

MAES

**Facility (ICR) Self-Evaluation
Calendar Year January _____ to December _____**

1. Faculty and Staff by Race and Gender

Note the composition of total Faculty and Staff in this facility. (If applicable, list all faculty and staff regardless of who funds their position).

Name	Amer Ind/Alaskan Native	Blk/Afr American	Wht	Native Hawaiian/ Pacific Islander	Asian/ India & Middle East	Hisp/ Latino	2/More Races	M/F	Title/ Prog. Area

2. Who makes work assignments? (check all that apply)

- MAES Deans, Directors, Managers and Supervisors
- Other
(specify) _____

3. Do faculty and staff who have responsibility in the same program areas receive the same official information regardless of race, color, national origin, disability, or gender)?

- Yes
- No
If no explain: _____

Items for Reviewer Completion Only:

- 4. Indicate where the list of training attended by facility Personnel during the last year is located (use training form provided in central civil rights file).**
- 5. Training meetings attended by all personnel during the review year indicate that: (check all that apply)**
 - Staff had equal access to Civil Rights and diversity-related training opportunities

- Staff had equal access to professional development opportunities regardless of race, color, national origin, gender or disability
 - Staff did not have equal access to Civil Rights and diversity-related training opportunities explain: _____
 - Staff did not have equal access professional development opportunities explain: _____
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6. Do you have the following complaint procedures/documents in place:

- How to File an EEO/Civil Rights Complaints
- Program Complaint Procedure for MAES
- Program Discrimination Complaint Filing

7. Your Central File was last updated... Check all that apply:

- Annually
- Previous year
- During the last review year
- None of the above
- We do not have a Central Civil Rights file

8. The following documents MUST be housed in your Central Civil Rights file folders:

- Demographic Data Reporting Sheet
- ADA Self Evaluation
- Public Notification and Media Methods
- EEO Statement
- Copy of Translation Resources for MAES
- Facility Training Log
- Internal Compliance Review (ICR) Response Plan
- Internal Compliance Review Reports (last six years)
- Mailing List Log
- All **three** Complaint Procedures/Documents as indicated on item number 6 of this document
- MAES Affirmative Action Plan
- List of Faculty and Staff by Race and Gender
- ICR Schedule

Keep a total of 6 years of all records (current year plus five prior years).

9. Do all personnel have equal access to the following resources? (Check to indicate “yes” for an item).

- Supplies
- Equipment
- Facilities kitchen plots, etc.
- Administrative support staff
- Travel allowances
- Publications
- Telephone/internet/fax

- Other (specify)
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Facility/Program Action

10. Does facility personnel sponsor, support, financially assist, or participate in any conferences, conventions, organizations, or meetings where participants are segregated, excluded or treated differently due to race, color, national origin (language), gender, religion or disability?

- Yes
- No
- If yes, please explain: _____
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11. List organizations, governmental agencies or groups the facility has been working with periodically or on a regular basis.

Name of Group	Interest/Program Area	Date

Public Notification

12. Below is a representative list of materials released to the public which indicate that this facility is open to all regardless of race, color, national origin (language), gender, religion or disability.

1. _____
2. _____
3. _____
4. _____
5. _____

Comments:

13. The USDA poster “And Justice for All” is posted in the following location(s):

1. _____
2. _____
3. _____

14. List ways in which you have provided accommodation to clientele attending your research and demonstration projects/ programs in the last year:

1. _____
2. _____
3. _____
4. _____
5. _____

15. Is the facility main building accessible to people with disabilities? (Check all accommodations that are currently in place).

- Parking spaces are clearly designated with proper sign and are at least 13’ wide
- At least one of eight spaces is van-accessible with 98” vertical clearance for chair lift
- There is 8’-wide ramp access with a 5’ landing
- Door is automatic or equipped with a bell to allow easy entry
- There are no stairs or barriers between the parking place and the front reception desk

Signs indicate (check all that apply)

- Handicapped restroom
- Honk/ring bell if you need assistance
- If you need assistance please ask
- Other _____

Reception areas has (check all that apply)

- Clipboard for communication
- Low, accessible brochures
- Educational materials in alternative formats such as audiotapes, large print
- Educational materials in other languages
- Other _____