



Annual Report on Affirmative Action To the Iowa Board of Regents

University of Northern Iowa
Office of Civil Rights Compliance
January 2025

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I. INTRODUCTION.

The University of Northern Iowa (UNI) is committed to a policy of equal opportunity in employment, retention, and advancement of employees without regard to age, color, creed, disability, ethnicity, gender identity, genetic information, marital status, national origin, political affiliation, pregnancy, race, religion, sex, sexual orientation, veteran or military status, or any other basis protected by federal and/or state law, except in rare instances where sex may be a bona fide occupational requirement of the applicant, and to a policy of affirmative action for protected classes. Affirmative action entails special efforts by the University community to recruit and hire protected class members throughout the University, proportionate to their availability in the relative labor market. This includes the provision of a campus environment that is free from illegal discrimination and harassment, and applies to the recruitment, appointment, and promotion of persons in all employment groups.

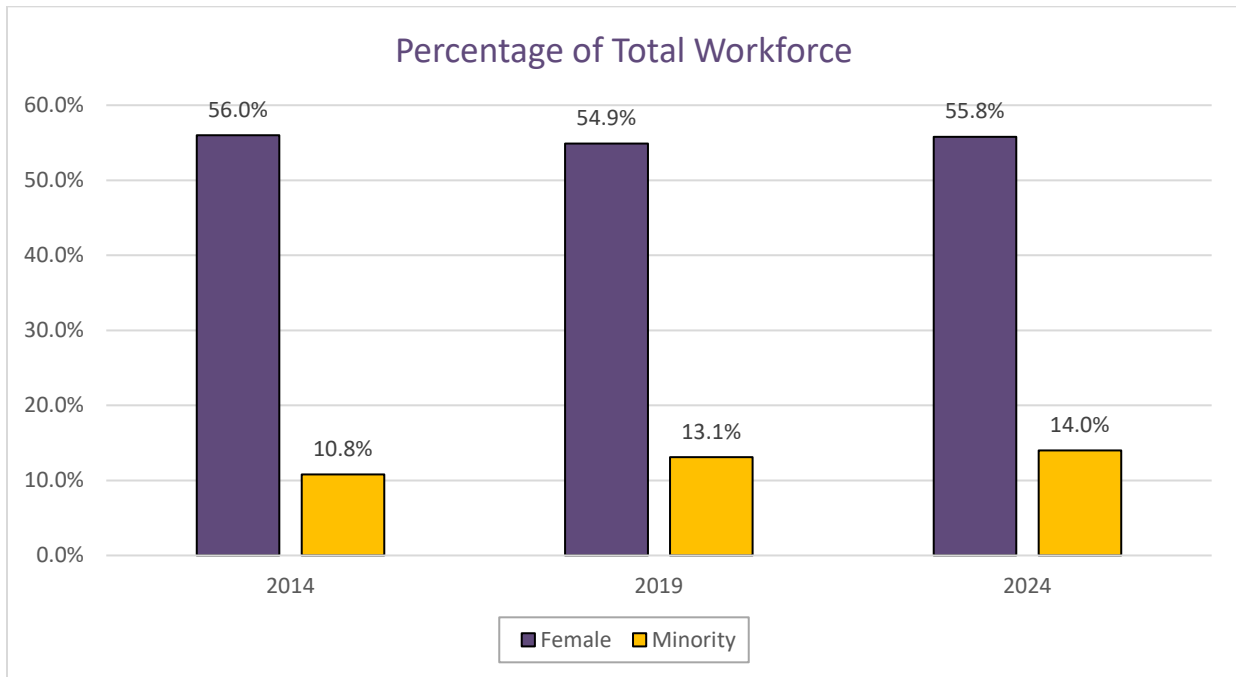
This report presents recent employment activities at UNI. The data in this report are compiled according to Iowa Board of Regents guidelines, and include all non-temporary, full-time, and part-time employees working fifty percent time or more as of September 30, 2024. The categories used for the job groupings are determined by federal guidelines. It is important to note that other reports generated for other University purposes will use different data sources, definitions, and groupings of employees. Care should be taken in attempts to compare data from this report with other UNI workforce reports.

II. OVERVIEW.

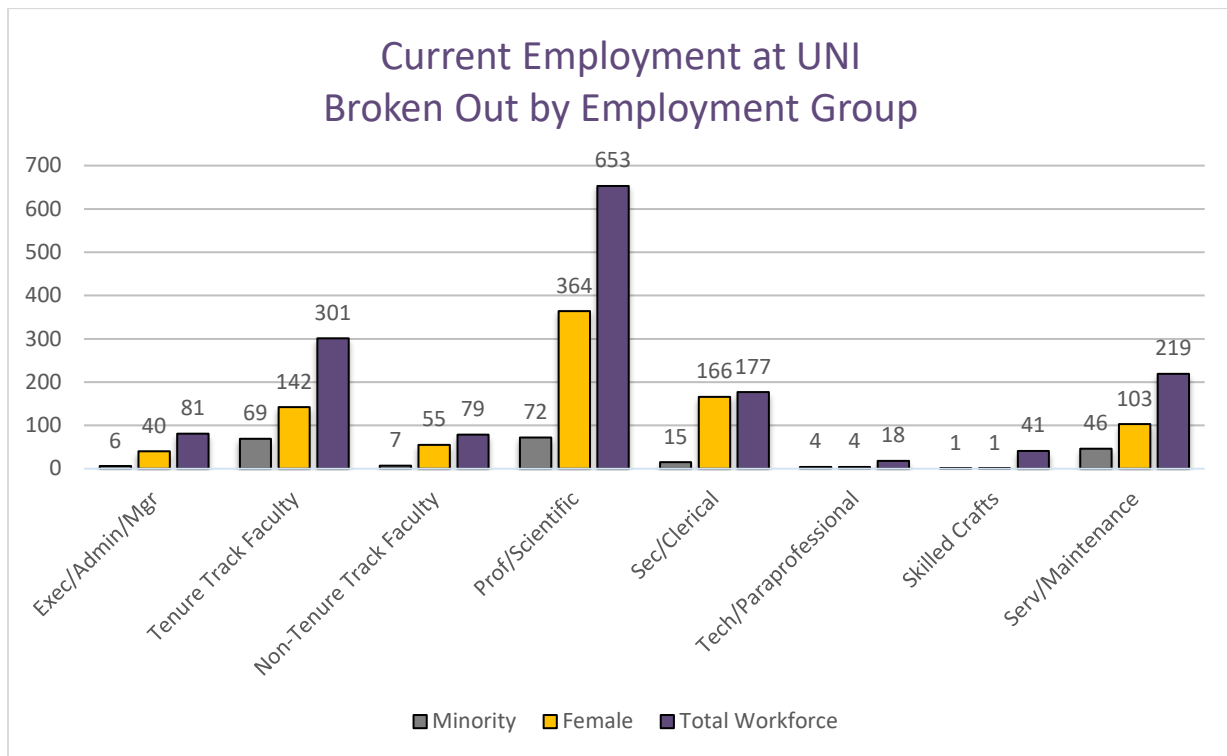
One-year comparisons. As of September 30, 2024, the UNI workforce totals 1,569 non-temporary employees. This includes 875 (55.8%) female employees and 220 (14%) minority¹ employees. One year ago, UNI employed 1,559 non-temporary employees, including 865 (55.5%) female employees and 213 (13.7%) minority employees. The total number of non-temporary employees increased by ten (0.6%) from last year; the number of females increased by ten (1.2%); and the number of minorities increased by seven (3.3%).

Ten-year comparisons. In 2014, UNI employed 1,860 non-temporary employees, including 1,042 (56%) female employees and 200 (10.8%) minority employees. The total number of non-temporary employees has decreased by 291 (15.6%) from ten years ago; the number of females decreased by 167 (16%); and the number of minorities increased by 20 (10%).

¹ The term ‘minorities’ is defined in the Office of Federal Contract Compliance Programs (OFCCP) Federal Contract Compliance Manual as individuals who identify as American Indian or Alaskan Native, Asian or Pacific Islander, Black, Hispanic or Two or More Races. The term may mean members of these groups in the aggregate or members of an individual group. <https://www.dol.gov/agencies/ofccp/manual/fccm/key-words-and-phrases>

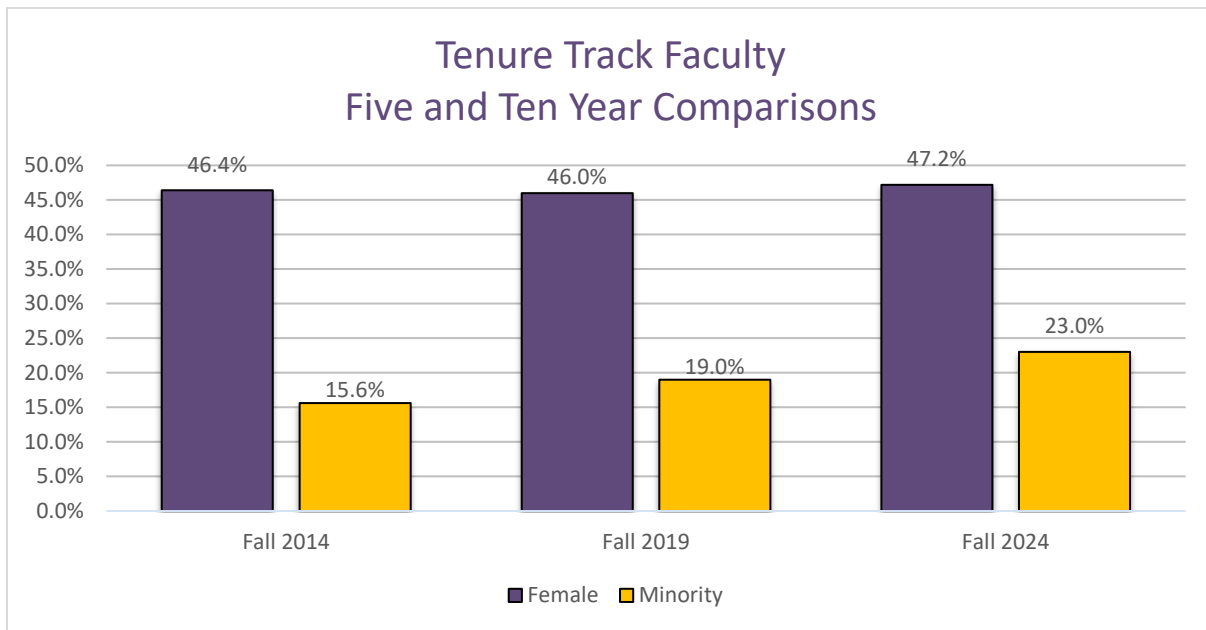


The following chart shows current employment levels in each of the employment groups at UNI:



Faculty. The Tenured/Tenure Track employee group currently employs a total of 301 employees. This represents a decrease of 19 (5.9%) faculty employees from last year. Of that total, 142 (47.2%) are female employees; 69 (22.9%) are minority employees.

Ten years ago, UNI employed 550 Tenured/Tenure Track employees, including 255 (46.4%) female employees and 86 (15.6%) minority employees. The total number of Tenured/Tenured Track employees has decreased by 249 (45.3%) from ten years ago: the number of Tenured/Tenured Track females decreased by 113 (44.3%); and the number of minority employees decreased by 17 (19.8%).



III. EQUAL EMPLOYMENT OPPORTUNITY ACTIONS.

During the time period of October 1, 2023 through September 30, 2024, a total of 175 searches were completed for non-temporary positions. The results were as follows:

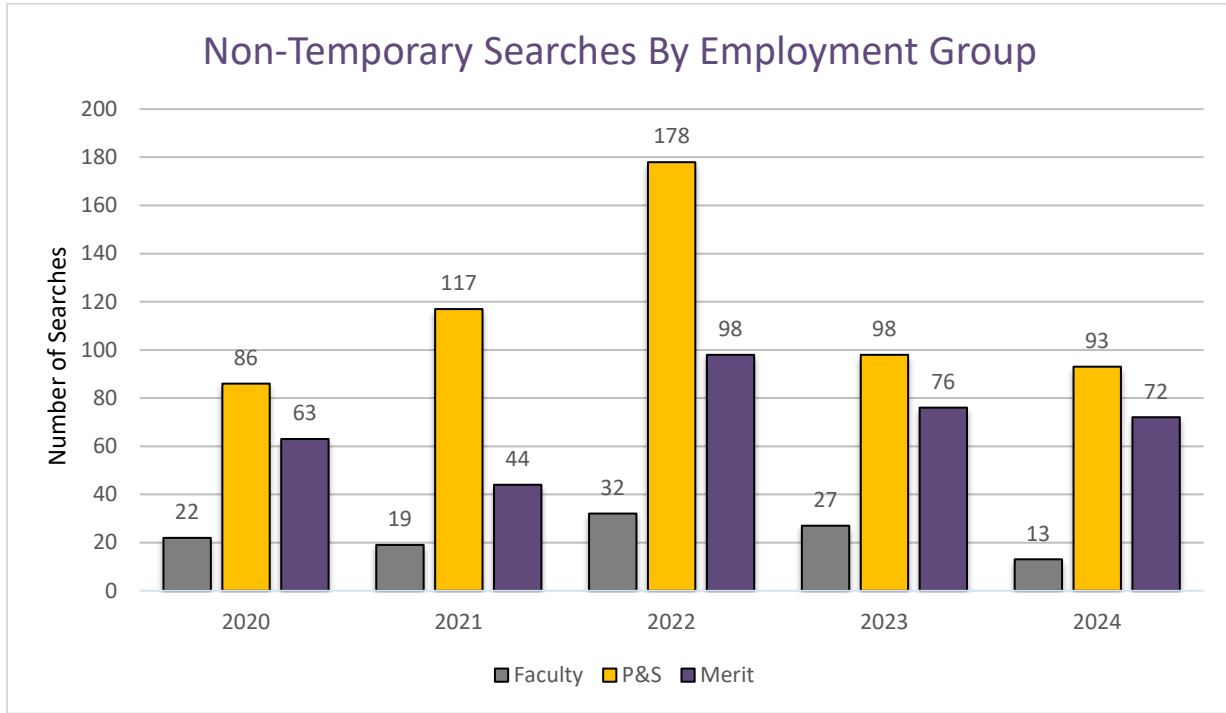
Executive/Administration/Managerial. Four (4) searches were filled.

Faculty Searches. Thirteen (13) non-temporary faculty searches were filled, consisting of:
four (4) Tenure/Tenure Track positions; and
nine (9) Term positions.

Professional & Scientific (P&S) Searches. Ninety-three (93) P&S searches were filled.

Merit Searches. Seventy (72) Merit searches were filled, consisting of:
twenty-nine (29) Secretarial/Clerical positions;
three (3) Tech/Paraprofessional positions;
four (4) Skilled Craft positions; and
thirty-six (36) Service/Maintenance positions.

The five-year history of searches by employment group are shown in the following chart:



IV. 2023-2024 HIRING GOAL ATTAINMENT BY EMPLOYMENT GROUP.

The following table shows the 2023-2024 hiring goals and actual hires by each job group. Total numbers hired are shown in the right columns.

Employment Group (with total number hired)	2023-24 Goals		Actual Hires	
	Minority	Female	Minority	Female
Executive/Administrative/Managerial (4)	0	0	0	2
Faculty (Tenured and Tenure Track) (4)	0	0	1	1
Faculty (Term) (9)	0	0	0	7
Professional/Scientific (93)	0	0	13	53
Secretarial/Clerical (29)	0	0	1	26
Technical/Paraprofessional (3)	0	0	1	1
Skilled Craft (4)	0	0	0	0
Service/Maintenance (36)	0	0	8	14

*The fact that a numerical goal is not indicated is not to be interpreted as UNI being relieved of any commitment toward furthering our goal of a diverse workforce.

V. LOOKING AHEAD: 2024-25 HIRING GOALS BY EMPLOYMENT GROUP.

As part of our commitment to affirmative action, UNI conducts an annual availability analysis to establish a benchmark against which the demographic composition of UNI's workforce may be compared. Through this analysis, the University is able to determine whether barriers to equal employment opportunity exist within particular job groups.

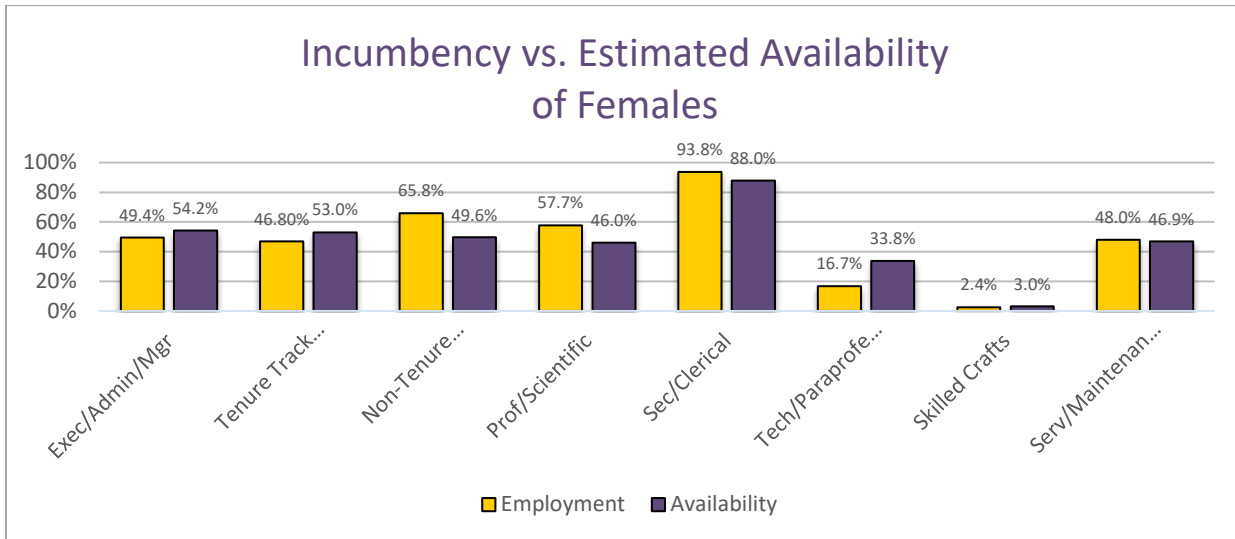
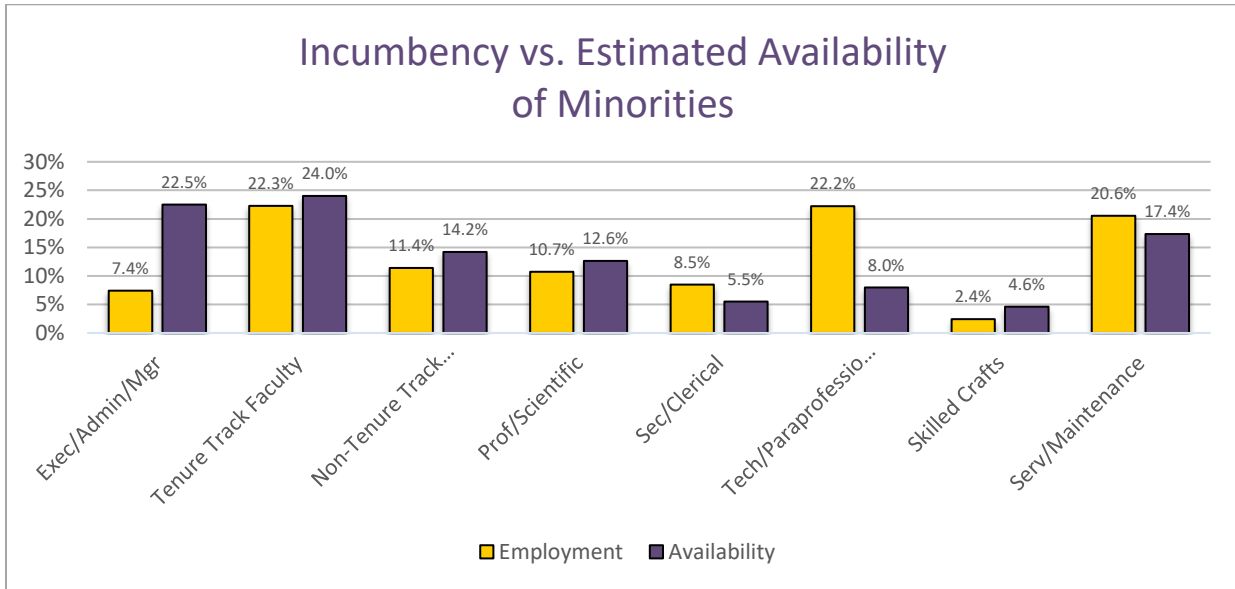
The availability analysis for each job group examines two potential areas of availability: individuals with the requisite skills outside the institution (external availability) and those within the institution who are promotable, transferable and/or trainable (internal availability). Recruitment areas vary by job group, but are determined by a combination of national, state, and local census data, as well as internal feeder positions and reasonable paths of progression. Finally, where a job group is composed of different job titles that carry different availability rates, a composite availability figure is calculated and then weighted accordingly.

The representation of minorities and women in each job group is compared with the availability analysis of the respective job group. Where actual representation is less than the calculated availability, a statistical test identifies whether the difference is greater than could reasonably be expected. The comparison of availability with actual representation (incumbency) is then reviewed for statistical significance. UNI establishes placement goals where the actual representation of women or minorities in a job group is less than would be reasonably expected based on calculated availability.

In establishing placement goals, the following principles are applied:

- When the percentage of minorities or women employed in a particular job group is less than would reasonably be expected given their availability percentage in that job group, UNI establishes a placement goal at least equal to the availability figure derived for women or minorities, as appropriate, for that job group.
- Placement goals are not quotas that must be met, nor are they to be considered as either a ceiling or a floor for the employment of particular groups.
- In all employment decisions, UNI makes selections in a nondiscriminatory manner. Placement goals do not provide a justification to extend a preference to any individual, select an individual, or adversely affect an individual's employment status on the basis of that individual's age, color, creed, disability, ethnicity, gender identity, genetic information, marital status, national origin, political affiliation, pregnancy, race, religion, sex, sexual orientation, or veteran or military status.
- Placement goals do not create set-asides for specific groups, nor are they intended to achieve proportional representation or equal results.
- Placement goals are not used to supersede merit selection principles, nor do these placement goals require UNI to hire a person who lacks qualifications to perform the job successfully or hire a less-qualified person in preference to a more-qualified one.

Taking into account both external and internal availability, the availability analyses by job group are reflected in the charts below. The first chart shows minority employment and availability, followed by female employment and availability in the second chart.



The availability analysis is reflected in the goals established for the 2024-25 hiring year as shown in the following table. The Executive/Administrative/Managerial employment group indicated as statistically significant shortage of minority employees while the Faculty Tenure/Tenure Track group indicated a statistically significant shortage of female employees. Other groups displaying goals indicated shortages that were statically insignificant.

Employment Group	2024-25 Goals	
	Minority	Female
Executive/Administrative/Managerial	12	3
Faculty (Tenured & Tenure Track)	5	18
Faculty (Term)	2	0
Professional/Scientific	12	0*
Secretarial/Clerical	0*	0*
Technical/Paraprofessional	0*	3
Skilled Craft	0*	0*
Service/Maintenance	0*	0*

*The fact that a numerical goal is not indicated is not to be interpreted as UNI being relieved of any commitment toward furthering our goal of a diverse workforce.

VI. EFFORTS REGARDING INDIVIDUALS WITH DISABILITIES AND PROTECTED VETERANS.

In an effort to fulfill the requirements set by the Final Rules published by the Office of Federal Contract Compliance (OFCCP) regarding Section 503 of the Rehabilitation Act and Vietnam Era Veterans Readjustment Assistance Act (VEVRAA), UNI takes the following actions:

- All temporary and non-temporary vacancies are listed with Iowa Workforce Development;
- An EEO tagline is used in all recruitment advertisements to indicate that all qualified applicants will receive consideration for employment including individuals with disabilities (IWD) and protected veterans (PV);
- A modified search process is used for temporary and adjunct positions;
- Applicants and new employees are invited to self-identify as individuals with disabilities and/or protected veterans, and a survey of current employees is conducted regularly to collect baseline information on disability and protected veteran status;
- Multiple advertising sources that target individuals with disabilities and protected veterans are required for all searches;
- A 7.0% utilization goal for individuals with disabilities was used to provide accountability for the outreach efforts during the 2023-24 AAP year; and
- A 5.4% benchmark was used to measure the hiring of protected veterans during the 2023-2024 AAP year.

Employees involved in the search process are required to participate in training offered by Human Resource Services. Regulations require UNI to analyze the applicant and outreach data collected throughout the Plan year. Data collection and analysis is done to measure the effectiveness of the advertising sources targeted at individuals with disabilities and protected veterans over the course of the past year. Results indicate the previous year advertising and outreach efforts resulted in meeting the 7% utilization goal for individuals with disabilities, but did not yield a desirable number of protected veterans to meet the 5.4% benchmark.

- As of September 30, 2024, 7.8% of UNI's workforce identified as individuals with disabilities as compared to the 7.0% utilization goal established by the OFCCP.
- In addition, 2.9% of UNI's workforce identified as protected veterans as compared to the 5.4% benchmark established by the OFCCP.

The chart below documents the percentages of employees identifying as Protected Veterans and as Individual with Disabilities over the last five years. Regular evaluation of outreach efforts will continue and adjustments will be made as new opportunities are discovered.

