

FAQS REGARDING THE INVITATION TO SELF-IDENTIFY:

1. Why am I being asked to fill out this form?

The University of Texas Southwestern Medical Center (UT Southwestern) is considered a federal contractor and is required to maintain and analyze data on the race, ethnicity, veteran, and disability status of employees in compliance with Executive Order 11246, the Vietnam Era Veterans' Readjustment Assistance Act of 1974 (as amended), and Sections 503 and 504 of the Rehabilitation Act of 1973 (as amended).

Federal contractors and subcontractors must use a form developed by the Office of Federal Contract Compliance Programs (OFCCP) to survey for disability – "Voluntary Self-identification of Disability Form" (Form CC 305-OMB Control Number 1250-0005). The agency mandates the use of this form to survey disability status at both pre- and post-offer stages and during employment.

For more information, go to <http://www.dol.gov/ofccp/regs/compliance/section503.htm>.

2. 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 an employee, please take a moment to review and update your information as necessary. Doing so ensures that we have the most up-to-date and accurate information.

3. What does UT Southwestern do with this information?

UT Southwestern collects the information for use in mandatory federal reporting, including the University's Affirmative Action Plan. We also use the information to determine, on an aggregate basis, information about UT Southwestern's diversity and where we can augment efforts to recruit and retain a diverse workforce.

4. Who will have access to this information?

The information you provide can be accessed only by individuals within Human Resources, the Office of Institutional Equity & Access (formerly known as Diversity & Inclusion and Equal Opportunity), and a limited number of other offices where job duties require use of the information. This information is not released except as necessary to fulfill legitimate University objectives.

5. What is considered to be a "disability"?

You are considered to have a disability if you have a physical or mental impairment or medical condition that substantially limits a major life activity or if you have a history or record of such an impairment or medical condition. This includes both disabilities that may be apparent to others (such as a condition requiring the use of a wheelchair or other assistive device) and "hidden" disabilities (such as major depression, diabetes, or epilepsy).

A condition would meet the definition of disability if, on either a regular or intermittent basis, it substantially limits common activities of daily life, which could include (but are not limit to) caring for oneself, performing manual tasks,

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seeing, hearing, eating, sleeping, walking, standing, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communicating, and working.

6. I am concerned about others knowing if I have a disability. Do I have to disclose this?

You are not required to disclose information about your disability. Please be assured, however, that if you do disclose this information, your information will be kept confidential and will not be shared with your supervisor, manager, or others within your department. Additionally, no one at the University can treat you adversely or take any action against you for having a disability. Instead, this information will help the University measure its efforts at hiring and providing equal opportunity to qualified individuals. Completing this form is voluntary, but we hope that you will choose to fill it out.

7. My disability doesn't really affect my work. Can I still report it?

Yes. As long as your disability affects any major life activity, you still may report it.

8. What if I need to update my disability status?

Because a person may become disabled at any time, you may submit an updated form as needed.

9. Why is the survey asking about veteran status?

Federal contractors are required to take affirmative steps to recruit and hire protected veterans. In 2014, the federal government instituted new requirements that include a periodic resurvey of employees' veteran status.

10. What are the categories for "protected" veterans? Why don't other veterans count for purposes of the survey?

The federal government defines "protected veterans" under the Vietnam Era Veterans' Readjustment Assistance Act (VEVRAA), which was originally passed in 1974. It has since updated the definition of "protected veterans" to include the following categories:

- **ARMED FORCES MEDAL VETERAN:** Any veteran who, while serving on active duty in the U.S. military, ground, naval, or air service, participated in a United States military operation for which an armed forces service medal was awarded pursuant to Executive Order 12985
- **DISABLED VETERAN:** A veteran of the U.S. military, ground, naval, or air service who is entitled to compensation (or who but for the receipt of military retired pay would be entitled to compensation) under the laws administered by the Secretary of Veteran Affairs, or a person who was discharged or released from active duty because of a service-connected disability
- **ACTIVE DUTY WARTIME OR CAMPAIGN BADGE VETERAN:** A veteran who served on active duty in the U.S. military, ground, naval, or air service during a war or in a campaign or expedition for which a campaign badge has been authorized, under the laws administered by the Department of Defense
- **RECENTLY SEPARATED VETERANS:** Any veteran during the three-year period beginning on the date of the veteran's discharge or release from active duty in the U.S. military, ground, naval, or air service

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For purposes of the survey, UT Southwestern must comply with the definition of “protected veteran” provided by the federal government.

The Department of Labor provides a very helpful infographic titled: “Am I a Protected Veteran?” at https://www.dol.gov/ofccp/posters/Infographics/files/ProtectedVet-2016-11x17_ENGESQA508c.pdf.

11. Why is “Hispanic/Latino” not listed as a race category?

The federal government considers “Hispanic/Latino” to be an ethnicity and not a race category. Under the new guidelines, an individual can be Hispanic/Latino AND white, for example, or Hispanic/Latino AND black/African-American. The federal government requires us first to ask whether employees are Hispanic/Latino and then to ask employees to identify their race.

12. Who counts as “Hispanic/Latino”?

A “Hispanic or Latino” person is of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race. The term “Spanish origin” can be used in addition to “Hispanic or Latino.”

13. What are the current race categories?

The current federal categories are:

- [White](#): A person having origins in any of the original peoples of Europe, the Middle East, or North Africa
- [Black or African-American](#): A person having origins in any of the black racial groups of Africa
- [Asian](#): A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam
- [American Indian or Alaska Native](#): A person having origins in any of the original peoples of North and South America (including Central America) who maintains cultural identification through tribal affiliation or community attachment
- [Native Hawaiian or Other Pacific Islander](#): A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands

14. What if I have origins in more than one race category?

You may select as many race categories as apply.

15. Who can I contact for more information?

The Office of Institutional Equity & Access (formerly known as Diversity & Inclusion and Equal Opportunity)

Email: equalopportunity@utsouthwestern.edu

Phone: [214.648.4343](tel:214.648.4343)