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*Promoting An Educated Illinois*



## **Illinois Hispanic Employment Plan for Public Universities Fiscal Year 2017**

**January 2018**

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# ILLINOIS HISPANIC EMPLOYMENT PLAN FOR PUBLIC UNIVERSITIES

## Introduction

The Illinois Board of Higher Education (IBHE) submits the annual *Illinois Hispanic Employment Plan for Public Universities* to the Illinois General Assembly pursuant to the State Employment Records Act (5 ILCS 410/20). This report provides information on the progress of efforts to hire and promote Hispanic faculty, administrative staff, and bilingual employees at public universities and IBHE.

## Hispanics in Illinois Public Universities

The IBHE conducted a survey of the Illinois public universities to obtain the number of Hispanics employed as of June 30, 2017. The total number of Hispanic employees at public universities and IBHE in 2017 was 2,954. This is an increase of 51 employees from the previous year. The numbers of Hispanic employees for 2015, 2016, and 2017 are shown by campus in the table below.

2015 to 2017 Hispanic Employees at Public Universities				
(Full-Time and Part-Time)				
	2015		2016	2017
Chicago State University	63		53	38
Eastern Illinois University	22		21	16
Governors State University	39		40	32
Illinois State University	88		92	93
Northeastern Illinois University	255		252	244
Northern Illinois University	150		122	118
Southern Illinois University-Carbondale	87		93	93
Southern Illinois University-Edwardsville	54		56	54
University of Illinois at Chicago	1,664		1,671	1,752
University of Illinois at Urbana-Champaign	406		412	429
University of Illinois at Springfield	22		24	26
University of Illinois System Administration	60		44	39
Western Illinois University	24		23	20
Board of Higher Education	1		0	0
Totals	2,935		2,903	2,954
Change in 1 Year (number)			-32	51
Change in 1 Year (percent)			-1.09%	1.76%
Change in 2 Year (number)				19
Change in 2 Year (percent)				0.65%

\* University board members not counted as faculty/staff

## Summary

The Illinois public universities and IBHE employed 2,954 Hispanics as of June 30, 2017. The majority of Hispanic employees are employed as administrative support, faculty and service maintenance.

Additional information on campus activities regarding the recruitment, promotion, and retention of Hispanic employees is provided in the appendices.

<b>Hispanic Employees in Public Universities by Employment Categories</b>						
	Administrators	Faculty (Includes Adjunct)	Administrative Support Staff	Skilled Craft Workers	Service Maintenance	Totals
Illinois Public Universities						
Chicago State University	2	6	15	0	15	38
Eastern Illinois University	0	11	4	0	1	16
Governors State University	4	15	13	0	0	32
Illinois State University	5	23	24	4	37	93
Northeastern Illinois University	20	48	159	3	14	244
Northern Illinois University	13	32	51	6	16	118
Southern Illinois University Carbondale	6	43	35	1	8	93
Southern Illinois University Edwardsville	1	22	26	1	4	54
University of Illinois at Chicago	87	190	1,310	11	154	1,752
University of Illinois at Urbana-Champaign	31	187	147	8	56	429
University of Illinois at Springfield	3	10	12	1	0	26
University of Illinois System Administration	4	0	35	0	0	39
Western Illinois University	2	8	9	1	0	20
Board of Higher Education	0	0	0	0	0	0
Subtotals	178	595	1,840	36	305	2,954
Percentage of Totals	6.03%	20.14%	62.29%	1.22%	10.32%	100.00%

\* University board members not counted as faculty/staff

The IBHE asked each public university to describe the activities, strategies, and programs to recruit, promote, and retain Hispanic employees. Each institution provided information about current and future internal studies, surveys, and committees regarding Hispanic employment. The activities vary by institution due to individual missions of the institutions and the populations of students served. The narratives are shown in Appendix A. An institutional map is shown in Appendix B.

## Appendix A

### Illinois Hispanic Employment Plan

#### Narrative Response by Public Universities

**Survey Question:**

Does the institution conduct internal studies, have surveys for monitoring the recruitment of Hispanic employees, and have committees that monitor employment or departure of employees from the institution? Provide a short narrative:

**Chicago State University**

The University utilizes applicant demographic data to evaluate the diversity of an applicant pool. Recruitment strategies are developed for groups that are underrepresented, when necessary. Exit interviews are conducted to obtain data for identifying actions necessary for employee recruitment and retention. The University Diversity group assists in monitoring activities necessary for increasing diversity of thought, sex, race and ethnicity.

**Eastern Illinois University**

Eastern Illinois University conducts ongoing assessment of the recruitment, promotion and advancement, retention, and departures of Hispanic employees.

Applicants for each faculty or administrative/professional position are provided the opportunity to identify their demographic characteristics. This enables the university to review the composition of applicant pools in the context of potential availability for the relevant job group. Each department's recruiting efforts are reviewed and monitored by Eastern Illinois University's Office of Civil Rights and Diversity.

During the review process, candidates, who are Hispanic, who withdraw from interviews or who decline offers of employment, are provided opportunities to complete an online survey. It asks them to inform the campus why they elected to withdraw from the process and also to share their perceptions of strengths and concerns about the campus. In addition, newly employed faculty members and professional staff, who are Hispanic, are invited to share their perceptions about what could be done to improve upon the recruitment and interview process. This information is analyzed and reported to hiring departments and senior administrators for use in subsequent recruitment efforts.

**Governors State University**

Governors State University has a Diversity Advisory Council whose mission is to provide a coordinating function for diversity groups and issues on campus including serving as a clearinghouse for information and acting as a champion for diversity.

The objectives of the Diversity Advisory Council will align most closely with the following goals and will focus on both employees and students: Improve student success with an emphasis on enrollment, retention, graduation, transfer rates, and effective teaching and learning outcomes; Improve success of minority, underrepresented, and under-prepared student populations in addition to closing the gap between high

**GSU (continued)**

school and college performance; Bringing the voice of the employee into the council and to act as a catalyst in building a more diverse work environment; Improve workplace equality: an environment in which every individual has an equal opportunity to perform, develop, and advance; Set goals and action plans in alignment with College's mission and strategic plan; and Collect and analyze relevant data.

**Illinois State University**

On an annual basis, Illinois State University prepares, distributes, and publicly presents an Affirmative Action Plan (AAP) that details the University's campus-wide commitment to the principles of diversity, inclusion, and equal opportunity. To this end, the AAP contains workforce surveys that measure departmental efforts to recruit, promote, and retain Hispanic employees, lists programmatic efforts that evidence the commitment of each unit's strategies to promote and achieve diversity, and provides detailed analysis of the workforce to both the President and the Board of Trustees.

**Northeastern Illinois University**

The NEIU Office of Institutional Research and Assessment (IRA) generates data regarding all employees with respect to their race and ethnicity. The Affirmative Action Officer uses this information to monitor progress, and strategize with University Hiring Agents toward diversity representative of our region. Moreover, every NEIU job applicant is asked to fill out a confidential form identifying race/ethnicity, gender and disability.

**Northern Illinois University**

The Academic Colleges as well as the Administrative Divisions, The Center for Affirmative Action and Diversity Resources, Human Resource Services, The Presidential Commissions, Supportive Professional Staff Council, the Operating Staff Council, and the Office of Institutional Research conduct internal and university wide surveys that monitor the recruitment of Hispanic employees, monitor employment and departure of employees from the institution.

**Southern Illinois University Carbondale**

In the past, SIU Carbondale has conducted internal climate studies. The responsibility for monitoring departure of employees from the University has been shifted to Human Resources. The Associate Chancellor for Institutional Diversity continues to monitor minorities in the Affirmative Action Plan and in the MWD (Minority, Women and Disabled) Annual Report

**Southern Illinois University Edwardsville**

Pursuant to its affirmative action plan, the Office of Equal Opportunity, Access and Title IX Coordination (EOA) works closely with Human Resources to increase the representation of women and minorities in groups in which they are underrepresented. EOA conducts training for search committees for goal related positions to emphasize the need for increased recruitment and requires that search committees develop thorough recruitment plans. Applicants are surveyed on the positions applied for and EOA monitors hiring and termination process.

**University of Illinois at Chicago**

The Office for Access and Equity reviews compliance of all academic search and waiver of search requests. In addition, the Academic Search Coordinator for each College serves as a liaison between the Office for Access and Equity and academic departments or administrative units that seek to fill faculty and other academic staff positions. He or she acts as a resource person at the department or unit level for academic personnel transactions, especially in the recruitment, selection, and appointment of individuals to new or vacant positions.

**University of Illinois at Urbana-Champaign**

Target of Opportunity Program - The University of Illinois at Urbana-Champaign is committed to building and maintaining a faculty that is excellent in many dimensions. The Office of the Provost supports three programs in which partial or total central financial support for academic positions may be provided, including the Target of Opportunity Program (TOP). The TOP is designed to support recruitment of outstanding faculty members who will enhance our institution's strategic goals and build on our reputation as a leading public research university. The goal of the program is to attract leading faculty members among groups that are underrepresented by race, ethnicity, gender, disability, and veteran's status in specific units on campus.

CORE - Charged/reviewing and providing guidance in diversity efforts; including faculty and staff.

DRIVE - Faculty committee committed to the recruitment and retention of underrepresented faculty at the Illinois campus. This committee provides workshops, resources, information, professional development, and data to support the recruitment and hiring of diverse faculty at Illinois.

Other Ongoing Efforts - Illinois makes a variety of good faith efforts for each and every search for academic and professional staff, appoints EEO officers to every college on the Illinois campus charged with reviewing and overseeing the search process for each college, and we nominate Diversity Advocates to serve on all search committees to further advocate for diversity in the search process and help committees avoid unintentional bias in the search process.

**University of Illinois at Springfield**

The university regularly reviews efforts to outreach to, recruit and retain Hispanic employees, employing a full time administrator to monitor employment and departure of employees, along with dedicated confidential exit interviews conducted by Human Resources professionals.

**University of Illinois System Administration**

University Administration (UA) evaluates the selection process to ensure freedom from bias by reviewing job applications and other pre-employment forms to ensure information is job related; evaluating selection methods; training management and search committee members on interviewing protocols and equal employment opportunity/affirmative action. A formal assessment is undertaken midway and at the end of the affirmative action plan year to monitor our recruitment efforts, promotions, and the departure of employees.

**Western Illinois University**

The University prepares an annual Affirmative Action plan which shows underutilization and establishes goals for underutilized employee groups. The University does not have a survey for monitoring recruitment of Hispanic employees. The Campus Climate and Programs sub-committee of the University Diversity Committee (UDC) has finalized a survey to assess campus climate which includes questions about the campus climate by demographic. The Workforce Diversity sub-committee of the UDC is working on an exit survey and procedure to collect information for faculty and administrative and professional positions.

The University's Human Resources Office collects and monitors data on the employment and departure of Civil Service employees.

**Appendix B**  
Illinois Hispanic Employment Plan Surveys  
Map of Public Universities

