

MEMORANDUM

TO: All College Employees

FROM: Nancy M. Cox *Nancy M. Cox*

RE: Civil Rights Responsibilities

This memorandum is to inform faculty and staff in the College of Agriculture, Food and Environment of resources available for the promotion of diversity and inclusion as well as compliance with civil rights policies. Our Office of Diversity website <http://www2.ca.uky.edu/diversity/> provides a comprehensive source of information and records on relevant documents, initiatives and news. For further information and assistance you may wish to consult one or more of the following web-based sources:

- [UK's current Diversity Plan](#) focuses on diversity in student enrollment, retention and graduation, workforce diversity and campus climate.
- The [Program and Staff Development Affirmative Action](#) website also offer access to a variety of information, particularly that related to Cooperative Extension.

As a public institution and partner with USDA's National Institute of Food and Agriculture, our college has an obligation to ensure that our research and extension programs are conducted in a manner that prevents discrimination and ensures equal access. Anyone who conducts or supports research or extension on campus, our farms, or the extension offices across the state should be aware of the USDA's Civil Rights Policy and our plan for compliance. If you are not familiar with our land-grant program obligations, you should review the following:

- [Current State Civil Rights Performance Plan for Research and Extension](#)
- [Civil Rights Policy Statement by Secretary of Agriculture Vilsack](#)

I would also like to take this opportunity to once again remind you that any faculty, staff or stakeholder who believes they have been discriminated against may seek resolution through a variety of paths. You may file a report of discrimination with your supervisor, chair or director. County personnel may contact their district director. If you wish to initiate your complaint at the College level, I recommend you contact Tim West. At the University level, Terry Allen and Patty Bender in the UK Office of Institutional Equity and Equal Opportunity are available to provide assistance. For more information from their office you may also consult their website: [UK Office of Institutional Equity and Equal Opportunity](#). At that site, you may wish to consult their brochures including "Discrimination and Harassment" and "Office of Institutional Equity and Equal Opportunity".

Finally, employee or clientele complaints involving any Research or Extension sponsored program or activity may be directed to:

USDA, Director Office of Civil Rights
Room 326-W Whitten Bldg.
14th & Independence Ave. SW
Washington, DC 20250-9410
202-720-5964