March 24, 2010

MEMORANDUM

TO: Vice Presidents, Deans, Directors and Department Heads

FROM: Dale Anderson, Director University Human Resources

RE: New Federal Requirements Regarding Race and Ethnicity for Employees

The Federal government has recently revised the requirements for collecting data on race and ethnicity. As a result of these changes, most employers, including higher education, must allow employees to identify more than one category of racial identification, if they so choose. The University has made the requisite changes to our systems, and effective Wednesday, March 24, 2010, the PHR and ARES On-Line Data Verification Form will allow the multiple selection option.

Later this week, University Human Resources will be sending an email to all faculty, staff, and student employees asking them to verify and update (if desired), their current ethnic and racial sections using the On-Line Data Verification Form at http://www.ares.umd.edu/home.

Additional information regarding the new guidelines can be found at the Office of Institutional Research, Planning, and Assessment website at: https://www.irpa.umd.edu/WhatsNew/new_ethnicity_explain.cfm or by contacting the PHR Service Center at 301.405.7575.