

Diversity

The University of Texas at Austin
Human Resource Services

**Our Commitment to Sustaining
a Diverse Workforce**

Diversity Report 2009



Human Resource Services
Committed to Employee and Organization Effectiveness

com•mit' •ment (ke-mit-muhnt), *noun*.
a pledge or promise; obligation

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Introduction

This is the report on diversity programs and activities for Human Resource Services at The University of Texas at Austin. By developing and publishing this document, we hope to inform our key audiences on diversity programs and accomplish the following goals.

Establish a baseline for measurement. The report will document activities and measures of advancement in the area of diversity. In this way, we hope to be able to gauge our progress on a go-forward basis. This will help us to understand the effectiveness of programs so that we can best manage our processes and activities.

Capture best practices. By cataloging the many activities of Human Resource Services, units and individual staff members, we will build a library of information to assist in generating ideas for new programs and activities as well as keep the momentum up for our current environment.

Enhance awareness of diversity. By disseminating this information within Human Resource Services and to our stakeholders, we hope to increase knowledge of diversity programs and thereby achieve greater participation, awareness and understanding going forward.

Recognize outstanding achievements. Through hard work and dedication, our staff has achieved a large measure of success in diversity programs and actions. It is important that we celebrate successes so that all employees recognize the importance of diversity to Human Resource Services strategic goals.

Develop issues. Where we still have opportunities for progress, or if there are gaps, we should recognize this so that action plans can be developed and tracked.

We greatly value your feedback on this report. Let us know if you feel we can make it better in any areas, such as content, layout and key messages.



The University's Commitment

The university has reaffirmed its commitment to diversity as articulated by President Powers when he assumed his role in 2006. Since that time, the Division of Diversity and Community Engagement (DDCE) has taken form and substance in defining and implementing programs in student life, academic life, staff employees and community outreach. The DDCE Impact Report, published in 2008, catalogues the areas of focus and accomplishments in this regard.

President William Powers, Jr., President of The University of Texas at Austin, emphasizes that The University of Texas at Austin and its student body, faculty and staff must reflect an array of ethnicities, cultures, socioeconomic backgrounds and political viewpoints.

“That’s the beauty of a big research university. It brings together many, many voices. It makes our university stronger.” Powers says. “You don’t want a campus that is homogenous.”

It is essential to create a climate that doesn’t just accept differences, but embraces them. The university has made great strides in reaching out to and recruiting underrepresented students, faculty and staff.



Mission, Purpose and Values of the University

Part of our purpose in publishing this document is to establish a line of sight between the fundamental guiding principles of the university and diversity concepts to create an awareness that the two are consistent in the fabric of our environment. The advancement of knowledge and service to the citizens of the state are best served by an inclusive approach that uses all resources with diversity of culture and thinking to achieve the greatest good.

Mission

The mission of The University of Texas at Austin is to achieve excellence in the interrelated areas of undergraduate education, graduate education, research and public service. The university provides superior and comprehensive educational opportunities at the baccalaureate through doctoral and special-professional educational levels.

The university contributes to the advancement of society through research, creative activity, scholarly inquiry and the development of new knowledge. It also preserves and promotes the arts, benefits the state's economy, serves the citizens through public programs and provides other public service.

Core Purpose

To transform lives for the benefit of society.

Core Values

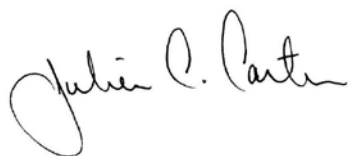
- **Learning**—A caring community, all of us students, helping one another grow.
- **Discovery**—Expanding knowledge and human understanding.
- **Freedom**—To seek the truth and express it.
- **Leadership**—The will to excel with integrity and the spirit that nothing is impossible.
- **Individual Opportunity**—Many options, diverse people and ideas; one university.
- **Responsibility**—To serve as a catalyst for positive change in Texas and beyond.



Message from Julien Carter Associate Vice President, Human Resource Services

Years ago, when I worked in a public agency dedicated to preserving natural resources, I became aware of a concept called biodiversity. Biodiversity refers to the variety of life on Earth. Over the years, people of all cultures and governments have come to realize the importance of biodiversity to our long-term survival on the planet. Just like the earth must have biodiversity to thrive, so must the workplace have diversity—not just because it is the “right thing to do,” but because ensuring a diverse organization ensures the long-term survival and success of an institution.

One of the strategic goals of Human Resource Services is to “Ensure that the university is committed to the advantages and opportunities created by a diverse staff.” The attached report documents our recent efforts to support this goal as well as lessons learned. Conducting this sort of analysis isn’t just a paper exercise; rather, it is a necessary step to ensure we are doing all we can to support diversity and the long-term success of The University of Texas at Austin.



Julien C. Carter, Associate Vice President
for Human Resource Services



Human Resources Services' Commitment

Human Resource Services Vision Statement

The vision of our organization is to make The University of Texas at Austin the premier employer in Austin, Texas, the nation and the world. To accomplish this, we:

- Celebrate all that is brought by a diverse staff.
- Provide programs, policies, and services that are valuable and relevant to the campus community.
- Ensure the university has a well-trained and competent workforce.
- Make efficient and maximum use of our resources.
- Use state-of-the-art technology to communicate and administer programs.
- Offer a competitive, and meaningful, total compensation package.

Accountability

Human Resource Services has established diversity as a management-accountability tool for key areas in the department. This is recognized as a diversity best practice in all sectors of employment. Through the strategic plan and associated performance and coaching reviews, managers and their staff are measured based on successful achievement of these goals. Attainment of the goals is a key measure of performance, which is the basis for merit adjustments, opportunity for advancement and other performance-based actions.



Diversity Strategic Goals

Human Resource Services has six foundational strategic goals that provide the framework for the annual strategic plan. All of the goals are fashioned to increase the recruitment and retention of talented staff and enhance the work environment. One of these is focused specifically to diversity:

“Ensure the advantages and opportunities created by a diverse staff.”

Listed below are Fiscal Year 2008 Diversity goals:

- Provide diversity support tools and diversity recruiting best practices on the manager’s section of the Human Resource Services Web Site.
- Prepare an annual report for the campus community on the university’s efforts to recruit and support a diverse workforce.
- Offer foundational courses such as English as a second language, Spanish as a second language, and “Working @Austin” courses to ensure workforce has the tools for success.
- Create childcare/eldercare resource and referral services.
- Offer parent education, life skills and other courses to prepare employees for life and work challenges.
- Identify family-friendly personnel policies.



Advancing Recruitment and Retention

Human Resource Services (HRS) provides a range of services, such as: recruiting and hiring; comprehensive training opportunities for all university employees; specifying diversity awareness as a performance measure; providing opportunities for diversity training and consultation; and offering programs and services that support students, staff and faculty for their diverse life issues and challenges.

Attracting Talent

Staffing and Career Management Services handles basic recruitment and outreach efforts through the following methods: participating in job fairs that target diverse candidates; advertising via print and Web media, including several targeted minority Web sites and newspapers; and volunteering time to participate with the Central Texas Diversity Council and other activities.

Attracting minorities—highlights:

- We developed a diversity recruiting training module, which highlights best practices in “sourcing” for minority talent and creating an inclusive and appealing workplace environment. This was a joint effort between HRS and the Division of Diversity and Community Engagement (DDCE). The training module was developed and piloted with the Multicultural Excellence Committee. The program provides supervisor-level training and it rolled out to the campus in fall of 2008.
- We developed a diversity recruiting tool kit for hiring managers. This feature provides a quick reference guide and links to diversity-focused professional organizations and their members.
- We are creating informational programs and communication materials to assist those with limited English proficiency with understanding the benefits of working at the university. Additionally, Spanish-language consultation is available for applicants in completing job searches and the application process itself.
- Advertising activities for many recruitment programs include the development of position announcements in journals, newsletters, and Web sites. By updating our publications directory, we have identified diversity-oriented publications, as well as added new media outlets to serve these diverse populations.



Expanding Efforts to Recruit Women

- We substantively increased our profile with women audiences by providing active leadership and support of the Central Texas Diversity council's Women in Leadership Symposium, which promotes the advancement of women in a broad range of career fields. The 2008 event attracted a capacity audience and featured presenters from diverse private-and public-sector employers. The event was highly successful and received outstanding feedback.
- An ongoing strategic goal carried over from last year has been providing lactation rooms in support of women employees and their newborn children. In spite of space limitations, we have increased support for this initiative and are making progress.
- Another goal has been the creation of childcare and eldercare referral services to enhance the family-friendliness of our workplace.

Reaching Out to LGBTQ Talent

- HRS actively partnered with the Pride and Equity Faculty and Staff Association (PEFSA) to establish a university position in support of domestic-partner benefits. This is increasingly important as a recruitment and retention issue because this feature is becoming more prevalent throughout the marketplace in which we compete for talent.
- Awareness and understanding has been enhanced within HRS through an all-staff presentation on LGBTQ issues in the workplace and by including this theme in the diversity recruitment training module.

Appealing to Older Workers

- This year we established a position within HRS to reach out to our retired staff and ensure that we are making full use of this talented resource. The goal is to make them aware of opportunities, such as voluntary work in support of various programs as well as temporary and part-time work that often arises during peak periods.

Including Workers with Disabilities

- Staffing and Career Management Services is currently exploring an initiative with the Texas Department of Assistive and Rehabilitative Services to advocate for people with disabilities.



Inclusive Workplace

Creating and Sustaining an Inclusive Workplace

Employee Resource Groups

- HRS has provided active and sustained support for the Employee Resource Groups—these groups provide education and support for various diverse populations on the campus including African American, Asian, Hispanic and LGBTQ faculty and staff. HRS support has included:
 - Presentations at meetings/events
 - Financial support and sponsorship
 - Active participation by individual managers and staff

Networking and Collaboration

- Networking activities include sharing and collaboration on issues between other colleges and universities, professional associations and organizations; and establishing linkages and collaborations within the university, such as campus-coordinated workshops, symposia, university-affiliated organizations and committees.
- In collaboration with our campus partners, we hosted brown bag luncheons or monthly forums to create a sense of community and to discuss issues of concern regarding race, class, gender, subtle racism, hostile environments and other issues relevant to diversity.



Sustaining and Advancing our Workforce

Appealing Environment with Opportunity

- HRS works to enhance the image of the university as an employer of choice for diverse populations. HRS consistently works with current employee groups and scans the environment for opportunities in this regard. Examples of current programs include:
 - o Staff education benefit
 - o Employee discount program
 - o Relocation services that include discounts in relocation expenses and housing assistance, and assistance with job search for spouses and partners
 - o Comprehensive insurance programs for employees and families
 - o Paid time off including vacation, sick leave and paid holidays
 - o Retirement programs
 - o University Temporaries (UTemps) for temporary employment opportunities
- HRS Staffing and Career Management team developed a comprehensive career management training module to help employees develop their skills, enhance their marketability and navigate the university's rich employment environment. It will be implemented this fall via the training calendar.
- We provide assistance to workers who have been laid off due to reduction in force from reorganization or loss of funding. Coaching in resume development, interviewing skills and overall candidate presentation is well received by these employees. Additionally, letters of introduction are written by HRS and provided to hiring managers.



Highlights of Individual HRS Staff Accomplishments and Actions

Modeling the Diversity Behaviors We Value

Human Resource Services seeks to enhance diversity in the fabric of our culture and our work environment. The many activities that are listed below are fully supported by HRS management and our Associate Vice President, Julien Carter. Many of these are done as part of the workday and are supported by sponsorships and/or other types of funding.

Training and Development

- Workshop: Leadership Competency Development
Presenter: Elida Lee
Presented to: Hispanic Faculty and Staff Association Professional Development presentation
Date: May 20, 2008
- Training Session: Leadership Growth Program
Presenter: Elida Lee
Presented to: The University Operations portfolio. Elida Lee designed and delivered a Leadership program that contained a Diversity module that utilized Harvard University's Project Implicit Assessment: <https://implicit.harvard.edu/implicit/>
- Training Session: Inclusive Consortium
Attendee: Elida Lee
Presentation: The Multi-Cultural Institute performed a demonstration at St. Edward's University of a diversity training they offer. This was a training opportunity for diversity and training representatives from local universities. The demonstrations provided a new approach to teaching diversity.

HRS Support of Diversity Professional Organizations

HRS employees have served in the following capacities:

- The director of Staffing and Career Management Services serves as president of the Central Texas Diversity Council. This is a component of the statewide council providing educational awareness and advocacy of diversity programs in Texas. It is made up of leaders from all sectors—public, private and not-for-profit. The many educational activities include an annual Women in Leadership Symposium, Diversity Awards and Recognition luncheon, the Texas Statewide Leadership Convention and others.



- A member of the Multicultural Excellence Committee, under Vice President Pat Clubb's leadership, attended the 20th Annual National Conference on Race and Ethnicity in American Higher Education. The employee is also a current member of the Hispanic Faculty and Staff Association (HFSA) employee resource group, attended the HFSA Leadership Symposium, and attended Work-In-Texas job fairs.
- An active member of HFSA and co-chair of HFSA Professional Development Committee also served as a member of HFSA Holiday Fiesta Committee, cofounded the HFSA Book Club, and attended the HFSA Leadership Symposium. The staff member also attended the Hispanic Scholarship Consortium luncheon, attended the Pan American Round Table Fiesta, and volunteered as a driver for Meals On Wheels.
- The chair of the Professional Development Committee of the HFSA. In this role, the staff member conceptualized, planned, coordinated and evaluated the professional development workshops, which involved: speaker selection; topic and date selection; marketing the professional development program; coordinating meeting locations; catering the food; arranging for back-up speakers; communicating both verbally and in writing with members; maintaining cooperative working relationships; and supporting other diversity initiatives for the Hispanic community. The employee also served as a member of the HFSA Holiday Fiesta Committee and volunteered at the HFSA Leadership Symposium Conference.
- One of our staff members attended the 22nd annual Hemann Swett Symposium on Civil Rights, and attended the Maya-Kaqchikel Sociologist Lecturer on Mayan cultures in the context of self awareness and sexuality in the arena of social policy and wellness. The employee also attended the Navratri Hindu Festival, and attended the performance of "Platanos and Collard Greens."
- A member of the Pride and Equity Staff Association served as a mentor with the Gender and Sexuality Center, and spoke at the Speakers Bureau sponsored by the Gender and Sexuality Center. The employee also spoke at the School of Social Work and at HEB's annual diversity training, and has spoken at national conferences about Gender and Sexuality diversity.
- One of our staff members served on the Director for Hogg Foundation selection committee.
- Many of our staff members attended the National Conference on Race and Ethnicity (NCORE), as well as diversity meetings with Linda Millstone, the AAFSA award program, and the Martin Luther King Day Diversity event.



HRS Participation in Diversity Committees and Events

- Many HRS employees are members of the Multicultural Excellence Committee (MCE) formed under the leadership of Vice President Pat Clubb. The mission of the MCE committee is to “Foster an inclusive community (in University Operations) that leads the campus by promoting excellence and opportunities for multi-cultural recruitment, professional development, retention and inclusiveness.”
- One HRS employee is a member of the Hindu Students Council at The University of Texas Austin. She attended the following diversity training sessions: “Diwali, Holi: Connecting Cultures through Color” and “Navratri.”
- Several HRS employees are members of HFSA, and they attend monthly meetings and events.

HRS Professional Services in Support of Inclusiveness

HRS employees have:

- Updated the HRS professional counselor list to include East Austin minority therapists for clients who request an African-American therapist.
- Provided client counseling in Spanish for UT Austin employees.
- Created a Spanish version of the Staff Emergency Fund application and client intake confidentiality forms for UT Austin employees who only speak Spanish or have limited English-speaking abilities.
- Created a Spanish version of Stress Management Session for UT Austin employees.



Conclusion:

This report is a summary of our activities as they relate to our vision of making The University of Texas at Austin the premier employer of choice both locally and nationally. We recognize and value the advantages that are created by a diverse staff and understand that our commitment to diversity plays a huge role in accomplishing our mission. To secure this goal, we are committed to continuously building and fostering a culture where diversity is embraced; where employees are treated with dignity and mutual respect; where new ideas and an entrepreneurial spirit are valued, and where opportunities to grow and advance professionally are encouraged. We see diversity as a huge asset to the university and are dedicated to ensuring the advantages and opportunities created by a diverse staff.

The report was compiled by Carmen Guerra and Nora Murillo.

The University of Texas at Austin
Office of Information Management and Analysis
Faculty/Staff HEADCOUNT
By Job Category, Ethnicity and Gender
Fall 2007

Job Category	White			American Indian			Black			Asian			Hispanic			Total		
	Men	Women	Total	Men	Women	Total	Men	Women	Total	Men	Women	Total	Men	Women	Total	Men	Women	Total
FULL-TIME																		
Executive/Administrative, and Managerial	348	266	614	1		1	20	25	45	5	6	11	40	29	69	414	326	740
Faculty	1,410	735	2,145	6	6	12	49	48	97	154	87	241	86	63	149	1,705	939	2,644
Other Professionals (Support/Service)	1,429	1,413	2,842	10	7	17	49	90	139	216	113	329	175	263	438	1,879	1,886	3,765
Clerical and Secretarial	286	940	1,226	2	11	13	26	67	93	8	34	42	99	263	362	421	1,315	1,736
Technical and Paraprofessional	375	175	550	5	1	6	15	6	21	20	15	35	76	44	120	491	241	732
Skilled Crafts	324	9	333	3		3	39	3	42	4		4	147	8	155	517	20	537
Service/Maintenance	212	83	295	3	1	4	133	48	181	22	15	37	297	299	596	667	446	1,113
TOTAL	4,384	3,621	8,005	30	26	56	331	287	618	429	270	699	920	969	1,889	6,094	5,173	11,267
PART-TIME (Less than 50% Time)																		
Executive/Administrative, and Managerial	22	18	40										1	1	2	23	19	42
Faculty	130	105	235	1		1	6	5	11	3	3	6	14	6	20	154	119	273
Instruction/Research Assistants (Student Employees)	1,851	1,503	3,354	4	13	17	65	86	151	1,161	674	1,835	253	259	512	3,334	2,535	5,869
Other Professionals (Support/Service)	220	325	545	2		2	6	7	13	31	26	57	13	30	43	272	388	660
Clerical and Secretarial	1,179	1,476	2,655	15	18	33	159	273	432	628	684	1,312	492	705	1,197	2,473	3,156	5,629
Technical and Paraprofessional	118	107	225	2		2	6	6	12	9	7	16	14	18	32	149	138	287
Skilled Crafts	6		6													6		6
Service/Maintenance	49	41	90		1	1	31	45	76	3	2	5	54	115	169	137	204	341
TOTAL	3,575	3,575	7,150	24	32	56	273	422	695	1,835	1,396	3,231	841	1,134	1,975	6,548	6,559	13,107
TOTAL UT AUSTIN	7,959	7,196	15,155	54	58	112	604	709	1,313	2,264	1,666	3,930	1,761	2,103	3,864	12,642	11,732	24,374

Notes: Due to changes in federal regulations, beginning in spring 2006, the university reviewed each job and job description to ensure that they were placed in the reporting category that best meets the report's primary occupational activity definitions. Instruction/Research Assistant includes assistant instructors, teaching assistant, tutors, academic assistants, undergraduate and graduate assistants, and undergraduate and graduate research assistants. Foreign employees have been distributed to their respective ethnic category. Part-time Clerical and Secretarial figures include undergraduate and graduate assistants (For fall 2007, there are 677 students in this category).

Sources: Equal Opportunity Services Office and IMA - Faculty Appointment Date.



Appendixes and Links:

Links to organizations and symposia

<http://www.utexas.edu/staff/hfsa/membership/join.html>
<http://www.utexas.edu/staff/bfsa/>
<http://uts.cc.utexas.edu/~pefsa/>
<http://studentorgs.utexas.edu/hsc/>
<http://mic.fleishmanhillard.com/texas-diversity/corporate-information.html>
<http://www.utexas.edu/cola/insts/llilas/events/2008/february/>
<http://www.texasdiversitycouncil.org/WilsAUS.html>
<http://www.utexas.edu/diversity/>
<http://www.utexas.edu/provost/>
<http://www.utexas.edu/president/>
<http://www.utexas.edu/hr/>
<http://www.utexas.edu/welcome/compact/>
<http://www.utexas.edu/vp/ecs/>
<http://www.utexas.edu/diversity/ddce/gsc/>
<http://www.utexas.edu/diversity/events/hemansweatt/index.php?Page=Schedule>
<http://www.ncore.ou.edu/>

Statistical Information:

<http://www.utexas.edu/academic/oir/>, http://www.utexas.edu/academic/oir/statistical_handbook/07-08/pdf/0708StatHandbook.pdf
http://www.utexas.edu/diversity/pdf/DDCE_ImpactReport.pdf

University Resource Groups (URGs):

Asian/Asian American Faculty and Staff Association

Rowena Fong, Faculty co-chair: 512-471-1393

Smita Ruzicka, Staff co-chair: 512-475-6737

Open to faculty/staff

Black Faculty and Staff Association

Audra Sneed, President: 512-471-4321 Email: a.sneed@mail.utexas.edu

Kyle Clark, Vice President: 512-232-2838 Email: ksc@mail.utexas.edu

Open to faculty/staff

Christian Faculty Network

Tom Milner, Co-director: 512-471-1332, Open to faculty/staff

Engineering Faculty Women's Organization



Faculty Women's Organization

Karron Lewis, Treasurer: 512-232-1776, Open to faculty/professional staff

Hispanic Faculty/Staff Association

Alba Ortiz, Ph.D., Faculty co-president: 512-471-6244

Diane Higginbotham, Staff co-president: 512-232-3125

Open to faculty/staff

Retired Faculty-Staff Association

Richard Furlong, President: 512-338-4827

Open to faculty/staff

Pride and Equity Faculty and Staff Association

Lynne Milburn, Staff President, l.milburn@mail.utexas.edu

Staff Prayer Group

Pam Stephan, Organization head: 512-232-7105

Open to faculty/staff/students

Resources and Support

- Accessibility Institute
- Americans with Disability Act Points of Contact
- Barbara Jordan Statue Project
- Cesar Chavez Statue Project
- Counseling and Mental Health Center
- Dispute Resolution Policy
- Employee Assistance Program
- Equal Opportunity Services
- Faculty Council
- Human Resource Services
- Office of the Dean of Students
- Office of the Executive Vice President and Provost
- Organizational Diversity and Development: Division of Housing and Food Service
- Queer Students Alliance
- Resources for People with Disabilities
- Services for Students with Disabilities
- Voices Against Violence Project
- Staff Council
- Staff Educational Benefit

A very special thanks to the Black Faculty and Staff Association for compiling of the above list of campus resources.





Human Resource Services
Committed to Employee and Organization Effectiveness

THE UNIVERSITY OF

TEXAS

AT AUSTIN

WHAT STARTS HERE CHANGES THE WORLD