Introduction

The following is a brief summary from Western Washington University’s 2022 Affirmative Action Program (AAP) for Women and Racial/Ethnic Minorities and AAP for Protected Veterans and Individuals with Disabilities. The Office of Civil Rights and Title IX Compliance meets annually with Vice Presidents and Deans to review the results of the AAPs, including representation in the workforce for women, racial/ethnic minorities, protected veterans and individuals with disabilities; applicable underutilization and placement goals; and hiring trends, as well as the annual hiring benchmark for protected veterans; so that Vice Presidents and Deans can communicate this information to hiring authorities in their administrative organizations, or College, as appropriate.

Workforce Representation and Hiring Trends for Women and Racial/Ethnic Minorities

Women: The University’s representation of women has remained steady over the years, as demonstrated in the below chart. Women have consistently represented approximately 57-58% of classified and professional staff; between 44-47% of tenured or tenure track faculty; and approximately 56-59% of non-tenure track faculty.¹ According to Western’s 2022 AAP, the University currently has placement goals for women in 8 of its 34 job groups (24%). The majority of job groups that are underutilized for women are faculty job groups, with the exception of two staff job groups also being underutilized for women. A job group is considered underutilized for women when incumbency fails to reach 80% of estimated availability for women in that job group.

![WWU Representation of Women](chart.png)

**FIGURE 1**

¹ Data Source: 2018-2022 WWU Affirmative Action Programs. Percentage calculations exclude from the total individuals whose demographic information is not available, as providing this information is entirely voluntary. Charts reflect WWU Workforce as of October 31st of each year. For example, for 2022 AAP, data as of October 31, 2021. Includes employees of any FTE; Classified/Professional Staff data includes temporary employees.
In the 2022 AAP year (November 1, 2020 through October 31, 2021), women represented 63% of the hires and/or promotions occurring in permanent or project classified and professional staff positions (hires/promotions data does not include temporary staff). For tenured and tenure-track faculty positions, women represented 54% of the hires and/or promotions occurring in the 2022 AAP year. For non-tenure track faculty positions, women represented 62% of the hires and/or promotions occurring in the 2022 AAP year (NTT hires includes only new hires or re-hires made after a period of 18 months or longer).

**Racial/Ethnic Minorities:** As demonstrated in the below chart, the University's representation of racial/ethnic minorities has remained fairly steady in classified and professional staff positions, as well as non-tenure track faculty positions, with tenured and tenure track faculty positions seeing a steady increase. Racial/ethnic minorities have consistently represented approximately 16-18% of classified and professional staff; between 21-27% of tenured and tenure track faculty; and approximately 12-16% of non-tenure track faculty (see footnote on page 1). According to Western’s 2022 AAP, the University currently has placement goals for racial/ethnic minorities in 18 of its 34 job groups (53%). More than half of the job groups that are underutilized for racial/ethnic minorities are staff job groups, with the remaining underutilized job groups being primarily in non-tenure track faculty job groups, and two tenured/tenure track faculty job groups. A placement goal is set for a job group when incumbency fails to reach 80% of estimated availability for racial/ethnic minorities in that job group.

![WWU Representation of Racial/Ethnic Minorities](image)

**FIGURE 2**

In the 2022 AAP year (November 1, 2020 through October 31, 2021), racial/ethnic minorities represented 26% of the hires and/or promotions occurring in permanent or project classified and professional staff positions (hires/promotions data does not include temporary staff). For tenured and tenure-track faculty positions, racial/ethnic minorities represented 38% of the hires and/or promotions occurring in the 2022 AAP year. For non-tenure track faculty positions, racial/ethnic minorities represented 28% of the hires and/or promotions occurring in the 2022 AAP year (NTT hires includes only new hires or re-hires made after a period of 18 months or longer).

**Workforce Representation and Hiring Trends for Protected Veterans and Individuals with Disabilities**
**Protected Veterans:** Western provides annual reporting to the U.S. Department of Labor related to protected veteran representation in the workforce. As of August 31, 2021, less than 2% of Western’s permanent faculty and staff identified as protected veterans.

Under the Vietnam Era Veterans’ Readjustment Assistance Act (VEVRAA) as amended, Western must establish a hiring benchmark for protected veterans each year or adopt the national benchmark provided by the Office of Federal Contract Compliance Programs (OFCCP). (41 CFR Part 60-300.45). The purpose of establishing a hiring benchmark is to create a quantifiable method by which progress toward achieving equal employment opportunities for protected veterans can be measured. The annual national benchmark for hiring of protected veterans, effective March 31, 2020 through March 30, 2021, was set at 5.7%, based on the annual national percentage of veterans in the civilian labor force.

The University has calculated the total percentage of protected veteran employees hired and/or promoted at Western from November 1, 2020 to October 31, 2021, included in the table below. The low percentages of protected veteran hires/promotions as compared to the 5.7% benchmark point to Western’s continued need to increase its efforts in employment outreach to veteran populations.

<table>
<thead>
<tr>
<th></th>
<th>Total Hires/Promotions</th>
<th>Protected Veteran Hires/Promotions</th>
<th>% Protected Veterans</th>
</tr>
</thead>
<tbody>
<tr>
<td>Professional and Classified Staff</td>
<td>263</td>
<td>5</td>
<td>1.9%</td>
</tr>
<tr>
<td>Tenured and Tenure Track Faculty</td>
<td>74</td>
<td>0</td>
<td>0%</td>
</tr>
<tr>
<td>Non-Tenure Track Faculty</td>
<td>148</td>
<td>1</td>
<td>0.7%</td>
</tr>
<tr>
<td>TOTAL</td>
<td>485</td>
<td>6</td>
<td>1.2%</td>
</tr>
</tbody>
</table>

**TABLE 1**

**Individuals with Disabilities:** Section 503 of the Rehabilitation Act of 1973 (41 CFR Part 60-741.45), as amended establishes a nationwide 7% utilization goal for qualified individuals with disabilities. Western conducted a utilization analysis to measure representation of employees who identified as having (or previously having) a disability, in each job group within Western’s workforce.

As of October 31, 2021, 5.7% of all Western employees identified as having (or previously having) a disability. When looking at utilization by job group, employees with disabilities are underrepresented (below the 7% utilization goal) in 24 of Western’s 34 job groups. This includes nearly half of Western’s staff job groups, all but 3 non-tenure track faculty job groups, and all of the tenured and tenure track faculty job groups. Western will continue to refine its efforts with respect to effective recruitment, retention and outreach related to individuals with disabilities.

The University has prepared the following computations or comparisons, for personnel activity occurring during the period of November 1, 2020 through October 31, 2021, pertaining to applicants and hires on an annual basis (as required by relevant federal regulations):3

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2 Source of Data: WWU 2022 AAP for Protected Veterans and Individuals with Disabilities. Hires and promotions data does not include temporary staff; for non-tenure track faculty, only includes new hires or re-hires made after a period of 18 months or longer. The data time period for the 2022 AAP is for personnel activity occurring from November 1, 2020 through October 31, 2021.

3 Source of Data: WWU 2022 AAP for Protected Veterans and Individuals with Disabilities. Data collection analysis as required by 41 CFR §60-300.44(k) and 41 CFR §60-741.44(k).
• **448** – The number of applicants who self-identified as individuals with disabilities pursuant to § 60-741.42(a), or who are otherwise known to be individuals with disabilities;

• **109** – The number of applicants who self-identified as protected veterans pursuant to § 60-300.42(a), or who are otherwise known as protected veterans;

• **298** – The total number of job openings; and

• **417** – The total number of jobs filled;

• **4,314** – The total number of applicants for all jobs;

• **34** – The number of applicants with disabilities hired;

• **5** – The number of protected veteran applicants hired; and

• **296** – The total number of applicants hired.