Affirmative Action Glossary

**Action Oriented Program**

A narrative in the Affirmative Action Program that outlines actions designed to correct problem areas identified in the AAP. This is also a required element of an Affirmative Action Program.

Action-oriented Programs: A narrative in the Affirmative Action Program that outlines actions designed to correct 'problem areas' identified in the AAP. (41 CFR 602.17(c)). Required element of an Affirmative Action Program.

**Affirmative Action**

The concept of "casting a wider net" to increase the representation of minorities and women in job group areas where affirmative action goals have been established. Affirmative Action is also a general term for many different types of positive actions undertaken by federal contractors to provide job opportunities for minorities, women, individuals with disabilities, and veterans.

**Affirmative Action Plans (AAPs)**

Annual affirmative action plans for Minorities and Women, Individuals with Disabilities, and Protected Veterans are created for the University. The plans include policies, practices, and procedures we implement to ensure equal employment opportunity. The process for developing the plans allows us to engage in self-analysis and discover any barriers to equal employment opportunity. The plans serve as a guide in monitoring progress and developing operational processes to enhance equal opportunity in all sectors of employment at Virginia Tech.

**Affirmative Action Program**

A management tool designed to ensure equal employment opportunity. It contains a diagnostic component that includes a number of quantitative analyses designed to evaluate the composition of the workforce of a federal contractor. An affirmative action program is also a set of written, specific, results-oriented, procedures to which a contractor commits to apply every good faith effort (41 CFR 60-2.1, Preamble, page 68025).
Employees

For purposes of an Affirmative Action Program, this includes part-time, temporary and full-time individuals who work for federal contractor. Generally, all "employees" of a federal contractor must be included in some Affirmative Action Program (41CFR60-2.1).

Equal Employment Opportunity (EEO)

Under the Civil Rights Act of 1964, Title VII came about to eliminate all sources of racial discrimination in the U.S. and ensure equal employment opportunity in the workplace without regard to race, color, religion, sex, or national origin.

Essential Functions

The fundamental job duties of the position that a person with a disability holds or desires. For several reasons, a job function can be deemed essential, to include, but not limited to the following: (a) the job exists to perform that function; (b) there are a limited number of employees available to perform the function; and, (c) the function may be highly specialized.

Goals (Annual Placement Rate)

In the Affirmative Action Program, placement goals are established as objectives or targets reasonably attainable by means of applying every good faith effort to make all aspects of the entire affirmative action program work, and measure progress toward achieving equal employment opportunity. The placement goal must at least, represent the availability estimate derived for women or minorities, as appropriate, for a specific job group (41CFR60-2.16). Required component of an Affirmative Action Program.

Job Group Analysis

A method of combining job titles within the contractor’s facility using the criteria of similar content, wage rates, and opportunities. The job group analysis is annotated to identify the
affirmative action program in which the jobs are included, if there are jobs located at another establishment (41CFR60-2.13). Required component of an Affirmative Action Program.

**Self-Identification**

Individuals with disability: Upon making a job offer, and before the applicant begins employment, the contractor must invite applicants to self-identify as to whether they believe they may be covered and wish to benefit under the affirmative action program (41CFR60-741.42).