

**UNIVERSITY OF KENTUCKY COLLEGE OF AGRICULTURE
CIVIL RIGHTS COMPLIANCE REVIEW**

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UNIVERSITY OF KENTUCKY COLLEGE OF AGRICULTURE CIVIL RIGHTS COMPLIANCE REVIEW

Areas for Review for Research Programs

Management Organizational Structure

Assess the management organizational structure of state research programs and/or recipients of federal financial assistance for research programs or projects. Recipients of federal financial assistance should have a clear organizational structure for civil rights/diversity administration including but not limited to the identification of a person responsible for civil rights.

1. Identify the organizational structure by providing an organization chart at the a) University level, b) Agricultural Experiment Station level, and c) research organizational level by outlining the recipient's relationship to academic departments or units receiving federal financial assistance.

The College of Agriculture has an Assistant Dean for Diversity, Dr. Lionel Williamson, who heads the Office of Diversity and is responsible for civil rights administration in the college. The Web site for the Office of Diversity is <http://www.ca.uky.edu/CALE/diversity/index.php>. In 2004, the Dean of the College of Agriculture and the Assistant Dean for Diversity organized the Diversity Advisory Committee and charged this group with sustaining and enhancing the current efforts related to diversity within the college. Additionally, the committee is responsible for critically reviewing the progress in the college in the area of diversity and also creating and implementing recommendations. Committee members are as follows:

College of Agriculture Diversity Advisory Committee

Kwaku Addo: Graduate School Recruitment; Associate Professor, Nutrition and Food Science

Terry Allen: UK Associate Vice President of Institutional Equity

Roy Burris: Extension Faculty, Research and Education Center

Douglas Choate: Agricultural Extension Field Programs

Lisa Collins: Assistant Director, College of Agriculture Research Office

Sheila Fawbush: Family and Consumer Sciences County Extension Agent

Cynthia Finneseth: Seed Testing Specialist, Regulatory Services

Marisa Fitzgerald: Family Consumer Sciences Extension Agent

Hazel Forsythe: Professor, Nutrition and Food Science

Chandra Hall: 4-H Youth Development County Extension Agent

John Hancock: Kentucky AgriAbility Project

Gary Hansen: Chair, Community and Leadership Development Department

James Lawson: Assistant Director of Legal Affairs

Jewell Rogers-Brady: Human Environmental Sciences Student Services

Ahlishia Shipley: Recruitment

Jamie Sparrow: Alumni Program Coordinator

Martha Thompson: Cooperative Extension Service Personnel Administration

Quentin Tyler: Extension Associate, Recruitment/Retention

Rosemary Veach: College of Agriculture Administration

William Witt: Professor, Plant and Soil Sciences

Steve Workman: Associate Professor, Agricultural Engineering

The Assistant Dean for Diversity is supported by the College Legal Counsel James Lawson, J.D, and by Rosemary Veach, Administrative Business Officer in charge of Human Resources. Dr. Williamson is also assisted by Quentin Tyler, Extension Associate for Recruitment and Retention. Mr. Tyler has the dual roles of recruiting college personnel and students.

The Kentucky Agricultural Experiment Station serves as the research organizational structure for the College of Agriculture.

See Appendix A for management organizational charts.

2. Identify within the organization the level of responsibility for administering research programs and/or projects.

The College of Agriculture Associate Dean for Research, Dr. Nancy Cox, has full responsibility for administering research programs and projects. She is assisted by Agricultural Experiment Station Assistant Director Lisa Collins, Office Manager Cherryll Duncan, and Accountability Coordinator Kevin Hagan. In addition, this unit is supported by a College Grants Officer, Betty Newsom, who is assigned to the College of Agriculture by the UK Office of Sponsored Projects Administration.

Dr. Cox has full responsibility for all USDA-funded research projects, including both competitive and appropriation projects. She also has full college responsibility for all other extramural funding. The UK Vice President for Research is responsible for grants and contracts at the university level.

3. Identify the organizational structure for civil rights/diversity administration of the recipients of federal financial assistance.

All faculty and staff in the College of Agriculture have access to the assistant dean for diversity, the college's legal counsel, and the college's human resources business officer (see item 1. above).

See also:

President's Commission on Diversity <http://www.uky.edu/PCD/>

President's Commission on Women <http://www.uky.edu/PCW/>

Resource Allocation

Assess the extent to which resources for supporting research have been allocated on a nondiscriminatory basis.

1. Identify the process by which research projects are selected to receive funding. A written description of the process should be easily available to all potential recipients of research funds (availability might be achieved by a regular distribution through e-mail or in hard copy or by posting on a Web site).

General Kentucky Agricultural Experiment Station (KAES) projects are the mechanism used by the College of Agriculture and its departments to plan, develop, and monitor station research programs and to assign funding. A written description of the process to receive funding is available on the College of Agriculture Web site at:

<http://dobson.ca.uky.edu/research/KAESGuidelines042005.pdf>

All College of Agriculture faculty, students, and staff have access to the Web site and are periodically reminded by e-mail about the site.

2. If the process for selecting research projects includes review or selection by a committee, identify criteria/considerations used to select members of the committees. Provide best available data on current members by race, ethnicity, and gender. Describe recent efforts to achieve and maintain diversity in these groups.

As part of the review process, projects are first reviewed by the department chair. Most chairs then appoint a project review committee, while some department chairs solicit reviewers to oversee revision based on their expertise in a discipline or subdiscipline. After approval by the chair, the project is submitted to the Associate Dean for Research, Dr. Nancy Cox. Dr. Cox works with scientists in the appropriate disciplines, both internal and external to the institution, for the final review. Ad hoc reviewers are chosen based on scientific discipline and reputation.

3. Identify the criteria/considerations used to determine start-up packages provided for researchers. Those who establish the amount for start-up packages are encouraged to make periodic reviews of those awards to assure the criteria/considerations are used consistently.

Start-up packages for new researchers are determined through joint discussion with the UK Vice President for Research, the Dean of the College of Agriculture (Dr. M. Scott Smith), the Associate Dean for Research (Dr. Nancy Cox), the department chair, and the proposed recipient. Recipients of start-up packages are required to create budgets for expenditures of these funds, which are then reviewed by the same group.

For start-up funds originating from the UK Vice President for Research, reviews of expenditures are conducted through the University of Kentucky's accounting system. Departmental chairs review all other expenditures.

4. Identify criteria/considerations used to allocate laboratory and research facilities/space/equipment and to allocate support staff (technicians, secretaries, and others) to researchers.

All departments have reported on their criteria/considerations used to allocate laboratory and research facilities/space/equipment and staff support to researchers. See Appendix B for this information.

5. Identify mentoring efforts for new faculty and staff including how mentors are selected and assigned and efforts to assure appropriate mentoring for each faculty and staff member.

All departments have reported on their mentoring models for new faculty and staff. See Appendix C for this information.

6. Identify criteria/considerations used to select members for advisory and stakeholder groups. Provide best available data on current members by race, ethnicity, and gender. Identify efforts that have been made to achieve and maintain diversity in these groups.

Advisory and stakeholder group members are chosen based on their role and expertise in areas of concern to the University of Kentucky College of Agriculture. Stakeholder groups in the college include the UK Gluck Equine Research Foundation, the UK Equine Initiative Interim Equine Industry Advisory Committee, the Tracy Farmer Center for the Environment Scientific Advisory Board, the Council on Agriculture Research, Extension and Teaching (CARET), the Kentucky Tobacco Research Board, and the State Extension Advisory Board. Officers and board members for these groups are listed below.

UK Gluck Equine Research Foundation

Officers

Chair: Dr. Walter Zent (male)

Vice Chair: Mr. John H. Adger (male)

President: Dr. Lee T. Todd Jr., ex officio (male)

Secretary: Dr. M. Scott Smith, ex officio (male)

Treasurer: Mr. H. Clay Owen, ex officio (male)

Board Members

Mr. John H. Adger (male)

Mrs. Jerry Amerman (female)

Mr. Alan Balch (male)

Mr. Stacy Bearse (male)

Dr. William V. Bernard (male)

Mrs. Nadia Sanan Briggs (female)

Mr. Bill Casner (male)

Mrs. Lucy Young Hamilton (female)

Dr. James MacLeod (male)

Mr. Terry B. Mobley (male)

Mr. Nick Nicholson (male)

Mr. Garrett O'Rourke (male)

Mrs. Debby Oxley (female)

Mr. Phillip D. Scott (male)

Mr. C. Frank Shoop (male)

Mr. David Switzer (male)

Dr. Walter W. Zent (male)

Honorary Board Members

Mr. James E. Bassett III (male)

Mrs. Alice H. Chandler (female)

Mrs. Maxwell H. Gluck (female)

UK Equine Initiative Interim Equine Industry Advisory Committee

Alan Balch, Executive Secretary, American Saddlebred Horse Association (male)
Bruce Brown, Lakeside Arena (male)
Stuart Brown, Field Care Veterinarian, Hagyard Equine Medical Institute (male)
Bob Campbell, President and Treasurer, Kentucky 4-H Horse Advisory Council (male)
Gene Clabes, Equine Director, Kentucky Equine Education Program (KEEP) (male)
Vanessa Crowe, Administrative Secretary, United Mountain Horse, Inc. (female)
Joseph (Mickey) Hernandez, President, Kentucky Horse Council (male)
John Long, CEO, United States Equestrian Federation (male)
Norm Luba, President, Kentucky Quarter Horse Association (male)
John Nicholson, Executive Director, Kentucky Horse Park (male)
Steven Nicholson, President, Kentucky Thoroughbred Farm Managers Club (male)
Joe Pagan, President, Kentucky Equine Research (male)
Jeffrey L. Pumphrey, President, Kentucky Association of Equine Practitioners (male)
Tom Riddle, Rood and Riddle Equine Hospital (male)
Don Robinson, Chair, Gluck Equine Research Foundation (male)
David Switzer, Executive Director, Kentucky Thoroughbred Association, Inc. (male)
Timothy B. Turney, Director, Division of Producer Services, Office of the State Veterinarian (male)

Tracy Farmer Center for the Environment Scientific Advisory Board

Carmen Agouridis, Biosystems and Agriculture Engineering (female)
Mary Arthur, Forestry (female)
James Cobb (ex officio), Kentucky Geological Survey (male)
Greg Copley, Kentucky Business Environmental Assistance Program, Gatton College of Business (male)
Nancy Cox (ex officio), Associate Dean of Research, College of Agriculture (female)
Philip Crowley, Biological Science, Bluegrass Restoration Program Director (male)
Charles Fox, Entomology (male)
Alan Fryar, Geological Sciences (male)
Carol Hanley, Director of Education and Communications (female)
Kiyong Lee, Preventive Medicine (male)
Robert McKnight, Center for Agriculture Health and Injury (male)
Chris Matocha, Plant and Soil Sciences (male)
Lindell Ormsbee (ex officio), Civil Engineering, Director, Kentucky Water Resources Research Institute (KWRRRI) (male)
Staff: Carol Hanley, Director of Education and Communications (female)
Kandris Wunderlich, Staff Associate (female)

Council on Agriculture Research, Extension and Teaching (CARET)

(All are Kentucky residents)

Terry Ashby, Beaver Dam (male)
Mike Bach, Owingsville (male)
Dennis Cannon, Louisville (male)
Marianne Smith Edge, Owensboro (female)
Carol Ann Fraley, Grayson (female)
Vivian Gentry, Bowling Green (female)
Mark Haney, Nancy (male)
Bruce Kimbell, Clinton (male)
Rod Kuegel, Owensboro (male)
Jim Mahan, Lexington (male)
Wendell Massengale, Monticello (male)
Charles Miller, Nicholasville (male)
Patty Ann Moorhead, Falmouth (female)
Jim Naïve, Fisherville (male)
Frank Penn, Lexington (male)
Keith Rogers, Glendale (male)
Richard Sturgill, Lexington (male)
Harold Workman, Louisville (male)
Joe Wright, Harned (male)

Kentucky Tobacco Research Board

Kentucky Farm Bureau Federation: John Hendricks, Vice Chair (male)
Alternate: Mark Haney (male)
Kentucky Department of Agriculture: Richie Farmer (male)
Alternate: Michael Judge (male)
Dean, UK College of Agriculture: M. Scott Smith (male)
Alternate: Nancy M. Cox (female)
Council for Burley Tobacco: Dean Wallace (male)
Alternate: William Fritz (male)
Kentucky Science and Technology Corporation: Kris W. Kimel (male)
Alternate: Mahendra Jain (male)
Senate Committee on Agriculture and Natural Resources: Tom Jensen, Chair (male)
Alternate: Joey Pendleton (male)
House Committee on Agriculture and Small Business: Thomas McKee, Chair (male)
Alternate: Jim Gooch (male)
Burley Growers' Cooperative Association: Bill Courts (male)
UK Vice President for Research: Chuck Staben (acting) (male)
Governor's Office of Agricultural Policy: Keith Rogers (male)
Governor's Senior Policy Advisor for Postsecondary Economic Initiatives: Allyson Handley (female)
Members at Large: Alex Day (male), Russell Case (male), Daniel F. Ebelhar (male), and Lee Ann Jones (female).

State Extension Advisory Council

(All are Kentucky residents)

Officers

President: Mike Bach, Owingsville

Vice President: Peggy Townsend, Prospect

Secretary: Carol Coplen, Kevil

7. Identify existing stakeholder and advisory groups with which administrators and faculty most often interact and potential advisory groups with which there is seldom or never interaction. Identify reasons for the limited interaction with the latter.

Of the advisory and stakeholder groups identified in item 6, College of Agriculture administrators and faculty have regular interaction. All groups meet at least once annually.

8. Describe efforts to involve new and more diverse sources of input for determining research needs.

Efforts have been made to include stakeholders from many different facets of the equine industry, including members representing different breeds, farms of different sizes, different economic strata, and different purposes/functions, such as thoroughbred farms versus family-owned pleasure riding businesses.

One such example of this is the development of the Equine Initiative Advisory Group (see item 6. above). Lori Garkovich of the Department of Community and Leadership Development and Robert Coleman of the Department of Animal and Food Sciences initiated this group by compiling a list of people in the community and state who could advise the university and the college on the needs of people in the varying aspects of the horse industry. Starting in 2005, this committee has met monthly. In addition, the group initiated an online survey that was widely advertised to the public, again to gain specific information on the needs of people in Kentucky's horse industry. The survey Web site is

<http://apps1.ca.uky.edu/Survey/EquineSurvey/?OnCampus=Yes>.

Another example is the College of Agriculture Congressional Staff Equine Educational Tour, held in April 2006. The objective of this event was to provide an educational opportunity for congressional staff to learn about the equine industry in Kentucky. Several key breeds and an overview of their contributions to the economic impact of the industry were highlighted. Equine research was also covered. Congressional staff members met with many of the stakeholders and visited many of the state's facilities such as the Kentucky Horse Park, the Saddlebred Museum, several local horse farms, and Keeneland race course.

Personnel in the research component of the College of Agriculture meet jointly with the State Extension Council (noted above at item 6) and UK CARET to determine research needs that affect the commonwealth.

9. Describe efforts to establish, where appropriate, a mutually developed, coordinated, and implemented comprehensive research program and/or project administration between 1862 and 1890 land-grant and/or minority-serving institutions.

The University of Kentucky College of Agriculture (1862) works closely with Kentucky State University (1890) on numerous research projects. Both universities have faculty who serve as

adjunct faculty at the other institution. College of Agriculture departments that are heavily involved with Kentucky State include Agricultural Economics, Animal and Food Sciences, and Horticulture. Listed below are current cooperative/collaborative research projects between the University of Kentucky and Kentucky State University:

Department Participating	Name of Program
Agricultural Economics	Aquaculture Small Farms Small Farms Program Kentucky State University Adjunct Faculty at UK: Marion Simon and Sid Dasgupta
Animal and Food Sciences	Goat Technology Rural Development Kentucky State University Adjunct Faculty at UK: James Tidwell, Changzheng Wang, and Carl Webster
Horticulture	Kentucky State University Adjunct Faculty at UK: Michael Bomford, Kirk Pomper, and George Antonious
Entomology	Kentucky State University Adjunct Faculty at UK: Thomas Webster, John Sedlacek, and Robert Barney.

Graduate Students

Graduate Students often serve an integral role in CSREES-funded research projects. Assess the following graduate student-related data for the appropriate administrative of the functional unit receiving CSREES research funding such as departments, colleges, and Experiment Stations. Include historical trends to the extent data are available.

1. Identify methods used to recruit graduate students. Identify how traditionally underrepresented students have been reached.

A. Departmental efforts

All departments have reported their recruitment methods. See Appendix D for this information.

B. Collegewide efforts

1. The recruitment efforts of Quentin Tyler, Extension Associate for Recruitment and Retention, University of Kentucky College of Agriculture, Office of Diversity, are reported below:

- Visited career fairs at several schools throughout the South, especially those that have high concentrations of minority students.
- Established contacts with 1890 Historically Black Colleges and Universities.
- Attended 1890 Research Extension Meeting to promote the University of Kentucky Graduate School.
- Distribute the graduate student recruitment brochure at recruitment fairs and other events. The College of Agriculture Research Office created a new graduate student recruitment brochure in 2005, which is being updated annually. This brochure is available for distribution to each academic unit.

2. Traditionally underrepresented students have been recruited through the following:

- MANRRS (Minority in Agriculture, Natural Resources and Related Sciences) Conference. Students attend this conference with the purpose of finding a job, internship, or graduate program.
- underrepresented college alumni as well as community groups and organizations to recruit graduate students.
- on-campus summer recruitment program for minorities and women in underrepresented areas.
- recruiting materials that reflect diversity to attract minorities and women in underrepresented areas (see Appendix E for an example).
- the Cooperative Extension Service to publicize graduate student opportunities through their respective counties.
- the diversity network, comprised of College of Agriculture minority personnel, to publicize different graduate student opportunities.

2. Review data on gender, race, and ethnicity of current graduate students. Distinguish between domestic and international students.

The UK Office of Institutional Research, Planning, and Effectiveness provides the University of Kentucky with reports of this nature. This office plays a leadership role in supporting the ongoing planning, budgeting, and assessment cycle of the University of Kentucky. Its mission is to: (1) collect and analyze data and provide useful, meaningful information to meet the needs of

both internal and external constituencies; (2) support assessment activities and promote the use of results for quality enhancement; and (3) explain and interpret information, making recommendations to decision-makers as appropriate. The links below are for reports that detail enrollment numbers in the college by year, from 1996 through 2006.

- Headcount Enrollment by Major and Degree Level and Ethnic Identification
<http://www.uky.edu/IR/dsi/enroll/ethnic/enroll.ethnic.f9605.01AG.shtml>

- Headcount Enrollment by Major and Degree Level and Gender
<http://www.uky.edu/IR/dsi/enroll/gender/enroll.gender.f9605.01AG.shtml>

3. Review attrition and completion rates of graduate students by race, ethnicity, and gender including those who come for a Ph.D. but leave with less than a terminal degree.

The latest institutional data are available at the following link to the Web site of the UK Office of Institutional Research, Planning, and Effectiveness.

- University of Kentucky Retention and Graduation Rates, entering classes of 1988-2004
<http://www.uky.edu/IR/dsi/retention/retgrad04.pdf>.

4. Identify methods used to notify graduate students of available scholarships and awards, and describe the process for selecting recipients, including how the needs for diversity are addressed.

Departments have reported on methods to notify graduate students about available scholarships and awards. See Appendix F.

5. Describe the process for awarding graduate assistantships and how funds are allocated.

Departments have reported on their strategies for awarding assistantships. See Appendix G.

6. Describe how graduate students are assigned to research projects.

Departments have reported on how research assistantship assignments are determined. See Appendix H.

7. Describe efforts to advise graduate students of local resources and to assist them in identifying relevant supportive communities, especially women and minority students.

a. Departmental efforts

Departments have reported on their efforts to advise graduate students of local resources. See Appendix I.

b. Collegewide efforts

1) The College of Agriculture holds an annual Graduate Student Welcome and TA Orientation at the beginning of the academic year, typically in August, at which students meet college administrators and hear from a panel of continuing graduate students.

2) The efforts by Quentin Tyler, Extension Associate for Recruitment and Retention, University of Kentucky College of Agriculture, Office of Diversity, to advise minority and underrepresented graduate students of local and resources and to assist them are as follows:

- Informing them of scholarships targeted to minority graduate students.
- Setting up minority graduate students with a faculty mentors or alumni.
- Informing graduate students of minority graduate student organizations geared toward retention and opportunities.
- Informing minority graduate students of local churches, community organizations, and groups that have similar interests.
- Ensuring that the Office of Diversity Web site has listings of opportunities, support groups, and other information necessary for graduate students.

3) In addition, many of the college's departments have both formal and informal student support groups. Examples of these groups may be found in the departmental reports.

C. University-wide efforts

1) **In the Graduate School:** The Graduate School hosts an annual Resource Fair each August to coincide with the beginning of the academic year. All new and returning graduate students are invited to the Student Center ballroom where various groups set up tables and displays designed to help students access information pertaining to the graduate experience. Employees from each area in the Graduate School are available for questions at this event, including several presentations regarding graduate student health insurance.

A staff member who handles Future Faculty and TA Training in the Graduate School maintains a graduate student listserv to announce funding opportunities, special events, seminars, and other items of interest to UK graduate students. Students can subscribe to the listserv at the following site: <http://www.research.uky.edu/gs/GSListserv.html>.

On the Graduate School home page, students can choose a link to "Graduate Student Orientation" which leads them to a page listing a wide range of resources available to them not only on campus but also in Lexington in general:

<http://www.research.uky.edu/gs/GradOrient.html>.

This page also links to "Support Services" which in turn links to important and helpful information: <http://www.research.uky.edu/gs/supportsvcs.html>.

Some of the resources listed here are as follows:

- Computing Services
- Counseling and Testing Center
- Engaging Differences
- Financial Aid
- Food Services
- Health Service
- Housing
- International Affairs
- Parking
- Student Employment
- Student ID Card (UKID)
- Update Your Address

2) **Other:**

There are several organizations on campus that specialize in supplying information regarding local resources and providing supportive communities. Some of these are listed below:

- Minorities in Agriculture, Natural Resources and Related Sciences

<http://www.ca.uky.edu/MANRRS/>.

- Black Student Union, University of Kentucky

<http://www.uky.edu/StudentOrgs/BlackStudentUnion/welcome.htm>.

- There is also a UK Web site for a Student Organization Center at

<http://www.uky.edu/StudentActivities/StudentOrgs/> which has a list of organizations on campus with descriptions and contact information. This page also has a link to the “Student Activities, Leadership, and Involvement” site at <http://www.uky.edu/StudentActivities/>. The new Graduate Student Congress site is:

http://www.uky.edu/StudentActivities/StudentOrgs/display_info_full.php?studorg=Graduate%20Student%20Congress.

Employment

All components of the university, college, department, and agency are subject to equal employment opportunity laws prohibiting discrimination on the basis of race, color, national origin, religion, age, gender, and disability. Statutes pertinent to programs receiving federal financial assistance also prohibit employment discrimination if it is a pattern and practice, and/or if it is having an adverse impact on research projects and operations.

1. Examine the employment profile of Experiment Station employees (as defined by each state) according to current United States Department of Labor or comparable categories. Consult the university's equal opportunity/affirmative action office for U.S. Department of Labor's employment profiles that are relevant to the research sections.

The College of Agriculture employee profile for research (excluding Cooperative Extension Service and instruction) shows a total of 542 employees. Of this total, 182 are female, and 360 are male. The ethnic breakdown indicates there are 12 Black/Not Hispanic Origin individuals, four Hispanic individuals, 37 Asian or Pacific Islanders, and 489 White/Not Hispanic Origin individuals employed in the college in 2006

2. Where the primary recipient of federal financial assistance has extended the financial assistance to another recipient, the primary recipient must provide assurance that the recipient adheres to non-discrimination in research programs and projects.

The basic subcontract of a grant includes an explicit certification by the sub-recipient for civil rights compliance. In the model company agreement, there is an implicit assurance that the parties will comply with all applicable laws.

Also, during the funding process, the prime award terms are referenced for another implicit certification. The sub-recipient is responsible for complying with the prime award terms when the agreement is signed, even if they never review the prime award terms. Copies of any incorporated terms are kept at the UK Office of Sponsored Projects Administration.

Professional Development and Promotion

Professional development enhances a person's qualifications for promotions and job opportunities. Assess the extent to which professional development opportunities are equally accessible to all faculty and staff.

1. Review university policies and procedures to assure equal accessibility and opportunity for faculty and staff to participate in professional development, upward mobility, and career enhancement activities.

The University of Kentucky posts all professional development opportunities on its Web site. All open positions are also posted on the Web.

The university's Human Resources division offers numerous opportunities for employee training both via seminars and workshops as well as online training. Information regarding these programs is available to all employees on the UK Web site at <http://hr.uky.edu/TandD/UKAdvance.html>. One of these, UKAdvance, consists of three programs:

A. Leadership Development Institute (LDI)

Open to all/any full-time UK employee, the institute is conducted every two years. The next offerings are held annually for a total of two weeks. Participants are challenged to test limits, explore capabilities, expand and develop new skills in management, successfully work in teams, and broaden their thinking. During the institute, participants visit various colleges and departments, listen to speakers, network with fellow employees, and attend competency-based workshops both on and off campus.

B. Management Development Institute (MDI)

MDI provides managers at UK with concentrated leadership training and provides them a broader view and understanding of the university and its various components. Participants are nominated by their senior managers based on a set of very specific criteria.

C. Business Administrators Institute (BAI)

The UKAdvance Business Administrators Institute serves to provide members of the University of Kentucky's business community with a mechanism to continue their personal and professional development. Educational offerings are designed in recognition of the critical role business administrators hold in the university's rapidly changing business environment.

UK is also the site of the annual College Business Management Institute (CBMI), a nationally recognized three-year program, which offers an intensive course in business and financial management for administrators of colleges and universities. More than 600 administrators from 30 states and territories participated in 2003, representing institutions of every size and description. CBMI is designed to provide participants with an overview of current issues and procedures applicable to institutions of higher education, large and small, public and private. Participants receive 28 hours of instruction each summer for three years to earn a certificate of completion. Approximately 60 courses, ranging from entry-level to advanced, are taught by distinguished faculty who are practicing administrators and leaders in their respective fields.

UK offers tuition-free credit to regular, full-time employees at both the undergraduate and the graduate levels through its Employee Education Program (EEP) to encourage self-improvement

and career growth of regular, full-time employees through supplemental educational courses and programs of study. Through the EEP program the maximum number of credit hours for which tuition will be waived shall be no more than eight per semester with a maximum of 18 per academic year. If more than six credit hours are scheduled in a semester, then the number of classes shall not exceed two and their respective one- or two- credit hour labs. The academic year is defined as the period beginning with the fall semester and continuing through the eight-week summer session. For more information about EEP, see http://www.uky.edu/HR/benefits/eep_overview.html.

2. Determine faculty and staff's awareness of policies and procedures relating to professional development and promotion and the extent to which the policies and procedures have been implemented and used by faculty and staff.

The University of Kentucky offers an Employee Education Program (EEP) to encourage self-improvement and career growth of regular, full-time employees through supplemental educational courses and programs of study. The university waives the tuition for regular, full-time employees for a maximum of eight credit hours per semester, or a maximum of 18 per academic year (the academic year is defined as the period beginning with the fall semester and continuing through the eight-week summer session).

The College of Agriculture has an organization called StaffLinks, which is a committee of staff from the College of Agriculture and Human Environmental Sciences. This group was organized in order to improve communication among the administration, faculty, staff, and students of the College of Agriculture and Human Environmental Sciences. The committee serves as a liaison between staff and administration. Members of StaffLinks are selected by their departments or departmental units for a three-year term to provide representation for all staff within the college. The committee meets regularly on the second Tuesday of every other month. Special meetings are called to handle urgent issues. Subcommittees are formed as needed. StaffLinks information is available to all employees via the Web at <http://www.ca.uky.edu/stafflinks/>.

In addition, there is a University of Kentucky Staff Senate, which acts as the official representative body of the staff of the university. It strives to open lines of communication among all segments of the staff, as well as among staff, faculty, and students of the university. The Staff Senate also acts as a mechanism to distribute information to the staff and to pass information from staff to other members of the university. The Staff Senate meets once a month, and several members are from the College of Agriculture. The Web site is <http://www.uky.edu/Staff/Senate/>.

Finally, the university routinely announces professional development opportunities via e-mail, and all professional development and promotion opportunities are posted on the UK Web site.

Civil Rights and Diversity Training for Faculty and Staff

The institution is responsible for helping faculty and staff to understand civil rights laws, rules, regulations, policies, and procedures and to value diversity and inclusion within the organization. Assess the extent to which this is being accomplished and the relationship to diversity.

1. Determine availability and frequency of training events and opportunities for faculty and staff on diversity and civil rights laws, rules, regulations, policies, and procedures.

College training sessions have been completed for faculty and staff first employed through 2006. Ongoing sessions for new employees will be offered on a quarterly basis either via desktop training sessions or stand-up presentations.

2. Identify the extent to which faculty and staff have participated in civil rights training.

Approximately 60 percent of the College of Agriculture's employees have received civil rights training this calendar year. The remaining 40 percent will receive training by the end of the 2006 calendar year.

After all college employees receive training in the fall of 2006, new employees will be required to attend the training during sessions scheduled and announced quarterly.

See Appendix J for College of Agriculture civil rights training materials.

3. Determine the availability to employees of essential civil rights information and material. (Such a file or Web page could include civil rights evaluation plans, lists of applicable statutes, CSREES and university policies, prior civil rights review findings, etc.).

a. Determine faculty and staff familiarity with the applicable federal civil rights laws, rules, regulations, policies, and procedures.

All College of Agriculture personnel are required to attend civil rights training provided by the UK Associate Vice President for Institutional Equity. Civil rights regulations are readily available to all employees via the Internet on the following Web sites:

- http://www.uky.edu/TLC/grants/uk_ed/services/ocr.html
- http://www.uky.edu/TLC/grants/uk_ed/index.html
- <http://www.ca.uky.edu/diversity/content/Research%20Guide%20Final%2022-05.pdf>
- <http://www.ascr.usda.gov/>

b. Determine faculty and staff familiarity with content, location, and availability of applicable university policies and procedures concerning civil rights and diversity.

See item 3a above.

Internal Evaluation Plan of Civil Rights Activities

Most institutions and organizations have developed an internal evaluation plan to delineate civil rights policies and procedures and to assess compliance with them.

1. Determine the extent to which an annual evaluation plan has been developed and implemented. Interview appropriate faculty and staff to determine if there have been periodic internal reviews of the plan and if faculty and staff have been given the opportunity to review and comment on the plan.

In 2006, the College of Agriculture Research Office formulated this report titled “University of Kentucky College of Agriculture Civil Rights Compliance Review” and plans to update it annually. The report is posted on the Web site at <http://www.ca.uky.edu/diversity/initiatives.php> for faculty and staff review. Faculty and staff are invited to comment.

2. Review internal and external communications regarding civil rights and diversity issues to determine if there has been periodic communication between civil rights/equal opportunity staff and deans, directors, and department heads.

The College of Agriculture has been involved in civil rights and diversity efforts for many years. These efforts include the Diversity Task Force, which completed its work in 2003. The results of this task force culminated with an 83-page report with more than 100 recommendations; this report is available at <http://dobson.ca.uky.edu/admin/Archives.htm>. Many of the accomplishments this past year build on specific recommendations from this task force.

Some of the accomplishments of the task force exhibiting communication among civil rights/equal opportunity staff, deans, directors, and department heads are as follows:

- Established a Diversity Advisory Committee to develop an action plan for the college.
- Provided leadership and \$40,000 for 12 minority summer-intern programs.
- Provided leadership and \$15,000 for the undergraduate chapter of MANRRS to attend the national conference, giving students networking opportunities with top agriculture research firms.
- Worked with the Associate Dean for Research to improve recruiting materials and to provide input on the Diversity Advisory Committee.
- Helped several committees identify minority applicants for positions in the college.
- Co-hosted a tri-state diversity conference with Ohio and Indiana.
- Conducted civil rights and diversity training for more than half of the departments within the college.
- Participated in college and career fairs for black achievers in Louisville and Lexington.
- Participated in and provided financial support to the Lyman T. Johnson banquet. (Lyman T. Johnson, through his personal struggle and sacrifice, won the legal battle in 1949 that resulted in the desegregation of the University of Kentucky Graduate School. Many diversity awards are named in honor of Mr. Johnson.)
- Supported participation of faculty and students in diversity workshops and conferences.
- Financially assisted several minority students to attend conferences, career fairs, and other opportunity-rich events.
- Represented the College of Agriculture at the statewide Latino College and Career Fair.

3. Review methods for identifying problem areas and developing plans to improve accessibility to research programs and facilities.

The Affirmative Action/Equal Opportunity Assistant Vice President in the UK Office of Institutional Equity is responsible for reviewing all new College of Agriculture construction to ensure the college is in compliance with the Americans with Disabilities Act (ADA).

4. Verify that there are procedures in place for persons to file a civil rights complaint.

The College of Agriculture procedure for filing a civil rights complaint follows:

a. Program or Activity Complaint

While attempts should always be made to resolve civil rights complaints from employees or clientele informally, any person who believes he/she has been discriminated against in any sponsored research program or activity may contact:

USDA, Director
Office of Civil Rights
Room 326-W, Whitten Bldg.
14th & Independence Ave. SW
Washington, DC 20250-9410
202-720-5964

A complaint must be filed no later than 180 days from the date of the alleged discrimination. See the “And Justice for All” posters (distributed throughout the college):

<http://www.fns.usda.gov/cr/justice-translations/475A.pdf>.

b. Employment Complaint: Any person who believes that discrimination in employment has been practiced against him/her should contact any of the following:

Dr. Lionel Williamson
Assistant Dean for Diversity
306 Charles E. Barnhart Bldg.
Lexington, KY 40546-0276
859-257-1637
lwilliam@uky.edu

Rosemary Veach
Equal Employment
Opportunity Coordinator
C-3 Agriculture Science
Building-North
University of Kentucky
Lexington, KY 40546-0091
859-257-3879
rveach@uky.edu

Terry Allen
Office of Institutional Equity
and Equal Opportunity
13 Main Building
Lexington, KY 40506-0032
859-257-8927
www.uky.edu/EVPFA/EEO
tallen@uky.edu

For further procedures, see the following Web sites:

- UK Procedure for Filing a Sexual Harassment Complaint
<http://www.uky.edu/EVPFA/EEO/Sexual%20Harassment.pdf>
- UK Procedure for Filing a Racial Harassment Complaint
<http://www.uky.edu/EVPFA/EEO/Racial%20Harassment.pdf>
- UK's Affirmative Action Plan
http://www.uky.edu/EVPFA/EEO/AAP_2004b.pdf
- Reasonable Accommodation
<http://www.uky.edu/EVPFA/EEO/Reasaccomdn.html>

Public Notification

The institution and/or recipient of federal funds is responsible for informing the public, including traditionally underrepresented and underserved groups, of the institution’s responsibilities regarding civil rights. Assess the extent to which this is being accomplished.

1. Review written policy statement, objectives of evaluation plan, and procedures for informing the public of CSREES’ and state’s responsibilities regarding civil rights laws, rules, regulations, policies, and procedures.

The University of Kentucky has an official Equal Opportunity statement that can be found in university publications, including those in the College of Agriculture. An Equal Opportunity page can be reached from the UK home page (<http://www.uky.edu/Home/Web/eo/>), and it reads as follows:

An Equal Opportunity University

The University of Kentucky is committed to a policy of providing opportunities to people regardless of economic or social status and will not discriminate on the basis of race, color, ethnic origin, national origin, creed, religion, political belief, sex, sexual orientation, marital status, age, veteran status, or physical or mental disability.

The University of Kentucky endeavors to make its Web sites accessible to the widest possible audience. All Web sites of the University of Kentucky created since July 1, 2003, should comply with the recommendations of the World Wide Web Consortium in the Web Content Accessibility Guidelines 1.0. Any problems with or questions about a University of Kentucky Web site either in failure to comply with these guidelines or due to particular needs not covered by those guidelines may be directed to the site’s maintainer or to the university Web master at cithelp@uky.edu.

The University of Kentucky is an equal opportunity university. Questions concerning compliance with regulations may be directed to the Equal Opportunity Office, 13 Main Building, University of Kentucky, Lexington, KY 40506-0032, (859) 257-8927) or at <http://www.uky.edu/evpfa/eoo>.

An Equal Opportunity statement appears on both the College of Agriculture home page and on the College of Agriculture Research main page. The full statement appears in the College of Agriculture Graduate Studies recruitment brochure. Where space is an issue—such as in other Agricultural Communications publications, on letterhead, or the Agricultural Experiment Station annual reports—the statement “The College of Agriculture is an Equal Opportunity Organization” or “An Equal Opportunity University” is used instead.

2. Verify that the USDA “And Justice for All” poster showing the nondiscriminatory policy statement and how to file a civil rights complaint is properly displayed in areas of institutional facilities visited by the public, and verify that this information is printed on appropriate publications.

In 2006, the Research Office sent copies of the USDA “And Justice for All” posters to each academic department, the college substations, Regulatory Services, the Livestock Disease and Diagnostic Center, the Kentucky Tobacco Research and Development Center, the Tracy Farmer Center for the Environment, as well as the Research and Education Center in Princeton,

Kentucky, and the Eden Shale Research and Demonstration Farm in Owenton, Kentucky. Along with the posters, a memo was sent indicating the importance of displaying them in well-trafficked and highly visible areas. A contact name, phone number, and e-mail address in the Research Office was also given to each recipient for anyone who may want to request additional copies of the poster. This mailing will be repeated annually.

Printing of the nondiscriminatory policy statement is addressed at item 1.

3. If applicable, verify that the institution's civil rights policy statement has been distributed to organizations and union officials representing faculty and staff.

Not applicable to the University of Kentucky.

4. Identify efforts that have been made to distribute relevant research information to people from traditionally underserved populations such as women, people of color, and individuals with disabilities.

A College of Agriculture magazine called the *mAGazine* is published three times per year and is distributed throughout the college's departments and posted on the Internet. The *mAGazine* regularly features articles about research efforts in the college. In addition, most other College of Agriculture publications and annual progress reports are made available online.

5. Identify how research information is made available to users in a nondiscriminatory manner.

The Internet is available to all College of Agriculture faculty, staff, and students who have computer access. Printed research publications are available through Agricultural Communications and distributed to the public through county agent offices and at clientele meetings.

Accessibility to Research Information and Facilities

The institution is responsible for making its programs and facilities accessible to all beneficiaries and employees. Assess the extent to which this is being accomplished.

1. Identify efforts taken to eliminate barriers for people with disabilities as required by Section 504 of the Rehabilitation Act. (Examples include providing programs in accessible facilities, providing sign language interpreters, inviting individuals with disabilities to request reasonable accommodation, providing information/research results in alternative formats when requested. Include accomplishments reported under the Americans with Disabilities Act's (ADA's) Self-Evaluation Plan, where relevant.)

The University of Kentucky complies with the ADA and Section 504 of the Rehabilitation Act. The Assistant Vice President for Equal Opportunity provides copies on request of the required institutional compliance evaluations and reports and recommends and monitors the attainment of employment goals. The Research Office has a copy of the 69-page Affirmative Action Plan for 2005, which includes the AAP for Persons with Disabilities. There will be a new AAP on October 1, 2006.

Efforts are made at college-sponsored meetings to accommodate everyone, such as through site selection and statements on brochures about accessibility. In addition, publications can be produced in Braille on request.

Office of Institutional Equity: <http://www.uky.edu/EVPFA/EEO/>

The mission of the Equal Opportunity Office is to promote an environment free of discrimination and inequity in accordance with the University Strategic Plan, and with federal and state equal opportunity statutes and regulations.

Limited English Proficiency (LEP)

Assess use of a LEP policy especially in the areas of safety and health.

1. Review the extent research programs are utilizing Limited English Proficiency (LEP) policies and procedures.

Graduate students at the University of Kentucky have to meet an English proficiency requirement during the admission process. The University of Kentucky requires a score of at least 550 on the Test of English as a Foreign Language (TOEFL) or 213 on the computer-based test for all applicants whose native language is not English. Therefore, graduate students have the capability to understand, read, and speak English at UK.

The responsibility of communicating health and safety at university work sites lies with each department head.

2. Identify efforts to provide relevant research information to people with LEP.

There has not traditionally been a formal Agricultural Communications Services policy regarding serving the needs of limited English proficiency clientele. On an informal basis, they have in the past few years produced a very small amount of material that meets the criteria for these audiences, but these are mostly Cooperative Extension publications. The greatest efforts have been a statewide radio service that provides consumer-type information on nutrition, health, and pest control to Spanish-speaking clients (UK is one of the leaders in this effort nationally). In addition, a faculty member in the Department of Entomology has been engaged in a research project that resulted in a comprehensive book on neotropical *Hymenoptera* published in Spanish. It is expected that the book will do much to open the world of *Hymenoptera* to Latin American countries and Spanish-speaking researchers.

<p><u>Appendix A</u> <i>Management Organizational Charts</i></p>
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- University of Kentucky Organizational Chart
<http://www.uky.edu/Regulations/Org/CentralA.pdf>

- University of Kentucky Research Organizational Chart
<http://www.research.uky.edu/vpresearch/05researchorg.pdf>

- College of Agriculture Organizational Chart
<http://dobson.ca.uky.edu/admin/CACHART053106.pdf>

- Experiment Station Organizational Chart
See the following page.