The purpose of this summary is to:

- Highlight some important workforce trends.
- Analyze the University’s workforce profile and personnel actions by race and sex.
- Identify new affirmative action goals and problem areas.
- Report progress from last year’s affirmative action plan.
Assistant Vice President’s Message

Affirmative Action is fundamental to any organization, and Georgia State University is no exception. For more than a decade, we have done an exemplary job at promoting affirmative action, equal employment opportunity and creating diversity. Our efforts in research, outreach, recruitment, and other programs/initiatives have assisted in making our workforce one of the most diverse in the nation. Georgia State University is also one of the country’s leading urban research universities, and we are fortunate to have students on our campus from every county in Georgia, every state in the nation and from 159 countries.

Some workforce trends that we would like to highlight:

- Over the past 10 years, minorities have grown from 41 percent to 51 percent, and have progressively increased from year to year.
- Over the past 10 years, women have grown from 56 to 57 percent.
- Minority faculty have steadily increased from 18 percent to 24 percent over the past 10 years, and women faculty have grown from 47 percent to 51 percent.
- Staff have consistently been made up of more than 60 percent minorities, and 59 to 60 percent women.

As you can see, advances have been made, but there is always more work for us to do. This year’s Affirmative Action Plan brings a set of new challenges and opportunities to the members of the University community. Although the Plan is a compliance document fulfilling part of the responsibilities of Georgia State as a federal contractor, it is also a tool by which we adhere to a policy of equal opportunity. Please feel free to contact me if you have any questions regarding the information shared in this document.


Georgia State University
Description of the Affirmative Action Plan

Purpose:

In addition to complying with federal regulations, Georgia State University’s (GSU) Affirmative Action Plan (AAP) defines an affirmative action program as a management tool. It includes those policies, practices and procedures that we implement to ensure equal employment opportunity. The process for developing a plan allows us to engage in self-analysis for the purpose of discovering any barriers to equal employment opportunity. The AAP serves as a guide in monitoring progress and developing operational processes to enhance equal opportunity in all sectors of employment at GSU.

It is important to note that the AAP is not used as a primary comparative assessment with other similarly situated institutions. In assessing underutilization, the federal government’s analysis is not comparative in that way. The AAP should be used to target and measure the effectiveness of affirmative action efforts to address underutilization. Other reports, like The Integrated Postsecondary Education Data System (IPEDS), can be used to compare similarly situated institutions (Peer and Aspirational institutions). Such reports are prepared per the request of institutional leadership.

Preparation:

GSU’s AAP is prepared annually in accordance with Executive Order 11246 (EO 11246), Section 503 of the Rehabilitation Action of 1973, as amended, and the Vietnam Era Veterans’ Readjustment Assistance Action of 1974 (VEVRAA; 38 USC 4212), as amended, and their implementing regulations at 41 CFR 60. EO 11246 prohibits federal contractors and subcontractors from discriminating in employment decisions on the basis of race, color, religion, sex, or national origin. EO 11246 also requires federal contractors to take affirmative action to ensure that equal opportunity is provided in all aspects of their employment practices. The U.S. Department of Labor has designated the Office of Federal Contract Compliance Programs (OFCCP) to administer and enforce EO 11246, Section 503 (for individuals with disabilities) and VEVRAA (for qualifying veterans) as well.

Components:

An AAP includes certain elements that require annual updates to incorporate current data. The first element is the workforce analysis, which consists of a tabulation of the composition of GSU’s workforce by race and sex within job group categories (type of work) and organizational units. The second element is the utilization analysis which compares GSU’s current workforce and general workforce availability data to determine whether women or minorities are underutilized within job group categories at GSU as dictated by Executive Order 11246. The third element is when underutilization of minorities and women are identified; a placement goal is set to move towards adequate representation.
Georgia State University’s Workforce

Employment data as of 9/30/2011

**Employment Summary:** Georgia State University (GSU) has approximately **5,065 full time and part time faculty and staff**. There are a total of 3,741 full time employees and 1,324 part time employees. The percentages are 74 percent and 26 percent respectively.

Comparing workforce data from the previous year’s AAP, minorities increased by one percent, from 50 percent, and women remained at 57 percent.

**There are 5,065 total employees calculated in this years’ AAP.**
- There is a total of 2,494 non minorities that make up 49 percent of our workforce, and a total of 2,571 minorities that make up 51 percent of our workforce.
- There are a total of 2,871 women making up our workforce, and 2,194 men. The percentages are 57 percent and 43 percent respectively

![Workforce Profile by Race as of September 30, 2011](chart1)

Total minorities increased by one percent this year. See breakdown by race is shown below:

- **African American** 41 percent; decreased by one percent
- **Asian** 7 percent; increased by one percent
- **Hispanic/Latino** 3 percent; increased by one percent
- **American Indian** = .08 percent; no change
- **Pacific Islander** = .06 percent; no change
- **Two or more races** = .32 percent; no change

- **Total non-minorities decreased by one percent to 49 percent.**

*Charts do not include percentages under one percent. Some percentages are approximate due to rounding.*
Faculty Employment

There are a total of 1,578 full time and part time faculty employees calculated in this year’s AAP. Men make up 49 percent of faculty, and women make up 51 percent. Women increased by one percent this year.

Total minorities make up 24 percent of faculty, with no percentage change from last year. See race breakdown below:

- African American = 11 percent; decreased by one percent
- Asian = 10 percent; no change
- Hispanic = 2 percent; no change
- American Indian = .06 percent; no change
- Pacific Islander = .06 percent; no change
- Two or More Races = .32 percent; no change

Total non-minorities remained at 76 percent this year.

*Charts do not include percentages under one percent. Some percentages are approximate due to rounding.*
Staff Employment

There is a total of 3,487 full time and part time staff employees calculated in this year’s AAP. Men increased by one percent to 41 percent, and women decreased to 59 percent.

Total minorities make up 63 percent of staff, with no percentage change from last year. See race breakdown below:

- African American = 54 percent; decreased by one percent
- Asian = 6 percent; increased by one percent
- Hispanic = 3 percent; increased by one percent
- American Indian = .08 percent; no change
- Pacific Islander = .06 percent; no change
- Two or More Races = .32 percent; no change

Total non-minorities make up 37 percent of staff, with no percentage change from last year.

*Charts do not include percentages under one percent. Some percentages are approximate due to rounding.*
New Hires

There are a total of 2,009 new/re-hires.

- Men = 44 percent; no change
- Women = 56 percent; no change

- Minorities = 45 percent; increased by one percent.
  - African American = 37 percent; increased by one percent
  - Asian = 5 percent; no change
  - Hispanic = 2 percent; no change
  - American Indian = .05 percent; no change
  - Pacific Islander = .20 percent; no change
  - Two or More Races = 1 percent; no change

- White = 55 percent; decreased by one percent.

*Charts do not include percentages under one percent. Some percentages are approximate due to rounding.
Promotions

There are a total of 171 promotions.

- Men = 39 percent; decreased by 4 percent.
- Women = 61 percent; increased by 4 percent.

- Minorities = 54 percent; increased by 4 percent.
  - African American = 46 percent; increased by 6 percent
  - Asian = 7 percent; increased by 1 percent
  - Hispanic = 1 percent; decreased by 2 percent
  - American Indian = 0 percent; no change
  - Pacific Islander = 0 percent; no change
  - Two or more Races = .5 percent; no change

- White = 46 percent; decreased by 4 percent.

*Charts do not include percentages under 1 percent. Some percentages are approximate due to rounding.*
Terminations

There are a total of 1,872 terminations.

- Men = 43 percent; decreased by one percent.
- Women = 57 percent; increased by one percent.

- Minorities = 42 percent; increased by 3 percent.
  - African American = 35 percent; increased by 3 percent
  - Asian = 5 percent; no change
  - Hispanic = 2 percent; no change
  - American Indian = .05 percent, no change
  - Pacific Islander = .27 percent; no change
  - Two or more Races = .43 percent; no change

- White = 58 percent; decreased by 3 percent.

*Charts do not include percentages under 1 percent. Some percentages are approximate due to rounding.*
Transfers

There are a total of 193 transfers.

- Men = 38 percent
- Women = 62 percent

- Minorities = 58 percent; increased by 11 percent.
  - African American = 42 percent; decreased by 5 percent
  - Asian = 12 percent; increased by 4 percent
  - Hispanic = 3 percent; increased by 1 percent
  - American Indian = 0 percent; no change
  - Pacific Islander = 0 percent; no change
  - Two or more Races = 1 percent; increased by one percent

- White = 42 percent; decreased by 11 percent.

*Charts do not include percentages under one percent. Some percentages are approximate due to rounding.*
Applicants (Staff)

There are a total of 47,214 applicants.

- Men = 34 percent; decreased by one percent.
- Women = 65 percent; increased by four percent.
- Unknown = 1 percent.

- Minorities = 79 percent; increased by 12 percent.
  - African American = 71 percent; increased by 11 percent
  - Asian = 2 percent; no change
  - Hispanic = 2 percent; no change
  - American Indian = .25 percent; no change
  - Pacific Islander = .06 percent; no change
  - Two or More Races = 4 percent; no change
- Unknown=1 percent.

- White = 20 percent; decreased by 3 percent.

*Charts do not include percentages under one percent. Some percentages are approximate due to rounding.*
The AAP identifies any areas in our workforce that reflect underutilization of minorities and Women. The regulations at 41 CFR 60-2.11 (b) define underutilization as having fewer minorities or Women in a particular job group (occupational category), than would reasonably be expected by their availability in relevant labor markets. When determining availability, the regulations state that we should consider qualified individuals both externally as determined by the geographic recruitment areas and internally among incumbents.

Based on the utilization analyses and the availability of qualified individuals, we establish placement goals to reduce and eventually overcome underutilization. Placement goals are based on the availability of qualified applicants in the relevant labor market. The goals do not create quotas for specific groups, nor are they designed to achieve proportional representation or equal results. The goal-setting process in affirmative action planning is used to target and measure the effectiveness of affirmative action efforts to offer equal access and to prevent discrimination.

The regulations stipulate that employers make good faith efforts to address underutilization. Such efforts may include expanded efforts in outreach, recruitment, training, professional development opportunities, and other programs to increase the applicant pool of qualified Women and minorities. The actual selection decision should always be made on a nondiscriminatory basis. Executive Order 11246 and its supporting regulations do not authorize the OFCCP to penalize contractors for not meeting goals. The regulations at 41 CFR 60-2.30 and 60-2.15 specifically prohibit quotas and preferential hiring and promotions under the guise of affirmative action goals.

Supporting data and documents used in the development of Georgia State University’s AAP, including reports for the workforce and utilization analyses, are available for review in the AAP, ODO’s website, or in the ODO office.
Placement Goals

Goals for Minorities:

1. **1B Academic Executives (i.e. Deans, Chairs, Academic Directors, etc.)**
   - There are a total of 84 employees in the 1B job group, and 11 are minorities.
   - The employment percentage for minorities is 13 percent. Specific percentages for minorities are shown below:
     - 5 or 6% African Americans.
     - 5 or 6% Asians.
     - 1 or 1% is Hispanic.
   - The internal/external availability percentage is 17 percent.

Goals for Women:

1. **2F Computer Information Systems (i.e. Instructional CIS faculty)**
   - There are a total of 30 employees in job group 2F, and 3 are women.
   - The employment percentage for women is 10 percent.
   - The internal/external availability percentage is 27 percent.

2. **4A Clerical and Secretarial**
   - There are a total of 542 employees in job group 4A, and 357 are women.
   - The employment percentage for women is 66 percent.
   - The internal/external availability percentage is 86 percent.
     - This goal is statistically significant.

3. **6B Skilled Crafts (Upper Level)**
   - There are a total of 75 employees in job group 6B, and 2 are women.
   - The employment percentage is 3 percent.
   - The internal/external availability percentage is 4 percent.

4. **7C Service and Maintenance Managers**
   - There are a total of 33 employees in job group 7C, and 6 are women.
   - The employment percentage is 18 percent.
   - The internal/external availability percentage is 41 percent.

Eighty Percent Rule

A placement goal is set when employment is less than 80% of availability.
Goal Attainment

Goals Attained for Minorities:
   No goals attained.

Goals Attained for Women:
   No goals attained.
Frequently Asked Questions

1) How do our workforce demographics compare nationally and regionally?

Nationally, minorities make up 41 percent of the nation’s population and women 51 percent. Regionally, minorities make up 45 percent and women 51 percent. (Source: Census 2000)

GSU’s current workforce demographics are 51 percent for minorities and 57 percent for women.

(Source: GSU’s 2011-2012 AAP)

2) How do our faculty demographics compare with other public research institutions? (Note: This calculation is not recognized by OFCCP but can serve as a comparative tool.)

Faculty at other public research institutions consists of 21 percent minorities and 33 percent women.

(Source: U.S. Department of Education)

GSU’s faculty workforce is consistent with other public research institutions, and consists of 24 percent minorities and 51 percent women. (Source: GSU’s 2011-2012 AAP)

3) When is a job group underutilized?

Underutilization happens when the employment percentage of a protected class is less than 80 percent of the availability percentage. “When the percentage of minorities or women employed in a particular job group is less than would reasonably be expected given their availability percentage in that particular job group, the contractor must establish a placement goal in accordance with §60–2.16.” (Source: CFR 60-2.16)

4) Why is my area underutilized when we employ more minorities or women than available?

Underutilization is not calculated according to specific areas/departments/colleges, but by specific job titles/job groups across the University. “The contractor must compare the percentage of minorities and women in each job group determined pursuant to §60–2.13 with the availability for those job groups determined pursuant to §60–2.14.” (Source: CFR 60-2.15)

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