



United States
Department of
Agriculture

National Institute
of Food
and Agriculture

CIVIL RIGHTS COMPLIANCE REVIEW

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BIOENERGY, CLIMATE,
AND ENVIRONMENT



FOOD PRODUCTION
AND SUSTAINABILITY



YOUTH, FAMILY,
AND COMMUNITY



FOOD SAFETY
AND NUTRITION



INTERNATIONAL
PROGRAMS



USDA NIFA

NATIONAL INSTITUTE OF FOOD AND AGRICULTURE

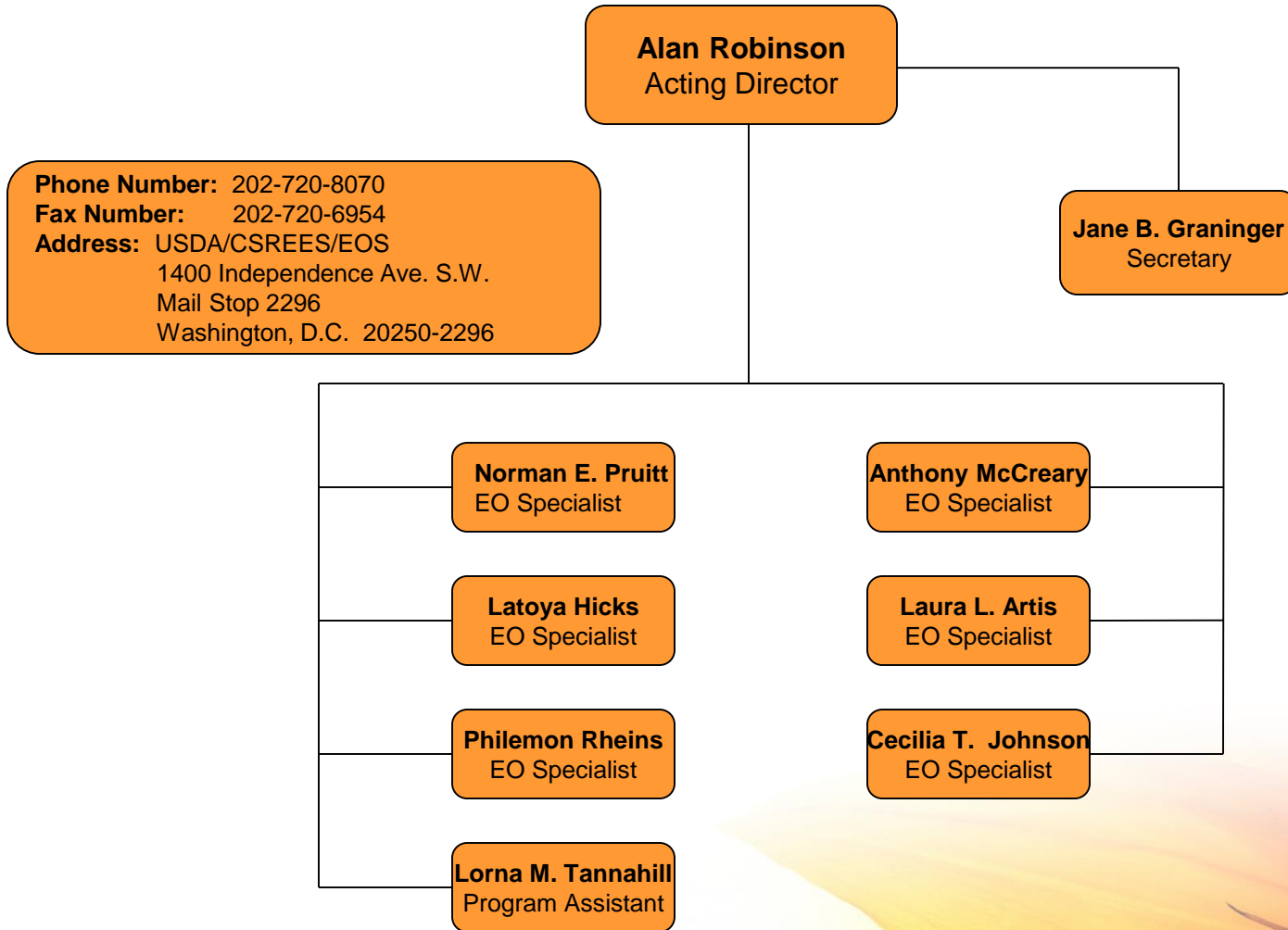


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MISSION

The Equal Opportunity (EOS) provides internal and external leadership and guidance to NIFA staff and State Land-Grant University partners (et al) on how to comply with federal nondiscrimination laws and related USDA departmental rules and regulations.





Civil Rights Compliance Reviews

Who is subject to compliance review?

- 57 land-grant colleges and universities established by the First Morrill Act of 1862.
- 19 historically Black land-grant colleges and universities (HBCUs) established by the Second Morrill Act of 1890.
- Any other entities that receive NIFA funding (ex. 501 (c)(3) organizations, non land-grant colleges and universities).
- EOS reviews land-grant colleges and universities to ensure they provide equal opportunity to students, customers and employees in its research and extension programs as required by federal laws and regulations.



Civil Rights Compliance Reviews

Compliance Review Process

- Compliance reviews are conducted on a 5-year rotational period.
- EOS conducts three or four compliance review each year.
- Jointly planned and organized between EOS and the institutions.
- EOS selection of institutions occur during last quarter of the calendar year.
- Compliance review notices are sent to deans and/or directors of institutions selected for review in November (subject to appropriations).



Civil Rights Compliance Reviews

Compliance Review Process (Cont.)

- EOS Director and/or Team Leader contact land-grant institution to finalize onsite review dates and request documents about organization structure.
- Teleconference occurs between EOS compliance review team and land-grant personnel.
- EOS sends data call to land-grant institutions (i.e. formal request for information, data and documents).
- Institution(s) submit electronic data within one month of request. Other documents will be collected during onsite visit.



Civil Rights Compliance Reviews

Compliance Review Process (Cont.)

- EOS reviews population and agriculture census data (and other data sources) to determine which counties will be reviewed. We inform the land-grant about a month prior to the review which counties we will visit.
- EOS collaborates with land-grant officials to finalize compliance review schedule.
- Compliance review lasts about five days. It consist of
 - Opening Conference
 - Personnel Interviews
 - Review Information, Data and Documents
 - Program and Research Observations
 - Exit Conference



Civil Rights Compliance Reviews

Compliance Review Process (Cont.)

- Return to EOS to review and evaluate all the information, data and documents collected from the land-grant institution.
- Within 90 days NIFA writes and issues a report that articulates our findings as well as recommendations for the land-grant to implement.



Compliance Review Components

An equal opportunity compliance review consists of the following components:

I. Research Programs

1. Management Organization
2. Resources Allocation
3. Graduate Student Enrollment
4. Employment in Research
5. Professional Development and Promotion
6. Civil Rights and Diversity Training for Faculty and Staff
7. Internal Evaluation Plan of Civil Rights Activities
8. Public Notification of Responsibilities Regarding Civil Rights



Compliance Review Components (cont.)

II. Extension Programs

1. Resource and Structure
2. Knowledge of Laws, Rules, and Regulations
3. Staff Training and Conferences
4. Extension Staff Members Assigned in Areas Selected for Review
5. Advisory Committees, Board and Other Relevant Committees
6. Process for Processing Program Discrimination Complaints
7. Statewide Equal Opportunity/Diversity Plan
8. Disabled Accessibility and Accommodation
9. State and Local Program Areas
10. Collection of Extension Program Participation Data



Compliance Review Components (cont.)

II. Extension Programs (cont.)

11. Public Notification of Responsibilities Regarding Civil Rights
12. Electronic/Non-Electronic Mailing List
13. Title IX Non-Discrimination on the Basis of Sex
14. Internal Compliance Review
15. Limited English Proficiency (LEP)
16. Ongoing Administration of Programs
17. Interaction of 1862 and other Minority Land-Grant Institutions



Compliance Review Components (cont.)

III. Extension Employment

1. Management Organization
2. Staffing Composition
3. Employment Activity (Applicant Flow, New Hires, Promotions, Separations/Retention)
4. Recruitment and Hiring
5. Equal Opportunity Policies and Directives
6. Staff Development and Training
7. Complaints and EEO Counseling
8. Salary Administration
9. Limited English Proficiency (LEP)