

February 12, 2009

**MEMORANDUM**

TO: Deans, Directors, and Department Heads

FROM: Larry A. Nielsen  
Provost and Executive Vice Chancellor

Charles D. Leffler  
Vice Chancellor for Finance and Business

SUBJECT: Equal Employment Opportunity Institute (EEOI)

North Carolina General Statute 126.16.1 requires that all newly appointed managers and supervisors at each State agency and university attend the Equal Employment Opportunity Institute (EEOI) within one year of their initial appointment. Additional information concerning this requirement may be viewed online at <http://www.osp.state.nc.us/manuals/manual99/eoi.pdf>

The Equal Employment Opportunity Institute (EEOI) is a day and a half long training program designed to help managers and supervisors understand federal and state employment discrimination laws and how they impact day-to-day managerial decisions. The program is sponsored by the North Carolina Office of State Personnel (OSP) and is designed to promote and achieve equal employment opportunity and diversity in all aspects of state employment. Case studies and other activities are used to learn how to create fair, equitable, and inclusive work environments. The skills taught in the EEOI enable state government managers and supervisors to address complex diversity issues in a legally compliant manner. The information provided in the Institute can be a valuable tool for increasing productivity in the workplace. A complete course description is available at <http://www.osp.state.nc.us/trancata/hrd-oe/Classes/smd/smd402.html>

To ensure that NC State's managers and supervisors can complete the requirement to attend the Institute, the university has worked with OSP staff to train and certify a number of NC State employees as EEOI Adjunct Trainers so that the training can be offered on campus. It is anticipated that the university will begin offering EEOI training sessions on campus sometime in late April 2009. HR and OEO will work with each college and administrative division to identify individuals who will be required to participate in EEOI training. This includes faculty members, such as academic department heads and PIs, who supervise SPA staff.

For departments that wish to have a supervisor or manager participate in the EEOI program prior to the April implementation of campus-based training sessions, please contact Carina Lockley in HR Training & Organizational Development at 515-4280 or via e-mail at [carina\\_lockley@ncsu.edu](mailto:carina_lockley@ncsu.edu).

cc: Barbara Carroll, Associate Vice Chancellor, HR  
Joanne Woodard, Vice Provost, OEO