms for units under their jurisdiction, review the forms, add the forms for themselves and their staffs, and transmit all forms to the appropriate vice chancellor or vice president. Vice chancellors or vice presidents will collect forms for the area of their responsibility, add the forms for themselves and their staffs, and send all forms to the campus or unit EEO official.

The campus or unit EEO official will notify all department heads of the date by which the report must be received and will collect and review all forms for the unit or campus, add his or her report, retain the yellow copy of the form for filing purposes, and send all forms to the University's EEO officer (Executive Assistant to the President).

When the Forms Must be Filled Out

These reports must be filled out and filed annually by all department heads and directors, even if there has been no change since the previous report. The reports will cover the calendar year and must be received by the Executive Assistant to the President no later than January 31. The campus or unit EEO official will establish a schedule for receipt of the forms by his or her office.

Filling out the Form

The one-page summary with the specific attachments required by the footnotes is all that is to be forwarded by any department or office head. In the case of positions funded through more than one department, the employees and recruitment activities should be reported through the base account. Since the form corresponds to account number, deans filling out the form will complete it for themselves and their academic/administrative staffs, but not for the departments under their jurisdiction. Directors and other supervisory personnel who are the heads of a budgetary unit will complete the forms for themselves and their staffs. .

Each department is expected to maintain a record of its contacts, interviews, offers, reasons for employment or non-employment, and promotions for all personnel for a period of at least three years. Departments should also maintain this information for supporting employees, even though the department is not responsible for submitting it. If called upon to do so, the department or unit head must be able to verify all attempts to employ minorities and women and to explain all non-employment of minorities and women.

Job Title and Code Number

Title code numbers and the job titles associated with them are pre-printed on the form according to information on the November payroll tape. The numbers and titles for each department are listed only once. Student and temporary employees should not be included in the EEO report. Students (GA's, GTA's, GRA's, work studies, etc.) should be excluded. Temporary employees are (1) academic faculty members, such as visiting

professors, whose period of appointment is not intended to be permanent and (2) other employees whose appointment is intended to be for a period of six months or less. If job titles and code numbers for student or temporary employees are pre-printed on the form, please delete them in red ink and correct the pre-printed total.

Attached to assist each budgetary head is a list of the department or office's employees by name, job title, sex, and race. Please match it against the pre-printed forms and make additions, deletions, and other corrections on the form in red ink. This process will insure the accuracy of University data.

Since office and department heads need not supply information for their supporting employees, title code numbers and job titles that fall into EEO supporting categories are not pre-printed on the forms that are sent to each individual budgetary account.

Column I: Number Employed Presently Full-Time

The numbers in this column are pre-printed and should represent all biweekly, monthly, or quarterly employees who are full-time with the University, except short-term or temporary help. Errors should be corrected in red ink. Employees who are full-time with the University, although part-time with more than one department, should be reported as full-time through the base account. The full-time category includes (1) academic faculty members who are scheduled to carry a full teaching load or its equivalent on a continuing basis and whose salary is paid on a twelve-month basis and (2) other employees in continuing positions who have a regular work week of forty hours or more and who are expected to continue on that basis for an excess of six months. The numbers should represent those persons employed during November.

Column II: Number Employed Presently Part-Time

The numbers in this column are pre-printed on the form and should represent all biweekly, monthly, or quarterly employees who are part-time with the University, except short-term or temporary help. Errors should be corrected in red ink. Employees who are full-time with the University, while part-time with several departments, should be reported as full-time employees through the base account. The numbers should represent those persons employed during November. A distinction should be made between part-time employees and temporary employees. Part-time employees include (1) academic faculty members who are scheduled to carry less than a full teaching load or its equivalent on a continuing basis and whose salary is paid on a twelve-month basis and (2) other employees in continuing positions who have a regularly scheduled work week of less than forty hours and who are expected to continue on that basis for an excess of six months.

Column III: Number of Positions to be Filled

The numbers placed in this column by the department head should represent the projected number of vacancies in currently filled full- and part-time positions plus new full- and part-time positions to be added to the department. In the case of a faculty member going on leave for a year or less, the vacancy should not be shown even if that position will be filled by a temporary appointment. The estimated number of supporting positions to be filled due to turnover will be provided by the campus Personnel Office.

Column IV: Projected Goals for Employment

These figures will represent the total number of persons which the unit believes can reasonably be sought and employed during the upcoming year (January 1 to December 31). A department should not set unrealistic goals for itself, set goals which cannot be met due to budgetary restrictions, or consider the goals to be quotas. The goals will be established annually in conjunction with the affirmative action program's goal-setting procedures that are conducted in January. This column includes vacancies and newly created positions that are anticipated, even if they are not yet approved. If there will be vacancies and there is no plan to attempt to hire minorities or women, the unit head should be prepared to justify the decision not to set such goals. The justification should not be attached to the reporting form but should be kept available upon request for a period of three years. Goals for black females should only be counted in the column for blacks. While the campus Personnel Office will be setting goals in the supporting areas for the entire unit or campus, Personnel cannot achieve its goals without the support and cooperation of all departments and offices.

Column V: Number of Contacts Made During Reporting Period

The numbers placed in this column should only represent contact with individuals. It should not represent advertisements placed, although this information and a copy of each advertisement should be available upon request. "Contacts" include letters, telephone calls, and visits by employer or prospective employee for a specific position which actually exists. Copies of letters and records of telephone calls and visits (showing date and by whom made) should be available upon request. The

numbers should represent contacts made for both full- and part-time positions, except temporary jobs. Contacts in the supporting areas will be reported by the campus or unit Personnel Office, but departments should keep this information on file.

Column VI: Number of Interviews During Reporting Period

The numbers placed in this column should represent all interviews held on campus, at professional meetings, etc., for full- and part-time positions, except those for temporary jobs. Interviews for supporting personnel will be reported by the campus or unit Personnel Office, but individual departments should keep this information on file.

Column VII: Number of Offers Made During Reporting Period

The numbers placed in this column should represent all offers made for both full-time and part-time positions, except those for temporary jobs. Records of all such offers made must be available upon request. If the offer is a telephone offer, a follow-up letter should be sent and a copy held. Offers made in the supporting areas will be reported by the campus or unit Personnel Office, but individual departments should keep this information on file.

Column VIII: Number Hired Full-Time During Reporting Period

The numbers pre-printed in this column should represent all employees hired during the reporting period for full-time, biweekly, monthly, or quarterly jobs. Errors should be corrected in red ink; for example, it is possible that a person returning from a leave of absence would erroneously be shown. A list of new hires, by name, is attached for the department head's convenience. Persons hired part-time for more

than one department will be reported through the base account. Supporting employees hired will be reported by the campus Personnel Office, but individual departments should keep this information on file.

Column XI: Number Hired Part-Time During the Reporting Period

The numbers pre-printed in this column should represent all employees hired part-time, biweekly, monthly, or quarterly, except those hired for temporary jobs. Errors should be corrected in red ink. Persons hired part-time for more than one department will be reported through the base account. Supporting employees hired will be reported by the campus Personnel Office, but individual departments should keep this information on file.

Column X: Number Promoted Full-Time During the Reported Period

According to Personnel Policy and Procedures Statement No. 3, "promotion refers to advancing a University employee to a higher level position."

The numbers placed in this column should represent promotions to full-time positions by personnel who are already employed by The University of Tennessee. Persons who are brought in from another University or outside agency should not be counted, but should be considered new hires. Please fill in the title code number(s) and job title(s), and then indicate the number of people promoted to that position. The granting of tenure should be reported with a (T) placed after the regular job title. Only status changes that represent promotions should be given; lateral movements and transfers that do not involve a change in title should be excluded. Promotions for supporting employees will be reported by the campus Personnel Office and not by the individual

departments. Attach the information required in footnote d, as necessary, turn it in with the form, and keep a copy for office or departmental files. Interoffice or intercampus transfers that constitute a promotion for the employee should be reported in this column.

Column XI: Number Promoted Part-Time During the Reporting Period

The numbers placed in this column should represent promotions to part-time (biweekly, monthly, or quarterly) positions by personnel who are already employed by The University of Tennessee. Persons who are brought in from another University or outside agency should not be counted, but should be considered new hires. Please fill in the title code number(s) and job title(s), and then indicate the number of people promoted to that position. Only status changes that represent promotions should be given; lateral movements and transfers that do not involve a change in title should be excluded. Promotions for supporting employees will be reported by the campus Personnel Office and not by the individual departments. Attach the information required in footnote d, as necessary, turn it in with the form, and keep a copy for office or departmental files. Interoffice or intercampus transfers that constitute a promotion for the employee should be included in this column.

APPENDIX B

CATEGORY 1. OFFICIALS AND MANAGERS

Sub-Group A. Executive

President
Provost
Vice-President
Associate Vice-President
Assistant Vice-President
Chancellor
Vice-Chancellor
Associate Vice-Chancellor
Assistant Vice-Chancellor

Sub-Group B. Administrative

Administrator
Associate Administrator
Assistant Administrator
Administrator of Properties
Administrative Assistant
Executive Assistant to the Pres.
Administrative Assistant to the Pres.
Admissions Officer
Extension Agent and Leader
Extension Agent
Associate Extension Agent and Leader
Associate Extension Agent
Assistant Ext. Agent and Leader
Assistant Ext. Agent
Junior Extension Agent
Assistant Ext. Agent in Training
Assistant
Business Assistant
Clinic Assistant
Personnel Assistant
Professional Assistant
Staff Assistant
Executive Assistant
Urban Health Planning Assistant
Assistant to the Architect
Assistant to the Chancellor
Executive Assistant to the Chancellor
Assistant to the Dean
Assistant to the Director
Assistant to the Manager
Assistant to the President
Assistant to the Treasurer
Assistant to the Vice-Chancellor
Assistant to the Vice-President
Assistant to the Assistant VP
Budget Officer
Bursar
Business Manager

Sub-Group B. Admin. (Cont'd.)

Assistant Business Manager
Buyer
Campus Planner
Cashier
Chief Cashier
Assistant Cashier
Chief
Assistant Chief
Chief of Party
Chief of Police
Chief of Detectives
Classification Officer
Chief Clerk of Works
Clerk of Works
Collection Officer
Controller
Associate Controller
Assistant Controller
Coordinator
Associate Coordinator
Assistant Coordinator
Counselor
Assistant Counselor
Dean
Associate Dean
Assistant Dean
Acting Dean
Dietician
Assistant Dietician
Director
Acting Director
Associate Director
Assistant Director
Executive Director
Managing Director
Athletic Director
Budget Director
Laboratory Director
Medical Director
Assistant Medical Director
Personnel Director
Assistant Personnel Director
Assistant Dir. & Retirement Officer
Program Director
Assistant Program Director
Technical Director
Editor
Associate Editor
Assistant Editor

Sub-Group B. Admin. (Cont'd.)

Managing Editor
 Assistant Managing Editor
 Publications Editor
 News Bureau Editor
 Estimator
 Executive Housekeeper
 Field Representative
 Financial Aids Officer
 General Counsel and Secretary
 Assistant General Counsel
 Head Resident
 Information Officer
 Assistant Information Officer
 Inspector
 Post-Doctoral Administrative Intern
 Librarian
 Associate Librarian
 Assistant Librarian
 Manager
 Assistant Manager
 Advertising Manager
 Central Food Services Manager
 Dining Halls Manager
 Assistant Dining Halls Manager
 Farm Manager
 Material Control Manager
 Office Manager
 Production Manager
 Sales Manager
 Ticket Manager
 Property Manager
 Ombudsman
 Planner
 Planner - Senior
 Printer
 Purchasing Agent
 Associate Purchasing Agent
 Assistant Purchasing Agent
 Procurement Officer
 Registrar
 Associate Registrar
 Assistant Registrar
 Research Associate
 Sanitarian
 Assistant Secretary
 Supervisor
 Assistant Supervisor
 Central Food Services Supervisor
 Asst. Food Service Supervisor
 Computing Operations Supervisor
 Dining Area Supervisor
 District Supervisor
 Associate District Supervisor

Sub-Group B. Admin. (Cont'd.)

Assistant District Supervisor
 Nursing Supervisor
 Assistant Nursing Supervisor
 Superintendent
 Associate Superintendent
 Assistant Superintendent
 Animal & Plant Care Superintendent
 Building Superintendent
 General Superintendent
 Grounds Superintendent
 Maintenance Superintendent
 Treasurer
 Deputy Director

Sub-Group C. Supervisory

Lab Section Chief
 Assistant Lab Section Chief
 Student Fees Chief
 Student Loan Fund Chief
 Engineering Laboratories Coordinator
 Research Facility Accounting Mgr.
 Resident Manager
 Assistant Special Events Manager
 Agro-Animal Research Supervisor
 Air Conditioning & Refrigeration Spvr.
 Architectural Projects Coordinator
 Athletic Equipment Supervisor
 Cabinet Shop Supervisor
 Carpentry Shop Supervisor
 Assistant Custodial Supervisor
 Diet Line Supervisor
 Assistant Diet Line Supervisor
 Electrical Services Supervisor
 Electronics & Instrumentation Shop Spvr.
 Engineering Laboratories Supervisor
 Food Counter Supervisor
 Assistant Food Counter Supervisor
 Food Production Supervisor
 Assistant Food Production Spvr.
 Grounds Supervisor
 Housing Clerks Supervisor
 Assistant Housing Clerks Supervisor
 Instrument Maker Supervisor
 Key punch Supervisor

Sub-Group C. Superv. (Cont'd.)

Laboratory Animal Technician Spvr.
 Library Departmental Supervisor
 Lock & Key Services Supervisor
 Mail Room Supervisor
 Maintenance Mechanic Supervisor
 Assistant Maintenance Mechanic Spvr.
 Material Control Supervisor
 Office Supervisor
 Paint Shop Supervisor
 Parking Facilities Supervisor
 Personnel Records Supervisor
 Photographic Laboratory Supervisor
 Plumbing Supervisor
 Postal Services Supervisor
 Power Plant Supervisor

Sub-Group C. Superv. (Cont'd.)

Pressman Supervisor
 Program Assistants Supervisor
 Recreation Supervisor
 Refuse Collection and Disposal Spvr.
 Registration Supervisor
 Safety & Environment Supervisor
 Service Supervisor
 Soils Laboratory Supervisor
 Special Events Supervisor
 Swimming Pools Supervisor
 Telephone Operator Supervisor
 Ticket Office Supervisor
 Transportation Service Supervisor
 Assistant Transportation Service Spvr.
 University Center Night Supervisor

CATEGORY 2. PROFESSIONALS

Sub-Group D. Professor

Professor and Leader
 Professor
 Professor and Head
 Professor and Associate
 Head
 Professor and Head
 Professor and Chairman
 Professor and Director
 Professor and Chief
 Professor and vice Chairman
 Professor and Acting Chairman
 Professor and Acting Head
 Professor and Assistant Chairman
 Professor and Associate Director
 Research Professor
 Research Professor and Research Dir.
 Research Prof. and Asso. Res. Dir.
 Research Professor & Project Dir.
 Research Prof. & Prin. Investigator
 Research Professor & Asst. Dir.

Sub-Group E. Associate Professor

Associate Professor and Leader
 Associate Professor
 Associate Professor and Head
 Associate Professor and Chairman
 Associate Professor and Director
 Associate Prof. & Asst. Chairman
 Associate Professor and Acting Head
 Associate Prof. & Asst. Director

Sub-Group E. Associate Prof. (Cont'd.)

Associate Professor & Acting Director
 Associate Professor & Asst. Dean
 Research Associate Professor
 Research Assoc. Prof. & Res. Dir.
 Research Assoc. Prof. & Asso. Res. Dir.
 Research Asso. Prof. & Project Dir.
 Research Asso. Prof. & Prin. Investigator

Sub-Group F. Assistant Professor

Assistant Professor and Leader
 Assistant Professor
 Assistant Professor and Head
 Assistant Professor and Chairman
 Assistant Professor and Director
 Assistant Professor and Assistant Ch.
 Assistant Professor and Acting Head
 Research Assistant Professor
 Research Assistant Prof. & Asst. Dir.

Sub-Group G. Instructor

Instructor
 Research Instructor

Sub-Group H. Other

Accountant
 Associate Accountant
 Assistant Accountant
 Advisor

Sub-Group H. Other (Cont'd.)

Associate Advisor
 Assistant Advisor
 Field Advisor
 Assistant in Agricultural Ext.
 Analyst
 Budget Analyst
 Data Analyst
 Financial Analyst
 Job Analyst
 Management Analyst
 Systems Analyst
 Anesthesiologist
 Chief Anesthesiologist
 Associate Anesthesiologist
 Assistant Anesthesiologist
 Architect
 Associate Architect
 Assistant Architect
 Artist
 Associate Artist
 Assistant Artist
 Attorney
 Staff Attorney
 Audiologist
 Auditor
 Associate Auditor
 Assistant Auditor
 Staff Auditor
 Senior Staff Auditor
 Cardiologist
 Clinical Chemist
 Coach
 Head Coach
 Assistant Coach
 Associate Coach
 Computer Programmer - Analyst I
 Computer Programmer - Analyst II
 Consultant
 Law Enforcement Consultant
 Senior Law Enforcement Consultant
 Chief Cytotechnologist
 Engineer
 Chief Engineer
 Assistant Engineer
 Assistant Chief Engineer
 Biomedical Engineer
 Safety Engineer
 Architectural Engineer
 Mechanical Engineer
 Extern
 Health Physicist
 Horticulturalist
 Intern

Sub-Group H. Other (Cont'd.)

Medical Physicist
 Medical Sociologist
 Research Medical Technologist
 Music Director
 Registered Nurse
 Chief Nurse
 Assistant Chief Nurse
 Nurse Anesthetist
 Nursing Instructor
 Assistant Nursing Instructor
 Nutritionist
 Chief Nutritionist
 Obstetrician - Gynecologist
 Pathologist
 Chief Pathologist
 Associate Pathologist
 Assistant Pathologist
 Speech Pathologist
 Pharmacist
 Chief Pharmacist
 Physician Therapist
 Chief Physical Therapist
 Physician
 Medical Physician
 Pilot
 Placement Officer
 Producer
 Radio Producer
 Television Producer
 Chief Programmer
 Systems Programmer
 Supervising Programmer
 Senior Systems Programmer
 Psychiatrist
 Psychologist
 Radiologist
 Chief Radiologist
 Associate Radiologist
 Assistant Radiologist
 Resident
 Chief Respiratory Therapist
 Safety Officer
 Radiological Safety Officer
 Social Worker
 Specialist
 Engineering Specialist
 Legal Specialist
 Senior Legal Specialist
 Financial Specialist
 Information Specialist
 Standards Analyst
 Statistician
 Biostatistician

Sub-Group H. Other (Cont'd.)

Surgeon
 Teacher-Child Care
 Technical Writer
 Technologist
 TV Production Specialist
 Research Toxicologist
 Trainer
 Associate Trainer
 Senior Trainer
 Training Officer
 Associate Training Officer
 Assistant Training Officer
 Veterinarian
 Artist in Residence
 Education Intern
 Curator
 Assistant In.
 Clinic Assistant
 Consultant
 Demonstration Teacher
 Intern
 Laboratory Assistant
 Lecturer
 Professional Assistant
 Professional Library Assistant

Sub-Group H. Other (Cont'd.)

Resident
 Chief Resident
 Assistant Resident
 Associate Resident
 Assistant
 Extern
 Extension Instructor
 Medical Social Worker
 Academic Adviser
 Programmer
 Research Director
 Associate Research Director
 Assistant Research Director
 Research Clinic Assistant
 Research Consultant
 Research Laboratory Assistant
 Research Associate
 Research Assistant
 Post-Doctoral Research Associate
 Charge Nurse
 Staff Nurse
 Head Nurse
 Assistant Head Nurse
 Special Procedures Nurse
 Nurse Specialist

CATEGORY 3. TECHNICIANS

Agro-Animal Research Technician
 Senior Agro-Animal Research Tech.
 Assistant Agro-Animal Research Tech.
 Artificial Kidney Machine Tech.
 Sr. Artificial Kidney Machine Tech.
 Audio-Visual Aids Technician
 Senior Audio-Visual Aids Technician
 Bioengineering Technician
 Biometric Technician
 Central Supply Technician
 Dental Laboratory Technician
 Senior Dental Laboratory Tech.
 Electrocardiogram Technician
 Electron Microscopy Technician
 Senior Electron Microscopy Tech.
 Electronics Technician
 Senior Electronics Technician
 Electronics Technician Trainee
 Emergency Room Technician
 Engineering Technician
 Senior Engineering Technician
 Engineering Laboratories Technician
 Facials Technician

Clinical Histologic Technician
 Research Histologic Technician
 Laboratory Animal Technician
 Asst. Laboratory Animal Technician
 Mechanical Design Technician
 Medical Laboratory Technician
 Medical Technologist
 Nuclear Medical Technologist
 Morgue Technician
 Nursing Technician
 Occupational Therapy Technician
 Plant Research Technician
 Assistant Plant Research Technician
 Prosthetic-Orthotics Technician
 Surgical Technician
 Certified Surgical Technician
 Orthopedic Technician
 Pharmacy Technician
 Photographic Technician
 Senior Photographic Technician
 Physical Therapy Technician
 Research Technician
 Senior Research Technician

CATEGORY 3. TECHNICIANS (CONT'D.)

Respiratory Therapy Technician	Research Cytotechnologist
Senior Respiratory Therapy Tech.	Senior Research Cytotechnologist
Student Technician	Draftsman
X-Ray Darkroom Technician	Senior Draftsman
X-Ray Technician	Architectural Draftsman
Laboratory Technologist	Editor - Programmer
Senior Laboratory Technologist	Expanded Function Dental Auxiliary
Radiological Technologist	Sr. Expanded Function Dental Auxiliary
Ultrasound Technologist	Licensed Practical Nurse
Respiratory Therapist	Practical Nurse (Unlicensed)
Senior Respiratory Therapist	Mass Spectrometer Operator
Toxicologist	Station Operator
Trainer	Phlebotomist
Announcer - Operator	Photographer
Artist - Illustrator	Chief Photographer
Dental Laboratory Assistant	Medical Photographer
Laboratory Assistant	Chief Medical Photographer
Certified Medical Laboratory Asst.	Laboratory Photographer
Photographic Assistant	Laboratory Preparator
Research Assistant	Computer Programmer
Senior Research Assistant	Senior Computer Programmer
Special Procedures Assistant	Systems Programmer - Operating
Toxicology Assistant	Scanner
Cytotechnician	Surveyor
Clinical Cytotechnologist	Musical Technical Coordinator

CATEGORY 4. OFFICE AND CLERICAL

Accounting Asst. (Treasurer Off.)	Book & Supply Store Buyer
Students Abroad Advisor	Used Book Buyer
Book Sales Promotion Assistant	Physical Plant Buyer
Budget Assistant	Central Cashier
Choral Assistant	Fees Cashier
Continuing Education Assistant	Senior Fees Cashier
Editorial Assistant	Clerk
Senior Editorial Assistant	Accounting Clerk
Library Assistant	Senior Accounting Clerk
Senior Library Assistant	Accounts Receivable/Payable Clerk
Paralegal Assistant	Senior Accounts Receivable/Payable Cl.
Student Orientation Assistant	Admissions Clerk
Payroll Assistant	Senior Admissions Clerk
Placement Assistant	Audit Clerk
Legal Placement Assistant	Senior Audit Clerk
Pre-Audit Assistant	Budget Clerk
Production Assistant	Senior Budget Clerk
Public Relations Assistant	Clerk-Typist
Retirement Assistant	Senior Clerk-Typist
Theatre Assistant	Clinic Clerk
Thesis Standards Assistant	Coding Clerk
Bookkeeper	Emergency Room Clerk
Senior Bookkeeper	Examination Clerk

CATEGORY 4. OFFICE AND CLERICAL (CONT'D.)

Fee Control Clerk	Veterans Affairs Clerk
Senior Fee Control Clerk	Ward Clerk
Gift Records Clerk	Work Order Clerk
Grants and Contracts Clerk	Photographic Slides Compiler
Senior Grants and Contracts Clerk	Data Controller
Housing Clerk	Senior Data Controller
Insurance Clerk	Alumni Reunion Coordinator
Senior Insurance Clerk	Contract Coordinator
Medical Insurance Clerk	Senior Contract Coordinator
Senior Medical Insurance Clerk	Data Coordinator
Library Clerk	Financial Aids Coordinator
Senior Library Clerk	Identification Card Coordinator
Loan Clerk	Purchasing Control Coordinator
Mail Clerk	Rental Properties Purchasing Cord.
Senior Mail Clerk	Space Utilization Coordinator
Material Control Clerk	Special Maintenance Projects Cord.
Senior Material Control Clerk	Data Collector
Medical Records Clerk	Health Records Examiner
Senior Medical Records Clerk	Housing Hostess
Payroll Clerk	Employment Interviewer
Senior Payroll Clerk	Research Facility Librarian
Personnel Clerk	Keypunch Operator
Senior Personnel Clerk	Senior Keypunch Operator
Pharmacy Clerk	Switchboard Operator
Senior Pharmacy Clerk	Senior Switchboard Operator
Placement Clerk	Library Page
Postal Clerk	Student Research Participant
Senior Postal Clerk	Proofreader
Procurement Clerk	Receptionist
Senior Procurement Clerk	Clinic Receptionist
Psychometry Clerk	Recorder
Reservations Clerk	Senior Recorder
Residency Clerk	Preventive Maintenance Scheduler
Employment Clerk	Secretary
Special Order Clerk	Senior Secretary
Senior Special Order Clerk	Principal Secretary
Statistical Clerk	Administrative Secretary
Senior Statistical Clerk	Executive Secretary
Storeroom Clerk	Storekeeper
Senior Storeroom Clerk	Transcript Evaluator
Time Table Clerk	Senior Transcript Evaluator
Vehicle Dispatching Clerk	Medical Transcriptionist
Senior Vehicle Dispatching Clerk	Production Typist
	Senior Production Typist

CATEGORY 5. SALES

Retail Cashier	Sales Clerk
Senior Retail Cashier	Senior Sales Clerk

CATEGORY 6. CRAFTS

Press Production Assistant	Laboratory Mechanic
Cabinetmaker	Light Equipment Mechanic
Senior Cabinetmaker	Maintenance Mechanic
Camerman	Senior Maintenance Mechanic
Carpenter	Refrig. & Air Conditioning Mech.
Senior Carpenter	Senior Refrig. & Air Con. Mechanic
Mason Carpenter	Model & Exhibit Preparator
General Maintenance Craftsman	Negative Preparator
Senior General Maintenance Craft.	Negative Preparator - Trainee
Electrician	Negative Stripper
Senior Electrician	Painter
Cabinet Shop Foreman	Senior Painter
Carpenter Shop Foreman	Sign Painter
Copy Preparation Foreman	Senior Sign Painter
Assistant Copy Preparation Foreman	Paste-Up Artist
Electrician Foreman	Senior Paste-Up Artist
Maintenance Mechanic Foreman	Plasterer - Painter
Asst. Maintenance Mechanic Foreman	Senior Plasterer - Painter
Negative Preparation Foreman	Platemaker
Paint Shop Foreman	Light Platemaker
Assistant Paint Shop Foreman	Plumber
Plumbing Foreman	Senior Plumber
Power Plant Foreman	Heavy Pressman
Refrig. & Air Conditioning Foreman	Senior Heavy Pressman
Sheet Metal Shop Foreman	Light Pressman
Stationary Engineer Foreman	Senior Light Pressman
Transportation Services Foreman	Office Machines Repairman
Asst. Transportation Serv. Foreman	Automotive Repairman
Glassblower	Power Plant Serviceman
Instrument Maker	Senior Power Plant Serviceman
Senior Instrument Maker	Sheet Metal Worker
Lineman	Senior Sheet Metal Worker
Locksmith	Stationary Engineer
Laboratory Machinist	Senior Stationary Engineer
Senior Laboratory Machinist	Steamfitter
Mechanical Design Machinist	Senior Steamfitter
Brick Mason	Typesetter
Aircraft Mechanic	Typesetter Trainee
Assistant Aircraft Mechanic	Tuckpointer
Automotive Mechanic	Senior Tuckpointer
Heavy Equipment Mechanic	Upholsterer
Instrument Mechanic	Welder

CATEGORY 7. Operatives

Heavy Bookbinder	Light Bookbinder Trainee
Senior Heavy Bookbinder	Creameryman
Light Bookbinder	Light Driver
Senior Bookbinder	Heavy Truck Driver

CATEGORY 7. OPERATIVES (CONT'D.)

Tractor Trailer Driver
 Senior Milker
 Milker
 Assistant Milker
 Addressing Machine Operator
 Computer Operator
 Senior Computer Operator
 Copy Machine Operator
 Data Tabulating Machine Operator
 Data Terminal Operator
 Heavy Equipment Operator
 Light Equipment Operator

Power Plant Operator
 Senior Power Plant Operator
 Chief Power Plant Operator
 Sign Machine Operator
 Scoring Machine Operator
 Wrecker Operator
 Press Room Assistant
 Print Shop Worker
 Communications & Electronics Serv.
 Senior Communications & Elect. Serv.
 Assistant Communications & Elect. Serv.

CATEGORY 8. LABORERS

Fieldman
 Senior Fieldman
 Groundsman
 Senior Groundsman
 Air Conditioning & Refrig. Helper
 Brick Mason Helper
 Carpenter Helper
 Electrician Helper
 Instrument Maker Helper
 Maintenance Helper
 Maintenance Mechanic Helper
 Painter Helper
 Plumber Helper

Power Plant Helper
 Sheet Metal Worker Helper
 Tuckpointer Helper
 Herdsman
 Herdsman Assistant
 Senior Herdsman
 Laborer
 Farm Laborer
 Plotman
 Assistant Plotman
 Senior Plotman
 Automotive Serviceman
 Sterilizer
 Window Washer

CATEGORY 9. SERVICE WORKERS

Patient Advocate
 Assistant Patient Advocate
 Central Supply Aide
 Day Care Aide
 Dental Aide
 Diet Aide
 Laboratory Aide
 Senior Laboratory Aide
 Animal Caretaker
 Senior Animal Caretaker
 Child Training Assistant
 Community Assistant
 Conference Assistant
 Dental Assistant
 Nursing Assistant

Program Assistant
 Equipment Attendant
 Language Laboratory Attendant
 Parking Attendant
 Patient Care Attendant
 Swimming Pool Attendant
 Tool Crib Attendant
 Baker
 Chief Baker
 Senior Baker
 Building Inspector
 Caterer
 Chef
 Research Coordinator
 Cook

CATEGORY 9. SERVICE WORKERS (CONT'D.)

Senior Cook
 Assistant Cook
 Chief Cook
 Cow Tester
 Custodian
 Senior Custodian
 Detective
 Detective Lieutenant
 Diener
 Senior Diener
 Dispatcher
 Maintenance Services Dispatcher
 Exterminator
 Food Production Worker
 Senior Food Production Worker
 Food Service Worker
 Senior Food Service Worker
 Custodial Foreman
 Assistant Custodial Foreman
 Farm Foreman
 Assistant Farm Foreman
 Senior Farm Foreman
 Grounds Foreman
 Assistant Grounds Foreman
 Laundry Foreman
 Mail Services Foreman
 Maintenance Foreman
 Sanitation Foreman
 Transfer & Hauling Foreman
 Asst. Transfer & Hauling Foreman
 Security Guard

Head Waiter
 Housekeeper
 Housemother
 Assistant Housemother
 Fire Inspector
 Laundry Worker
 Lifeguard
 Maintenance Worker
 Senior Maintenance Worker
 Messenger
 Pharmacy Messenger
 Art Model
 Museum Guide
 Art Museum Guide
 Orderly
 Chief Orderly
 Asst. Chief Orderly
 Police Captain
 Police Lieutenant
 Police Officer
 Police Sergeant
 Safety Officer
 Security Officer
 Seamstress
 Senior Building and Grounds Serv.
 Fire Equipment Serviceman
 Laundry Operations Serviceman
 Security Serviceman
 Hydrostatic Tester
 Transportation Orderly
 Wardrobe Mistress
 Social Services Worker