

September 30, 2020

Dear Colleagues,

The University of Denver invites you to update your personal demographic information. The information you provide is confidential and will enable us to report accurate aggregate demographic data about our community. It will also allow us to be as accurate as possible when responding to requests for this information, as we are occasionally required to do.

The information you share will also help us develop programs to support the diversity, equity and inclusion goals connected to [DU IMPACT 2025](#) and the recent [DEI Action Plan](#) for 2020-21 such as improving our efforts to recruit and retain faculty and staff members from diverse communities and to monitor and assess our progress. Providing this information is voluntary, but we hope you will assist us in our efforts to uphold these values.

The categories for self-identification are gender, race, ethnicity, disability and veteran status. We recognize the options to choose from within these categories are imperfect and do not necessarily reflect how we all might identify. However, the categories we utilize reflect those required of us by federal law for reporting purposes.

You may self-identify your demographic information in DU's employee portal at: pioneerweb.du.edu. **Please complete your update by October 15, 2020.** We very much appreciate your assistance in helping DU in this endeavor.

Have questions? [Review the FAQ](#)

Frequently Asked Questions

How do I self-identify my demographic information?

You may self-identify your demographic information in DU's employee portal at: pioneerweb.du.edu.

Once in the employee portal, please take the following steps:

- **Go to the Employee tab > My Resources (top-left corner) > My Person Profile**
 - Click on Personal Information
 - Scroll to the Additional Details section
 - Ethnicity and Race
 - Disability Status
 - Veteran Classification

To complete the process, you will need to *click on the edit button (pencil icon) below each of the above-mentioned areas.*

- For help with your employee password, please contact IT Help Center at 303-871-4700 or support@du.edu.

Why is DU asking me to self-identify my demographic information?

DU receives federal funding, e.g., financial assistance for student financial aid programs and other related matters. We are required to provide annual aggregate demographic data on our workforce. Additionally, the ability to collect and report accurate demographic data about our community is critical to our diversity and inclusion mission. Being able to review accurate data on the status of equity and diversity on campus will help us to refine and improve efforts across several administrative units.

Are there other options for gender identification?

We are happy to report that in accordance with our values to be more inclusive and in conjunction with the University's diversity, equity and inclusion goals, My Person Profile provides additional options for entering preferred names, personal pronouns, and gender designations that reflect your identity more specifically. To do this, go to the employee portal, navigate to the Employee tab and then find the My Resources portal in the top left corner. Under My Resources, select the first option, My Person Profile.

How does DU use my information?

The information you provide is kept confidential and may only be used in accordance with the provisions of applicable laws and regulations, including those that require the information to be summarized and reported to the federal government for civil rights enforcement. When reported, data will be indicated in aggregate form. Occasionally, DU administrative units such as the Office of Diversity, Equity and Inclusion may request that we provide contact information for employees in order to perform targeted outreach.

Do I have to self-identify?

Submission of this information is voluntary, and you can choose the "Ask Me Later" option for Ethnicity and Race and "I don't wish to answer" option for disability status. Your declination will not result in any negative consequence. However, your participation is strongly encouraged.

Do I have to self-identify again if I've already done so before?

Even if you have self-identified your demographic information previously, either as an applicant or as a faculty or staff member, please take a moment to review and update your information in the employee portal as necessary. Doing so ensures we have the most up-to-date and accurate information.

Sincerely,

Jerron Lowe, Interim Vice Chancellor, Human Resources

Tom Romero, Interim Vice Chancellor for Diversity, Equity and Inclusion