

## Block 5 2014 Project: EEO Voluntary Applicant Data

### CHARGE

Colorado College is committed to attracting and retaining a diverse faculty, staff, and administration and fostering an inclusive campus culture that truly values different backgrounds, experiences, ideas, and opinions. One step in attaining these goals, is to make sure that our employment communications attract excellent and diverse pools for all of our positions. To assess our efforts, the college collects demographic data (voluntarily and confidentially) as part of our employment application process. The voluntary demographic data is kept confidential and is not used to identify any specific individual.

President Tiefenthaler has commissioned a block-project\* to ensure that the college is making the best use of this opportunity to attract diverse pools, promote the college's commitment to diversity and inclusion, and capture valuable data about the diversity of our applicant pools. The team working on this project will:

- *Evaluate the college's current practices in collecting voluntary demographic data used in our application process (including what variables we collect, how we ask the questions, what options applicants are given for replies and how we frame the objective of the questionnaire).*
- *Research and assess how peer colleges collect voluntary demographic data.*
- *Recommend to the President any suggestions for modifying (or updating) the voluntary demographic data and communication on the college's employment website that will effectively communicate a positive and respectful message to the external community that inclusion and diversity are important values at Colorado College.*

This block project should begin and end in Block 5, 2014.

\*Block Projects, an initiative of our strategic plan to promote Workplace Excellence, are commissioned by the President and designed to bring a new level of recognition, support and structure to collaborative work.

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### Project Members

Barbara Wilson, Human Resources Director, Chair

Lisa Brommer, Associate Human Resources Director

Emily Chan, Associate Professor Psychology

Brett Gray, LGTBQ Specialist, Student Life

Phoebe Lostroh, Associate Professor Biology & Co-chair Women's Concerns Committee

Rochelle Mason, Associate Dean of Students, Student Life

Gail Murphy-Geiss, Associate Professor Sociology & Title IX Coordinator

Paul Schilli, Talent Acquisition Manager, Human Resources

Ibrahima Wade, Associate Professor French/Italian/Arabic & Member of the Action Team Faculty and Staff Diversity

## Project Activity

Continuing from the work that occurred in fall 2013 by a group of staff and faculty that were asked to work with Human Resources on the voluntary gender identity recently added to the employment application, the Block 5 Project group expanded its focus to examine on all voluntary EEO related data.

The group met on January 24 and reviewed information about:

- the current employment website and EEO voluntary applicant data
- CC faculty/staff/student demographic data and geographic data
- climate/engagement survey demographic information
- voluntary EEO application data from our peer 17 institutions.

Considerable discussion followed on the intended message we want to convey to applicants, what voluntary EEO data is pertinent to the college's commitment to diversity and inclusion and how we would use the data provided. Some of the voluntary data that was identified for discussion included veteran status, disabilities, citizen/immigration status, alum status and any previous relationship to the college, first generation student, religious minority, and ways an applicant can provide information on contributions to diversity.

A Voluntary Applicant Data draft was generated from the ideas generated and was reviewed at a February 7 meeting. Again, the group engaged in substantive conversation that included information on the IPEDS standard to collect and report data on race and ethnicity and the importance to recognize that discomforts may exist with various gender terms while affirming that inclusive definitions must be included. For example, including Non-Binary with a line to specify as desired under Gender will allow applicants to record GenderQueer or Queer as well as to be able to respond to the question "Are you Lesbian/Gay/Bisexual?" We realized some voluntary data identified would require legal review and requested HR to consult with an employment law attorney.

The Voluntary Applicant Data document received legal review and modifications were made. The proposed welcome statement and explanation for our request for voluntary data presents a clear and notable message of the college's commitment to diversity and inclusion.

In addition to the proposed changes to voluntary applicant data, it is also recommended other institutional actions occur to promote a greater understanding of diversity and inclusion that will contribute to the employment welcome statement. While the charge for the Faculty and Staff Diversity Action Team is similar and recommendations will be forthcoming, some suggestions to consider include:

- Revive the diversity website to emphasize the college's commitment to diversity and inclusion noted on the employment website
- Develop a list of diversity terms and definitions for the website
- Develop and offer diversity sessions to new and current faculty/staff/students on diversity and inclusion (Understanding Diversity, Cultural Competency, etc.) and onboarding activities integrated into the college's culture.
- Establish clear recruitment diversity goals/priorities.

**VOLUNTARY DEMOGRAPHIC DATA –COLORADO COLLEGE**  
**For Faculty and Staff Positions**

**Welcome statement at the employment opportunities page:**

Colorado College is committed to diversity and inclusion and is intentional about creating a learning and working environment that recognizes the value of individual and group differences. As an equal opportunity employer, we welcome and encourage inquiries from applicants who will contribute to the cultural and ethnic diversity of our college. Colorado College does not discriminate on the basis of race, ethnicity, age, color, gender, gender identity or expression, sexual orientation, disability, religion, or national origin in employment or in our educational programs and activities

**The following paragraph will be on the voluntary demographic page and which will be placed at the end of the staff and faculty applications:**

To ensure that we are attracting a diverse population through our recruitment outreach efforts and to provide us with accurate data on the demographic make-up of our applicant pool, we appreciate your responses to the following questions. Your responses are kept separate from your application and are viewed only in aggregate reports. Submission of this information is strictly voluntary and your decision not to respond to these questions will not prejudice our consideration of your application.

**Voluntary Demographic Data**

**Gender: Please select all that apply and specify as desired.**

- Female
- Male
- Non-Binary
- Transgender
- Choose not to disclose

*\* Click for Definitions*

**Female:** A person who identifies as a woman.

**Male:** A person who identifies as a man.

**Non-Binary:** A gender identity that rejects strict binary notions of male and female, acknowledging that there is a spectrum of identities that exist between and beyond them. A few examples of non-binary identities are Agender, Gender Fluid, Queer/Genderqueer, Intersex, and Two-Spirit.

**Transgender:** A person whose gender identity differs from the social expectations of the sex they were born with.

**Ethnicity: Are you Hispanic or Latino?**

- Yes
- No
- Choose not to disclose

*\*Click for Definition*

**Hispanic or Latino:** A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin.

**Race: Please select all that apply and specify as desired:**

- American Indian or Alaska Native \_\_\_\_\_
- Asian or Asian American \_\_\_\_\_
- Black or African American \_\_\_\_\_
- Native Hawaiian or Other Pacific Islander \_\_\_\_\_
- White \_\_\_\_\_
- Choose not to disclose

*\*Click for Definitions*

- **American Indian or Alaska Native** - A person having origins in any of the original peoples of North **and** South America (including Central America), and who maintains tribal affiliation or community attachment.
- **Asian or Asian American** - A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
- **Black or African American** - A person having origins in any of the black racial groups of Africa.
- **Native Hawaiian or Other Pacific Islander** - A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
- **White** - A person having origins in any of the original peoples of Europe, the Middle East, or North Africa

**Are you a Veteran?**

- Yes
- No
- Choose not to disclose

*\*Click for Definition*

**Veteran:** Is any person who served honorably on active day in the armed forces of the United States.

**Are you Lesbian/Gay/Bisexual?**

- Yes
- No
- Choose not to disclose

*\*Click for Definitions*

**Gay:** Men sexually, romantically, and/or emotionally attracted exclusively to men. Colloquially used as a umbrella term to include LTBTIQ+ people, though some are not okay with this.

**Lesbian:** Women sexually, romantically, and/or emotionally attracted exclusively to women.

**Bisexual:** A person who is attracted to two sexes or two genders, but not necessarily simultaneously or equally.

**Are there other ways that you would add to the diversity of Colorado College?**

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## Recommended Changes to the Application

### 1. Add the following questions:

Are you a current employee of Colorado College?

Yes

No

### 2. Do you have other connections to Colorado College?

Yes – alumnus, family/friends, CC donor, former Board member, other, etc.

No