



University of Alaska Fairbanks

**FIVE YEAR  
CIVIL  
RIGHTS  
PERFORMANCE  
PLAN 2020-2025**

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Agriculture, Natural Resources and  
Extension**



For more information and resources on meeting this commitment, see IANRE's Civil Rights web page at <https://www.uaf.edu/ianre/about/civil-rights/index.php>.

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## **Section I - Program Planning and Participation**

Increase participation of people from underrepresented groups on district and statewide Extension advisory boards and expand participation in programs by those who have been traditionally underserved, including minorities and limited English proficiency persons.

### **Objective 1 - Formalize advisory boards and ensure diversity in membership**

The importance of stakeholder input and citizen participation in our programs and research is noted in Extension's mission – “to interpret and extend relevant research-based knowledge in an understandable and usable form; and to encourage the application of this knowledge to solve the problems and meet the challenges that face the people of Alaska; and, to bring the concerns of the community back to the university.” The mission of the IANRE: “we respond to the needs of Alaskans for resilient families and communities and sustainable natural resources. We listen, discover, innovate, educate and empower.”

With these missions as our foundation, we have the opportunity to establish a system of diverse, stakeholder-focused advisory councils at both the district/regional and statewide level over the next 18 months. In our constituent communities and regions there are committees and tribal councils that are related to and can give worthwhile input on our activities but these committees are not to be used in place of IANRE established and focused committees. From their ranks we can gather geographic and cultural perspectives of people willing to serve in an advisory role to the activities, programming and direction of the institute.

In addition, we will seek program area advisors with an understanding of the expectation to represent those who have not traditionally been a part of land grant programming. Our process for selection, appointment and review will ensure diverse nominations and participation by underrepresented groups. Annual reviews of the composition of advisory boards will be conducted to ensure reflection of the state by ethnicity, gender, culture, geography and expertise in programming.

Initially, we will look to advisors in the four main elements of the institute: industry and vocational education partners in our mining and petroleum service training component, family members in our 4-H and FFA youth development charters, agencies and organizations involved with our research and experimental station farms, and from among the 60,000 recipients of information through our Extension outreach and engagement.

On the regional and program level, we will provide guidance for establishing or reinvigorating existing councils specific to those activities. Among those groups, members who can help us attain our goals may be interested and invited in serving on an institute (statewide) council.

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values and beliefs, as well as conveying information that will increase the group's understanding of the surrounding majority culture.

Each office will maintain an LEP Requests and Actions Log that will be required documentation for Informal and Formal Internal Compliance Reviews and the NIFA Civil Rights Compliance Review.

**Objective 5 – Maintain parity of under-represented racial and ethnic groups’ 4-H membership and volunteerism**

Annual comparisons of demographics of membership data (ES237) will be completed to confirm continued parity of racial/ethnic minorities among membership and volunteer rosters statewide. Documentation of all reasonable efforts to diversify any non-integrated clubs will be maintained in office folders.

**Objective 6 - Offer and track ADA accommodations**

Develop or adjust educational programs to accommodate and meet the needs and interests of clients with disabilities.

In addition to regular training on Americans with Disabilities Act (ADA) requirements, a review shall be conducted with all Extension offices. Physical facilities utilized for Extension programs will be reviewed for ADA compliance, and publication statements announcing programs will carry the University of Alaska Fairbanks-approved accommodations statement: *“Accommodation requests related to a disability should be made by [specific date] to [contact person, phone number and email].”*

All faculty and staff have also been instructed to keep an Accommodation Request and Actions Log in their office civil rights files so that the unit can look at patterns and potential barriers. This log will be required documentation for Informal and Formal Internal Compliance Reviews and the NIFA Civil Rights Compliance Review.

**Objective 7 – Parity Standard and Potential Participant Pool**

Annually each service area will determine the population eligible to participate in local Extension programs. They shall use the most current U.S. Census demographic information or most current projected demographics available.

**Objective 8 – Parity Standard and Face-to-Face Contacts**

Each district will identify through the annual face-to-face contact reports the number of clientele directly contacted, comparing the demographics against the population of the service area(s) to establish parity goals.

The state parity goal in any given year is to serve the same percentage of each minority

population as the total face-to-face contacts with a given group divided by the total known state population of that group. [See most recent Census data].

Formula to Calculate Parity:

$$\frac{\% \text{ minority group in your program}}{\% \text{ minority group in the population}} \times 100$$

### **Objective 9 – Contact Lists (Electronic and Non-Electronic)**

An operating policy outlining the requirements for management of all contact lists for clients and stakeholders has been developed and adopted by the IANRE Leadership Group. Faculty and staff will receive training on the maintenance, protection and use of contact lists according to this policy. Each list manager will conduct annual surveys of their mailing list(s) to collect race, ethnicity and gender data to determine if the list is representative of the population in the area being served. Should a disparity exist, the list manager and/or office responsible will work together with the Communications Unit to grow awareness of IANRE programs in under-represented audiences. Documentation of all reasonable efforts to diversify any non-representative mailing lists will be maintained in office folders.

## **Section II - Research**

### **Objective 1 – Resource Allocation**

Research resources including project funding, lab and office space will be assigned in a nondiscriminatory manner. Resource allocation processes will be available in writing to all interested parties.

### **Objective 2 – Graduate Students**

Graduate students will be recruited from a wide variety of student pools. AFES will work with UAF Planning, Analysis and Institutional Research (PAIR) to determine



stakeholders regardless of race, religion, color, national origin, citizenship, age, sex, physical or mental disability, status as a protected veteran, marital status, changes in marital status, pregnancy, childbirth or related medical conditions, parenthood, sexual orientation, gender identity, political affiliation or belief, genetic information, or other legally protected status. This applies to the programs and activities provided throughout the state.

**Objective 1** - Nondiscrimination advisement

Advise potential program recipients of program availability and requirements of nondiscrimination.

- a. All reasonable efforts will be undertaken to inform potential program participants of Extension activities and programs. “All reasonable efforts” shall be defined as the minimum effort needed by Extension personnel when conducting programs in

*The University of Alaska is an affirmative action/equal opportunity employer and educational institution and prohibits illegal discrimination against any individual: [www.alaska.edu/nondiscrimination](http://www.alaska.edu/nondiscrimination).*

The longer statement shall be used with fact sheets and other numbered publications:

*Published by the University of Alaska Fairbanks Cooperative Extension Service in cooperation with the United States Department of Agriculture. The Universit*

ability to reach out to the underserved and underrepresented in Alaska. Training will assist faculty and staff with understanding the needs of the growing diversity in communities among actual and potential Extension clientele.

Employees will be reminded annually of their civil rights obligations, and the expectation of nondiscrimination shall be included in job solicitations of new faculty and staff. Supervisors are encouraged to discuss progress on all reasonable efforts during annual personnel reviews.

## **Section V - Civil Rights Compliance Reviews**

In order to ensure compliance with federal statutes, NIFA's departmental regulations and IANRE's Civil Rights Performance Plan, regularly scheduled internal reviews will be conducted at all IANRE offices. Written policies will outline the review process and the documentation required of each office. Electronic files for each office are in place for easy access and updating by both the compliance coordinator and office staff.

### **Objective 1 – Internal Compliance Reviews**

Internal reviews to ensure compliance with the IANRE's Civil Rights Performance Plan will be conducted on a regular basis. Both formal and informal reviews and follow up will be accomplished through the efforts of the civil rights compliance coordinator and director.

Informal Compliance Reviews (ICR) will be conducted annually and include at a minimum, civil rights desk reviews including confirming the creation of annual parity reports, collection of face-to-face contact data with comparison to U.S. Census data and by completion of the review questionnaire used to spot-check the electronic files.

Formal Internal Office Compliance Reviews (FIOCR) will be conducted once every seven years. These reviews will include review of on-site district civil rights records and an evaluation of the physical office and classroom spaces. In order to be sure that an FIOCR is conducted prior to the next cyclical NIFA Compliance Review in 2028, the following schedule has been developed with all FIOCRs completed by the end of 2025. At least two ICRs will be scheduled before an office's first FIOCR.

<b>Year</b>				
<b>2022</b>	Month: TBD Tanana	Month: TBD State Office	Month: TBD CAFO	Month: TBD TCC
<b>2023</b>	Month: TBD Anchorage	Month: TBD MatSu/MEFEC	Month: TBD Kenai	Month: TBD Fairbanks Research



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Director, Department of Equity and Compliance  
355 Duckering Building, 1760 Tanana Loop, University of Alaska Fairbanks, Fairbanks,  
Alaska 99775

The University of Alaska Fairbanks Department of Equity and Compliance offers a reporting web page at <https://www.uaf.edu/equity/reporting.php> with information and resources and a form for filing complaints of discrimination at [https://cm.maxient.com/reportingform.php?UnivofAlaska&layout\\_id=40](https://cm.maxient.com/reportingform.php?UnivofAlaska&layout_id=40)

When the Department of Equity and Compliance receives a report of nonsexual or nongender-based discrimination, the 504/ADA coordinator