

Vault/MCCA Law Firm Diversity Survey (Spring 2018)

SAMPLE VERSION ONLY — PLEASE DO NOT SUBMIT. YOU MUST COMPLETE THE SURVEY ONLINE.

Table of Contents

[Instructions](#)

[I. Firm Information](#)

[II. Law Firm Demographic Profile](#)

[III. Strategic Plan and Diversity Leadership](#)

[IV. Pipeline Initiatives](#)

[V. Recruitment](#)

[VI. Retention and Professional Development](#)

[VII. Management Demographic Profile](#)

[VIII. Additional Information](#)

[Print](#) a copy of your completed survey.

Instructions

Welcome to the 2018 Vault/MCCA Law Firm Diversity Survey.

Please ensure that whoever completes the questionnaire has a copy of these instructions; we recommend that you print a copy and have it in front of you while answering the questions.

Entering Data

Please answer each question in the form requested and adhere to character limits where provided. Except where otherwise indicated, the maximum length for a narrative response is 2,000 characters, including spaces. We regret that the electronic survey format does not permit the use of formatting styles, such as bold or italics, or special characters and symbols such as bullet points. For questions you cannot answer in the form requested, you may use the narrative portion in Section VIII to explain.

Note that only numerical data may be entered in charts. When completing charts, please enter "0" where the number is zero, and leave blank if the data is either unavailable or inapplicable ("N/A" will be filled in automatically when the results are published). You may use the comments boxes under the charts to explain the absence of data (for example, if the firm does not track data for a particular demographic category). We encourage you to answer all questions. The response to any unanswered questions, including portions of charts, will appear as "No response" or "N/A" when the survey results are published. **Note that zero ("0") is NOT the default option for statistical tables. If you do not enter a number in a table cell, it will appear as if you have not answered the question.**

Please note that you are responsible for verifying the accuracy and completeness of your firm's data. Once you click on the "Save" button at the bottom of each screen, the data you have entered on that page will be saved into the database. If you wish to amend your responses, click on the "Home" link at the upper right of the screen to

return to the Table of Contents. Select the section you wish to return to, make any necessary changes and then click on "Save" again to save your revisions. (Do not use the Back button on your browser to return to a previous page; unless you first click on the "Save" button at the bottom of the screen, the information you have entered on that page will not be saved.)

Please make all changes before **Friday, May 4, 2018**. The survey will close at **11 pm (EDT) on May 4**, and your responses will be considered final at that point. Please print your survey responses, review your completed submission carefully and verify that all of your responses are correct before the May 4, 2018 deadline. You will receive a proof to review prior to publication of your firm's survey; however, any changes at that stage will be limited to emergency corrections that result from production errors and not data entry errors.

Printing the Survey

After you have completed the survey, click on the "Print" link on the closing page of the survey (the page that appears after you click on the "Finish" button). You can also use the "Print" link on the Home page of the survey. Note, however, that you should have completed the survey before printing your responses. This feature is intended as a final stage of review.

If you have questions about the survey or encounter any problems with the system, please contact us at legaldiversity@vault.com.

Global Definitions

Use the following definitions to answer all questions.

1. **All answers should reflect permanent attorney staff in the United States.** Do not include any non-attorney staff, except summer associates.
2. **Do NOT include temporary or contract attorneys or office locations outside the United States.**
3. **For this survey, "diversity" is defined as minorities, women, openly or self-identified LGBTQ attorneys, and individuals with disabilities.** If an attorney fits into more than one diversity category (e.g., a white lesbian attorney or a gay male minority), then you may count the same person in both categories. But do not count the same person twice for the "Total" number of attorneys, and do not count the same person in more than one racial minority category.
4. **For this survey, "minorities" are defined as those whose race is other than White/Caucasian** and include the following categories designated by the Equal Employment Opportunity Commission: African-American/Black (not Hispanic or Latino); Hispanic/Latino; Alaska Native/American Indian; Asian; Native Hawaiian/Other Pacific Islander; and Multiracial (those who identify with two or more of the above races). Note that individuals having origins in the Middle East or North Africa are defined as White under EEOC designations. Please note that no attorney can be counted in more than one minority category.
5. **For this survey, "individuals with disabilities" should be understood broadly** to include (a) anyone who has identified himself or herself as having a disability; (b) anyone who has requested an accommodation due to a disability; and (c) anyone who you can confirm from observation or other objective evidence clearly has a disability. Typical conditions that can result in disability include mental, sensory, or physical impairment or condition, such as epilepsy; muscular dystrophy; multiple sclerosis; fibromyalgia; paraplegia; quadriplegia; amputations; psychiatric disabilities, including depression, anxiety, schizophrenia, post-traumatic stress disorder, bipolar disorder; dementia; learning disabilities; AIDS or HIV status; cancer; diabetes; heart disease; stroke; blindness and other visual impairments; deafness and other hearing impairments; alcoholism or other substance abuse; and age-related impairments.

Section II, Law Firm Demographic Profile

Attorneys are defined as follows. Please note: We recognize that not all firms employ all categories of attorneys listed below and that not all firms use the same nomenclature for similar positions. Please review the definitions below and use the terms that most closely reflect the positions of attorneys at your firm even if they do not hold the same titles.

Associate: A non-partner lawyer who has no ownership rights or responsibilities but who has an opportunity to become an owner; 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 between second and third year (called a 2L, in that case), who serves as a law associate for the summer and is supervised by a lawyer or lawyers. For Question 2.2, please count all summer associates (whether 1L, 2L or 3L). In Question 5.4, however, include only data for 2Ls.

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 law firm employee who has been promoted from associate to a tier of partnership in which the lawyer does not share in the profits or capital of the firm; this position is often an intermediate step toward full equity partner.

Of counsel: A lawyer, who may be known as of counsel, 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. He or she 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.

New hire: An attorney who has joined the firm sometime during the year indicated on the table (e.g., in 2017); this includes all first-year associates, laterals and partners (both equity and non-equity). It does not include summer associates.

Please note: Unless otherwise specified (i.e, in Question 6.5), all permanently employed attorneys should be counted equally, regardless of whether they work a full-time or a part-time schedule.

When you are completing the Law Firm Demographic Charts, please indicate whether or not your firm has a single tier of partnership in Question 2.3. If your firm has more than one tier of partnership, please enter relevant data in both the Equity Partner and Non-Equity Partner charts.

Section III, Strategic Plan and Diversity Leadership

Question 3.3. Count only attorneys, not administrative staff, who serve on the diversity committee.

Question 3.8. For the purposes of this survey, a law firm is considered minority-owned if it is at least 51 percent owned, managed and controlled by minority group members. A firm is considered women-owned if it is at least 51 percent owned, managed and controlled by women.

Section V, Recruitment

Question 5.4. Count only 2Ls (students between their second and third years of law school), even if your firm does make offers of permanent, full-time employment to 1Ls at the end of the summer.

Question 5.5. Please use definitions from Section II.

Section VI, Retention and Professional Development

Question 6.5. This is the only question in which a distinction should be made between attorneys who work full time and those who work part time.

Section VII, Management Demographic Profile

Question 7.1. Committees are defined in general terms below. Although these committees may have different titles at different firms, please provide data for the committee that best fits each category.

Executive/Management Committee: The firm's chief governing body responsible for the strategy and future growth of the firm.

Hiring Committee: The committee or other group that leads the firm's activities with regard to the recruitment and hiring of associates.

Partner Review Committee: The committee or other group that reviews and evaluates the performance of partners for the purposes of advancement and compensation.

Associate Review Committee: The committee or other group that reviews and evaluates the performance of associates for the purposes of advancement and compensation.

Section VIII, Additional Information

In the narrative, some points you may address or provide include:

- The firm's diversity mission statement
- Diversity scholarships for summer associates or first-years or other attorneys
- More detail on part-time/flex-time programs
- More detail on the workings of your diversity committee
- The names of minority bar associations, or other legal associations that support the professional development of diverse attorneys, with which you have relationships and the nature of those relationships
- A list and description of your diversity awards and honors
- How the firm has communicated to partners the link between diversity and business success
- If the firm provides billable credit for work related to diversity initiatives
- The nature and scope of the firm's Equal Employment Opportunity and Prevention of Harassment policies
- Whether the firm offers benefits to domestic partners
- If the firm ties progress on diversity initiatives to compensation in any way

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I. Firm Information

Please note: The bulk of the Law Firm Diversity Survey requests data as of year-end 2017. For this first section, please provide firm information current as of the date of survey submission.

SURVEY CONTACT	
Name	
Title	
Phone Number	
Email Address	

LEADERSHIP	
Head(s) of Firm: Name & Title	
Diversity Team Leader(s): Name & Title	

GENERAL INFORMATION	
Firm Name	
Address 1	
Address 2	
City	
State	
Zip Code	
Phone Number	
Fax Number	
Web site	
* List office locations worldwide	

**Note that this survey addresses diversity efforts in U.S. offices only.*

TOTAL NUMBER OF ATTORNEYS		
	Currently	As of December 31, 2017
Firmwide		
U.S. offices only		

II. Law Firm Demographic Profile

If you have questions about any of the categories listed below, please refer to the instructions. Numbers requested are firm totals for all U.S. offices on December 31, 2017 — with the exception of summer associates, for which the numbers requested are as of summer-end rather than year-end. If you do not have data available as of December 31, please explain in the "Comments" section following the charts below. **REMINDER: This survey addresses diversity initiatives in the United States. Demographic data should include attorneys in U.S. locations ONLY.**

Remember that only numerical data may be entered in charts. If there were no attorneys in a specific category, please enter "0". If you leave a chart cell blank, it will appear as "N/A" when the results are published.

2.1. ASSOCIATES AS OF 12/31/17		
	Men	Women
TOTAL		
White/Caucasian		
African-American/Black		
Hispanic/Latino		
Alaska Native/American Indian		
Asian		
Native Hawaiian/Pacific Islander		
Multiracial		
Openly LGBTQ		
Individuals with disabilities		
Comments or explanations regarding the data provided above:		

2.2. SUMMER ASSOCIATES AS OF SUMMER 2017		
	Men	Women
TOTAL		
White/Caucasian		
African-American/Black		
Hispanic/Latino		
Alaska Native/American Indian		
Asian		
Native Hawaiian/Pacific Islander		
Multiracial		
Openly LGBTQ		
Individuals with disabilities		
Comments or explanations regarding the data provided above:		

2.3. DOES YOUR FIRM HAVE MORE THAN ONE TIER OF PARTNERSHIP?	
<input type="checkbox"/> Yes	<input type="checkbox"/> No

If yes, please complete both the Equity and Non-Equity Partners charts below. If not, complete only the Equity Partners chart.

2.4. EQUITY PARTNERS AS OF 12/31/17		
	Men	Women
TOTAL		
White/Caucasian		
African-American/Black		
Hispanic/Latino		
Alaska Native/American Indian		
Asian		
Native Hawaiian/Pacific Islander		
Multiracial		
Openly LGBTQ		
Individuals with disabilities		
Comments or explanations regarding the data provided above:		

2.5. NON-EQUITY PARTNERS AS OF 12/31/17		
	Men	Women
TOTAL		
White/Caucasian		
African-American/Black		
Hispanic/Latino		
Alaska Native/American Indian		
Asian		
Native Hawaiian/Pacific Islander		
Multiracial		
Openly LGBTQ		
Individuals with disabilities		
Comments or explanations regarding the data provided above:		

2.6. OF COUNSEL AS OF 12/31/17		
	Men	Women
TOTAL		
White/Caucasian		
African-American/Black		
Hispanic/Latino		
Alaska Native/American Indian		
Asian		
Native Hawaiian/Pacific Islander		
Multiracial		
Openly LGBTQ		
Individuals with disabilities		
Comments or explanations regarding the data provided above:		

2.7. NEW HIRES AS OF 12/31/17		
	Men	Women
TOTAL		
White/Caucasian		
African-American/Black		
Hispanic/Latino		
Alaska Native/American Indian		
Asian		
Native Hawaiian/Pacific Islander		
Multiracial		
Openly LGBTQ		
Individuals with disabilities		
Comments or explanations regarding the data provided above:		

III. Strategic Plan and Diversity Leadership

3.1. HOW DOES THE FIRM'S LEADERSHIP COMMUNICATE THE IMPORTANCE OF DIVERSITY TO EVERYONE AT THE FIRM? (E.G., E-MAILS, WEB SITE, NEWSLETTERS, MEETINGS, ETC.)

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3.2. WHO HAS PRIMARY RESPONSIBILITY FOR LEADING DIVERSITY INITIATIVES AT YOUR FIRM? (INCLUDE NAME OF PERSON AND HIS/HER TITLE.)

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3.3 (A). DOES YOUR LAW FIRM CURRENTLY HAVE A DIVERSITY COMMITTEE?

<input type="checkbox"/> Yes	<input type="checkbox"/> No
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3.3 (B). IF YES, DOES THE COMMITTEE'S REPRESENTATION INCLUDE ONE OR MORE MEMBERS OF THE FIRM'S MANAGEMENT/EXECUTIVE COMMITTEE (OR THE EQUIVALENT)?

<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Not applicable
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3.3 (C). IF YES, HOW MANY ATTORNEYS ARE ON THE COMMITTEE?

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IN 2017, WHAT WAS THE TOTAL NUMBER OF HOURS COLLECTIVELY SPENT BY THE COMMITTEE IN FURTHERANCE OF THE FIRM'S DIVERSITY INITIATIVES? (PLEASE ROUND TO THE NEAREST WHOLE NUMBER.)

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Comments:

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3.4. DOES THE COMMITTEE AND/OR DIVERSITY LEADER ESTABLISH AND SET GOALS OR OBJECTIVES CONSISTENT WITH MANAGEMENT'S PRIORITIES?

<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Partially
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If partially, explain:

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3.5. HAS THE FIRM UNDERTAKEN A FORMAL OR INFORMAL DIVERSITY PROGRAM OR SET OF INITIATIVES AIMED AT INCREASING THE DIVERSITY OF THE FIRM?	
<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, is it formal or informal?	

3.6. HOW OFTEN DOES THE FIRM'S MANAGEMENT REVIEW THE FIRM'S DIVERSITY PROGRESS/RESULTS?
<input type="radio"/> Monthly
<input type="radio"/> Quarterly
<input type="radio"/> Twice a year
<input type="radio"/> Annually
<input type="radio"/> Does not review/measure progress/results
<input type="radio"/> Other (please specify):

3.7. HOW IS THE FIRM'S DIVERSITY COMMITTEE AND/OR FIRM MANAGEMENT HELD ACCOUNTABLE FOR ACHIEVING RESULTS?

3.8. IS YOUR FIRM MINORITY-OWNED OR WOMEN-OWNED? (SEE INSTRUCTIONS FOR DEFINITION OF OWNERSHIP.)	
<input type="checkbox"/> Yes	<input type="checkbox"/> No

3.9. WHAT ARE YOUR FIRM'S DIVERSITY PRIORITIES AIMED AT IMPROVING THE REPRESENTATION OF DIVERSE LAWYERS AT YOUR FIRM? Please check all items that have been completed or that you are currently addressing, or indicate if not a current priority. Where appropriate, you may check more than one category. You may also elaborate on any point in the final question, which is a narrative.			
Already Completed	Currently Addressing	Not a Current Priority	
INITIATIVES FOR ALL DIVERSE ATTORNEYS			
			Undertake communication from firm management that diversity is a top priority of the firm
			Formalize diversity plan and committee with action steps and accountability to management
			Conduct firmwide diversity training for all attorneys and staff
			Focus on strengthening firm's mentoring program
			Conduct internal diversity needs assessment (e.g., culture and environment surveys) and/or retain diversity consultant to examine how firm culture might be more welcoming of minorities
			Support law firm's internal affinity networks

			Hire a director of diversity or other full-time professional to implement the firm's diversity program
			Coordinate or work with clients on diversity issues
			Develop/expand relationships with minority bar associations and other legal diversity organizations to offer firm's support of these networks
INITIATIVES SPECIFICALLY FOR MINORITY ATTORNEYS			
			Increase the number of minority attorneys at the associate level
			Increase the number of minority attorneys at the partnership level
			Increase the number of minority attorneys in leadership positions
			Focus on strengthening firm's mentoring program for minority attorneys
			Manage/monitor allocation of work assignments and/or hours billed to ensure minority attorneys have equal access/inclusion on top client matters
			Other (please specify):
INITIATIVES SPECIFICALLY FOR WOMEN ATTORNEYS			
			Institute a formal part-time policy that addresses partnership prospects
			Increase the number of women at the associate level
			Increase the number of women at the partnership level
			Increase the number of women in leadership positions
			Focus on strengthening firm's mentoring program for women
			Manage/monitor allocation of work assignments and/or hours billed to ensure women have equal access/inclusion on top client matters
			Other (please specify):
INITIATIVES SPECIFICALLY FOR OPENLY LGBTQ ATTORNEYS			
			Offer same-sex domestic partners the same benefits available to married individuals
			Increase the number of LGBTQ attorneys at the associate level
			Increase the number of LGBTQ attorneys at the partnership level
			Increase the number of LGBTQ attorneys in leadership positions
			Ensure that EEO and non-discrimination policies specifically address gender identity
			Other (please specify):
INITIATIVES SPECIFICALLY FOR ATTORNEYS WITH DISABILITIES			
			Increase the number of attorneys with disabilities at the associate level
			Increase the number of attorneys with disabilities at the partnership level
			Increase the number of attorneys with disabilities in leadership positions
			Ensure that EEO and non-discrimination policies specifically address individuals with disabilities
			Other (please specify):

IV. Pipeline Initiatives

4.1. DOES YOUR FIRM ACTIVELY ENGAGE IN INITIATIVES TO FEED THE DIVERSITY PIPELINE BY ENCOURAGING MINORITY STUDENTS TO CONSIDER LAW AS A CAREER AND/OR ASSISTING THEM IN PURSUING SUCH OPPORTUNITIES?		
Participate in established pipeline programs, such as SEO, Legal Outreach, Prep for Prep or Street Law	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Fund scholarships for minority high school or college students	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Mentor high school or college students	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Participate in/host mock-trial programs or career events	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Provide internships or employment to minority high school or college students	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Outreach to middle school students	<input type="checkbox"/> Yes	<input type="checkbox"/> No

4.2. PLEASE DISCUSS ANY ADDITIONAL EFFORTS TO REACH OUT TO DIVERSE UNDERGRADUATES, HIGH SCHOOL, MIDDLE SCHOOL OR GRADE SCHOOL STUDENTS.

V. Recruitment — New Associates

5.1. DOES YOUR FIRM ANNUALLY RECRUIT AT ANY OF THE FOLLOWING TYPES OF INSTITUTIONS? (INDICATE ALL THAT APPLY AND LIST THE SCHOOLS.)	
Ivy League schools	
Other private schools	
Public state schools	
Historically Black Colleges and Universities (HBCUs)	
Diversity job fairs	

5.2. DO YOU HAVE ANY SPECIAL OUTREACH EFFORTS DIRECTED TO ENCOURAGE MINORITY LAW STUDENTS TO CONSIDER YOUR FIRM?		
Hold a reception for minority law students	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Advertise in minority law student association publication(s)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Participate in/host minority law student job fair(s)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Sponsor minority law student association events	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Firm's lawyers participate on career panels at schools	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Outreach to leadership of minority student organizations	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Scholarships or intern/fellowships for minority students	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Other (please specify):		

5.3. DO YOU HAVE ANY PROGRAMS SPECIFICALLY TARGETED AT FIRST-YEAR LAW STUDENTS? IF SO, PLEASE DESCRIBE THEM.

5.4. What were your summer associate demographics for the most recently completed summer class?
 (e.g., students who were summer associates at the firm in 2017 and were eligible for offers to return as first-year associates in 2018) Do not include 1Ls. **REMINDER: Demographic data should include U.S. locations ONLY.**

ALL 2L SUMMER ASSOCIATES		
	Men	Women
TOTAL		
White/Caucasian		
African-American/Black		
Hispanic/Latino		
Alaska Native/American Indian		
Asian		
Native Hawaiian/Pacific Islander		
Multiracial		
Openly LGBTQ		
Individuals with disabilities		
Comments or explanations regarding the data provided above:		

SUMMER ASSOCIATES WHO RECEIVED AN OFFER OF FULL-TIME EMPLOYMENT		
	Men	Women
TOTAL		
White/Caucasian		
African-American/Black		
Hispanic/Latino		
Alaska Native/American Indian		
Asian		
Native Hawaiian/Pacific Islander		
Multiracial		
Openly LGBTQ		
Individuals with disabilities		
Comments or explanations regarding the data provided above:		

SUMMER ASSOCIATES WHO ACCEPTED AN OFFER OF FULL-TIME EMPLOYMENT		
	Men	Women
TOTAL		
White/Caucasian		
African-American/Black		
Hispanic/Latino		
Alaska Native/American Indian		
Asian		
Native Hawaiian/Pacific Islander		
Multiracial		
Openly LGBTQ		
Individuals with disabilities		
Comments or explanations regarding the data provided above:		

SUMMER ASSOCIATES WHO NEITHER ACCEPTED NOR DECLINED AN OFFER OF FULL-TIME EMPLOYMENT BECAUSE OF POSTGRADUATE CLERKSHIP/FELLOWSHIP		
	Men	Women
TOTAL		
White/Caucasian		
African-American/Black		
Hispanic/Latino		
Alaska Native/American Indian		
Asian		
Native Hawaiian/Pacific Islander		
Multiracial		
Openly LGBTQ		
Individuals with disabilities		
Comments or explanations regarding the data provided above:		

V. Recruitment — Lateral Associates and Partners

5.5. What were your demographics for lateral hires and new partners in the past year?

Please include only partners whose promotions were effective between January 1, 2017 and December 31, 2017, not merely announced in 2017. (Note that the number of new equity partners is inclusive of the other categories and includes all new equity partners in 2017, whether they were lateral hires or promoted from within.)

REMINDER: Demographic data should include attorneys in U.S. locations ONLY.

LATERAL ASSOCIATE HIRES		
	Men	Women
TOTAL		
White/Caucasian		
African-American/Black		
Hispanic/Latino		
Alaska Native/American Indian		
Asian		
Native Hawaiian/Pacific Islander		
Multiracial		
Openly LGBTQ		
Individuals with disabilities		
Comments or explanations regarding the data provided above:		

LATERAL OF COUNSEL HIRES		
	Men	Women
TOTAL		
White/Caucasian		
African-American/Black		
Hispanic/Latino		
Alaska Native/American Indian		
Asian		
Native Hawaiian/Pacific Islander		
Multiracial		
Openly LGBTQ		
Individuals with disabilities		
Comments or explanations regarding the data provided above:		

LATERAL PARTNER HIRES (BOTH EQUITY AND NON-EQUITY)		
	Men	Women
TOTAL		
White/Caucasian		
African-American/Black		
Hispanic/Latino		
Alaska Native/American Indian		
Asian		
Native Hawaiian/Pacific Islander		
Multiracial		
Openly LGBTQ		
Individuals with disabilities		
Comments or explanations regarding the data provided above:		

NEW PARTNERS (BOTH EQUITY AND NON-EQUITY) PROMOTED FROM ASSOCIATE OR OF COUNSEL RANK		
	Men	Women
TOTAL		
White/Caucasian		
African-American/Black		
Hispanic/Latino		
Alaska Native/American Indian		
Asian		
Native Hawaiian/Pacific Islander		
Multiracial		
Openly LGBTQ		
Individuals with disabilities		
Comments or explanations regarding the data provided above:		

NEW EQUITY PARTNERS (WHETHER HIRED LATERALLY OR PROMOTED FROM WITHIN)		
	Men	Women
TOTAL		
White/Caucasian		
African-American/Black		
Hispanic/Latino		
Alaska Native/American Indian		
Asian		
Native Hawaiian/Pacific Islander		
Multiracial		
Openly LGBTQ		
Individuals with disabilities		
Comments or explanations regarding the data provided above:		

5.6 (A). WHAT ACTIVITIES DOES THE FIRM UNDERTAKE TO ATTRACT DIVERSE ATTORNEYS?		
Partner programs with women, minority, LGBTQ or disability-focused bar associations	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Attend events at diversity legal organizations	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Participate in diversity job fairs	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Seek referrals from other attorneys	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Utilize online job services (e.g., MCCA Job Bank)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Hire recruiting professional who specializes in identifying diverse candidates	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Other (please specify):		

5.6 (B). DO YOU USE EXECUTIVE RECRUITING/SEARCH FIRMS TO SEEK TO IDENTIFY NEW DIVERSITY HIRES (PARTNERS OR ASSOCIATES)?	
<input type="checkbox"/> Yes	<input type="checkbox"/> No

5.6 (C). IF YES, ARE ANY OF THESE EXECUTIVE RECRUITING/SEARCH FIRMS WOMEN- AND/OR MINORITY-OWNED?			
<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Unknown	<input type="checkbox"/> Not applicable

5.6 (D). IF YES, LIST ALL WOMEN- AND/OR MINORITY-OWNED EXECUTIVE SEARCH/RECRUITING FIRMS TO WHICH THE FIRM PAID A FEE FOR PLACEMENT SERVICES IN THE PAST 12 MONTHS:

VI. Retention and Professional Development

6.1. How many attorneys left your firm's employ in 2017?

Remember that only numerical data may be entered in charts. If there were no attorneys in a specific category, please enter "0". If you leave a chart cell blank, it will appear as "N/A" when the results are published. **REMINDER: Demographic data should include attorneys in U.S. locations ONLY.**

1ST-YEAR ASSOCIATES		
	Men	Women
TOTAL		
White/Caucasian		
African-American/Black		
Hispanic/Latino		
Alaska Native/American Indian		
Asian		
Native Hawaiian/Pacific Islander		
Multiracial		
Openly LGBTQ		
Individuals with disabilities		
Comments or explanations regarding the data provided above:		

2ND-YEAR ASSOCIATES		
	Men	Women
TOTAL		
White/Caucasian		
African-American/Black		
Hispanic/Latino		
Alaska Native/American Indian		
Asian		
Native Hawaiian/Pacific Islander		
Multiracial		
Openly LGBTQ		
Individuals with disabilities		
Comments or explanations regarding the data provided above:		

3RD-YEAR ASSOCIATES		
	Men	Women
TOTAL		
White/Caucasian		
African-American/Black		
Hispanic/Latino		
Alaska Native/American Indian		
Asian		
Native Hawaiian/Pacific Islander		
Multiracial		
Openly LGBTQ		
Individuals with disabilities		
Comments or explanations regarding the data provided above:		

4TH-YEAR ASSOCIATES		
	Men	Women
TOTAL		
White/Caucasian		
African-American/Black		
Hispanic/Latino		
Alaska Native/American Indian		
Asian		
Native Hawaiian/Pacific Islander		
Multiracial		
Openly LGBTQ		
Individuals with disabilities		
Comments or explanations regarding the data provided above:		

5TH-YEAR ASSOCIATES		
	Men	Women
TOTAL		
White/Caucasian		
African-American/Black		
Hispanic/Latino		
Alaska Native/American Indian		
Asian		
Native Hawaiian/Pacific Islander		
Multiracial		
Openly LGBTQ		
Individuals with disabilities		
Comments or explanations regarding the data provided above:		

6TH-YEAR ASSOCIATES		
	Men	Women
TOTAL		
White/Caucasian		
African-American/Black		
Hispanic/Latino		
Alaska Native/American Indian		
Asian		
Native Hawaiian/Pacific Islander		
Multiracial		
Openly LGBTQ		
Individuals with disabilities		
Comments or explanations regarding the data provided above:		

7TH-YEAR ASSOCIATES		
	Men	Women
TOTAL		
White/Caucasian		
African-American/Black		
Hispanic/Latino		
Alaska Native/American Indian		
Asian		
Native Hawaiian/Pacific Islander		
Multiracial		
Openly LGBTQ		
Individuals with disabilities		
Comments or explanations regarding the data provided above:		

8TH-YEAR+ ASSOCIATES (INCLUDE ASSOCIATES 8TH YEAR AND ABOVE)		
	Men	Women
TOTAL		
White/Caucasian		
African-American/Black		
Hispanic/Latino		
Alaska Native/American Indian		
Asian		
Native Hawaiian/Pacific Islander		
Multiracial		
Openly LGBTQ		
Individuals with disabilities		
Comments or explanations regarding the data provided above:		

OF COUNSEL		
	Men	Women
TOTAL		
White/Caucasian		
African-American/Black		
Hispanic/Latino		
Alaska Native/American Indian		
Asian		
Native Hawaiian/Pacific Islander		
Multiracial		
Openly LGBTQ		
Individuals with disabilities		
Comments or explanations regarding the data provided above:		

NON-EQUITY PARTNERS		
	Men	Women
TOTAL		
White/Caucasian		
African-American/Black		
Hispanic/Latino		
Alaska Native/American Indian		
Asian		
Native Hawaiian/Pacific Islander		
Multiracial		
Openly LGBTQ		
Individuals with disabilities		
Comments or explanations regarding the data provided above:		

EQUITY PARTNERS		
	Men	Women
TOTAL		
White/Caucasian		
African-American/Black		
Hispanic/Latino		
Alaska Native/American Indian		
Asian		
Native Hawaiian/Pacific Islander		
Multiracial		
Openly LGBTQ		
Individuals with disabilities		
Comments or explanations regarding the data provided above:		

6.2. PLEASE IDENTIFY THE SPECIFIC STEPS YOU ARE TAKING TO REDUCE THE ATTRITION RATE OF DIVERSE ATTORNEYS. (IT IS SUGGESTED THAT YOU ELABORATE ON THIS ISSUE IN THE FINAL QUESTION OF THIS SURVEY.)		
Develop and/or support internal employee affinity groups (e.g., networks within the firm for minorities, women, LGBTQ attorneys, or attorneys with disabilities)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Increase/review compensation relative to competition	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Increase/improve current work/life programs	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Adopt dispute resolution process	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Succession plan includes emphasis on diversity and greater inclusion of minority men and women in firm leadership	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Work with diverse attorneys to develop career advancement plans	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Introduce diverse attorneys to key clients, including to lead engagements	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Review work assignments and hours billed to key client matters to make sure diverse attorneys, particularly minority attorneys (for whom research indicates a greater inclusion problem), are not being excluded	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Strengthen mentoring program for all attorneys	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Professional skills development program for all attorneys	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Provide a gender-neutral parental leave policy that covers adoptions	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Other (please specify):		

6.3. DOES YOUR FIRM HAVE PART-TIME/FLEX-TIME POLICIES THAT PERMIT ATTORNEYS (MALE OR FEMALE) TO WORK ALTERNATIVE SCHEDULES?	
<input type="checkbox"/> Yes	<input type="checkbox"/> No
Comments:	

6.4. WHAT IMPACT, IF ANY, WILL THE DECISION TO WORK PART TIME HAVE ON AN ATTORNEY'S ABILITY TO MAKE PARTNER OR, IF ALREADY A PARTNER, TO REMAIN A PARTNER AT YOUR FIRM?

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6.5. HOW MANY ATTORNEYS WORKED A PART-TIME SCHEDULE AT YOUR FIRM AS OF DECEMBER 31, 2017?

Part-time attorneys as of 12/31/17	Part-time attorneys			Total number of attorneys (full-and part-time)
	Men	Women	Total	
Associates				
Of counsel				
Non-equity partners				
Equity partners				

Comments or explanations regarding the data provided above:

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6.6. HOW MANY CURRENT EQUITY PARTNERS HAVE WORKED PART TIME, EXCLUSIVE OF MATERNITY/PATERNITY LEAVE OR SHORT-TERM DISABILITY?

(This includes current equity partners who worked part time at any point during their career as an attorney at the firm, whether it was prior to or after joining the partnership.)

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VII. Management Demographic Profile

7.1. The charts below are intended to reflect firmwide committees as of year-end 2017.

Although these committees may have different titles at different firms, please provide data for the committee that best fits each category. Refer to Instructions for more information.

Remember that only numerical data may be entered in charts. If there were no attorneys in a specific category, please enter "0". If you leave a chart cell blank, it will appear as "N/A" when the results are published.

ATTORNEYS ON THE EXECUTIVE/ MANAGEMENT COMMITTEE OR EQUIVALENT		
	Men	Women
TOTAL		
White/Caucasian		
African-American/Black		
Hispanic/Latino		
Alaska Native/American Indian		
Asian		
Native Hawaiian/Pacific Islander		
Multiracial		
Openly LGBTQ		
Individuals with disabilities		
Comments or explanations regarding the data provided above:		

ATTORNEYS ON THE HIRING COMMITTEE OR EQUIVALENT		
	Men	Women
TOTAL		
White/Caucasian		
African-American/Black		
Hispanic/Latino		
Alaska Native/American Indian		
Asian		
Native Hawaiian/Pacific Islander		
Multiracial		
Openly LGBTQ		
Individuals with disabilities		
Comments or explanations regarding the data provided above:		

ATTORNEYS ON THE PARTNER REVIEW COMMITTEE OR EQUIVALENT		
	Men	Women
TOTAL		
White/Caucasian		
African-American/Black		
Hispanic/Latino		
Alaska Native/American Indian		
Asian		
Native Hawaiian/Pacific Islander		
Multiracial		
Openly LGBTQ		
Individuals with disabilities		
Comments or explanations regarding the data provided above:		

ATTORNEYS ON THE ASSOCIATE REVIEW COMMITTEE OR EQUIVALENT		
	Men	Women
TOTAL		
White/Caucasian		
African-American/Black		
Hispanic/Latino		
Alaska Native/American Indian		
Asian		
Native Hawaiian/Pacific Islander		
Multiracial		
Openly LGBTQ		
Individuals with disabilities		
Comments or explanations regarding the data provided above:		

ATTORNEYS ON THE DIVERSITY COMMITTEE OR EQUIVALENT		
	Men	Women
TOTAL		
White/Caucasian		
African-American/Black		
Hispanic/Latino		
Alaska Native/American Indian		
Asian		
Native Hawaiian/Pacific Islander		
Multiracial		
Openly LGBTQ		
Individuals with disabilities		
Comments or explanations regarding the data provided above:		

7.2. Other leadership roles as of year-end 2017

PLEASE PROVIDE THE NUMBER OF DIVERSE ATTORNEYS WHO, AS OF DECEMBER 31, 2017, HEADED OFFICES, PRACTICE GROUPS AND COMMITTEES.			
PLEASE LIMIT OFFICE HEADS TO U.S. LOCATIONS ONLY. ALSO NOTE THAT WE ARE NOT LOOKING FOR COMMITTEE MEMBERS, BUT FOR COMMITTEE LEADERS.			
Leadership positions as of 12/31/17	U.S. office heads	Practice group/ department leaders	Committee leaders
Total number of positions			
<i>Number of such positions held by:</i>			
Minorities			
Women			
LGBTQ attorneys			
Attorneys with disabilities			
Comments or explanations regarding the data provided above:			

In addition, for each category below, please provide the requested information for diverse attorneys who *currently* (as of the date of survey submission) hold these positions. REMINDER: Demographic data should include U.S. locations ONLY.

U.S. OFFICE HEADS	
Please list attorney's name, location and number of attorneys in the office, using the following format (including semi-colons between individual attorneys): <i>First Attorney's Name, Office location (No. of attorneys in office);</i> <i>Second Attorney's Name, Office location (No. of attorneys in office)...</i>	
7.4. Minorities heading offices	
7.5. Women heading offices	
7.6. LGBTQ attorneys heading offices	
7.7. Attorneys with disabilities heading offices	

7.3 HOW MANY OFFICES DOES YOUR FIRM HAVE IN THE UNITED STATES?

PRACTICE GROUP/DEPARTMENT LEADERS	
Please list attorney's name, practice group and number of attorneys in the group, using the following format (including semi-colons between individual attorneys): <i>First Attorney's Name, Practice Group (No. of attorneys in group);</i> <i>Second Attorney's Name, Practice Group (No. of attorneys in group)...</i>	
7.8. Minorities heading practices	
7.9. Women heading practices	
7.10. LGBTQ attorneys heading practices	
7.11. Attorneys with disabilities heading practices	

COMMITTEE LEADERS	
Please list attorney's name, committee and number of attorneys on the committee, using the following format (including semi-colons between individual attorneys): <i>First Attorney's Name, Committee (No. of attorneys on committee);</i> <i>Second Attorney's Name, Committee (No. of attorneys on committee)...</i>	
7.13. Minorities heading committees	
7.14. Women heading committees	
7.15. LGBTQ attorneys heading committees	
7.15. Attorneys with disabilities heading committees	

VIII. Additional Information (“The Firm Says”)

8.1. IN A SHORT NARRATIVE, PLEASE PROVIDE ANY ADDITIONAL INFORMATION REGARDING YOUR FIRM’S DIVERSITY INITIATIVES THAT YOU WISH TO SHARE. (THIS IS THE FINAL QUESTION OF THE SURVEY.)

See instructions for details and suggestions. Suggested length is 800 words or less. (Maximum length is 10,000 characters, including spaces.)

Submit Survey

Thank you for taking time to complete the Vault/MCCA Law Firm Diversity Survey. You may return to the survey at any time until **May 4, 2018** in order to amend or add to your responses. We encourage you to review your responses and to make any necessary corrections before May 4, 2018.

To make changes, simply login again with your firm's password, modify your responses and click on the Save button at the bottom of the page. You may also print a copy of your survey at any time before the final deadline.

When you have finished entering all data online and have verified the accuracy of your responses, click on the Submit Survey button on the final screen, and you will receive an e-mail confirming receipt of your completed survey.

The survey will close at **11 pm (EDT) on May 4, 2018** and your responses will be considered final at that time.