

SUMMARY INFORMATION REGARDING IMPLEMENTATION OF NEW RACE AND ETHNICITY STANDARDS

The University of California is required to provide aggregate data on the race and ethnicity of employees to the U.S. Department of Education (DE) through the Integrated Post Secondary Education Data System (IPEDS) on a regular basis, in a specified format and using specified codes.

In October 2007, the DE provided final guidance on how postsecondary education institutions would collect and maintain race and ethnicity data on students and employees, and how the data would be aggregated for reporting to IPEDS. The standards for the classification of race and ethnicity data are the same as those issued by the Office of Management and Budget (OMB) in 1997.

The IPEDS changes to the standards have introduced new codes, increased the number of data elements to be collected, changed the manner in which responses on demographic forms are to be recorded, and modified the categories in which aggregated data is to be submitted.

The University will implement the new standards for the collection and reporting of race and ethnicity data beginning August 2010.

The new standards require that ethnicity and race data are collected in a two-part question format, which must be asked in the order detailed below:

Part One: Is this person Hispanic or Latino? (Must choose one)

- Hispanic or Latino
- Not Hispanic or Latino

Part Two: Select one or more of the following categories that apply.

- American Indian or Alaska Native
- Asian
- Black or African American
- Native Hawaiian or Other Pacific Islander
- White

Before the implementation of the new standards became mandatory for postsecondary institutions, the University reported data to IPEDS according to the following five race and ethnicity categories:

- American Indian or Alaskan Native
- Asian or Pacific Islander
- Black, Not Hispanic
- Hispanic
- White, Not Hispanic

These categories were used to comply with the previous federal reporting guidelines. Each employee was identified by one and only one category.

As a federal contractor, the University is also required to report race and ethnicity data to the Office of Federal Contract Compliance Programs (OFCCP). This federal agency did not mandate the implementation of the new standards on the collection of racial and ethnic data for affirmative action programs. Therefore, the University will continue to meet its reporting responsibility to OFCCP by using

the following five race and ethnicity categories as required by Code of Federal Regulations, Title 41, Part 60-2:

- American Indian or Alaskan Native
- Asian or Pacific Islander
- Black, Not Hispanic
- Hispanic
- White, Not Hispanic

The University collects race and ethnicity data from employees using the Demographic Data Transmittal Form (U5605) which individuals complete when their employment with the University begins. The form allows individuals to voluntarily self-identify their race and ethnicity, disabled status, as well as veteran status. Resulting from the changes to the Demographic Form, modifications to the Payroll Personnel System (PPS), Employee Data Base (EDB), Web New Hire, Corporate Personnel Systems (CPS), and Corporate Data Warehouse (CDW) were implemented to accommodate the new race and ethnicity data elements.

New employees hired in August 2010 should complete the revised version of the Demographic Data Transmittal Form (U5605 R6/10) to self-identify their race and ethnicity, disabled status, as well as veteran status. The use of the revised form allows the University to meet the new IPEDS collection and reporting requirements while maintaining the current reporting demands for campus affirmative action programs and internal aggregate workforce reporting.

General questions regarding the implementation of these changes can be directed to:

Katya Rivas
Affirmative Action Officer
Systemwide AA/EEO Policy Coordinator
Human Resources
University of California, Office of the President
Email: Katya.Rivas@ucop.edu
Phone: (510) 987-0104

Rachael Jones-Lindsay
Talent Management & Staff Diversity Consultant
Human Resources
University of California, Office of the President
Email: Rachael.Jones-Lindsay@ucop.edu
Phone: (510) 987-9909

Technical questions regarding the implementation of these changes can be directed to:

Ken Smith
Programmer Analyst III
Human Resources
University of California, Office of the President
Email: Kenneth.Smith@ucop.edu
Phone: (510) 287-3837