

Annual Report on Affirmative Action To the Board of Regents, State of Iowa

University of Northern Iowa
Office of Compliance and Equity Management
December 2023

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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.

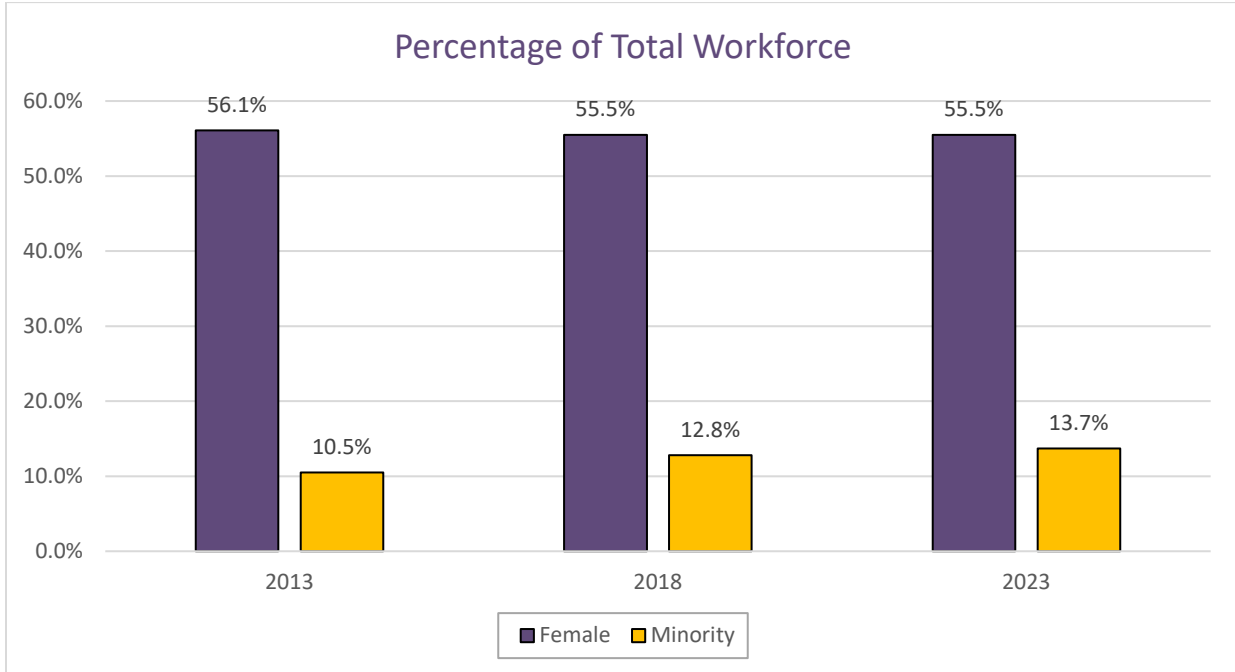
This report presents recent employment activities at UNI. The data in this report are compiled according to Iowa Board of Regents guidelines, and include all non-temporary, full-time, and part-time employees working fifty percent time or more as of September 30, 2023. The categories used for the job 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.

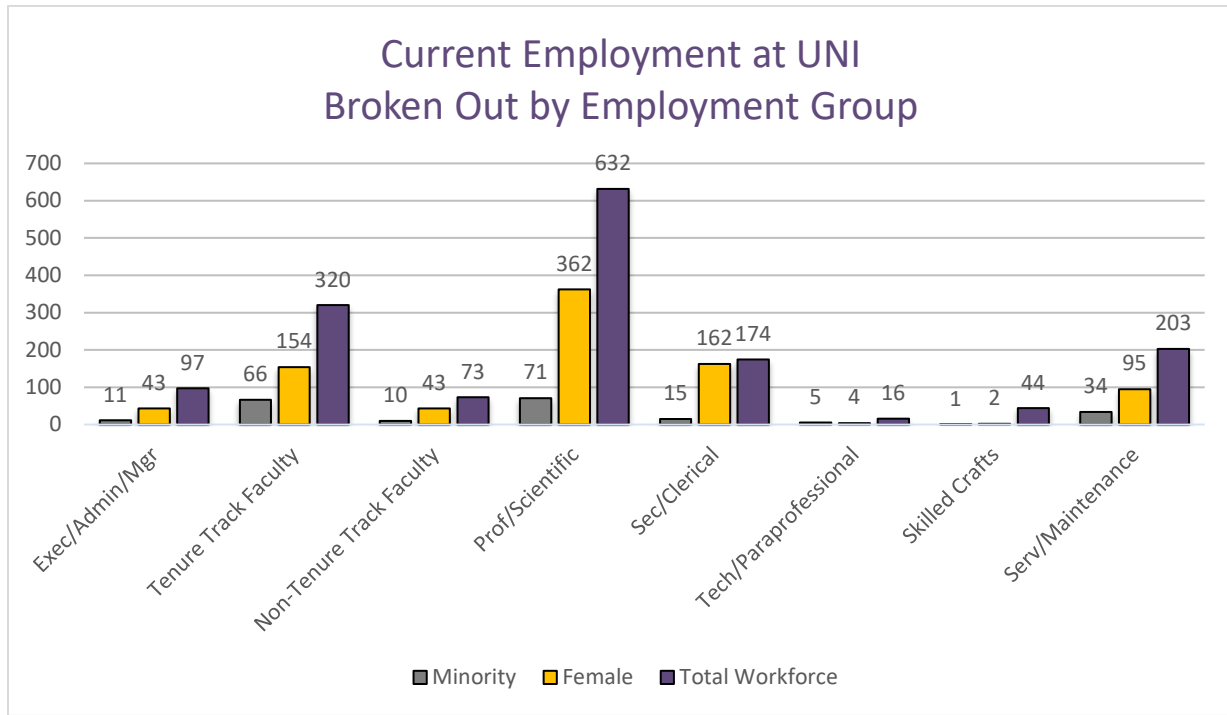
As of September 30, 2023, the UNI workforce totals 1,559 non-temporary employees. This includes 865 (55.5%) female employees and 213 (13.7%) minority¹ employees. One year ago, UNI employed 1,603 non-temporary employees, including 891 (55.6%) female employees and 198 (12.4%) minority employees. The total number of non-temporary employees decreased by 44 (2.7%) from last year; the number of females decreased by 26 (2.9%); and the number of minorities increased by 15 (7.6%).

The chart below displays the five- and ten-year comparisons for the total workforce. While the total number of non-temporary employees working at UNI is down by 248 (13.7%) compared to ten years ago, the number of minority employees has made steady gains over the same period. The percentage of minority employees over the ten-year period grew from 10.5% in 2013 to 13.7% in 2023. The number of female employees experienced a slight decrease over that same period. Females were employed at a rate of 56.1% ten years ago and are now employed at a rate of 55.5% of total employment.

¹ The term ‘minorities’ is defined in the 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>



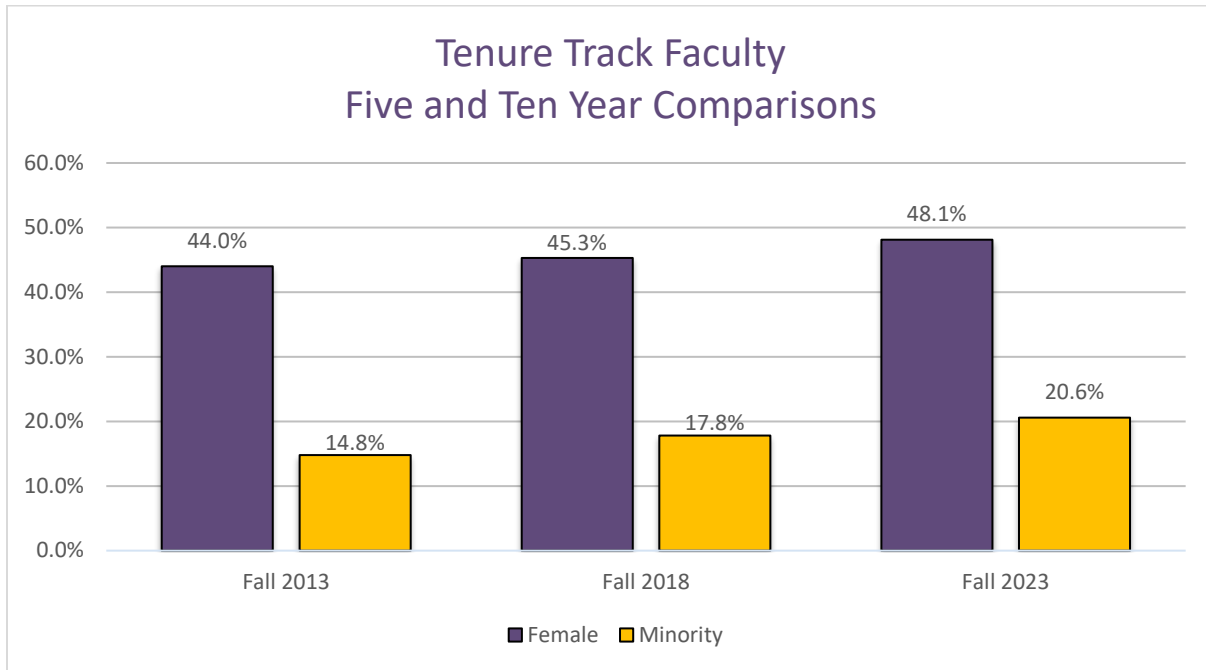
The following chart shows current employment levels in each of the employment groups at UNI:



The Tenured/Tenure Track employee group currently employs a total of 320 employees. This represents a decrease of 68 or 17.5% faculty employees from last year. The five- and ten-year comparisons reflect steady numbers in the proportion of females in the Tenured/Tenure Track

group and gains in the proportion of minorities in the Tenured/Tenure Track faculty group. While the overall number of Tenured/Tenure Track employees has decreased 38.6% from 521 to 320 over the past ten years, female representation increased from 44.0% to 48.1%. Minority representation in the Tenured/Tenure Track employee group rose from 14.8% to 20.6% over the same ten-year period.

The following chart compares ten-, five-, and current-year percentages of female and minority Tenured/Tenure Track faculty at UNI:



III. EQUAL EMPLOYMENT OPPORTUNITY ACTIONS.

During the time period of October 1, 2022 through September 30, 2023, a total of 210 searches were completed for non-temporary positions. The results were as follows:

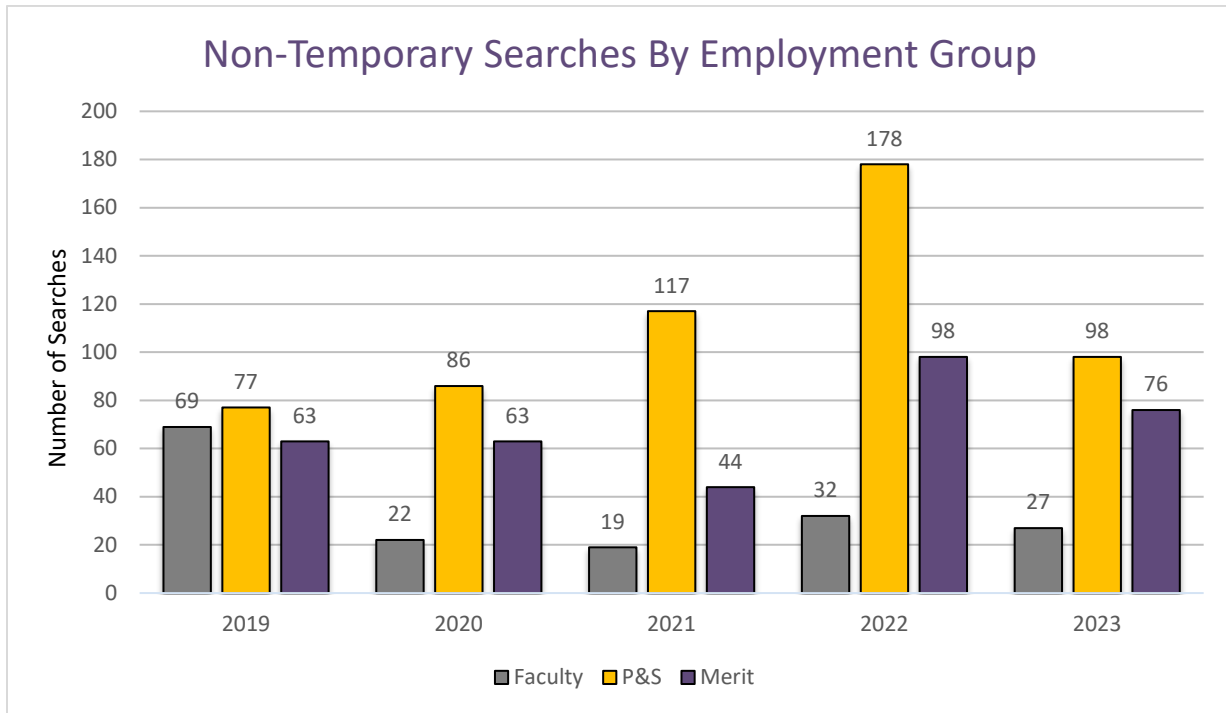
Executive/Administration/Managerial. Nine (9) searches were filled.

Faculty Searches. Twenty-seven (27) non-temporary faculty searches were filled, consisting of: fourteen (14) Tenure/Tenure Track positions; and thirteen (13) Term positions.

Professional & Scientific (P&S) Searches. Ninety-eight (98) P&S searches were filled.

Merit Searches. Seventy-six (76) Merit searches were filled, consisting of: twenty-two (22) Secretarial/Clerical positions; four (4) Tech/Paraprofessional positions; two (2) Skilled Craft positions; and forty-eight (48) Service/Maintenance positions.

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



IV. 2022-2023 HIRING GOAL ATTAINMENT BY EMPLOYMENT GROUP.

The following table shows the 2022-2023 hiring goals and attainment by each job group. Actual numbers hired are shown in parentheses. Numbers within the Goal Attainment column do not reflect any losses experienced during the same time period.

Employment Group (with total number hired)	2022-23 Goals		Goal Attainment	
	Minority	Female	Minority	Female
Executive/Administrative/Managerial (9)	7	1	No (1)	Yes (5)
Faculty (Tenured and Tenure Track) (14)	10	5	No (4)	Yes (9)
Faculty (Term) (13)	1	0*	Yes (4)	-
Professional/Scientific (98)	0*	0*	-	-
Secretarial/Clerical (22)	0*	1	-	Yes (22)
Technical/Paraprofessional (4)	0*	0*	-	-
Skilled Craft (2)	0*	0*	-	-
Service/Maintenance (48)	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. This chart represents only areas that had an identified 2022-23 goal and does not reflect all minority and/or female hires for the year.

V. LOOKING AHEAD: 2023-24 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.

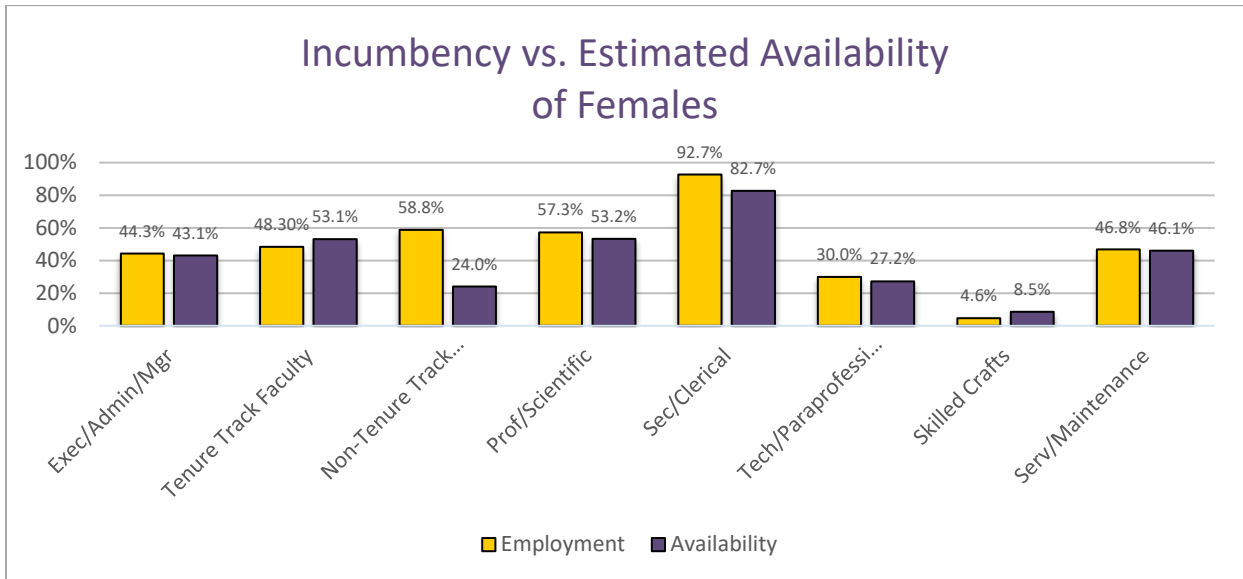
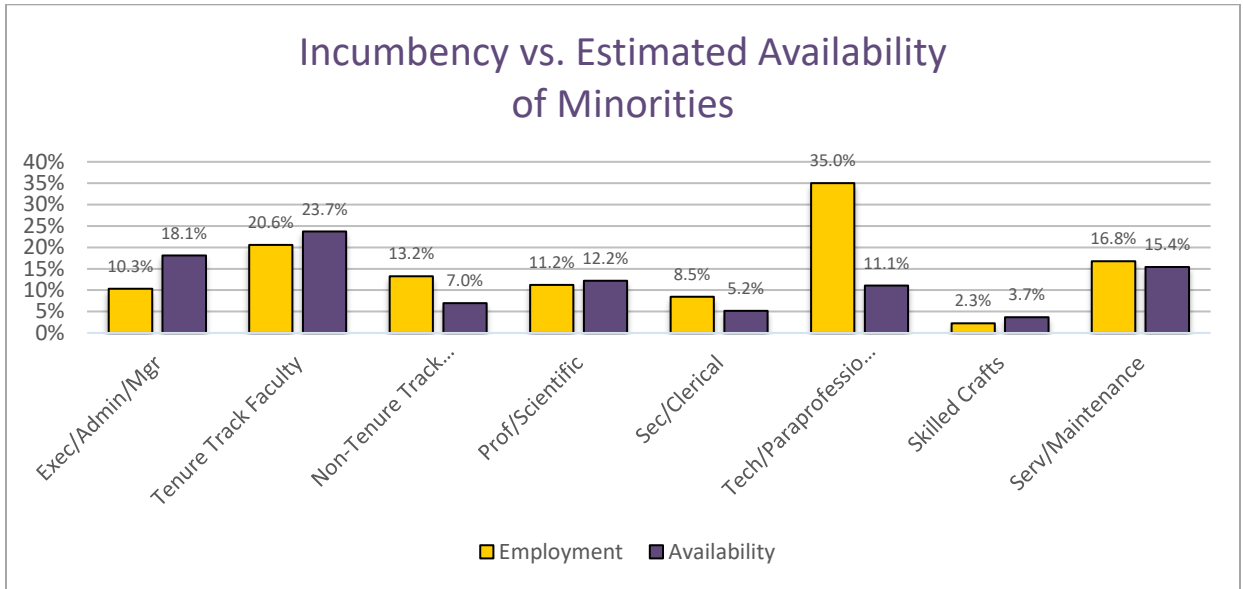
The availability analysis for each job group examines two potential areas of availability: individuals with the requisite skills outside the institution (external availability) and those within the institution who are promotable, transferable and/or trainable (internal availability). Recruitment areas 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 described previously is reflected in the goals established for the 2023-24 hiring year as shown in the following table. Although no single employment group showed a statistically significant shortage, several groups had statistically insignificant shortages as indicated in the last two columns.

Employment Group	2023-24 Goals		2023-24 Shortages	
	Minority	Female	Minority	Female
Executive/Administrative	0*	0*	√	
Faculty (Tenured & Tenure Track)	0*	0*	√	√
Faculty (Term)	0*	0*		
Professional/Scientific	0*	0*	√	
Secretarial/Clerical	0*	0*		
Technical/Paraprofessional	0*	0*		
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 does the following:

- All temporary and non-temporary vacancies are listed with Iowa Workforce Development;
- An EEO tagline is used in all recruitment advertisements that indicates 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 2022-23 AAP year; and
- A 5.4% benchmark was used to measure the hiring of protected veterans during the 2022-2023 AAP year.

Employees involved in the search process are required to participate in training offered by Human Resource Services. Regulations also 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 being hired. An annual review of outreach efforts was conducted and, due to the limited number of applicants self-identifying as an individual with disabilities or a protected veteran during the search process, it is difficult to assess the success of outreach efforts.

- As of September 30, 2023, 7.1% of UNI's workforce identified as individuals with disabilities as compared to the 7.0% utilization goal established by the OFCCP.
- In addition, 3.0% of UNI's workforce identified as protected veterans as compared to the 5.4% benchmark established by the OFCCP.

In 2023, the University saw an increase in the percentage of individuals with disabilities in the workforce. 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.

