

UTILIZATION ANALYSIS AND
HIRING AND PROMOTIONAL GOALS

(Section 46a-68-85)

March 2024

INTRODUCTORY NOTES

This section was determined to be in compliance with the previous filing and there were no proposals or recommendations.

As discussed in the October 17, 2023, technical assistance meeting with CHRO AA Supervisor Neva Vigezzi and HRO Trainee Jase Olavarria, two new Faculty job categories are added in EEO 2 to this year's analysis: Clinical Faculty and In-Residence Faculty.

Clinical Faculty titles are used in the Schools of Pharmacy, Nursing and Law for non-tenure track appointments to provide clinical instructions and supervision on site. Employees in these titles, after serving a probationary period of one year, are eligible for annual appointments up to a maximum of five one-year appointments. Beginning with the seventh year, these employees receive multi-year between three and five years.

In Residence Faculty titles are used for non-tenure track appointments paralleling each of the four regular faculty ranks. Faculty members in these titles may be asked to conduct all aspects of the faculty role, teaching, research, and service, and must meet the same professional criteria as the tenure track faculty, as specified in the By-Laws of the University of Connecticut. Their appointment may include serving as the Principal Investigator on sponsored research projects. After a probationary period of one year, employees in these positions are eligible for annual appointments up to a maximum of five one-year appointments. Beginning with the seventh year (i.e., upon the completion of an initial successful probationary year plus five one-year appointments) these employees are awarded three-year or five-year contracts.

Additionally, a new category for analysis was created for the University Staff Professional 1 (USP 1) title. The University Staff Professional (USP) titles are Management/Confidential with levels 1-5. University Staff Professionals 2 and 3 have been analyzed in separate categories due to exceeding twenty-five employees in each title. USP 1 was grouped with USP 4 and 5 in the USP All Other category in previous *Plans*. As USP 1 is the lowest level of this series, analyzing this title with the highest levels is inaccurate. The qualifications, recruitment and potential applicant pools for these titles are dissimilar. Thus, creating a separate category for the USP 1 allows for an accurate and meaningful analysis.

In the Professor category, the Distinguished Professor title is separated from the Professor title. The Distinguished Professor is the highest honor that the University bestows on a faculty member who has demonstrated excellence in teaching, research, and outreach/service. It is purely an honorary title bestowed on existing faculty and does not reflect additions to the workforce or promotional advancement.

Availability analyses were conducted by occupational category for each labor market area. The job content of each office, position, and position classification within an occupational category or, where appropriate, the job content of a position classification was examined and matched with the most nearly parallel job title from the data sources utilized and a relevant labor market was identified.

For the executive-managerial and faculty (including the new Clinical and In-Residence categories) categories, the recruitment areas are national and statewide. National census data was utilized for these categories to calculate availability. *The Integrated Postsecondary Education Data System (IPEDS) from The U. S. Department of Education National Center for Educational Statistics* was utilized as an additional source. IPEDS is the primary source for data on US colleges and universities. IPEDS conducts annual surveys, gathering data from every college and university that participates in the federal student financial aid programs. Data from surveys about staff and faculty and doctoral degrees are directly related to the positions in these categories.

For the professional categories, the job categories for the professional non faculty titles in the Career Path classification system group related jobs with similar work and training, skills, knowledge, and experience. As the categories group similar job titles more precisely, recruitment areas have been adjusted to more accurately reflect the labor markets utilized in recruiting for these positions. Many positions related to higher education such as student educational programming, advising, residential life, admissions, student health and wellness, grants and contract, and academic related areas recruit applicants from a national labor market. National census data was utilized for these categories to calculate availability. As these categories typically have job qualifications specific to higher education, *IPEDS* data was utilized as an additional source.

Statewide data was used for all other professional non-faculty categories and for the Protective Services categories at all campuses. Local labor markets were used for secretarial-clerical, technical-paraprofessional, qualified craft workers and service maintenance categories. For the regional campuses, the local labor market areas for the geographic location of the campus were utilized.

Subsection (a)

Utilization analyses were performed to determine the full and fair utilization of protected classes. Persons of the protected groups in the workforce were compared to the availability of such persons for employment. Comparisons of the workforce and the calculated availability base were completed for occupational categories, and for job titles for which a separate base was calculated. Analyses for each relevant labor market were completed on forms made available for this purpose by the Commission.

Subsection (b)

For each instance of underutilization identified in the Utilization Analysis, employment or promotional goals have been set to increase the representation of protected class members in the

workforce. The objective of these goals is to attain parity with the availability base for such persons in the relevant labor market area.

Subsection (c)

Where the underutilization of race and sex groups, considered individually, did not rise to the level to require a hiring or promotion goal, but where the underutilization of race and sex groups, considered collectively was fifty percent (50%) or greater, a goal was set based on the race and sex group most underutilized in the occupational category, position classification, or job title under consideration or the race and sex group with the highest availability base.