NDSU Extension Service Civil Rights Plan  
Adopted 2006, Updated 2008

North Dakota State University Nondiscrimination Policy: NDSU Policy 100

North Dakota State University is fully committed to equal opportunity in employment decisions and educational programs and activities, in compliance with all applicable federal and state laws and including appropriate affirmative action efforts, for all individuals without regard to race, color, national origin, religion, sex (gender), disability, age, Vietnam Era Veterans status, sexual orientation, status with regard to marriage or public assistance, or participation in lawful activity off the employer's premises during nonworking hours which is not in direct conflict with the essential business-related interests of the employer.

NDSU Extension Service Position Statement

As the leadership team for the NDSU Extension Service, we affirm our commitment to civil rights laws and requirements, to institutional equal opportunity and affirmative action policies, and to the creation of an inclusive and multicultural organization that serves appropriately all the people of this state. While recognizing the importance of nondiscrimination, we want this organization to reach beyond legal requirements to incorporate a recognition and appreciation of the values and benefits that diversity contributes to our organization’s life and mission.

We also endorse and support our continuing participation in the Change Agent States Project where we have been involved since its creation. This effort, coupled with our civil rights compliance, is the foundation on which we build an organization where each employee, volunteer, and client is treated with respect and expected to behave respectfully toward others.

Adopted by the Extension Leadership Team, October 17, 2006

Civil Rights Laws relevant to Extension (summaries):

1. Title VI of the Civil Rights Act of 1964
   Specifies that no person in the U.S. shall, on the grounds of race, color, religion, sex, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance. Affirmative action measures should be taken to assure equal opportunity and make up for historic and continuing discrimination.

2. Title VII of the Civil Rights Act of 1964
   States that the policy of the U.S. Government is to provide equal opportunity in employment for all persons; to prohibit discrimination in employment because of race, color, religion, sex, or national origin; and to promote equal opportunity through affirmative action in each Federal department and agency. Equal opportunity must be an integral part of personnel policy and practice including employment selection, training, advancement and treatment.
3. Title IX of the Education Amendments of 1972

The specific purposes of Title IX are to prohibit discrimination against individuals in federally funded programs or activities, and in every aspect of employment because of their gender. Title IX provisions include prohibitions against male/female job-related stereotyping, sexual harassment, unequal opportunities for training, advancement and other benefits of employment.

4. Americans with Disabilities Act of 1990

Title I states that no entity shall discriminate against a qualified individual with a disability because of the individual's disability in regard to job application procedures, hiring, advancement, discharge, compensation, training and other terms, conditions and privileges of employment.

Title II of the Act states that no qualified individual with a disability shall, by reason of such disability, be excluded from participation in or be denied the benefits of the services, programs or activities of a public entity, or be subjected to discrimination by any such entity.

A "qualified individual with a disability" is any individual with a disability who, with or without reasonable modifications to rules, policies or practices; the removal of architectural, communication or transportation barriers; or the provision of auxiliary aids and services, meets the essential eligibility requirements of employment, receipt of services or participation in programs or activities provided by a public entity.

Discrimination on the basis of disability is also prohibited by the Rehabilitation Action of 1973. Section 503 of the Rehabilitation Act prohibits discrimination in employment and requires affirmative action on the part of federal contractors; Section 504 prohibits discrimination in educational programs or activities receiving federal financial assistance.

5. The Civil Rights Act of 1991 (CRA)

Effective November 21, 1991, the Civil Rights Act of 1991 reverses in whole or part several Supreme Court decisions interpreting Title VII. The 1991 CRA includes the following provisions: Requires the employer to demonstrate that a challenged employment practice is job-related for the position in question and consistent with business necessity. Stipulates that a violation is established when discrimination is a motivating factor, even though other factors also motivated the challenged actions. Allows employees to challenge a seniority system allegedly adopted with a discriminatory purpose when that system adversely affects them, or when they become covered by it.

Extends Title VII and ADA coverage to U.S. citizens employed by U.S. companies abroad. Permits charging parties to secure jury trials in Title VII and ADA disparate treatment actions. Provides for compensatory and punitive damages for victims of intentional discrimination under Title VII and ADA. Includes expert witness fees in the definition of recoverable attorney’s fees under Title VII and the ADA.
6. **Affirmative Action.**

Proactive measures to assure equal opportunity and nondiscrimination required by these laws. Affirmative action activities are undertaken to address historic and continuing discrimination and the continuing impact of historical discrimination.

7. **Racial/ethnic categories:**

- **Black, not of Hispanic origin** - a person having origins in any of the black racial groups of Africa.
- **White, not of Hispanic origin** - a person having origins in any of the original people of Europe, North Africa or the Middle East.
- **Hispanic** - a person of Mexican, Puerto Rican, Cuban, Central American, South American or other Spanish culture or origin, regardless of race.
- **Asian or Pacific Islander** - a person having origins in any of the original peoples of the Far East: Southeast Asia, the Indian subcontinent, specific Islands (China, Japan, Korea, Philippine Islands, Samoa)
- **American Indian or Alaskan Native** - a person having origins in any of the original peoples of North America, and who maintains cultural identification through tribal affiliation or community recognition.

A program participant may be included in the group to which he/she appears to belong, identifies with, or is regarded in the community as belonging to. No person should be counted in more than one racial/ethnic category.

Please note that these categories were expanded in the 2000 census and are in the process of being revised by federal agencies for reporting purposes. Racial-ethnic designations do not denote scientific definitions of anthropological origins.

**Terms**

1. **Parity**
An Extension program is in parity when the participation of individuals of traditionally underserved groups reflects the proportionate representation in the population of potential recipients. A program will be considered in compliance when its participation has reached 80% of parity.

2. **Potential Audience/Recipients**
Potential recipients are persons or groups within your defined geographic area who might be interested in or benefit from the educational program.

Potential recipients should be estimated for each program carried out in the county Extension office. For instance, county Extension educators may conduct family living programs in nutrition, family financial finances and parenting. Potential recipients should be estimated for each of these three efforts. Potential recipients are estimated by using a combination of county demographic data and the Extension educator's knowledge and information about the
population of the county. When a target audience is defined during program planning, it should be inclusive of the entire potential recipients as defined by demographic data.

3. All Reasonable Effort
Extension must be able to demonstrate that federally funded programs or activities have been made available to the maximum possible potential audience of a given locale or area. Three steps are required to demonstrate that all reasonable efforts have been made: (a) the use of all available mass media; (b) the use of personal letters and/or flyers or publications; and (c) the use of personal contacts (invitations to participate) by Extension staff. The minimum reasonable effort required by county Extension staff members includes the following items:
   1. Use of all available mass media, including radio, newspaper and television, to inform potential recipients of the program and of opportunity to participate.
   2. Personal letters and flyers/publications addressed to potential recipients inviting them to participate, including dates and places of meetings or other planned activities.
   3. Personal visits by the county Extension staff to a representative number of defined potential recipients in the geographically defined area to encourage participation.

4. Adequate Public Notification
Public notification plans are a part of the delivery mode in the affirmative action goals related to the Civil Rights Act of 1964. Extension program outreach should use the most diversified possible communications to attract persons of all races, colors, religions, genders, and national origins to participate. Examples include posters, flyers, minority organization bulletin board notices, stuffers in utility or other public mailings.

5. Disability
A long-lasting physical, mental, or emotional condition. This condition can make it difficult for a person to do activities such as walk, climbing stairs, dressing, bathing, learning, or remembering. This condition also impedes a person from being able to go outside the home alone or to work at a job or business. (The U.S. Census Bureau)

6. Underserved groups
Underserved:
   - underresourced, not having sufficient service (Source: wiktionary.org)
   - provided with inadequate service (Source: Merriam-Webster.com)

7. Underrepresented groups
Underrepresented groups can be based on age, ancestry, gender, racial or ethnic background, disability, national origin, religious creed, or sexual orientation. (NDSU Strategic Plan for Diversity, Equity, and Community)

Underrepresented:
   - having less than adequate or sufficient representation (Source: wiktionary.org)
   - inadequately represented (Source: Merriam-Webster.com)
Responsibility for civil rights compliance
All NDSU Extension employees are responsible to conduct all business of the organization in accordance with NDSU policies and procedures, North Dakota Human Rights Act, and the federal laws described above. These policies, procedures and laws are intended to make our educational programs accessible to all potential participants as well as provide documentation of our efforts to make those programs accessible. Each supervisor is responsible for monitoring and evaluating the effectiveness of the employees he/she supervises in implementing these policies.

County chairs - civil rights responsibilities
Each county Extension chair is designated the civil rights leader for that county, and the designation of the county civil rights leader should be stated in position descriptions.

The county chair’s civil rights responsibilities are to oversee implementation of the NDSU Extension civil rights policies and procedures in his/her county. These policies and procedures require that:
- a) all NDSU Extension personnel comply with all civil rights policies and legislation,
- b) each employee follows these policies and procedures in the conduct of his/her responsibilities, and
- c) county and staff civil rights records are maintained.

Each member of the county Extension staff is responsible to advance the goals of the NDSU Extension civil rights plan.

Regular county civil rights reviews
North Dakota counties will complete a county civil rights evaluation and review every four years using the review guide provided in Appendix A. The review form will be conducted in the context of Multicounty Program Unit gatherings and will provide an opportunity for counties to exchange information and proactive efforts to meet civil rights responsibilities. Prior to the MPU meeting in which the review is to take place, each county in MPU will hold at least one meeting of all the Extension staff in that county to identify and compile information needed for the review.

During the MPU review meeting, the District Director will ask each county chair to make a report on his/her county’s civil rights efforts and accomplishments. A written report from each county should be submitted at the time of the MPU review meeting. The District Director and the civil rights coordinator (NDSU Vice President, Division of Equity, Diversity and Global Outreach) will review the county reports and provide feedback and recommendations for any necessary corrective actions. The county report and the District Director’s recommendations will be maintained in the District Director’s files.

In addition to these county civil rights reviews, annual performance reviews of Extension personnel will include consideration of staff members’ efforts and effectiveness in meeting civil rights responsibilities including efforts to achieve parity with regard to actual clientele compared to potential clientele. Goals for this effort should be included in the individual’s Plan of Work and progress assessed on that basis while noting other civil rights efforts and accomplishments.
Schedule for the MPU/County Civil Rights Reviews

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**County civil rights file**

Each county office should maintain a civil rights file, and it should include the following at a minimum (copies of these items are available on the NDSU Extension Service Web site; go to “Diversity and Civil Rights” in the “For Employees” section):

- The County Civil Rights Annual Audit Checklist
- A copy of the County Census Overview form completed with the most currently available census information
- NDSU Extension Service Public Notifications and Accommodations
- A copy of the NDSU Policy 156 - Equal Opportunity Grievance Procedures
- Responsibilities for Accommodating Individuals with Disabilities in Extension Programs
- The most recently completed guide for the county civil rights evaluation and review AND a copy of the most recent county civil rights review results (reviews are done on a four-year cycle)

**Organizational civil rights goals**

The NDSU Extension Service has adopted the four civil rights goals below. These goals and the current and proposed activities to achieve these goals complement and/or reinforce the two primary objectives/goals identified by the NDSU Extension Service’s Catalyst Team as part of our involvement in the Change Agent States project. NDSU Extension Service was one of the initial states selected for participation in the CAS project (initially known as the Change Agent States for Diversity) and that involvement has been key to a variety of changes that this organization has made since 2000. In addition, the NDSU Extension Service has representation...
on the NDSU President’s Diversity Council, and our organization is included in the NDSU Strategic Plan for Diversity, Equity and Community that was developed by the Council and launched in 2005.

The four specific civil rights goals include:

- Adapt and enhance programming to increase participation by traditionally underrepresented/underserved audiences.

  - A sampling of current programs that address this goal include:

    **Annie’s Project**
    An educational program that empowers farm women to become better business partners.

    **Children, Youth and Families at Risk**
    The CYFAR project is called "Building Connections on Standing Rock Reservation.” This project provides family strengthening and positive youth development intervention programming that works primarily with the Native American community in Sioux County. The project serves children, youth and families at risk and provides opportunities to build positive connections between family members and from families to their community.

    **Expanded Food and Nutrition Program**
    EFNEP teaches low-income audiences how to improve their dietary practices and become more effective managers of available resources.

    **Family Nutrition Program**
    FNP helps Food Stamp Program participants/eligibles acquire knowledge, skills, attitudes and changed behavior for maximizing resources and to achieve nutritionally sound diets.

    **Horizons Program**
    A program to help rural communities of fewer than 5,000 people and greater than 10% poverty strengthen their leadership systems for reducing poverty (25 North Dakota communities are now participating)

    **Richland County Consortium After-School Program**
    This program serves K-12 students in five Richland County school districts and provides a range of services and accommodations for those with special needs and income eligibility.

    **Working with New Americans Program**
    Healthy People 2010 targets diverse, low-income minorities, including but not limited to Bosnians, Somalis and Sudanese. This project began in January 2007 and is conducted in collaboration with the University of Minnesota Extension Service. The
objectives are to assess cultural perceptions and practices safety and develop multi-
lingual program materials to address this growing audience.

- A plan to incorporate cultural competency into the organization’s core competencies is
underway; this effort is a project of the NDSU Extension CAS Catalyst Team.

- Increase diversity of the NDSU Extension workforce, volunteers and advisory group
members through intentional recruitment and retention efforts.

  - Recruitment for Extension Nonbroadbanded Positions (Appendix C)
  - Search training held for Extension Leadership Team in October 2006 (training to be
developed as a Web-based professional development offering).
  - NDSU Policy 103 - Equal Opportunity/Affirmative Action Policy on the
Announcement of Position Openings
(http://www.ndsu.nodak.edu/policy/103993.htm) and
NDSU Policy 304 – Academic Staff and Executive/Administrative Positions –
Procedures for Filling (http://www.ndsu.nodak.edu/policy/304.htm)
  - NDSU Office for Equity and Diversity resources for recruitment and hiring at
http://www.ndsu.edu/equal_opportunity/resources/index2.shtml
  - Extension Advisory Council Guide (includes a grid to facilitate selection of diverse
advisory groups)

- Educate NDSU Extension personnel (including volunteers and advisory group members)
regarding civil rights responsibilities and NDSU equal opportunity policies.
  - Online sexual harassment training – (available beginning September 2006 at
http://training.newmedialearning.com/psh/ndstateu/index.htm)
  - Online bias reporting system available to NDSU employees and students; found at
http://www.ndsu.edu/biasreport (hard copy forms also available in the Memorial
Union Bison Connection, the Main Library and at the office of Human
Resources/Payroll, Division of Equity, Diversity and Global Outreach).
  - Regular inclusion of diversity-related programming in staff conferences and district
meetings since 2001
  - Civil rights responsibilities and information about the organization’s involvement in
the Change Agent States Project included in each new employee orientation.
  - Anti-racism training available through NDSU Anti-Racism initiative. Some Extension
personnel have participated, and an anti-racism training is planned for the CAS
Catalyst Team in early 2007.
  - County civil reviews are scheduled on a four-year cycle (see above).

- Publicize widely NDSU Extension equal opportunity policies and program availability.
  - Posters and other public notifications on program announcements and flyers (see
Appendix B - NDSU Extension Service Public Notifications and Accommodations).
  - Annual electronic reminders to all staff and faculty
  - Personal contact and invitation to potential audience members
  - Advertise on tribal radio stations & tribal newspapers and at tribal colleges

Updated October 2008
Appendix A

NDSU EXTENSION SERVICE
CIVIL RIGHTS REVIEW GUIDE

This guide is designed for use by NDSU Extension Service staff in conducting a Civil Rights Evaluation and Review of their county programs; responses should be made for each major county programming area (Family and Consumer Sciences, Ag and Natural Resources, 4-H Youth, Community Economic Development and Leadership and Nutrition Education (FNP/EPNEP)).

CIVIL RIGHTS EVALUATION AND REVIEW

County__________________________ Date____________________________

To ensure equal access and availability of Extension programs to all residents of the county, regardless of race, color, creed, religion, national origin, gender, age, marital status, disability, public assistance status, veteran status, and sexual orientation, this Civil Rights Review Guide is designed to be used by county staff to review, discuss and identify any necessary corrective actions based on the following questions:

1. Please complete County Census Overview form (available on the “For Employees” section of the Extension Web page) for your county. Identify areas with people from traditionally underserved/underrepresented groups.

2. Please attach a list of organizations within the county with individuals from traditionally underserved/underrepresented groups as members and/or organizations that serve these groups. Attached is a potential list of organizations. Your county may have additional organizations.

   How has extension reached out to these groups?

3. Where do you find civil rights laws and regulations on the NDSU Extension web site?

4. What should staff do if they receive an internal equal opportunity complaint? What should staff do if they receive an equal opportunity complaint from the public? Do all staff know how to respond to both types of complaints?

   Develop a county checklist for both internal and external complaints and attach to the review. Where can staff find this checklist in the county office?
Public Notification

5. Do you use the University’s equal opportunity statement in all written materials and program announcements? What documentation do you have in your Civil Rights File from each of the major program areas? Attach examples for each program area.

6. Are any of the mailing lists used in your county exclusively of one race, color, religion or gender? In what ways are you striving to improve you mailing lists to be more inclusive of race, color, religion or gender?

7. What efforts have you done specifically aimed at informing historically underserved audiences about Extension resources and meetings?

8. Cite examples from your county Plan of Works that identify ways you intend to expand participation of historically underserved audiences?

9. Do you have an NDSU equal opportunity and/or “And Justice for All” poster prominently displayed in your office and other county facilities used by Extension in serving the public?

10. Please complete the table below using actual numbers on the diversity of county advisory group you use in different program areas (you will need to duplicate this table for each advisory group you use):

<table>
<thead>
<tr>
<th>Male</th>
<th>Female</th>
<th>White (not of Hispanic Origin)</th>
<th>Black (not of Hispanic origin)</th>
<th>American Indian/Alaskan Native</th>
<th>Asian or Pacific Islander</th>
<th>Hispanic</th>
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If your council is not diverse, what steps have been or are being taken to improve this situation?
11) All other organizations that serve in advisory roles (copy this table for each organization).

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<thead>
<tr>
<th>Organization Name</th>
<th>Male</th>
<th>Female</th>
<th>White (not of Hispanic Origin)</th>
<th>Black (not of Hispanic Origin)</th>
<th>American Indian/Alaska Native</th>
<th>Asian or Pacific Islander</th>
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If these advisory organizations are not diverse, what steps have been or are being taken to improve this situation?

12. What is the significance of the following to civil rights efforts?

A. “All reasonable efforts”

B. “Public Notification Plan”

C. “Affirmative Action” and “Equal Opportunity”

D. Title VI of the Civil Rights Act of 1964

E. Title VII of the Civil Rights Act of 1964

F. The Americans with Disabilities Act of 1990 and Sections 503 and 504 of the Rehabilitation Act of 1973

G. Title IX of the Education Amendments of 1972

13. Please give the date of the last civil rights training held for staff in the county. ____________________
14. Do you have race or gender segregated adult clubs or groups? If so, what have you done to encourage integration?

Number of community clubs | Number of one gender only clubs/groups | Number of one race only clubs/groups

Do you have race or gender segregated youth clubs or groups? If so, what have you done to encourage integration?

Number of community clubs | Number of one gender only clubs/groups | Number of one race only clubs/groups

15. Are officers of advisory, volunteer or other groups disproportionately of one race, color, national origin, gender, and/or disability?

16. What methods do you use to ensure that rules, regulations, policies, and procedures for advisory, volunteer and other groups do not disproportionately limit participation by race, color, national origin, gender, and/or disability?

17. How do you insure that individuals (adults or youth) are not disproportionately selected for participation by race, color, national origin, gender, and/or disability?

Accessibility for Those with Disabilities

18. Please list any accommodations made to serve people with disabilities in programs for the past 2 years. Be as specific as you can.

19. What is the disability status of the noninstitutionalized population

   Age 5 - 20
   Age 21 -64
   Age 65 & older

   Use http://factfinder.census.gov/home/saff/main.html?_lang=en

20. Please list any programs that were held in a location not accessible to individuals with disabilities in the last 2 years. Indicate why it was necessary to use this location.
Completed by ___________________________ Date __________________
County Extension Chair (signature)

Other staff involved in the review were: (All involved county staff are required to sign this form)

Signed ___________________________ Date __________
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Bring this completed Civil Rights Review to the Multicounty Program Unit civil rights review meeting for your MPU.

DISTRICT DIRECTOR RESPONSE AND CORRECTIVE ACTIONS REQUESTED

The following corrective actions have been recommended to the _____________ County Civil Rights Review:

District Director Signature _______________________________ Date ______________
Civil Rights Coordinator ________________________________ Date ______________

Potential County Organizations (Your county may have other organizations. Please add them to this list.)

4-H Council                                     Public School
FCE Council                                     Head Start
Senior Center                                   Food Pantries
Family Nutrition Program                        Housing Authority
Ag Improvement                                   Group Home
W.I.C.                                          Church groups
Public Health                                    Social Service
YWCA                                            Horizons Program
YMCA                                            

Appendix B

NDSU Extension Service Public Notifications and Accommodations
From Ag Communication – November 2006, Updated October 2008

The For Employees section of the NDSU Extension Service Web site pulls together resources in a Diversity and Civil Rights category. See http://www.ag.ndsu.edu/ext-emp/.

Staff are asked to put information about requests for accommodations related to disabilities on all publications promoting meetings and programs. Specifics are provided at http://www.ag.ndsu.edu/ext-emp/accommodations.htm.

NDSU Extension Service educational and promotional publications must include the non-discrimination statement that says:
North Dakota State University does not discriminate on the basis of race, color, national origin, religion, sex, disability, age, Vietnam Era Veterans status, sexual orientation, marital status, or public assistance status. Direct inquiries to the Vice President for Equity, Diversity and Global Outreach, 202 Old Main, (701) 231-7708.

Other publications that have limited space include, “NDSU is an equal opportunity institution.”

“County Commissions, North Dakota State University and U.S. Department of Agriculture cooperating.” may be added for marketing purposes, but isn’t a legal requirement.

The alternative formats statement is also required: This publication will be made available in alternative formats for people with disabilities upon request, 701 XXX-XXXX.

Web pages developed by Ag Communication are ADA compliant, and training is provided so others know how to make their pages compliant. The Web page footer includes “NDSU is an equal opportunity institution.”

Ag Communication staff encourage staff to illustrate diversity in all communications work. Recent examples include the Native American narrator and flute background in folic acid radio public service announcements and ethnic diversity in the Eat Smart. Play Hard. photographs.
Appendix C

Recruitment for Extension Nonbroadbanded Positions*
Implemented February 2005 (Revised October 2008)

All positions that are monitored through the Division of Equity, Diversity and Global Outreach (faculty, Extension specialists, area and county agents) are routinely posted in these locations by that office:

- Higher Education Jobs On-line (http://www.higheredjobs.com/)
  [Subscription provided by the NDSU President’s Office.]
- Career Fargo Moorhead (http://www.careerfargo.com/)

All other recruitment efforts for these positions are the responsibility of the hiring unit.

- **Faculty and Extension specialist** recruitment is managed by the campus academic department.

  In addition to discipline-oriented recruitment, position announcements also should go to the 1994 and 1890 land-grant institutions [label formatted files available on the EDGO Web site for downloading; it would be a good idea to add a department to the generic address].
  (http://www.ndsu.nodak.edu/equal_opportunity/resources/minorityrecruit/index.html)

  Consider posting on National Job Bank - Jobs in Extension, Outreach, Research and Higher Education http://jobs.joe.org . The site is managed by the Journal of Extension, and there is a charge of $85/posting for up to 30 days and $150/posting for up to 60 days.

- **Area and county staff recruitment** is managed by the district directors and REC directors.

  The following is a standardized distribution for all area and county positions monitored through the EDGO office:

  - The North Dakota Job Services Office closest to the office location of the position being advertised. They will post for statewide viewing. Position announcements may be sent by postal or e-mail.
    - Beulah – 119 E. Main, Beulah, ND 58523, lpouliot@state.nd.us
    - Bismarck – 1601 E. Century Ave., Bismarck, ND 58503, infojsbis@state.nd.us
    - Devils Lake – 301 S. College Dr., Devils Lake, ND 58301, infojsdl@state.nd.us
    - Dickinson – 66 Osborn Dr., Dickinson, ND 58601, infojsdk@state.nd.us
    - Fargo – 1350 32nd St. S., Fargo, ND 58103, infojsfg@state.nd.us
    - Fort Yates – PO Box 472, Fort Yates, ND 58538, eaward@state.nd.us
    - Grafton – 927 12th St. W., Grafton, ND 58237, infojsgr@state.nd.us
o Grand Forks – 1501 28th Ave. S., Grand Forks, ND 58201, infojsgf@state.nd.us
o Jamestown – 429 2nd St. SW, Jamestown, ND 58401, infojsjm@state.nd.us
o Minot – 3416 N. Broadway, Minot, ND 58703, infojsmn@state.nd.us
o New Town – 204 Main St., New Town, ND 58763, infojsnt@state.nd.us
o Oakes – 517 Main Ave., Oakes, ND 58474, khoelscher@state.nd.us
o Rolla – 103 E. Main Ave., Rolla, ND 58367, infojsrl@state.nd.us
o Valley City – 250 S. Central Ave., Valley City, ND 58072, infojsvc@state.nd.us
o Wahpeton – 524 2nd Ave. N., Wahpeton, ND 58075, infojswp@state.nd.us
o Williston – 422 1st Ave. W., Williston, ND 58801, infojswl@state.nd.us

• Extension Services in Minnesota, Montana, Nebraska, South Dakota, Wisconsin and Wyoming (addresses included in label set at http://www.ag.ndsu.edu/ext-emp/emp-emp.htm)
• All the Minnesota, Montana, North Dakota and South Dakota 1994 institutions/tribal colleges (addresses included in label set at http://www.ag.ndsu.edu/ext-emp/emp-emp.htm)
• ND Indian Affairs Commission (address included in label set at http://www.ag.ndsu.edu/ext-emp/emp-emp.htm)
• NDSU School of Education (address included in label set at http://www.ag.ndsu.edu/ext-emp/emp-emp.htm)
• Other NDSU departments relevant to the academic qualifications of the position being advertised (addresses in the NDSU Directory)
• Other advertising options depending on particular jobs and/or their location; call for current prices:
  o The Forum and other regional and local newspapers, as appropriate
  o Ag Week
    Telephone: 1-800-477-6572 ext. 233
    Submit ad by mail, e-mail or fax to Farmads, PO Box 6008, Grand Forks, ND 58206-6008; agweekclass@gfherald.com; 701-780-1188.
    Specify “Help Wanted” category.
  o Farm and Ranch Guide
    Telephone: 701-255-4905
    Submit ad by mail, e-mail or fax to Classified Marketplace, PO Box 1977, Bismarck, ND 58502-1977; ewilliams@farmandranchguide.com; 701-255-2312. Specify “Help Wanted” category.
  o Indian Country Today
    Telephone: 888-327-1013
  o North Dakota Living (publication of the rural electric cooperatives)
    ND Association of Rural Electric Cooperatives
    Ad Manager: Clark Van Horn (800-234-0518)
    PO Box 727, Mandan, ND 58554-0727
- National Job Bank - Jobs in Extension, Outreach, Research and Higher Education http://jobs.joe.org. The site is managed by the *Journal of Extension*, and there is a charge of $85/posting for up to 30 days and $150/posting for up to 60 days.
- Others as appropriate

**Considerations:**

1. Consolidate several positions for advertising to save money.
2. Use the NDSU employment URL in ads to point people to the complete position posting and application site. That is www.ndsu.edu/jobs.
3. The minimum information to include in an ad is the title of the position; a contact point, which could be the NDSU employment URL; the closing date; and the statement “NDSU is an equal opportunity institution.”

* Broadbanded positions (positions that are in the 3000 – 7000 bands) are monitored through the Human Resources/Payroll office and advertising is coordinated by staff in that office.