

From: [Chancellor-Internal Communication](#)
To: UCSFSTAFF@LISTSRV.UCSF.EDU
Subject: Office of Federal Contract Compliance Programs
Date: Thursday, July 31, 2014 3:54:10 PM

Dear Colleagues:

You may be aware that the Office of Federal Contract Compliance Programs (OFCCP) recently concluded a compliance evaluation of UCSF's employment practices. The evaluation reviewed hiring and employment practices to determine if practices are nondiscriminatory and whether affirmative action is being taken. While the findings found no evidence of discrimination, UCSF was found to be non-compliant with some technical requirements around applicant tracking, collection and maintenance of personnel files and employment records, and analysis to determine whether/where impediments to equal employment opportunity exist. These findings pertain to both academic and staff hiring practices.

As a recipient of federal funds (NIH grants, Medicare, etc.), UCSF is required to comply with antidiscrimination laws and regulations. UCSF is obligated to take affirmative action to ensure that all individuals have an equal opportunity for employment, without regard to race, color, religion, sex, national origin, disability or status as a protected veteran.

As a result of the OFCCP findings and our agreement with the OFCCP to remedy these technical regulatory violations, we are working with Legal Affairs, Human Resources, (staff and academic personnel) Diversity and Outreach, and key stakeholders to:

- Implement revised recordkeeping and applicant tracking procedures
- Monitor and evaluate selection rates in employment processes to identify disparities
- Report to the OFCCP on our progress by August 2015 to demonstrate improvement on the above items beginning immediately

Failure to meet the above requirements could lead to further oversight and potential penalties by the OFCCP. Ultimately, the OFCCP could cause delay or withholding of payments of federal monies to UCSF if it finds that we are not working in good faith to fulfill our compliance responsibilities.

You will be informed as process and recordkeeping changes are implemented and tools and training material become available. I ask that we all work together to embrace these changes as they will not only help us to be compliant with applicable federal regulations, but also will help us realize our organizational values of building a culture of inclusion and equity and support our strategic goal to recruit and retain talented employees who contribute to our commitment to diversity and excellence.

Thank you for your support.

Sam Hawgood, MBBS
Chancellor

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