

## **College of Agriculture Policy and Procedure Manual**

**Number:** 1.01.02 Collection of Demographic Data

**Section:** Administrative Operation

**Subsection:** Demographic Data

**Date:** December 11, 2023

**Responsible Party:** Various

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### I. Purpose

This section provides policy and procedure for collection of demographic data in the College of Agriculture.

### II. Policy

A. The schedule for collecting and updating required data is as follows:

#### Research Data

Graduate Student Data: at the conclusion of each semester.

Faculty Data: annually at the end of the Federal fiscal year.

Research Data: annually at the end of the Federal fiscal year.

#### Extension Data

Participant Data: program participant data will be collected continuously and compiled annually at the end of the Federal fiscal year.

### B. Data Collected

Graduate Student: name, domestic/international, gender, ethnicity, race, assistantship (yes/no, type, term, salary) and assignment. Collected by: Graduate Coordinator.

Faculty: name, race, ethnicity, gender. Collected by: College Civil Rights Coordinator.

Research: project name, source, date, amount, period, PI, PI race, PI ethnicity, PI gender. Collected by: Associate Dean for Research.

Extension: program participant data (gender, ethnicity, race). Collected by: Associate Dean for Extension.

Note that according to NIFA guidelines data on race, ethnicity and gender are to be self-reported by the individual.

### C. Method of Data Collection

Graduate Student: Data will be obtained from the information provided by students in the Biographical Information and Race/Ethnicity tabs in the university GradCAS Graduate Student Application portal. Students will be asked to voluntarily provide any incomplete or missing data.

Faculty: During the on-boarding process the College Civil Rights Coordinator will work with the College Faculty/Staff Resource Officer to obtain voluntary data.

Research: REG data will be obtained from the College Civil Rights Coordinator, project data will be obtained from monthly and annual research output reports submitted to the university.

Extension: Obtained from agent and specialist reports of self-reported program participant REG data.

Note that according to NIFA guidelines data on race, ethnicity and gender are to be self-reported by the individual.

### III. Further Information

Contact your unit head or the appropriate Associate Dean.

### IV. References

None.