

CLEMSON UNIVERSITY

VICE PRESIDENT FOR ADMINISTRATION ACCESS AND EQUITY REPORT

CU 06101 ACCESS AND EQUITY REPORT

Description:

Document statistical data related to the hiring and retention of minority faculty members, professional staff, and other employees. Report is submitted to the Commission on Higher Education, which uses it as part of the basis to grant funding to Clemson under the Access and Equity Program. Report reflects the number of university employees according to job/position, sex, race, salary and title.

Retention:

3 years; destroy.

CU 06102 OFFICE OF FEDERAL CONTRACT AND COMPLIANCE AUDIT RECORDS

Description:

Document the university's hiring practices and provide documentation for compliance with federal Equal Opportunity and Affirmative Action programs and regulations. Includes correspondence, memoranda, and compliance information concerning coordination and direction of the University's Affirmative Action and Desegregation plan, information on hiring practices and the number of the University's employees identified by sex, race, and salary.

Retention:

3 years, after audits are completed; destroy.

CU 06103 GRADUATE INCENTIVE FELLOWSHIP RECORDS

Description:

Document the awarding of fellowships to minority students who attend the graduate program at Clemson. Records include background information on the applicant, academic status, amount of funds

awarded, residency requirement status, and fellowship contractual agreement.

Retention:

Records of approved applicants: 3 years after expiration of contract, provided all contract requirements were met and successful audits have been completed; destroy.

Records of rejected applicants: 1 year after rejection; destroy.

CU 06104 AFFIRMATIVE ACTION FORMS

Description:

Document recruitment of job applicants, based on Affirmative Action guidelines. Forms reflect applicant's name, sex, identity, and location and title of position applied for.

Retention:

3 years and until no longer needed for reference; destroy.

CU 06105 MINI-GRANT RECORDS

Description:

Retain by the center for the Black Experience to document grants denied or awarded to Clemson University's black faculty, staff, undergraduate and graduate students for projects concerning minority educational issues. The series includes copies of grant applications, project proposals, information concerning rejects grant applicants, and information concerning approved applicants and the amount of grants awarded.

Retention:

Records of approved applicants: 3 years after completion of project, provided successful audits have been completed, send to University Archives for selection of needed documentation for permanent retention.

Records of rejected applicants: 1 year after rejection; destroy.

CU 15414 INTERNAL AND EXTERNAL EMPLOYEE/STUDENT COMPLAINTS

Description:

Used to document various complaints by University employees and/or students based on age, color, disability, gender, national origin, race, religion, sexual orientation, or veteran's status. Information consists of individual's name and background data, date of alleged complaint, and a report that includes a statement of the allegations, the positions of the parties, and a summary of the findings of fact. Other information in the report consists of a determination by the investigator as to whether University policy has been violated, recommendations for actions to resolve the complaint if appropriate, and final disposition.

Retention:

1 year after separation or termination, destroy.

Schedule approved 1/6/10