

Responsibility for Action Plan Implementation

In the UNL Institute of Agriculture and Natural Resources, the following individuals are responsible for compliance with the applicable nondiscrimination and affirmative action laws and policies.

Vice Chancellor, IANR

The Vice Chancellor is the designated administrative official of the University of Nebraska-Lincoln to initiate and carry out this plan. The Vice Chancellor:

- Directs overall system wide policy and makes decisions relative to Civil Rights compliance and implementation in program and employment.
- Informs faculty and staff about civil rights and affirmative action requirements.
- Delegates the implementation and monitoring of the specifics of the plan.

Dean and Director, Agricultural Research Division

The Dean and Director of the Agricultural Research Division ensures that the details and the spirit of the IANR Research and Extension Civil Rights Performance Plan are implemented throughout our state-wide research network.

Dean and Director, Cooperative Extension Division

The Dean and Director of the Cooperative Extension Division ensures that the details and the spirit of the IANR Agriculture Research and Extension Civil Rights Performance Plan are implemented throughout our state-wide extension system.

Dean, College of Education and Human Sciences

The Dean of the College of Education and Human Sciences ensures that the details and the spirit of the IANR Agriculture Research and Extension Civil Rights Performance Plan are implemented in departmental research and extension programs and activities.

UNL Human Resources

- Assist in processing of complaints of discrimination filed by individuals.
- Provide support to district and academic units on civil rights matters relative to Equal Employment Opportunities, Affirmative Action, staff development, counseling, complaint processing and resolution.

Associate Deans/Program Leaders (ARD and CED)

- Ensure that Equal Employment Opportunities and Affirmative Action in employment policies and procedures are followed.
- Assure that state level program planning, development, evaluation and reporting provide equal access for participation in research and extension's programs by diverse audiences.
- Assist the research and extension administrative teams in outreach to underserved and underrepresented audiences and in compliance requirements.

District Directors

- Ensure that Equal Employment Opportunities and Affirmative Action in employment policies and procedures are followed. This includes working with local Extension Boards during the hiring process to assure equal opportunity for all applicants.
- Responsible for administrative and programmatic endeavors relative to Civil Rights compliance within an assigned geographic region of the state.

- Assist the UNL Extension Administrative staff in developing guidelines and procedures for assuring that minorities and underrepresented groups have access to and can participate in Extension's educational programs.
- Provide oversight and assist Extension staff within their district to meet the Civil Rights goals and action steps put forth in the State Civil Rights Performance Plan and in the County Civil Rights Action Plan.
- Oversees the EEO Counselor role in exit interviews in their respective district.

Department Heads/Chairs

- Responsible for providing oversight to ensure that academic programs support program generation and delivery that addresses clientele diversity and serves the needs of underrepresented and underserved audiences.
- Ensure Equal Employment Opportunity and Affirmative Action in the hiring and management of faculty, graduate students and staff who have research and/or extension program assignments.

County Unit Leaders

- Accountable for administrative and programmatic responsibilities relative to Civil Rights compliance in a particular county or multi-county area within a district.
- Ensure the Civil Rights goals and action steps put forth in the State Civil Rights Performance Plan and County Action Plan are actively pursued.
- Responsible for providing leadership to the local staff in completing and submitting the Annual County Civil Rights Compliance Report and County Civil Rights Action Steps.
- Pursue an appreciation and understanding of diversity, Affirmative Action, Equal Employment Opportunities, civil rights laws, policies and compliance requirements. Be knowledgeable of the demographics of their community and the demographics of their local Extension program.
- Actively lead staff, boards, councils and committees in identifying potential audiences and to strive for parity in efforts to reach underserved and underrepresented audiences.
- Provide leadership and ensure public notification efforts, proper documentation, and all reasonable efforts are carried out in local county Extension programs.
- Follow Affirmative Action and Equal Employment Opportunity requirements in hiring and supervising staff.
- Assure accessibility of office, program and educational facilities.

Faculty, Specialists, Extension Educators, Graduate Students and staff

- Are responsible for being familiar with and having a full understanding of the federal laws relating to civil rights issues as well as a working knowledge of their roles and responsibilities as employees to ensure that they fulfill both the letter and the spirit of the law as they identify needs, develop, implement and evaluate extension's educational programs for adults and youth, recruit and work with a diverse audience of volunteers.
- Follow Affirmative Action and Equal Employment Opportunity requirements in hiring and supervising staff.
- Follow accessibility, public notification, documentation and use of all reasonable efforts requirements.