I. STATEMENT OF POLICY. The University of Tennessee Agricultural Extension Service (UTAES) is committed to complying with the letter and spirit of Title VI and Title VII of The Civil Rights Act of 1964, Title IX of The Education Amendments of 1972 and all other federal and state civil rights statutes. UTAES administers and shall continue to administer all programs and activities on a nondiscriminatory basis, without regard to race, color, national origin, sex or other legally protected categories and shall engage in affirmative action to include in its programs and activities persons who are presently underrepresented by race or sex.

Annually, on or before November 1, the Dean of UTAES will remind all administrative personnel and Extension Leaders in each county in writing of UTAES' equal opportunity/affirmative action policy and the responsibility of these individuals to cooperate and assist in the effort to effectuate this policy.

A statement of the UTAES equal opportunity/affirmative action policy will be included in all publications utilized by UTAES. Further, Extension Agents and other UTAES personnel having contact with the news media shall request that UTAES equal opportunity/affirmative action policy statement be included in public service announcements made by the news media.

II. RECORDKEEPING. UTAES will collect, maintain and report data on participation in UTAES programs and activities by race and sex. In doing so, UTAES will utilize official USDA reporting forms and procedures whenever required or feasible. All participation records will be maintained for a minimum of five (5) years.

The following specific records will be maintained by UTAES:

1. County Extension Agents will maintain a record of membership in all 4-H Clubs and Home Demonstration Clubs and attendance at camps and conferences by race and sex.

Annually, on or before September 15, County Extension Agents will provide, through UTAES district offices, this information to the Dean's Office in standardized format. This data will be edited, compiled and transmitted in summary form by the Dean's Office to USDA on or before November 1.
(2) On or before November 1, 1985, each County Extension staff will, with the assistance of the Dean's office, prepare/revise county maps showing community boundaries and the racial composition therein. 4-H and Home Demonstration Clubs will be identified on these maps. These maps will be updated periodically as new census data are available.

A community shall be defined as a group of people living within a geographical area, the boundaries of which may be determined by natural or man-made features, census tracts, school districts, places of employment or commercial facilities. Boundaries of 4-H Club communities will not necessarily coincide with the boundaries of Home Demonstration Club communities.

(3) The Dean's office will provide recordkeeping training, as a part of orientation, for all newly employed Extension Agents. Update seminars will be provided on an "as needed" basis to advise personnel having recordkeeping responsibilities of new recordkeeping requirements and procedures.

III. 4-H AND HOME DEMONSTRATION CLUBS. In accordance with its general equal opportunity/affirmative action policy, UTAES will continue to include and seek to include program participants without regard to race or sex. Further, UTAES will continue its affirmative action efforts with the goal of achieving participation in 4-H and Home Demonstration Clubs, by race and sex, so that the presence of any group, by race or sex, is not less than 80% of the number of participants that would be expected if the racial/gender composition of the club were exactly proportional to the composition of the relevant community.

The following specific steps are presently taken, and will continue to be taken, by UTAES County Extension staff offices:

(1) Public service announcements will be made through the news media informing potential program participants of the availability of program opportunities on a nondiscriminatory basis.

(2) Personal letters and program circulars will be utilized, where appropriate, to advise potential program participants of program opportunities.

(3) Where appropriate, personal visits to potential program participants will be made by UTAES staff members.

(4) Club members will be encouraged by UTAES county staff to notify and recruit potential program participants of program opportunities.

IV. EFFORTS TO ENSURE THAT ALL UTAES HOME DEMONSTRATION CLUBS OPERATE ON A NONDISCRIMINATORY BASIS.

(1) Annually, by February 1, the Dean, through appropriate UTAES channels, shall notify the Presidents of all Home Demonstration Clubs that club membership practices and activities must be conducted in a nondiscriminatory manner and that UTAES cannot provide instruction or assistance to any club which fails to comply with this policy.
(2) Annually, no later than April 1, each Home Demonstration Club will be required to submit to the appropriate County Extension Agent a letter assuring that that club complies with UTAES' nondiscrimination policy. UTAES will promptly terminate service to any club refusing to submit such a letter of assurance.

(3) Each Home Demonstration Club whose membership disproportionately consists of one race or sex (in applying the 80% rule heretofore referred to above) will take affirmative action to promote and encourage membership by individuals of the race or sex which is underrepresented. Appropriate affirmative action activities will include those efforts referred to above in Section III. UTAES will discontinue assistance to any Home Demonstration Club evidencing a refusal to comply with this affirmative action policy. Immediate responsibility for assuring compliance with this provision will rest with the Extension Agent in charge of the adult Home Economics program. The County Extension Leader will be responsible for conducting an annual review of Home Demonstration Club compliance with this provision, with a report of results of such review to be completed on or before May 1 of each year and a copy of said report forwarded to the Dean.

(4) As a prerequisite to the commencing service to a newly organized Home Demonstration Club, the following steps will be taken:

1. The county staff will determine whether the initial or proposed club membership is disproportionately composed of members of one sex or race. If such is the case, a further determination shall be made as to whether reasonable efforts (including the affirmative action activities listed in Section III above) have been made to encourage membership by persons of the race or sex which is underrepresented.

2. Once the County Extension Leader is satisfied that such reasonable efforts have been made, the Extension Leader will advise the District Supervisor in writing of the efforts made.

3. The District Supervisor, in consultation with the County Extension Leader and Associate District Supervisor for Home Economics, shall determine whether the applicant organization is eligible to become affiliated with UTAES as a Home Demonstration Club.

V. EFFORTS TO ENSURE THAT ALL 4-H CLUBS OPERATE ON A NONDISCRIMINATORY BASIS. The 4-H program at the unit level in Tennessee is conducted in the school system on a grade level, classrooms basis, during school hours. Some schools have one-race classes in schools having enrollments predominately of one race. Based on the use of the classroom structure for the club, systematically no intentional discrimination can be implied. However, in keeping with the spirit of the law, Extension personnel should apply, on a continuing basis, the "All Reasonable Efforts" requirement to integrate and achieve a balanced membership participation in the clubs and related activities.
(1) The Director of TAES, within 30 days of the adoption of this plan, shall provide written notification to TAES personnel advising that they shall make all reasonable efforts to establish 4-H Clubs in predominately black schools proportional to those established in predominately white schools within the school systems in which TAES operates.

(2) By 30 days of the adoption of this plan, the Director of TAES shall advise all TAES personnel that the following steps will be taken to develop 4-H Clubs with an integrated membership characterized by participation of all racial groups in the school:

1. TAES personnel and volunteer leaders will make all reasonable efforts (to be documented) to assure participation and membership in 4-H Clubs reflect the racial/sexual composition of the schools in which these clubs are established.

2. TAES will offer projects and activities designed to contact clientele groups not adequately represented in the present membership. This may include such efforts as joint activities by clubs which presently do not have balanced memberships. Conduct an annual 4-H membership promotion week with emphasis upon underrepresented groups.

3. During the school year TAES personnel shall conduct planning sessions involving 4-H leaders and/or prospective leaders representing the race/sex groups in the population - for the purpose of attaining a comprehensive program and balanced participation in school clubs.

4. During the school year, TAES personnel and volunteer leaders will make all reasonable efforts to recruit leaders representative of the sex/race group(s) not adequately represented in the present leadership.

5. During the school year and continuing thereafter, TAES will announce 4-H program activities stating that the programs are open to all individuals regardless of race, color, sex, or national origin. All staff with 4-H program responsibilities will be informed of this policy in writing by the Director within one month of the adoption of this plan.

6. The TAES personnel and volunteer leaders will:
   - Make announcements in schools over public address systems or as agreed by Extension agents and school administrators.
   - Place announcements in local papers.
   - Make announcements over radio stations.
   - Place fliers and posters in public locations frequented by all potential clientele.

7. Within 30 days of the adoption of this plan, TAES will take action on a continuing basis to ensure that all people, especially minorities, are aware of the program's existence, time of meetings, and meeting places by use of the following methods:
1. Write personal letters to individuals of the minority race. Exhaust all reasonable efforts to involve all potential youth within the delineated community or school.

2. Contact community groups for assistance in informing potential minority clientele of available programs.

3. Contact school personnel for assistance in informing potential minority clientele of available programs.

(3) Prior to and/or during the fall enrollment of each year the County Extension Agent(s) in charge of the 4-H Program will make reasonable efforts to encourage participation by members of an underrepresented race or sex (those affirmation action activities listed in Section III) in any community where such underrepresentation has previously existed (utilizing the aforementioned 80% rule).

(4) The County Extension Agent(s) in charge of the 4-H Program will, on a continuing basis, make every reasonable effort to assure that 4-H Club activities are conducted on a nondiscriminatory basis, and that all 4-H Club projects and activities are made available without regard to race, color, national origin or sex. Club competitions will not be conducted separately on the basis of race, color, national origin or sex nor will Agriculture, Home Economics or other courses be conducted in a manner which discriminates on the basis of race, color, national origin or sex.

(5) Annually, no later than February 1, the Dean, through appropriate UTAES channels, shall notify each public or private school system in which a 4-H Club operates that club membership practices and activities should be conducted in a nondiscriminatory manner and that UTAES cannot provide instruction or assistance to any organization which fails to follow this policy.

(6) Any public or private school system in which a 4-H Club operates shall be required to provide to the appropriate County Extension Agent, on or before April 1 annually, a letter of assurance that the school system complies with the foregoing equal opportunity policy.

(7) UTAES will terminate services to any school system refusing to provide the requested letter of assurance or which refuses to comply with the underlying policy of nondiscrimination.

(8) Each 4-H Club whose membership disproportionately consists of one race or sex (in applying the 80% rule heretofore referred to above) will take affirmative action to promote and encourage membership by individuals of the race or sex which is underrepresented. Appropriate affirmative action activities will include those efforts referred to above in Section III. UTAES will discontinue assistance to any 4-H Club evidencing a refusal to comply with this affirmative action policy. Immediate responsibility for assuring compliance with this provision will rest with the Extension Agent in charge of the 4-H Club program. The County Extension Leader will be responsible for
conducted an annual review of 4-H Club compliance with this provision, with a report of results of such review to be completed on or before May 1 of each year and a copy of said report forwarded through channels to the Dean.

(9) For those clubs identified as having made all reasonable efforts to achieve an integrated and balanced membership, yet not attaining such a membership, TAES shall continue to provide full Extension sponsorship and assistance. However, continued sponsorship and assistance are expressly conditioned upon Extension personnel and leaders agreement to continue to use all reasonable efforts to recruit underrepresented racial group members for membership in the clubs, and continued compliance with all of the requirements of this plan. TAES personnel shall maintain records of the names of each club, its membership, and racial and sexual composition of the clubs.

(10) The Director of TAES, within 30 days of this agreement, shall provide written notification to Extension personnel working with 4-H school clubs which advises them of their responsibility to ensure that any new clubs organized in schools make all reasonable efforts prior to their formation as an Extension sponsored and assisted club to have a racially integrated and balanced membership. All groups in schools which seek to become sponsored by TAES should have a racially integrated membership. Thus it is the responsibility of county personnel to establish that all reasonable efforts are made to interest nonminority individuals to join the clubs.

(11) TAES personnel, before any new club may be sponsored, shall inform the District Supervisor and County Extension Leader in writing, what efforts were made to recruit racial minorities and nonminorities to join the school 4-H Club. The District Supervisor and County Extension Leader shall determine under the all reasonable efforts criteria (set forth herein) whether the club is eligible to receive TAES sponsorship and assistance. The County Extension Leader shall maintain and retain all records of the all reasonable efforts documented by the county agent. Once a school club is established, it will be under a continuing obligation to use all reasonable efforts to recruit underrepresented racial group members for membership in the club.

VI. 4-H CAMPING PROGRAM. With the adoption of this agreement, 60 days prior to the beginning of the next 4-H camping program, TAES will implement a public notification and recruitment program designed to achieve a more balanced minority participation in the 4-H camping program. These efforts will include, but not be limited to, the following steps:

(1) The policies, practices and efforts mentioned above for 4-H Club activities will also apply to the 4-H camping program.

(2) Also, the appropriate County Extension Agent will assure that cabin assignments are not made on the basis of race. However, separate cabin assignments will be made on the basis of sex. Within 30 days of the adoption of this plan, the Director of TAES shall
again provide written notification to TAES personnel reminding them of the requirements pursuant to Title IX USDA regulations to assure that 4-H camps and related activities are implemented without regard to sex.

(3) Within 30 days of the adoption of this plan, the Director of TAES shall provide written notification to TAES personnel again reminding them of the requirement of TAES to house 4-H camping participants in a manner that does not support, encourage, or condone the practice of segregation.

VII. EQUAL OPPORTUNITY AND AFFIRMATIVE ACTION IN EMPLOYMENT.

(1) Annually, on or before November 1, the Dean will notify all UTAES administrative personnel and Extension Leaders in each county of UTAES' commitment to equal opportunity and affirmative action in employment consistent with the policy described in Section I.

(2) Where underrepresentation of any race or sex exists in any EEO category (utilizing the aforementioned 80% rule), UTAES will make reasonable effort (utilizing the following affirmative action activities) with a view to eliminating disproportionate underrepresentation of any race or sex:

1. The Personnel Assistant will send all job vacancy announcements to the State Department of Employment Security and, where appropriate, to the Departments of Employment Security of adjacent states.

2. Periodically, as appropriate, the Dean will ask UTAES employees to refer to UTAES, applicants who may be qualified for UTAES positions in areas where underrepresentation exist.

3. To the extent feasible and appropriate, the Dean will issue to such potential applicants invitations to apply for available positions in areas where underrepresentation exists.

4. Annually, no later than January 1, the Dean will provide written requests to 1890 Deans of Colleges of Agriculture and Home Economics located in Tennessee and adjacent states requesting that the names of graduating seniors in Agriculture and Home Economics be forwarded to the UTAES Personnel Assistant. The Personnel Assistant will contact and invite each student so identified to apply for employment with UTAES.

5. On a continuing basis, section leaders will be required, when recruiting to fill a specialist's vacancy, to write to land grant colleges and universities in the United States requesting the names of blacks who might be qualified to fill that vacancy. All such potential candidates will be invited to apply for the vacancy in question.
(3) The following steps will be taken to assure that, in the case of a vacancy in an area in which underrepresentation exists, that proper consideration has been given to candidates or potential candidates of the underrepresented race or sex:

1. The Equal Employment Opportunity Coordinator will assure that the position vacancy has been widely announced in a manner appropriate for the position being filled for a sufficient period of time to enable potential applicants to respond, and qualified applicants in the underrepresented group, of which UTAES has knowledge, have been contacted and given an opportunity to apply.

2. The Equal Employment Opportunity Coordinator shall, in a case where a non-underrepresented individual is proposed for employment, review the affirmative action forms completed by the hiring supervisor and determine whether the preferred candidate appears to be best qualified for the position vacancy. In the event the Equal Employment Opportunity Coordinator determines that there does not appear to be adequate justification for rejecting a qualified candidate of an underrepresented race or sex, he or she shall notify the Dean. The Dean shall take such action as is appropriate in accordance with the UTAES equal opportunity/affirmative action policy.

(4) All job descriptions and job assignments shall be made without regard to the race or sex of the UTAES employee or the race or sex of the program participant or beneficiary with whom the employee will be working. It is expected that the composition of contacts made by an UTAES Extension Agent will approximate the composition, by race and sex, of potential recipients of services to be provided by that employee. Where records of client contacts indicate that such does not occur, the Dean will investigate the circumstances surrounding such deviation in order to assure that such discrepancy does not result from any discriminatory bias.

(5) Annually, no later than November 1, the Dean will notify all professional staff and other UTAES employees of available opportunities for continuing education and financial support or other credit available for assisting in that effort.

(6) Annually, no later than May 1, the Dean will review the UTAES budget and assure that any salary differences among individuals having comparable job responsibilities are based on legitimate nondiscriminatory job factors and not race, or sex. In the event of a salary analysis showing disparity based on race, sex or any other illegally impermissible basis, the Dean will initiate a salary recommendation proceeding to overcome significant salary differences.

1. Each hiring supervisor must complete an affirmative action form indicating the reason(s) for selecting the proposed applicant and rejecting the unsuccessful applicant(s).
VIII. MEMBERSHIP OF AGRICULTURAL EXTENSION COMMITTEES.

(1) Annually, no later than May 1, the District Supervisors shall notify the chief county government officer of UTAES' equal opportunity/affirmative action policy and that it cannot assist any organization which fails to follow this policy.

(2) In the event it is determined by the Dean that a county appoints members of its Agricultural Extension Committee in an illegally discriminatory manner UTAES shall not provide any further services or cooperate with any such Extension Committee until such discriminatory action ceases and the results of that action are remedied.

IX. CIVIL RIGHTS COMPLIANCE REVIEW. Annually, no later that September 30, the Dean will complete a compliance review of approximately one-fourth of the counties on a rotational basis throughout the state, in which UTAES operates. A representative sampling of counties in all geographic areas of the state will be included in this review. After review he will evaluate UTAES' compliance with policies and procedures and progress in those areas mentioned above. A report outlining the results of the annual compliance review will be prepared by the Dean no later than November 1. Any necessary corrective action will be taken promptly.