2022 EDI FIRM SELF-ASSESSMENT TOOL

INTRO + FAQ

2022 BETA TEST

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Equity, Diversity & Inclusion

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Why is self-assessment needed?

In the field of architecture, higher levels of leadership are less diverse than the profession as a whole.
This indicates of a lack of Equity.

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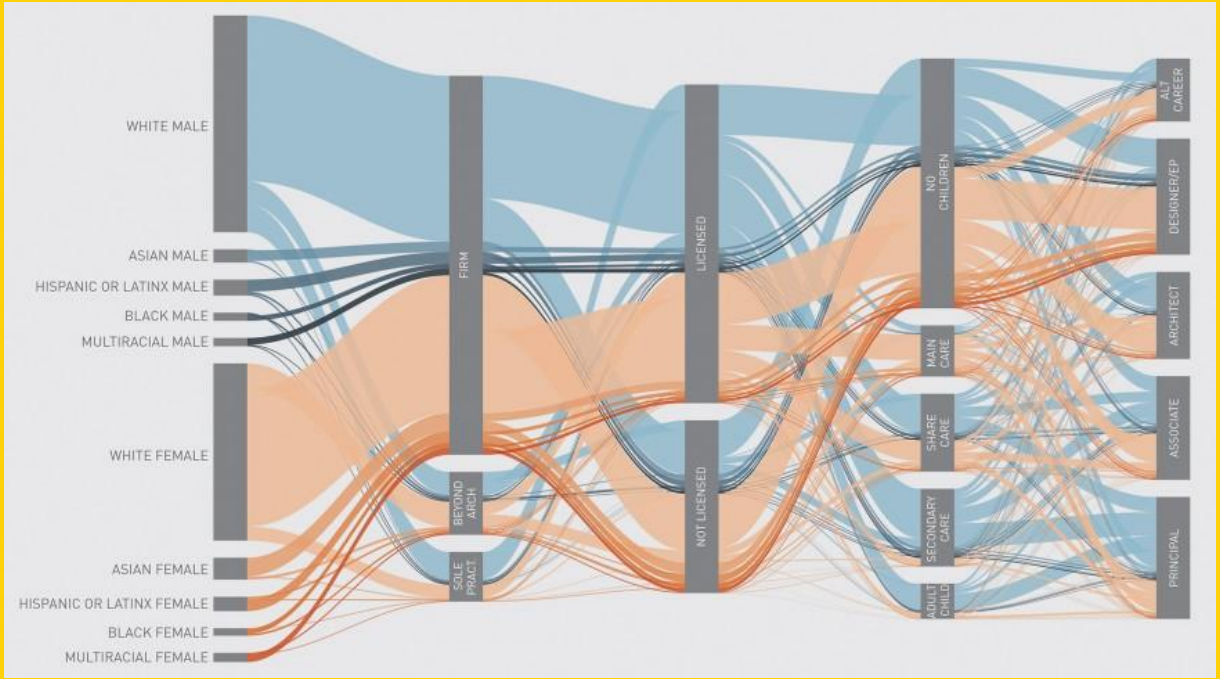
Why is self-assessment needed?



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Source: Equity by Design Equity in Architecture Survey 2018

What is the Firm Assessment Tool?

The Firm Self-Assessment Tool was developed by the AIA Chicago EDI Committee to promote positive change towards better firm practices. It measures pay equity, along with initiatives that create a more equitable, diverse and inclusive practice.

It is designed for firms to internally measure equity; a resource to potentially take yearly and track progress.

The Firm Self-Assessment Tool consists of two parts:

1. SELF-ASSESSMENT WORKSHEET
2. SELF-ASSESSMENT ONLINE SURVEY
(ONLINE PORTION NOT INCLUDED IN 2022 BETA TEST)

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Part 1: Worksheet

THE SELF-ASSESSMENT WORKSHEET is an Excel spreadsheet that helps you calculate Gender and Ethnic/Racial Pay Gap figures for your firm without having to report sensitive data (i.e. salaries for employees). The calculations are based on the UK method of reporting the gender pay gap:

https://www.gov.uk/guidance/gender-pay-gap-reporting-make-your-calculations

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Part 1: Worksheet

The Worksheet calculates:

- **Gender + Race/Ethnicity Mean + Median Pay Gap**
- **Gender + Race/Ethnicity Mean + Median Bonus Pay Gap**
- **Gender + Race/Ethnicity % Makeup by Pay Quartile**

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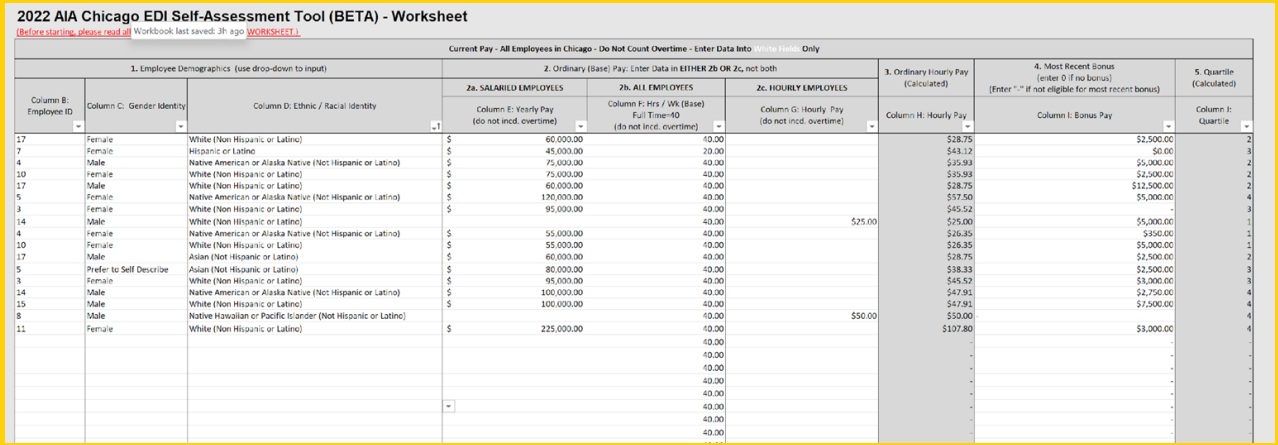
Worksheet – Data Input



2022 AIA Chicago EDI Self-Assessment Tool (BETA) - Worksheet

(Before starting, please read all) Workbook last saved: 3h ago WORKSHEET 1

Current Pay - All Employees in Chicago - Do Not Count Overtime - Enter Data Into White Fields Only

1. Employee Demographics (use drop-down to input)			2. Ordinary (Base) Pay: Enter Data in EITHER 2b OR 2c, not both			3. Ordinary Hourly Pay (Calculated)	4. Most Recent Bonus (enter 0 if no bonus) (Enter "-" if not eligible for most recent bonus)	5. Quartile (Calculated)
			2a. SALARIED EMPLOYEES	2b. ALL EMPLOYEES	2c. HOURLY EMPLOYEES			
Column B: Employee ID	Column C: Gender Identity	Column D: Ethnic / Racial Identity	Column E: Yearly Pay (do not incd. overtime)	Column F: Hrs / Wk (Base) Full Time=40 (do not incd. overtime)	Column G: Hourly Pay (do not incd. overtime)	Column H: Hourly Pay	Column I: Bonus Pay	Column J: Quartile
17	Female	White (Non Hispanic or Latino)	$ 60,000.00	40.00		$28.75	$2,500.00	2
7	Female	Hispanic or Latino	$ 45,000.00	20.00		$43.12	$0.00	3
4	Male	Native American or Alaska Native (Not Hispanic or Latino)	$ 75,000.00	40.00		$35.93	$5,000.00	2
10	Female	White (Non Hispanic or Latino)	$ 75,000.00	40.00		$35.93	$2,500.00	2
17	Male	White (Non Hispanic or Latino)	$ 60,000.00	40.00		$28.75	$12,500.00	2
5	Female	Native American or Alaska Native (Not Hispanic or Latino)	$ 120,000.00	40.00		$57.50	$5,000.00	4
3	Female	White (Non Hispanic or Latino)	$ 95,000.00	40.00		$45.52	-	3
14	Male	White (Non Hispanic or Latino)		40.00	$25.00	$25.00	$5,000.00	1
4	Female	Native American or Alaska Native (Not Hispanic or Latino)	$ 55,000.00	40.00		$26.35	$350.00	1
10	Female	White (Non Hispanic or Latino)	$ 55,000.00	40.00		$26.35	$5,000.00	1
17	Male	Asian (Not Hispanic or Latino)	$ 60,000.00	40.00		$28.75	$2,500.00	2
5	Prefer to Self Describe	Asian (Not Hispanic or Latino)	$ 80,000.00	40.00		$38.33	$2,500.00	3
3	Female	White (Non Hispanic or Latino)	$ 95,000.00	40.00		$45.52	$3,000.00	3
14	Male	Native American or Alaska Native (Not Hispanic or Latino)	$ 100,000.00	40.00		$47.91	$2,750.00	4
15	Male	White (Non Hispanic or Latino)	$ 100,000.00	40.00		$47.91	$7,500.00	4
8	Male	Native Hawaiian or Pacific Islander (Not Hispanic or Latino)		40.00	$50.00	$50.00		4
11	Female	White (Non Hispanic or Latino)	$ 225,000.00	40.00		$107.80	$3,000.00	4
				40.00		-	-	-
				40.00		-	-	-
				40.00		-	-	-
				40.00		-	-	-
				40.00		-	-	-
				40.00		-	-	-
				40.00		-	-	-

THE SELF-ASSESSMENT WORKSHEET is completed by an individual from the firm with access to employee compensation information.

***Image: Sample worksheet showing fictional firm data.**

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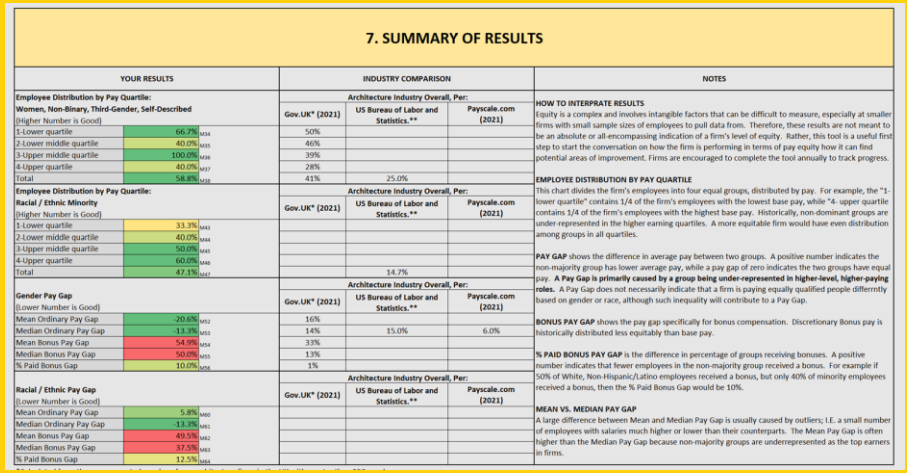
Worksheet – Results



7. SUMMARY OF RESULTS

YOUR RESULTS		INDUSTRY COMPARISON			NOTES
Employee Distribution by Pay Quartile:		**Architecture Industry Overall, Per:**			**HOW TO INTERPRATE RESULTS**
Women, Non-Binary, Third-Gender, Self-Described (Higher Number is Good)		**Gov.UK* (2021)**	**US Bureau of Labor and Statistics.****	**Payscale.com (2021)**	Equity is a complex and involves intangible factors that can be difficult to measure, especially at smaller firms with small sample sizes of employees to pull data from. Therefore, these results are not meant to be an absolute or all-encompassing indication of a firm's level of equity. Rather, this tool is a useful first step to start the conversation on how the firm is performing in terms of pay equity how it can find potential areas of improvement. Firms are encouraged to complete the tool annually to track progress.
1-Lower quartile	66.7% M34	50%			
2-Lower middle quartile	40.0% M35	46%			
3-Upper middle quartile	100.0% M36	39%			
4-Upper quartile	40.0% M37	28%			
Total	58.8% M38	41%	25.0%		
Employee Distribution by Pay Quartile:		**Architecture Industry Overall, Per:**			**EMPLOYEE DISTRIBUTION BY PAY QUARTILE**
Racial / Ethnic Minority (Higher Number is Good)		**Gov.UK* (2021)**	**US Bureau of Labor and Statistics.****	**Payscale.com (2021)**	This chart divides the firm's employees into four equal groups, distributed by pay. For example, the "1-lower quartile" contains 1/4 of the firm's employees with the lowest base pay, while "4- upper quartile contains 1/4 of the firm's employees with the highest base pay. Historically, non-dominant groups are under-represented in the higher earning quartiles. A more equitable firm would have even distribution among groups in all quartiles.
1-Lower quartile	33.3% M43				
2-Lower middle quartile	40.0% M44				
3-Upper middle quartile	50.0% M45				
4-Upper quartile	60.0% M46				
Total	47.1% M47		14.7%		
Gender Pay Gap (Lower Number is Good)		**Architecture Industry Overall, Per:**			**PAY GAP** shows the difference in average pay between two groups. A positive number indicates the non-majority group has lower average pay, while a pay gap of zero indicates the two groups have equal pay. **A Pay Gap is primarily caused by a group being under-represented in higher-level, higher-paying roles.** A Pay Gap does not necessarily indicate that a firm is paying equally qualified people differently based on gender or race, although such inequality will contribute to a Pay Gap.
		Gov.UK* (2021)	**US Bureau of Labor and Statistics.****	**Payscale.com (2021)**	
Mean Ordinary Pay Gap	20.6% M51	16%			
Median Ordinary Pay Gap	-13.3% M53	14%	15.0%	6.0%	
Mean Bonus Pay Gap	54.9% M54	33%			
Median Bonus Pay Gap	50.0% M55	13%			
% Paid Bonus Gap	10.0% M56	1%			
Racial / Ethnic Pay Gap (Lower Number is Good)		**Architecture Industry Overall, Per:**			**BONUS PAY GAP** shows the pay gap specifically for bonus compensation. Discretionary Bonus pay is historically distributed less equitably than base pay.
		Gov.UK* (2021)	**US Bureau of Labor and Statistics.****	**Payscale.com (2021)**	
Mean Ordinary Pay Gap	5.8% M60				**% PAID BONUS PAY GAP** is the difference in percentage of groups receiving bonuses. A positive number indicates that fewer employees in the non-majority group received a bonus. For example if 50% of White, Non-Hispanic/Latino employees received a bonus, but only 40% of minority employees received a bonus, then the % Paid Bonus Gap would be 10%.
Median Ordinary Pay Gap	-13.3% M61				
Mean Bonus Pay Gap	49.5% M62				
Median Bonus Pay Gap	37.5% M63				**MEAN VS. MEDIAN PAY GAP**
% Paid Bonus Gap	12.5% M64				A large difference between Mean and Median Pay Gap is usually caused by outliers; I.E. a small number of employees with salaries much higher or lower than their counterparts. The Mean Pay Gap is often higher than the Median Pay Gap because non-majority groups are underrepresented as the top earners in firms.

Pay Equity results for your firm are computed automatically and can be compared to industry-wide statistics from other sources. The worksheet can be completed annually to track firm progress.

***Image: Sample results from fictional firm data.**

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Part 2: Online Survey

Not included in 2022 Beta Test

The AIA Chicago EDI Committee is researching ways to anonymously collect equity data from Self-Assessment tool takers through a third party service. This will help give better insight into equity in the industry, because little architecture-specific pay gap data is currently publicly available.

Currently, no data is collected from Self-Assessment Tool users.

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FAQ'S

What is a Pay Gap? And why does the worksheet not account for performance or experience?

PAY GAP shows the difference in average pay between two groups. A positive number indicates the majority group (men, for example) have higher average pay.

There are two ways of understanding pay differences between groups: EQUITY and EQUALITY.

PAY GAP (a.k.a. Uncontrolled Pay Gap, Pay Equity) measures EQUITY by comparing the average compensation between groups without controlling for additional factors. **A Pay Gap is primarily caused by a group being under-represented in higher-level, higher-paying roles.**

CONTROLLED PAY GAP (a.k.a. Pay Equality, Equal Pay) measures EQUALITY by accounting for factors such as years of experience and position. This measures if groups are being paid equally for doing the same work.

We chose to use the Pay Gap because it is a more broad description of pay difference in the industry. It is also a standardized calculation that can be relatively easily computed for firms of all types and sizes. We believe comparing Pay Gap figures (and pay quartile demographics) to industry averages is a useful first step to understanding how a firm is performing in terms of pay equity.

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FAQ'S

There is some concern over the lack of available diverse workforce. Therefore the salary pay gap portion of the survey may discourage women and minorities from entering architecture if the reported pay gap is large.

Gender Pay Gap figures are published by numerous sources, including Gov.UK, PayScale, and The US Census Bureau.

The A/E industry generally has some of the smallest (most equitable) Gender Pay Gap figures among qualifying occupations (approx. 7% - 13%), although the US Bureau of Labor Statistics reports that the A/E industry is overwhelmingly male (84%).

Architecture-specific Gender Pay Gap figures and any type of industry-specific Race/Ethnicity Pay Gap figures are difficult to come by, which is one reason we believe this survey is a worthwhile undertaking.

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Thank You

Contact us at EDI@aiachicago.org