External Communication

Under Section 46a-68-80(a) of the Affirmative Action Regulations of Connecticut State Agencies, Western Connecticut State University ("WCSU" or "University") sends, on a regular basis, written expression of the University’s commitment to diversely recruit for current positions.

(b) WCSU has put itself on public record as an Affirmative Action/Equal Employment Opportunity Employer. Consistent with that posture:

(1) Written expression of the University’s commitment to Affirmative Action and Equal Employment Opportunity and a notice of job availability to the list of recruiting sources and organizations that are capable of referring qualified applicants for employment. Effective September 1, 2017, the Office of Diversity and Equity implemented a directory called “The Diversity Resource Guide For Job Advertisements” that lists various diverse recruitment sources, centers, institutions and organizations where said written expression and notification of job availability are sent (see attached documentation).

(2) On a continuous basis, all union contracts contain a non-discrimination clause. The Chief Human Resources Officer represents the University in collective bargaining between the state and the union. The Chief Diversity Officer annually notifies all unions which represent agency employees for collective bargaining purposes that the University is an Affirmative Action/Equal Opportunity Employer and invites all unions to review and comment upon the University’s Affirmative Action Plan. (see attached letters).

(c) The University has undertaken positive relationship building activity to ensure that affirmative action is more than a paper commitment. The Chief Diversity Officer and the Chief Human Resources Officer as well as other University management officials, such as the University’s Vice Presidents, Deans, Managerial and Supervisory staff as well as members of all designated search committees in order to make personal contacts with local, state and national recruitment sources in a concerted effort to maintain a successful, talent pipeline recruitment program.

All employment advertisements include notification that WCSU is an affirmative action/equal employment opportunity educator and employer. Except in the case of a bona fide occupational qualification or need, employment advertising does not, and will not make any references to age or gender, and clearly conveys the desire of the University to employ members of under-represented groups. During this reporting period, the Chief Diversity Officer reviews all position announcements and advertising for compliance with this requirement. She will continue the long-standing practice of reviewing all position announcements and advertisements prior to finalization, scrutinizing for artificial barriers and discriminatory language.
The utilization of publication sources that include media that targets a protected class audience in the labor market area(s), most relevant for filling a position, continued to be a part of the University’s recruitment program.

Local and national recruitment sources continue to expand, providing a wider base to draw applicants for employment. An affirmative action job search process continues to be an integral component of filling positions, facilitating the involvement of Affirmative Action from the onset of hiring activity to the actual filling of the position. The process keeps affirmative action in the forefront of all hiring activity, but more important, the goals of the Affirmative Action Plan are always under consideration.

Recruitment/outreach activities will now be extended to other known university entities, such as university centers, institutes and associations. A system is in place whereby position announcements are routinely sent to various agencies by the Office of Diversity & Equity for posting and distribution. In return, the university posts employment announcements through the DAS website and by email from other agencies.

As unclassified positions become available, a position announcement is sent to protected class recruiting sources. The announcement is sent in an affirmative effort to reach protected class persons. We want to reach as many potential applicants as we can with notification of employment opportunities. The department that houses the position is requested by the Chief Diversity Officer to make every effort to recruit protected class persons. The professorial (faculty) titles and other known university titles also request to recruit potential minority candidates at professional meetings that often occur at the national level.

As classified positions become available, a system is in place whereby Human Resources routinely notifies classified employees of the employment/promotional opportunity. Classified positions are listed with the Department of Administrative Services (DAS) and advertised in local and regional newspapers, both in print and online. These positions are also sent to recruitment sources that may be helpful in the University’s recruitment efforts.


The University maintains membership status with the following organizations as another means of expanding its Hispanic recruitment efforts:

1. Connecticut Association of Latin Americans in Higher Education; and
2. Hispanic Association for Colleges and Universities.

The Office of Diversity and Equity, in conjunction with members of our academic departments and the Human Resources Department, maintain annual subscriptions to Diversity.com and various other websites for recruiting, which includes but is not limited to the following: Health-Net, CAHALE.com, Career Builders.com, NACHUO.net, Higheredjobs.com, Fairfield County Jobs.com, DAS website/CT Hires, NASPA.com, Academic Careers on Line, Sciencejobs.com, NCAA News website, ACA Career Center website, Counseling Today website, APA Monitor website, New England Psychologist website, Connecticut Psychological Association website, Telecomcareers.net, Computerwork.net, NACCU website, Student Affairs.com, Journal of Health Education website, American Journal of Nursing website, Journal of Nursing Education website, Minority Nurse Newsletter website, Journal of Cultural Diversity website, Academic Careers Online, AACN website, ABNF website, Telecomcareer.net, and Computerwork.com. These media sources are used in direct correlation with the related university vacancies; and therefore, not all position announcements will appear in each listed venue.

Effective January 1, 2018, the Chief Diversity Officer facilitated an institutional membership through June 30, 2019 with the Metropolitan New York and Southern Connecticut Higher Education Recruitment Consortium (“HERC”) as a recruitment source and target recruitment efforts with their 26,000+ users to post and advertise all faculty and administrative open positions primarily across the tri-state area (i.e., Northeast region). As of July 1, 2019, the University has no longer continued the institutional membership, but still have available access to recruitment resources for general use.

Effective July 1, 2019, the WCSU President facilitated an institutional membership through June 30, 2022 with the Hispanic Association of Colleges and Universities (“HACU”) as a recruitment source and target recruitment efforts with their 20,000+ users to post and advertise all faculty and administrative open positions primarily across the nation. As of July 1, 2021, the University continues to hold an associate institutional membership and is looking to apply for a Hispanic Serving Institutional designation with the assistance of HACU from our increasing Hispanic/Latino student enrollment figures.

Finally, all positions continue to be advertised on the University website.
All bidders, contractors, subcontractors and suppliers of materials are continuously notified of the University's Affirmative Action Policy. In keeping with University practice, all bidders, contractors, subcontractors and suppliers of materials are notified that the University will not knowingly do business with any bidder, contractor, subcontractor, or supplier of materials who discriminates against members of any class protected under Section 4a-60a and 4a-60 of the Connecticut General Statutes.

The participation of minority business enterprises meeting qualifications established in regulations issued pursuant to the Connecticut General Statutes or federal law, is solicited and encouraged. The University refrains from knowingly doing business with any bidder, contractor, subcontractor, or supplier of materials debarred from participation in any federal or state contract program, or found to be in violation of any state or federal antidiscrimination law; and will promptly report any behavior inconsistent therewith to the Commission or other appropriate authorities for investigation; and encourages bidders, contractors, subcontractors, or suppliers of materials to develop and implement affirmative action plans of their own.

The Office of Diversity & Equity continues to utilize recruitment directories and publications that provide outreach to peoples in protected and underutilized populations. The directory includes hundreds of sources and additional sources continue to be added on the ongoing basis. The list of directories and publications include the following:

**Association of University Centers on Disability Resource Directory:** This directory is a resource that aids in the University's outreach to persons with disabilities by providing the identification of outreach sources by name and address.

**Big Ten Academic Alliance Directory of Minority, Ph.D., MFA and MLS Candidates and Recipients:** Contains a listing of advance graduate students who are in the final phase of their doctoral work at various New England campuses.

**Biomedical Sciences Careers Program New England Resource Directory:** Provides information to students, advisors, and administrators on outreach efforts, internships and biomedical/science related programs at New England institutions, hospitals, and biomedical and biotechnology organizations.

**College Calc Directory of New England Colleges, Universities and Institutes:** Contains a complete listing of all New England colleges, universities and institutes including degrees offered at each and personnel information with title for each.
**HBCU Connect:** Contains a national listing of minority from research universities in the United States, as well as pertinent academic information pertaining to the persons listed.

**Hispanic Outlook on Education:** A national higher education publication, tantamount to a counterpart for the Diverse Issues in Higher Education, advertises positions and discusses issues in American higher education.

**Minority Postdoc for Minority and Women Doctoral Directories:** Contains a national listing of minority and women from research universities in the United States, as well as pertinent academic information pertaining to the persons listed.

**Permanent Commission on the Status of Women (PCSW) 2014 Directory of Women's Organizations in Connecticut:** Contains over 500 entries listed alphabetically by county, with contact names, addresses, telephone and fax numbers for each organization.

**The Ph.D. Project:** Contains a listing of doctoral students who are in the final phase of their doctoral work at various minority serving institutions (MSI) across the United States.

**UnivSearch Higher Education Directory:** A directory of accredited postsecondary, degree granting institutions that are accredited by regional, national, professional and specialized agencies recognized by accrediting bodies of the U.S. Department of Education and the Council of Higher Education.

The Office of Diversity & Equity maintains a list of email addresses and contact information for agencies to which we distribute position announcements and advertisements. The result of this undertaking is readily apparent as is evidenced by timely and consistent follow-up and inquiries to our position announcements. Furthermore, the University receives all applications via electronic submission and the Office of Diversity & Equity collects Affirmative Action data electronically from all applications that are submitted electronically.

WCSU is easily recognized by its official logo which is placed on all position advertisements. The University send various press releases to radio station networks in Danbury, Hartford, Norwalk, and Bridgeport. Various newspaper media are also used as recruitment sources in Hartford, Bridgeport and Stamford.
When needed, the radio networks utilized are the following:

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The Office of Diversity & Equity, in conjunction with the Human Resources Department, maintain an adequate budget for advertising positions and the University continues its involvement with the community and outreach via professional affiliations and memberships, by various University professionals, on a multitude of organizational boards and committees.

The University continues to host meetings, workshops, conferences, etc. for the community and others as the University remains committed to partnering with agencies and organizations that have the potential to attract peoples in the protected and underutilized populations into the University’s workforce. Specific connections include, but are not limited to, the following:

**CSCU Diversity Equity Leadership Committee** – Members of the Connecticut State Colleges and University has designated representatives (one representative from WCSU) who serve as faculty/staff and student advisors for the CSCU System Office.

**WCSU/AAUP Minority Recruitment and Retention Committee** – With members of the committee appointed by the WCSU President, and working in conjunction with the Office of Diversity and Equity, the minority recruitment/retention committees endeavors to make available in any way it can to achieve the University’s goal of recruiting and retaining minority faculty.

According to the Collective Bargaining Agreements for SUOAF and AAUP, the role of the Minority Recruitment and Retention Committee(s) are to assist search committees and employees in their recruitment and retention of minorities, women and other protected groups, as well as support departments in the retention of said individuals.

**WCSU/SUOAF Minority Recruitment and Mentoring Committee** – With members of the committee appointed by the WCSU President, and working in conjunction with the Office of Diversity and Equity, the minority recruitment/retention committees endeavors to make available in any way it can to achieve the University’s goal of recruiting and retaining minority faculty.

According to the Collective Bargaining Agreements for SUOAF and AAUP, the role of the Minority Recruitment and Retention Committee(s) are to assist search committees and employees in their recruitment and retention of minorities, women and other protected groups, as well as support departments in the retention of said individuals.