

Internal Audit and Reporting Systems

UMass Dartmouth has established internal audit and reporting systems which are designed to ensure that: 1) appropriate records are maintained; 2) records are reviewed to identify areas needing additional attention and more energy is directed towards those areas; and 3) action-oriented programs are implemented.

Recently UMass Dartmouth implemented a new employee database system called PeopleSoft. The PeopleSoft software system is capable of tracking employee historical data and movement, unlike the previous HRMIS system that was used in the past.

UMass Dartmouth also has the following internal audit and reporting systems:

1. The University will periodically review all of its employment practices in order to identify and eliminate any practices which may have contributed to underutilization of minorities and women and which are not necessary to the operation of the institution or do not bear a direct relationship to the jobs for which they are used as screening devices.
2. Practices to be reviewed as a part of an audit by the Assistant Chancellor for EODO, through the appropriate EEO Liaison, will include, but not be limited to, the following:
 - a. the initial application and interview procedures;
 - b. position postings, advertisements, applications and related documents;
 - c. the content of job descriptions, in terms of their possible adverse effect on minorities, women, or protected classes;
 - d. the composition of the search committees used to interview candidates and make recommendations for hire;
 - e. written pre-employment and/or promotional tests;
 - f. job qualifications, including educational and experience requirements; and
 - g. all criteria, such as arrest records, marital status, garnishments, and others, which are used as disqualifying factors for employment.
3. Documentation of employment practices will be reported by the Office of EODO to the Chancellor, according to the provisions of this plan. The results of such reviews, including any recommendations for change, will be incorporated as appropriate into a revised Equal Employment Opportunity/Affirmative Action Plan.
4. Recruitment and hiring: for all positions, the University will pursue a recruitment program to create a qualified and diverse pool of applicants. The program may include advertising in newspapers, journals, magazines, electronic Websites, and other options consistent with appropriate collective bargaining agreements. This will avoid the potential discriminatory effects of informal job networks. The University undertakes a particularly vigorous program of EEO/AA recruitment for protected minorities and women in job categories in which they are found to be underutilized, as described previously in section VI.A.