UNIVERSITY ANALYTICS & INSTITUTIONAL RESEARCH

University Services Building Room 302
888 N. Euclid Ave
P.O. Box 210158
Tucson, AZ 85721-0134

Ofc: 520-621-3030
Fax: 520-626-1234

http://uair.arizona.edu/

TO: Campus Leaders

FROM: Ravneet Chadha, Executive Director

DATE: Thursday, October 15, 2020

SUBJECT: Reporting on workforce race/ethnicity and new My UAccess Details dashboard

The 2020 workforce snapshot was taken on Thursday, October 1st, and is now available in UAccess Analytics and Interactive Fact Book. In light of this update, we would like to share details about a new dashboard we have developed as well as some updates to reporting on workforce race/ethnicity.

My UAccess Details is a new dashboard available in UAccess Analytics that will make it easier for individual University of Arizona employees to identify what personal information about them is stored in the UAccess Employee system and how to change or update it. This effort is a result of discussions around prioritizing the ethical and transparent use of data across UArizona that took place in the "Achieving Racial Equality in Research" working group assembled by Senior Vice President Cantwell. My UAccess Details will show an employee information about their position (such as FTE, unit, hire date), contact information, personal information (such as preferred name and sex), along with race/ethnicity information. As new pieces of information are captured about our workforce, this tool will continue to evolve.

While disclosing one's race and ethnic identity is completely optional, some employees might be surprised to find that they have not reported any data about their race/ethnicity. It is sometimes assumed that the information provided on employment applications is stored for future use, but this is not the case. Data on race/ethnicity of employees used for reporting purposes (for example, to IPEDS) is based entirely on self-report after the employee has been hired. Using My UAccess Details, all employees will be able to see what, if anything, they have selected for race/ethnicity, as well as how their race/ethnicity will be reported to IPEDS or for institutional reporting. The dashboard also provides instructions and a link for how to change or update selected race/ethnicity categories through UAccess Employee.

Additionally, we recently shared details with you about changes to the options for reporting race/ethnicity data for students. The same reporting options are available for University of Arizona workforce, as well. While the fields described below have existed in the workforce subject areas for some time, we have recently begun updating how they are labeled for clarity and consistency. These reporting options are described in detail below, and allow flexibility for internal use of race/ethnicity data, including the option to be as inclusive as possible of those who may identify with more than one race or ethnicity.

There are three approaches available to report race/ethnicity among UArizona employees:

Inclusive Race/Ethnicity

Employees will be counted in every race/ethnicity group in which they have self-identified in UAccess Employee; therefore, the total counts will exceed the overall total headcount.

Suggested Use Cases for Inclusive Race/Ethnicity:

- Internal reporting
- When it is important to capture the most inclusive picture of racial/ethnic demographic distribution on our campus

IPEDS Race/Ethnicity

Based on current federal reporting guidelines, employees end up grouped into a single category, which prioritizes 'Hispanic and Latinx' over all other race/ethnicity categories. Employees who have reported multiple race/ethnicity values, not including Hispanic/Latinx will be counted in the 'Two or more' grouping. All International employees working in the United States under various visa categories are grouped under 'International', otherwise referred to as 'Nonresident alien' by IPEDS. Census data is available back to Fall 2010.

Suggested Use Cases for IPEDS Race/Ethnicity:

- External reporting
- Peer analytics against other institutions of higher education
- Certain cases where it is important to count each employee only once

Legacy IPEDS Race/Ethnicity (Formally known internally as 'Ethnicity Grouping')

Based on legacy (pre-2010) federal reporting standards that have persisted for internal reporting needs, employees will be placed into the highest single ranked race/ethnicity grouping that they have provided from the list below:

1. American Indian or Alaska Native
2. Native Hawaiian or Other Pacific Islander
3. Hispanic or Latinx
4. Black or African American
5. Asian
6. White
7. Not Reported (Unknown/Other)
8. All International employees working in the United States under various visa categories are grouped under 'International'

Suggested Use Cases for Legacy IPEDS Race/Ethnicity:

- Internal use only
- Certain cases where it is important to count each employee only once and there is value in emphasizing our 'American Indian or Alaska Native' population.

What are the race/ethnicity values in each category?

Inclusive Race/Ethnicity	IPEDS Race/Ethnicity	Legacy IPEDS Race/Ethnicity
American Indian or Alaska Native	American Indian or Alaska Native	American Indian or Alaska Native
Asian	Asian	Asian
Black or African American	Black or African American	Black or African American
Hispanic or Latinx	Hispanic or Latinx	Hispanic or Latinx
Native Hawaiian or Other Pacific Islander	Native Hawaiian or Other Pacific Islander	Native Hawaiian or Other Pacific Islander
White	White	White
Not Reported	Not Reported	Not Reported
	International	International
	Two or more races	

Examples of this plan in action

Employee A identifies as Asian in UAccess Employee, his country of citizenship is China, and he is working in-person at main campus domestically on an employment visa. How will he be reported using the three approaches to race/ethnicity?

> Inclusive Race/Ethnicity: Asian

> IPEDS Race/Ethnicity: International

> Legacy IPEDS Race/Ethnicity: International

Employee B is a resident of Arizona and identifies as both Hispanic or Latinx and American Indian or Alaska Native in the UAccess Employee. How will she be reported using the three approaches to race/ethnicity?

> Inclusive Race/Ethnicity: Counted once in the Hispanic or Latinx total and counted once in the American Indian or Alaska Native total

> IPEDS Race/Ethnicity: Hispanic or Latinx

> Legacy IPEDS Race/Ethnicity: American Indian or Alaska Native

Does this approach change how race/ethnicity is collected and captured in the UAccess Employee system?

No, this plan does not require any change to existing business processes or data collection methods. It makes additional use of existing data.

In conclusion, we feel confident that these approaches allow for more flexibility and expanded reporting capabilities, especially considering Inclusive Race/Ethnicity. Please let us know what questions or concerns you may have about any of these updates.