

## **Underutilization and Employment/Goal Percentages Chart** Guidelines Page

**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 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 (Disclaimer: All job titles are not listed. A full list of titles by job group can be found in the Affirmative Action Plan.)

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. *This data is usually used to complete the faculty hiring form, Appendix B: The Affirmative Action Recruitment and Selection Report, sections A and B.*

### **Key for race/ethnicity categories and gender category:**

- 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](mailto:cforts1@gsu.edu).

## 2009-2010 AAP Underutilization and Employment/Goal Percentages Chart

Job Group	Underutilized Groups	Employment %		Goal %
<b>IA. University Executives</b>  1. President 2. Provost 3. Sr. AVP 4. Vice Presidents	<b>Females (No)</b>  <b>Total Minorities (No)</b>	MIN	21.62%	11.82%
		AI	0.00%	0.45%
		AS	2.70%	3.13%
		BK	18.92%	5.52%
		HI	0.00%	2.50%
		MR	0.00%	0.39%
		FEM	45.95%	23.31%
Job Group	Underutilized Groups	Employment %		Goal %
<b>IB. Academic Executives</b>  1. Deans 2. Associate Deans 3. Chairs 4. Academic Directors	<b>Females (No)</b>  <b>Total Minorities (Yes)</b>	MIN	9.52%	16.54%
		AI	0.00%	1.12%
		AS	4.76%	15.89%
		BK	3.57%	3.21%
		HI	1.19%	1.20%
		MR	0.00%	0.80%
		FEM	42.86%	29.53%
Job Group	Underutilized Groups	Employment %		Goal %
<b>IC. Directors</b>	<b>Females (No)</b>  <b>Total Minorities (No)</b>	MIN	29.82%	27.61%
		AI	0.00%	0.67%
		AS	0.00%	2.98%
		BK	29.82%	20.85%
		HI	0.00%	3.31%
		MR	0.00%	0.61%
		FEM	52.63%	43.98%

## 2009-2010 AAP Underutilization and Employment/Goal Percentages Chart

Job Group	Underutilized Groups	Employment %		Goal %
ID. Associate and Assistant Directors	Females (No)	MIN	44.95%	23.30%
	Total Minorities (No)	AI	0.00%	0.71%
		AS	2.75%	2.42%
		BK	41.28%	16.62%
		HI	0.92%	3.48%
		MR	0.00%	0.58%
		FEM	56.88%	44.84%
Job Group	Underutilized Groups	Employment %		Goal %
IE. Managers	Females (No)	MIN	40.68%	35.10%
	Total Minorities (No)	AI	0.00%	0.42%
		AS	1.69%	4.47%
		BK	37.29%	27.44%
		HI	1.69%	2.25%
		MR	0.00%	0.52%
		FEM	52.54%	46.60%
Job Group	Underutilized Groups	Employment %		Goal %
3A. Professionals (Lower Level)	Females (No)	MIN	68.85%	31.74%
	Total Minorities (No)	AI	2.72%	0.38%
		AS	2.56%	3.09%
		BK	64.38%	24.97%
		HI	1.28%	2.78%
		MR	0.32%	0.52%
		FEM	79.07%	57.76%
Job Group	Underutilized Groups	Employment %		Goal %
3B. Professionals (Upper Level)	Females (No)	MIN	70.91%	31.64%
	Total Minorities (No)	AI	0.00%	0.32%
		AS	4.72%	3.25%
		BK	64.62%	25.01%
		HI	1.42%	3.21%
		MR	0.16%	0.40%
		FEM	73.11%	51.57%

## 2009-2010 AAP Underutilization and Employment/Goal Percentages Chart

Job Group	Underutilized Groups	Employment %		Goal %
3C. Advanced Professionals	Females (No)	MIN	46.12%	28.79%
	Total Minorities (No)	AI	0.97%	0.39%
		AS	24.27%	3.11%
		BK	18.45%	22.10%
		HI	1.46%	2.59%
		MR	0.97%	0.58%
		FEM	57.28%	50.81%
Job Group	Underutilized Groups	Employment %		Goal %
3D. Coaches	Females (No)	MIN	37.50%	21.52%
	Total Minorities (No)	AI	0.00%	0.73%
		AS	0.00%	1.58%
		BK	32.50%	16.39%
		HI	2.50%	1.58%
		MR	2.50%	0.82%
		FEM	27.50%	27.38%
Job Group	Underutilized Groups	Employment %		Goal %
3E. Publication and Media Professionals	Females (No)	MIN	21.62%	23.40%
	Total Minorities (No)	AI	0.00%	0.85%
		AS	2.70%	2.76%
		BK	16.22%	17.19%
		HI	2.70%	2.95%
		MR	0.00%	0.53%
		FEM	70.27%	56.22%
Job Group	Underutilized Groups	Employment %		Goal %
4A. Clerical and Secretarial	Females (Yes)	MIN	69.51%	41.80%
	Total Minorities (No)	AI	0.00%	0.78%
		AS	6.50%	2.30%
		BK	59.19%	35.03%
		HI	2.47%	2.79%
		MR	1.35%	0.77%
		FEM	62.56%	84.93%

## 2009-2010 AAP Underutilization and Employment/Goal Percentages Chart

Job Group	Underutilized Groups	Employment %		Goal %
<b>5A. Technical and Paraprofessionals (Lower Level)</b>	<b>Females (No)</b>	MIN	57.93%	32.61%
	<b>Total Minorities (No)</b>	AI	0.00%	0.27%
		AS	11.72%	6.11%
		BK	44.83%	22.47%
		HI	1.38%	2.41%
		MR	0.00%	1.30%
		FEM	36.55%	28.48%
Job Group	Underutilized Groups	Employment %		Goal %
<b>5B. Technical and Paraprofessionals (Upper Level)</b>	<b>Females (No)</b>	MIN	39.13%	36.82%
	<b>Total Minorities (No)</b>	AI	0.00%	0.46%
		AS	8.70%	6.88%
		BK	29.57%	26.56%
		HI	0.87%	2.38%
		MR	0.00%	0.57%
		FEM	34.78%	33.77%

## 2009-2010 AAP Underutilization and Employment/Goal Percentages Chart

Job Group	Underutilized Groups	Employment %		Goal %
<b>5D. Laboratory and Research Technicians (Lower Level)</b>	<b>Females (Yes)</b>	MIN	57.14%	33.25%
		AI	0.00%	1.18%
	<b>Total Minorities (No)</b>	AS	9.52%	4.88%
		BK	42.86%	22.93%
		HI	4.76%	3.74%
		MR	0.00%	0.52%
		FEM	33.33%	57.50%
Job Group	Underutilized Groups	Employment %		Goal %
<b>6A. Skilled Crafts (Lower Level)</b>	<b>Females (No)</b>	MIN	51.61%	52.81%
		AI	0.00%	0.55%
	<b>Total Minorities (No)</b>	AS	1.61%	3.75%
		BK	43.55%	21.58%
		HI	4.84%	26.01%
		MR	1.61%	0.89%
		FEM	12.90%	13.50%
Job Group	Underutilized Groups	Employment %		Goal %
<b>6B. Skilled Crafts (Upper Level)</b>	<b>Females (No)</b>	MIN	53.85%	35.69%
		AI	0.00%	0.93%
	<b>Total Minorities (No)</b>	AS	5.77%	2.18%
		BK	44.23%	22.56%
		HI	3.85%	9.35%
		MR	0.00%	0.70%
		FEM	3.85%	4.40%
Job Group	Underutilized Groups	Employment %		Goal %
<b>7A. Service and Maintenance (Lower Level)</b>	<b>Females (No)</b>	MIN	93.72%	60.06%
		AI	0.00%	0.65%
	<b>Total Minorities (No)</b>	AS	1.45%	3.18%
		BK	89.37%	41.54%
		HI	2.90%	13.14%
		MR	0.00%	1.55%
		FEM	54.11%	42.63%

## 2009-2010 AAP Underutilization and Employment/Goal Percentages Chart

Job Group	Underutilized Groups	Employment %		Goal %
<b>7B. Service and Maintenance (Upper Level)</b>	<b>Females (Yes)</b>	MIN	83.87%	71.23%
	<b>Total Minorities (No)</b>	AI	0.00%	0.42%
		AS	3.23%	2.64%
		BK	77.42%	58.40%
		HI	3.23%	9.12%
		MR	0.00%	0.67%
		FEM	25.81%	39.77%
Job Group	Underutilized Groups	Employment %		Goal %
<b>7C. Service and Maintenance Managers</b>	<b>Females (Yes)</b>	MIN	63.33%	58.13%
	<b>Total Minorities (No)</b>	AI	0.00%	0.85%
		AS	3.13%	4.49%
		BK	63.33%	38.29%
		HI	3.13%	13.14%
		MR	0.00%	1.39%
		FEM	20.00%	33.13%
Job Group	Underutilized Groups	Employment %		Goal %
<b>7D. Safety Paraprofessionals (Lower Level)</b>	<b>Females (No)</b>	MIN	84.29%	54.76%
	<b>Total Minorities (No)</b>	AI	0.00%	0.70%
		AS	0.00%	0.99%
		BK	84.29%	49.60%
		HI	2.56%	2.28%
		MR	0.00%	1.19%
		FEM	48.57%	28.70%
Job Group	Underutilized Groups	Employment %		Goal %
<b>7E. Safety Paraprofessionals (Upper Level)</b>	<b>Females (Yes)</b>	MIN	87.18%	84.06%
	<b>Total Minorities (No)</b>	AI	0.00%	0.00%
		AS	0.00%	0.00%
		BK	84.62%	84.06%
		HI	2.56%	0.00%
		MR	0.00%	0.00%
		FEM	23.08%	47.83%

## 2009-2010 AAP Underutilization and Employment/Goal Percentages Chart

Job Group/Departments	Underutilized Groups	Employment %		Goal %
<b>2A. Fine Arts</b> 1. Art & Design 2. School of Music	<b>Females (No)</b>	MIN	9.62%	11.65%
	<b>Total Minorities (No)</b>	AI	0.96%	2.20%
		AS	1.92%	2.55%
		BK	5.77%	4.55%
		HI	0.96%	2.35%
		MR	0.00%	2.20%
		FEM	45.19%	42.50%
Job Group/Departments	Underutilized Groups	Employment %		Goal %
<b>2B. Humanities</b> 1. Communication 2. English 3. Middle East Institute 4. Modern & Classical Lang 5. Philosophy 6. Religious Studies 7. Women's Studies Institute	<b>Females (No)</b>	MIN	16.15%	15.65%
	<b>Total Minorities (No)</b>	AI	0.00%	2.30%
		AS	3.65%	5.30%
		BK	6.77%	4.60%
		HI	5.21%	4.40%
		MR	0.52%	2.30%
		FEM	53.13%	48.55%
Job Group/Departments	Underutilized Groups	Employment %		Goal %
<b>2C. Natural and Computational Sciences</b> 1. Biology 2. Chemistry 3. Computer Science 4. Geosciences 5. Math & Statistics 6. Neuroscience Institute 7. Physics & Astronomy	<b>Females (No)</b>	MIN	33.83%	19.30%
	<b>Total Minorities (No)</b>	AI	0.00%	1.50%
		AS	24.88%	12.05%
		BK	7.46%	3.40%
		HI	1.49%	2.35%
		MR	0.00%	1.50%
		FEM	32.84%	31.30%
Job Group/Departments	Underutilized Groups	Employment %		Goal %
<b>2D. Social and Behavioral Sciences</b> 1. African American Studies 2. Anthropology 3. Applied Linguistics/ESL 4. Gerontology 5. History 6. Political Science 7. Psychology 8. Sociology	<b>Females (No)</b>	MIN	19.85%	16.70%
	<b>Total Minorities (No)</b>	AI	0.27%	2.65%
		AS	6.17%	4.05%
		BK	12.21%	6.70%
		HI	1.07%	1.15%
		MR	0.27%	2.65%
		FEM	50.00%	37.75%

## 2009-2010 AAP Underutilization and Employment/Goal Percentages Chart

Job Group/Departments	Underutilized Groups	Employment %		Goal %		
<b>2D. Andrew Young School of Policy Studies</b>  1. Economics 2. Public Administration & Urban Studies	<b>Females (No)</b>	MIN	19.85%	16.70%		
	<b>Total Minorities (No)</b>	AI	0.27%	2.65%		
		AS	6.17%	4.05%		
		BK	12.21%	6.70%		
		HI	1.07%	1.15%		
		MR	0.27%	2.65%		
		FEM	50.00%	37.75%		
Job Group/Departments	Underutilized Groups	Employment %		Goal %		
<b>2E. Business and Management</b>  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	<b>Females (No)</b>	MIN	20.87%	16.90%		
	<b>Total Minorities (No)</b>	AI	0.00%	2.40%		
		AS	13.04%	8.30%		
		BK	5.65%	4.65%		
		HI	2.17%	1.60%		
		MR	0.00%	2.40%		
		FEM	33.91%	26.65%		
		Job Group/Department	Underutilized Groups	Employment %		Goal %
		<b>2F. Computer Information Systems</b>	<b>Females (Yes)</b>	MIN	41.38	16.99%
<b>Total Minorities (NO)</b>	AI		0.00%	2.40%		
	AS		27.59%	8.30%		
	BK		10.34%	4.69%		
	HI		0.00%	1.60%		
	MR		3.45%	2.40%		
	FEM		13.79%	26.65%		
Job Group/Departments	Underutilized Groups	Employment %		Goal %		
<b>2G. Education</b>  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	<b>Females (No)</b>	MIN	23.65%	13.95%		
	<b>Total Minorities (No)</b>	AI	0.00%	2.65%		
		AS	5.81%	2.65%		
		BK	17.01%	5.50%		
		HI	0.41%	3.50%		
		MR	0.41%	2.65%		
		FEM	75.52%	62.05%		

## 2009-2010 AAP Underutilization and Employment/Goal Percentages Chart

Job Group/Departments	Underutilized Groups	Employment %		Goal %
<b>2H. Health Professions</b>  1. Nutrition 2. Physical Therapy 3. Respiratory Therapy 4. School of Nursing	<b>Females (No)</b>  <b>Total Minorities (No)</b>	MIN	28.71%	18.30%
		AI	0.00%	1.65%
		AS	6.93%	10.35%
		BK	19.80%	3.80%
		HI	1.98%	2.50%
		MR	0.00%	1.65%
		FEM	80.20%	53.40%
Job Group/Departments	Underutilized Groups	Employment %		Goal %
<b>2I Human Services</b>  1. Criminal Justice 2. Institute of Public Health 3. Social Work	<b>Females (No)</b>  <b>Total Minorities (No)</b>	MIN	27.78%	18.30%
		AI	0.00%	1.65%
		AS	1.85%	10.35%
		BK	24.07%	3.80%
		HI	0.00%	2.50%
		MR	1.85%	1.65%
		FEM	54.41%	53.40%
Job Group/Departments	Underutilized Groups	Employment %		Goal %
<b>2J. Law Instruction</b>	<b>Females (No)</b>  <b>Total Minorities (No)</b>	MIN	15.52%	14.85%
		AI	1.72%	1.65%
		AS	5.17%	3.05%
		BK	8.62%	7.40%
		HI	0.00%	2.75%
		MR	0.00%	1.65%
		FEM	48.28%	41.75%
Job Group/Department	Underutilized Groups	Employment %		Goal %
<b>2K. Librarians</b>  1. University Librarians 2. Law Librarians 3. Archivists	<b>Females (No)</b>  <b>Total Minorities (No)</b>	MIN	20.00%	14.85%
		AI	0.00%	1.65%
		AS	1.85%	3.05%
		BK	24.07%	7.40%
		HI	0.00%	2.75%
		MR	1.85%	1.65%
		FEM	57.14%	41.75