

Office of Budget and Planning: Institutional Research

Business Practice: Reporting on Race and Ethnicity

Reports often aggregate data on students, faculty or staff by race and ethnicity. Students, faculty, and staff self-report their race and ethnicity by answering a two part question.

- 1) What is the person's ethnicity?
 - Hispanic or Latino
 - Not Hispanic or Latino
- 2) Select as many races as the person identifies from this list:
 - American Indian or Alaska Native
 - Asian
 - Black or African American
 - Native Hawaiian or Other Pacific Islander
 - White

U.S. Department of Education Reporting Methodology

In general, race and ethnicity should be reported following the federal department of education's methodology. This method only counts a person once in one of the following nine categories.

Persons that are non-resident aliens should be reported as:

- 1) International

Persons that select Hispanic or Latino, regardless of their race selection(s) should be reported as:

- 2) Hispanic

Persons that select Not Hispanic or Latino and only select one race from the list should be reported in the selected category:

- 3) American Indian or Alaska Native
- 4) Asian
- 5) Black or African American
- 6) Native Hawaiian or Other Pacific Islander
- 7) White

Persons that select Not Hispanic or Latino and select more than one race from the list should be reported as:

- 8) Two or More Races

Persons that fail to respond to either of these questions are reported as:

- 9) Unknown

Reporting persons using this method will allow the ability to consider race/ethnicity data in conjunction with other data about the person without running into duplication issues. For this reason, when

presenting official university statistics, this method should be used. This method also allows the ability to compare with peer data from other universities.

Maximum Count Methodology

When researching race and ethnicity, it is necessary to have the individual race selections for those persons that have selected more than one. It is also necessary to know race selections when calculating percentage of the minority or under-represented minority populations. When determining the maximum count, any race selections made by an international person should not be included.

Calculation Percentage of Minority or Under-Represented Minority Populations

When calculating the percentage of minority or under-represented minority populations, the race selections of international persons should first be excluded. The percentage is then calculated by the count of persons with the appropriate race/ethnicity selections divided by the total domestic population. The following race/ethnicity categories for the under-represented minority population are Hispanic, American Indian or Alaska Native, Black or African American, and Native Hawaiian or Other Pacific Islander. The minority population is the same as the under-represented minority population with the addition of Asian. Persons who have selected more than one race are included as minority or under-represented minority if a least one of their selections is included in these categories.

Treatment of the Unknown Race/Ethnicity Category

Persons that did not respond to the race/ethnicity questions may be included with the White population in analyses when instructed to do so.

Trend Reporting of Race/Ethnicity

Data collected prior to the fall of 2010 should not be displayed or considered in conjunction with data collected more recently when analyzing trend data. The federal department of education required institutions of higher education to re-survey all constituents on their race/ethnicity identities utilizing a two-part question starting in fall 2010. Prior to fall 2010, constituents responded to a single question and were required to select a single race/ethnicity to which they best identified. It is not valid to compare statistics across these two methods, nor is it valid to attempt a crosswalk converting pre-fall 2010 data to today's categories.

Impact of this business practice

Within the Office of Institutional Research, reports will be evaluated regarding the current calculation and modified if found not to be in compliance with this business practice. This practice will be encouraged for all other units that produce statistical reports on university data.

Document Action

Created: January 10, 2017

Modified: March 20, 2018

(Updated the Calculation Percentage of Minority and Under-Represented Minority Populations section to add clarification on persons selecting two or more races.)

(Updated the Treatment of Unknown Race/Ethnicity Category section to clarify that treatment depends on the reporting requirements.)