



## 2024 UCLI Certification Program Survey

### Introduction

The Utah Center for Legal Inclusion (UCLI) is a 501(c)(3) nonprofit organization dedicated to advancing the goals of equity and inclusion in Utah's legal profession. UCLI strives to enhance organizational inclusion, facilitate educational opportunities and professional enhancement for students and attorneys with diverse backgrounds, assist in eliminating bias in Utah's justice system, and track the progress of legal inclusion efforts throughout the state.

UCLI is conducting a survey of Utah's legal employers, collecting data current as of December 31, 2023, to learn about the current demographics in our profession locally; to understand what efforts are currently being undertaken in our partner organizations to consider inclusion in recruitment, retention and advancement; and to understand what efforts are being undertaken by Utah's legal institutions to consider inclusion in recruitment, retention, and advancement.

All responses will be aggregated and released in a statistical or summary form. While the names of participating law firms and legal employers will be listed as participants in the survey, the research findings will not identify any names of employers or individual attorneys. Additionally, if you wish to keep any non-public information confidential, please state so at the conclusion of this survey.

We very much appreciate your cooperation and time in providing the requested information.

1. Survey Respondent's Name

2. Survey Respondent's Title

3. Date of Survey Completion

Date

Date

MM/DD/YYYY





## 2024 UCLI Certification Program Survey

### Definitions

Please apply the following definitions in completing this survey.

**Alternative schedules** refer to formal policies that provide flexibility to help employees integrate their work and non-work lives more effectively. Alternative schedules include:

- **Flextime** refers to formal arrangements that do not reduce the total number of hours worked but allow employees to alter the start and/or end time of their workday.
- **Compressed workweek** refers to formal arrangements that allow employees to work more hours and fewer days in a given period (e.g., 10 hours/4 days per week).
- **Part-time** refers to formally arranged reduced-hour schedules that are less than full-time.

**Firm:** The term "Firm" means all offices engaged in the practice of law located only in the state of Utah.

**Firm-Wide:** Firm and any other offices outside of the state of Utah.

**Attorney or Lawyer:** Anyone who is practicing law at the Firm.

**Equity Partner:** An attorney, generally referred to as a partner, member or shareholder, who has the right to share in the profits of the Firm.

**Non-Equity Partner:** A Firm employee who has been promoted to a tier of partnership in which the lawyer does not share in the profits or capital of the Firm; this is sometimes an intermediate step toward full equity partner.

**Of Counsel:** A lawyer, who may be known as of counsel, special counsel, staff attorney, or senior attorney, who is neither an associate nor a partner; the lawyer does not currently share in the Firm's profits but might be on a track that enables consideration for partnership. This person is a permanent employee of the Firm and not a temporary or contract attorney. This category may also include an attorney who has retired from a partnership position but remains an employee, sometimes on a part-time basis.

**Associate:** A non-partner lawyer who has no ownership rights or responsibilities but who has an opportunity to become a partner; associates

are employees of the Firm and are considered on partnership track, even if they ultimately leave the Firm or are not chosen for partnership.

**Summer Associate:** A law student, usually including individuals who have completed first or second year of law school, who serves as an employee for the summer and is supervised by a lawyer or lawyers.

**Part-Time Attorney:** An attorney working a reduced-hours schedule, less than full-time, and remains eligible for partnership, including equity partnership.

**Paralegal:** A person, qualified by education, training, or work experience, who is employed or retained by a lawyer, law office, corporation, governmental agency or other entity and who performs specially delegated substantive legal work for which a lawyer is responsible.

**New Hire:** An individual hired by Firm in 2023.



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### Definitions, continued

**Non-Binary:** Identifying with or expressing a gender identity that is neither entirely male nor entirely female.

**Minority/Minorities:** Those whose race/ethnicity is other than White (not Hispanic/Latino), including the following categories: African American/Black; Hispanic/Latino; Alaska Native/American Indian; Asian or Asian American; Native Hawaiian/Pacific Islander; and Multiracial (those who identify with two or more of the above races).

**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 maintains tribal affiliation or community attachment.

**Asian or Asian American:** 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.

**Hispanic or Latino:** A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin.

**Native Hawaiian or Other Pacific Islander:** A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

**White:** A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.



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## **2024 UCLI Certification Program Survey**

### **General Firm/Agency Information**

4. Firm/Agency Name

5. Total number of attorneys in Utah office(s)

6. Are you a government employer?

☐ Yes

☐ No

7. Is your firm/agency headquartered in Utah?

☐ Yes

☐ No



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## 2024 UCLI Certification Program Survey

### Firm/Agency Composition

*Fill in the following numbers regarding Utah-based attorneys only.*

8. How many attorneys identify as the following?

Racial/ethnic  
minority women

White women

Racial/ethnic  
minority men

White men

Racial/ethnic non-  
binary

White non-binary

9. If you have recently collected self-identified data on attorneys, please indicate how many current attorneys identify as the following:

White	<input type="text"/>
Hispanic/Latino/Latina/Latinx	<input type="text"/>
African American/Black	<input type="text"/>
Asian/Asian American	<input type="text"/>
Native Hawaiian/Pacific Islander	<input type="text"/>
American Indian/Alaskan Native	<input type="text"/>
Biracial	<input type="text"/>
Multiracial	<input type="text"/>
Other (please specify):	<input type="text"/>





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### Leadership and Governance

*Fill in the following numbers regarding Utah-based attorneys only.*

\* 10. Among attorneys who serve on the highest governance body of the firm/agency (e.g., Board of Directors), how many identify as:

Racial/ethnic minority women	<input type="text"/>
White women	<input type="text"/>
Racial/ethnic minority men	<input type="text"/>
White men	<input type="text"/>

\* 11. Among attorneys who lead firm/agency-wide practice groups or departments, how many identify as:

Racial/ethnic minority women	<input type="text"/>
White women	<input type="text"/>
Racial/ethnic minority men	<input type="text"/>
White men	<input type="text"/>

\* 12. Among attorneys who lead firm/agency-wide committees, how many identify as:

Racial/ethnic minority women	<input type="text"/>
White women	<input type="text"/>
Racial/ethnic minority men	<input type="text"/>
White men	<input type="text"/>

\* 13. Among attorneys who serve on the Partner Review Committee (or equivalent), how many identify as:

Racial/ethnic minority women	<input type="text"/>
White women	<input type="text"/>
Racial/ethnic minority men	<input type="text"/>
White men	<input type="text"/>

\* 14. Among attorneys who serve on firm/agency-wide compensation committee, how many identify as:

Racial/ethnic minority women	<input type="text"/>
White women	<input type="text"/>
Racial/ethnic minority men	<input type="text"/>
White men	<input type="text"/>

\* 15. Among attorneys who are hiring partners (or equivalent), how many identify as:

Racial/ethnic minority women	<input type="text"/>
White women	<input type="text"/>
Racial/ethnic minority men	<input type="text"/>
White men	<input type="text"/>

\* 16. Among attorneys who comprise your firm or agency's top 10% highest compensated employees in 2023, how many identify as:

Racial/ethnic minority women	<input type="text"/>
White women	<input type="text"/>
Racial/ethnic minority men	<input type="text"/>
White men	<input type="text"/>



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### Hiring, Promotion & Attrition in 2023

*Fill in the following numbers regarding Utah-based attorneys only.*

\* 17. Among attorneys who were promoted to partner in 2023, how many identify as:

Racial/ethnic minority women	<input type="text"/>
White women	<input type="text"/>
Racial/ethnic minority men	<input type="text"/>
White men	<input type="text"/>

\* 18. Among attorneys who were hired in 2023, how many identify as:

Racial/ethnic minority women	<input type="text"/>
White women	<input type="text"/>
Racial/ethnic minority men	<input type="text"/>
White men	<input type="text"/>

\* 19. Among attorneys who left voluntarily in 2023, how many identify as:

Racial/ethnic minority women	<input type="text"/>
White women	<input type="text"/>
Racial/ethnic minority men	<input type="text"/>
White men	<input type="text"/>

\* 20. Among attorneys who left involuntarily in 2023, how many identify as:

Racial/ethnic minority women	<input type="text"/>
White women	<input type="text"/>
Racial/ethnic minority men	<input type="text"/>
White men	<input type="text"/>

\* 21. Among attorneys who used formal alternative schedule policies (e.g., flextime, compressed workweek, or part-time schedules) at ***any point*** during 2023, how many identify as:

Racial/ethnic minority women	<input type="text"/>
White women	<input type="text"/>
Racial/ethnic minority men	<input type="text"/>
White men	<input type="text"/>



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## 2024 UCLI Certification Program Survey

### Diversity and Inclusion Efforts

*Fill in the following regarding your Utah office(s) only.*

22. Please indicate which of the following practices your firm/agency employs. Select all that apply.

- |   |   |
|---|---|
| <input type="checkbox"/> Targeted recruitment of diverse job candidates   | <input type="checkbox"/> Diversity training (Mandatory/voluntary) |
| <input type="checkbox"/> Targeted retention of diverse lawyers            | <input type="checkbox"/> Formal mentorship program                |
| <input type="checkbox"/> Development of a pipeline of diverse leaders     | <input type="checkbox"/> Formal retention program                 |
| <input type="checkbox"/> Sexual harassment training (Mandatory/voluntary) | <input type="checkbox"/> Support for affinity or resource groups  |

23. Does your firm/agency employ a Diversity/Inclusion Coordinator?

- ☐ Full-time
- ☐ Part-time
- ☐ None

24. Please indicate which of the following formal policies your firm/agency has in place currently:

- ☐ Process for equitably assigning clients
- ☐ If so, is this a written policy?
- ☐ Process for equitably distributing quality work assignments
- ☐ If so, is this a written policy?
- ☐ Process for equitable appointments to leadership and committee roles
- ☐ If so, is this a written policy?
- ☐ Process for equitable or equal pay
- ☐ If so, is this a written policy?
- ☐ Process for ensuring equitable promotion opportunities
- ☐ If so, is this a written policy?

25. Please indicate which of the following written policies your firm/agency has in place currently:

- |   |   |
|---|---|
| <input type="checkbox"/> Paid parental leave for attorneys  | <input type="checkbox"/> Part time schedules for leadership |
| <input type="checkbox"/> Paid parental leave for leadership | <input type="checkbox"/> Flex time schedules for attorneys  |
| <input type="checkbox"/> Part time schedules for attorneys  | <input type="checkbox"/> Flex time schedules for leadership |

26. Does your firm/agency participate in any law school programs aimed at supporting diversity among first year law school students (e.g., Leadership Council on Legal Diversity/LCLD)?

- ☐ Yes
- ☐ No



## 2024 UCLI Certification Program Survey

### Firm/Agency-Level Data Tracking Efforts

Data tracking of firm/agency composition and representation constitute best practices for advancing diversity, equity and inclusion because it provides data transparency and accountability for progress over time. UCLI recommends that all firms and agencies in the certification program collect self-reported data routinely for the purposes of tracking progress.

27. Does your firm/agency currently routinely collect self-reported demographic information about attorneys or other staff?

☐ Yes

☐ No

28. Please summarize your firm/agency's procedure for collecting these data, including methods and frequency.

29. Please describe your firm/agency's plans and timeline for adopting best practices for data tracking of demographic information of attorneys and/or other staff.



## **2024 UCLI Certification Program Survey**

### **Conclusion**

Thank you for participating in the 2024 UCLI Certification Program, and for your time and support in completing this survey.

More information about UCLI may be found at [www.utahcli.org](http://www.utahcli.org). Please contact [ucli@utahcli.org](mailto:ucli@utahcli.org) with any questions or concerns.

Thank you again!