



### Self-Identification Form

The University of Massachusetts Boston is subject to certain governmental recordkeeping and reporting requirements for the administration of civil rights laws and regulations. In order to comply with these laws and regulations, it is important that our recordkeeping and reporting information is accurate. The information collected via this form will be entered in UMass Boston's Human Resources' information system (but will be kept separately from your personnel file) and may be used in accordance with the applicable laws and regulations concerning equal employment opportunity. The university's policy on the collection, maintenance, and reporting of such information is available at: [www.umb.edu/odi](http://www.umb.edu/odi).

**Instructions:** New hires and re-hires, please complete Sections I and II of this form in their entirety. Section III is voluntary. Current employees requesting changes, please complete all of Sections I and II and only the information you wish to update on Section III. Upon completion please return this form to the Office of Diversity and Inclusion (ODI.) Additionally, any data collected as part of this process will not be used to make employment-related decisions. PLEASE PRINT.

#### Section I: Name and Status

Select One: ☐ New Hire/Rehire Start Date or Effective Date of Change: \_\_\_\_\_  
☐ Current Employee (ID#: \_\_\_\_\_)  
Name: \_\_\_\_\_  
Last First Middle

#### Section II: Department and Position Information

Department: \_\_\_\_\_  
Position Title: \_\_\_\_\_  
Position Classification: ☐ Faculty ☐ Professional ☐ Classified

**Section III: Personal Information and Self-Identification** (Please refer to definitions on reverse side of this form. Completion of the following information is voluntary, and choosing to not self-identify will not subject you to any adverse treatment.)

**Gender:** ☐ Female ☐ Male  
**Race/Ethnicity** (Provide both):  
1. Hispanic Ethnicity: ☐ Hispanic or Latino ☐ Not Hispanic or Latino  
2. **Racial Identity:**  
☐ American Indian or Alaska Native ☐ Asian  
☐ Black or African American ☐ White  
☐ Native Hawaiian or Other Pacific Islander ☐ Two or more

**Military Status** (Select one): ☐ No Military Service ☐ Veteran of the Vietnam Era  
☐ Recently Separated Veteran ☐ Pre-JVA Veteran  
☐ Armed Forces Service Medal Veteran ☐ Active Duty or Wartime Campaign Badge Veteran  
☐ Other Protected Veteran

**Disability Status:** ☐ I Do Not Have a Disability ☐ Individual With a Disability  
☐ Disabled Veteran ☐ Special Disabled Veteran  
NOTE: For accommodations please contact the Director for Diversity and ADA Compliance, (617) 287-6587.

#### Section IV: Signature and Date

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_ ☐ I do not wish to self-identify.\*

**SELF-IDENTIFICATION DEFINITIONS:** Completion of this information is voluntary. All information is confidential and will be reported in aggregate form only. Declining to provide this information will not subject you to any adverse treatment.

**RACE AND ETHNICITY** This two-part question is requested for statistical reporting purposes to government agencies, including the U.S. Department of Education.

- **Hispanic Ethnicity**— Hispanic or Latino is a person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin regardless of race.
- **American Indian or Alaska Native** - A person having origins in any of the original peoples of North and South America (including Central America), and who maintain tribal affiliation or community attachment.
- **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.
- **Black or African American** - A person having origins in any of the black racial groups of Africa.
- **White** - A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.
- **Native Hawaiian or Other Pacific Islander** - A person having origins in any of the peoples of Hawaii, Guam, Samoa, or other Pacific Islands
- **Two or more** - A person who primarily identifies with two or more of the above race/ethnicity categories.

#### **MILITARY STATUS AND DISABILITY STATUS SELF-IDENTIFICATION**

**Veteran of the Vietnam Era** Defined as a person who served on active duty for a period of more than 180 days, and was discharged or released therefrom with other than a dishonorable discharge, if any part of such active duty occurred:

- In the Republic of Vietnam between February 28, 1961, and May 7, 1975; or
- Between August 5, 1964, and May 7, 1975, in all other cases; or
- Was discharged or released from active duty for a service-connected disability if any part of such active duty was performed in the Republic of Vietnam between February 28, 1961, and May 7, 1975; or between August 5, 1964, and May 7, 1975, in all other cases.

**Recently Separated Veteran** Any veteran who served on active duty in the U.S. military, ground, naval or air service during the one year period beginning on the date of such veteran's discharge or release from active duty.

**Pre-JVA Veteran** Defined as an individual who is an employee of or applicant to a contractor with a contract of \$25,000 or more entered into prior to December 1, 2003 and unmodified since to \$100,000 or more, and who is a special disabled veteran, veteran of the Vietnam era, pre-JVA recently separated veteran, or other protected veteran.

**Armed Forces Service Medal Veteran** Defined as 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.

**Active Duty or Wartime Campaign Badge Veteran** Defined as 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.

#### **Individual with Disabilities**

Defined as a person who (1) has a physical or mental impairment which substantially limits one or more of his or her major life activity(s), (2) has a record of such impairment(s), or (3) is regarded as having such impairment(s). For purposes of this definition, an individual with disability(s) is substantially limited if he or she is likely to experience difficulty in securing, retaining, or advancing in employment because of the disability(s).

**Disabled Veteran** Defined as (1) 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 laws administered by the Secretary of Veterans Affairs, or (2) a person who was discharged or released from active duty because of a service-connected disability.

**Special Disabled Veteran** Defined as a veteran who is entitled to compensation (or who but for the receipt of military retired pay would be entitled to compensation) under laws administered by the Department of Veterans Affairs for a disability:

1. Rated at 30 percent or more; or
2. Rated at 10 or 20 percent in the case of a veteran who has been determined under 38 U.S.C. 3106 to have a serious employment handicap; or
3. A person who was discharged or released from active duty because of a service-connected disability.

**\*If you choose to not self-identify your race/ethnicity and/or gender, the federal government requires the University of Massachusetts Boston to determine this information by visual survey and/or other available information.**