

Information Page **Underutilization and Employment/Goal Percentages Chart**

The Underutilization and Employment/Goal Percentages Chart should be used to find out if a particular job group is underutilized in females or total minorities (all minority categories grouped together), and to find the employment and goal percentages for a University job group. The chart starts with the faculty job groups (2A-2L), and ends with the staff job groups (1A-7E).

The first section of the chart lists the **Job Group and Department (if applicable)**. Staff job groups are not grouped by departments, but by job titles.

The middle section lists the **Underutilized Group(s)** for each job group. This section should be used to find out if a job group is underutilized for females or total minorities.

The last section lists the **Employment percentage and Goal percentage** for the job group by race/ethnicity and gender. **The categories in BOLD have an employment percentage less than its goal percentage.** This data is usually used to complete the faculty hiring form, Appendix B: The Affirmative Action Recruitment and Selection Report, sections A and B.

Legend for Race/Ethnicity Categories and Gender

- MIN (Minorities)
- AI (American Indian/Alaskan Native)
- AS (Asian/Pacific Islander)
- BK (Black/African American)
- HI (Hispanic/Latino)
- MR (Multiracial/Other)
- FEM (Females)

If you have any questions regarding this information, or need assistance, please contact Chaneta Forts, AA/EEO Specialist II, at (404) 413-2563 or cforts1@gsu.edu. Thank you!

2008-2009 AAP Underutilization and Employment/Goal Percentages Chart

Job Group/Department	Underutilized Groups	Employment %		Goal %
2A. Fine Arts 1. Art & Design 2. School of Music	Females (No)	MIN	10.60%	12.50%
	Total Minorities (No)	AI	1.32%	1.20%
		AS	1.99%	2.90%
		BK	6.62%	6.20%
		HI	0.66%	2.20%
		MR	0.00%	1.20%
		FEM	44.37%	37.40%
Job Group/Department	Underutilized Groups	Employment %		Goal %
2B. Humanities 1. Communication 2. English 3. Middle East Institute 4. Modern & Classical Lang 5. Philosophy 6. Religious Studies 7. Women's Studies Institute	Females (No)	MIN	19.42%	16.90%
	Total Minorities (No)	AI	0.00%	2.30%
		AS	3.72%	5.30%
		BK	8.68%	4.90%
		HI	5.79%	4.40%
		MR	1.24%	2.30%
		FEM	53.72%	41.0%
Job Group/Department	Underutilized Groups	Employment %		Goal %
2C. Natural and Computational Sciences 1. Biology 2. Chemistry 3. Computer Science 4. Geosciences 5. Math & Statistics 6. Neuroscience Institute 7. Physics & Astronomy	Females (No)	MIN	31.94%	22.90%
	Total Minorities (No)	AI	0.00%	1.30%
		AS	22.22%	15.70%
		BK	8.33%	3.40%
		HI	0.93%	2.60%
		MR	0.46%	1.30%
		FEM	31.48%	22.90%
Job Group/Department	Underutilized Groups	Employment %		Goal %
2D. Social and Behavioral Sciences 1. African American Studies 2. Anthropology 3. Applied Linguistics/ESL 4. Gerontology 5. History 6. Political Science 7. Psychology 8. Sociology	Females (No)	MIN	21.98%	18.50%
	Total Minorities (No)	AI	0.27%	2.00%
		AS	6.17%	5.12%
		BK	14.21%	7.40%
		HI	1.07%	4.00%
		MR	0.27%	2.00%
		FEM	50.40%	35.70%

2008-2009 AAP Underutilization and Employment/Goal Percentages Chart

Job Group/Department	Underutilized Groups	Employment %		Goal %
2D. Andrew Young School of Policy Studies 1. Economics 2. Public Administration & Urban Studies	Females (No)	MIN	21.98%	18.50%
	Total Minorities (No)	AI	0.27%	2.00%
		AS	6.17%	5.10%
		BK	14.21%	7.40%
		HI	1.07%	4.00%
		MR	0.27%	2.00%
		FEM	50.40%	35.70%
Job Group/Department	Underutilized Groups	Employment %		Goal %
2E. Business and Management 1. Accountancy 2. Finance 3. Health Admin. & Policy 4. Hospitality Administration 5. International Business 6. Managerial Sciences 7. Marketing 8. Personnel & Employee Relations 9. Real Estate 10. Risk Management & Insurance	Females (No)	MIN	18.90%	23.10%
	Total Minorities (No)	AI	0.00%	3.10%
		AS	10.76%	13.90%
		BK	6.69%	4.30%
		HI	1.16%	1.90%
		MR	0.29%	3.10%
		FEM	32.85%	27.40%
		Job Group/Department	Underutilized Groups	Employment %
2F. Computer Information Systems	Females (Yes)	MIN	17.86%	23.10%
	Total Minorities (Yes)	AI	0.00%	3.10%
		AS	7.14%	13.90%
		BK	10.71%	4.30%
		HI	0.00%	1.90%
		MR	0.00%	3.10%
		FEM	17.86%	27.40%
Job Group/Department	Underutilized Groups	Employment %		Goal %
2G. Education 1. Counseling & Psychological Services 2. Early Childhood Education 3. Educational Policy Studies 4. Educational Psychology & Special Education 5. Kinesiology & Health 6. Middle-Secondary Education & Instructional Technology	Females (No)	MIN	23.17%	16.90%
	Total Minorities (No)	AI	0.00%	2.90%
		AS	4.15%	4.10%
		BK	18.29%	6.60%
		HI	0.73%	3.30%
		MR	0.00%	2.90%
		FEM	74.63%	58.30%

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Job Group/Department	Underutilized Groups	Employment %		Goal %
2H. Health Professions 1. Nutrition 2. Physical Therapy 3. Respiratory Therapy 4. School of Nursing	Females (No)	MIN	25.41%	21.60%
	Total Minorities (No)	AI	0.00%	2.30%
		AS	4.97%	11.70%
		BK	19.34%	4.60%
		HI	1.10%	3.00%
		MR	0.00%	2.30%
		FEM	83.43%	48.00%
Job Group/Department	Underutilized Groups	Employment %		Goal %
2I Human Services 1. Criminal Justice 2. Institute of Public Health 3. Social Work	Females (No)	MIN	24.71%	21.60%
	Total Minorities (No)	AI	0.00%	2.30%
		AS	1.18%	11.70%
		BK	23.53%	4.60%
		HI	0.00%	3.00%
		MR	0.00%	2.30%
		FEM	54.12%	48.00%
Job Group/Department	Underutilized Groups	Employment %		Goal %
2J. Law Instruction	Females (No)	MIN	10.34%	15.50%
	Total Minorities (Yes)	AI	0.86%	1.90%
		AS	0.86%	3.90%
		BK	7.76%	7.30%
		HI	0.86%	2.40%
		MR	0.00%	1.90%
		FEM	37.93%	41.30%
Job Group/Department	Underutilized Groups	Employment %		Goal %
2K. Librarians 1. University Librarians 2. Law Librarians 3. Archivists	Females (No)	MIN	18.18%	15.50%
	Total Minorities (No)	AI	0.00%	1.90%
		AS	2.27%	3.90%
		BK	13.64%	7.30%
		HI	2.27%	2.40%
		MR	0.00%	1.90%
		FEM	63.64%	41.30%

2008-2009 AAP Underutilization and Employment/Goal Percentages Chart

Job Group	Underutilized Groups	Employment %		Goal %
2L. Administrative Faculty	Females (No)	MIN	20.00%	15.50%
	Total Minorities (No)	AI	0.00%	1.90%
		AS	0.00%	3.90%
		BK	20.00%	7.30%
		HI	0.00%	2.40%
		MR	0.00%	1.90%
		FEM	40.00%	41.30%
Job Group	Underutilized Groups	Employment %		Goal %
IA. University Executives 1. President 2. Provost 3. Sr. AVP 4. Vice Presidents	Females (No)	MIN	18.42%	16.27%
	Total Minorities (No)	AI	0.00%	0.20%
		AS	2.63%	2.13%
		BK	15.79%	11.72%
		HI	0.00%	1.42%
		MR	0.00%	0.80%
		FEM	39.47%	32.74%
Job Group	Underutilized Groups	Employment %		Goal %
IB. Academic Executives 1. Deans 2. Associate Deans 3. Chairs 4. Academic Directors	Females (No)	MIN	7.14%	14.54%
	Total Minorities (Yes)	AI	0.00%	0.66%
		AS	2.38%	7.96%
		BK	3.57%	5.09%
		HI	1.19%	0.70%
		MR	0.00%	0.14%
		FEM	45.24%	32.87%
Job Group	Underutilized Groups	Employment %		Goal %
IC. Directors	Females (No)	MIN	29.09%	22.30%
	Total Minorities (No)	AI	0.00%	0.67%
		AS	0.00%	2.69%
		BK	27.27%	16.30%
		HI	0.00%	2.48%
		MR	1.82%	0.63%
		FEM	49.09%	35.86%

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Job Group	Underutilized Groups	Employment %		Goal %
ID. Associate and Assistant Directors	Females (No) Total Minorities (No)	MIN	41.22%	22.04%
		AI	0.00%	0.25%
		AS	3.05%	2.38%
		BK	36.64%	16.23%
		HI	0.76%	2.53%
		MR	0.76%	0.25%
		FEM	64.12%	35.66%
Job Group	Underutilized Groups	Employment %		Goal %
IE. Managers	Females (No) Total Minorities (No)	MIN	37.10%	30.35%
		AI	0.00%	0.47%
		AS	1.61%	8.30%
		BK	35.48%	17.77%
		HI	0.00%	3.06%
		MR	0.00%	0.77%
		FEM	56.45%	46.12%
Job Group	Underutilized Groups	Employment %		Goal %
3A. Professionals (Lower Level)	Females (No) Total Minorities (No)	MIN	71.83%	34.37%
		AI	0.14%	0.56%
		AS	3.49%	2.27%
		BK	65.27%	28.41%
		HI	1.95%	2.49%
		MR	0.98%	0.50%
		FEM	80.61%	72.96%
Job Group	Underutilized Groups	Employment %		Goal %
3B. Professionals (Upper Level)	Females (No) Total Minorities (No)	MIN	68.53%	35.65%
		AI	0.00%	0.46%
		AS	4.72%	2.96%
		BK	62.06%	28.49%
		HI	1.05%	2.99%
		MR	0.70%	0.60%
		FEM	70.63%	56.08%

2008-2009 AAP Underutilization and Employment/Goal Percentages Chart

Job Group	Underutilized Groups	Employment %		Goal %
3C. Advanced Professionals	Females (No)	MIN	44.04%	31.20%
	Total Minorities (No)	AI	0.33%	0.59%
		AS	19.54%	3.03%
		BK	20.86%	24.35%
		HI	1.99%	2.60%
		MR	1.32%	0.68%
		FEM	56.95%	61.05%
Job Group	Underutilized Groups	Employment %		Goal %
3D. Coaches	Females (No)	MIN	34.88%	19.06%
	Total Minorities (No)	AI	0.00%	0.73%
		AS	0.00%	2.15%
		BK	30.23%	11.75%
		HI	4.65%	3.78%
		MR	0.00%	0.82%
		FEM	32.56%	30.56%
Job Group	Underutilized Groups	Employment %		Goal %
3E. Publication and Media Professionals	Females (No)	MIN	27.03%	23.00%
	Total Minorities (No)	AI	0.00%	0.85%
		AS	2.70%	1.81%
		BK	21.62%	16.20%
		HI	2.70%	3.48%
		MR	0.00%	0.67%
		FEM	72.97%	56.77%
Job Group	Underutilized Groups	Employment %		Goal %
4A. Clerical and Secretarial	Females (No)	MIN	73.23%	42.30%
	Total Minorities (No)	AI	0.00%	0.60%
		AS	2.36%	2.52%
		BK	66.93%	34.58%
		HI	2.36%	3.25%
		MR	1.57%	1.31%
		FEM	80.31%	79.83%

2008-2009 AAP Underutilization and Employment/Goal Percentages Chart

Job Group	Underutilized Groups	Employment %		Goal %
4B. Clerical and Secretarial (TEMPS)	Females (Yes) Total Minorities (No)	MIN	64.41%	37.83%
		AI	0.14%	0.52%
		AS	6.48%	2.24%
		BK	52.88%	32.05%
		HI	2.74%	2.50%
		MR	2.16%	0.53%
		FEM	58.79%	74.59%
Job Group	Underutilized Groups	Employment %		Goal %
5A. Technical and Paraprofessionals (Lower Level)	Females (No) Total Minorities (No)	MIN	61.42%	34.35%
		AI	0.00%	0.51%
		AS	11.17%	5.64%
		BK	46.70%	24.42%
		HI	1.52%	2.63%
		MR	2.03%	1.07%
		FEM	42.13%	32.43%
Job Group	Underutilized Groups	Employment %		Goal %
5B. Technical and Paraprofessionals (Upper Level)	Females (No) Total Minorities (No)	MIN	44.54%	37.52%
		AI	0.00%	0.34%
		AS	9.24%	7.64%
		BK	31.93%	25.47%
		HI	2.52%	2.52%
		MR	0.84%	1.53%
		FEM	30.25%	34.03%
Job Group	Underutilized Groups	Employment %		Goal %
5C. Technicians	Females (Yes) Total Minorities (No)	MIN	46.81%	29.33%
		AI	0.00%	0.78%
		AS	6.38%	2.11%
		BK	38.30%	22.45%
		HI	2.13%	3.60%
		MR	0.00%	0.40%
		FEM	2.13%	10.14%

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Job Group	Underutilized Groups	Employment %		Goal %
5D. Laboratory and Research Technicians (Lower Level)	Females (No)	MIN	32.50%	31.41%
	Total Minorities (No)	AI	0.00%	1.07%
		AS	7.50%	3.81%
		BK	22.50%	22.73%
		HI	2.50%	3.07%
		MR	0.00%	0.73%
		FEM	65.00%	39.15%
Job Group	Underutilized Groups	Employment %		Goal %
6A. Skilled Crafts (Lower Level)	Females (No)	MIN	55.56%	62.88%
	Total Minorities (No)	AI	0.00%	0.57%
		AS	1.85%	1.06%
		BK	50.00%	17.29%
		HI	3.70%	43.40%
		MR	0.00%	0.59%
		FEM	18.52%	3.45%
Job Group	Underutilized Groups	Employment %		Goal %
6B. Skilled Crafts (Upper Level)	Females (No)	MIN	64.52%	34.16%
	Total Minorities (No)	AI	0.00%	0.71%
		AS	0.00%	1.73%
		BK	61.29%	17.45%
		HI	3.23%	13.57%
		MR	3.23%	13.57%
		FEM	6.45%	5.36%
Job Group	Underutilized Groups	Employment %		Goal %
7A. Service and Maintenance (Lower Level)	Females (No)	MIN	93.71%	56.03%
	Total Minorities (No)	AI	0.00%	1.58%
		AS	1.40%	2.78%
		BK	88.46%	34.99%
		HI	3.15%	15.11%
		MR	0.70%	1.52%
		FEM	48.60%	29.35%

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Job Group	Underutilized Groups	Employment %		Goal %
7B. Service and Maintenance (Upper Level)	Females (No) Total Minorities (No)	MIN	80.95%	63.70%
		AI	0.00%	0.73%
		AS	0.00%	1.62%
		BK	80.95%	52.60%
		HI	0.00%	7.68%
		MR	0.00%	1.05%
		FEM	54.76%	55.60%
Job Group	Underutilized Groups	Employment %		Goal %
7C. Service and Maintenance Managers	Females (Yes) Total Minorities (No)	MIN	78.13%	62.70%
		AI	0.00%	0.57%
		AS	3.13%	3.60%
		BK	71.88%	49.45%
		HI	3.13%	8.04%
		MR	0.00%	1.03%
		FEM	21.88%	36.73%
Job Group	Underutilized Groups	Employment %		Goal %
7D. Safety Paraprofessionals (Lower Level)	Females (No) Total Minorities (No)	MIN	86.59%	40.40%
		AI	0.00%	0.94%
		AS	0.00%	0.86%
		BK	86.59%	35.14%
		HI	0.00%	2.72%
		MR	0.00%	0.75%
		FEM	42.68%	22.27%
Job Group	Underutilized Groups	Employment %		Goal %
7E. Safety Paraprofessionals (Upper Level)	Females (Yes) Total Minorities (No)	MIN	86.84%	86.59%
		AI	0.00%	0.00%
		AS	0.00%	0.00%
		BK	84.21%	86.59%
		HI	2.63%	0.00%
		MR	0.00%	0.00%
		FEM	21.05%	42.68%