

**UNIVERSITY OF ALASKA**

**AFFIRMATIVE ACTION SUMMARY REPORT  
TO THE  
BOARD OF REGENTS  
2013**

**Prepared by the UA Statewide Office of Human Resources**

The University of Alaska is an equal opportunity employer.

**Board of Regents’ Policy 04.02.012 (B) states the following:**

“The University of Alaska seeks to hire, train and promote individuals based on qualifications and demonstrated ability to perform the job. The University is committed to recruit and retain women and minorities in positions where they have been traditionally under-represented. The concept of affirmative action requires that practices that adversely impact protected classes should be eliminated unless the university can demonstrate a legally permissible basis. To accomplish the goals of its affirmative action program, the university encourages employment applications from and makes special efforts to recruit protected classes.”

Annual goals are established for each occupational category in which minorities and females are underutilized. Utilization is a comparison of UA’s current representation to availability in the workforce, based on census data. The purpose of these goals is to achieve parity in the workforce without discriminating against any employee or job applicant.

The University of Alaska continues actively to promote equal employment opportunities for protected groups, and will continue to monitor recruitment efforts and selection decisions.

**Overview**

The 2013 affirmative action plan has seven different occupational categories (EEO-skill codes), within four major administrative units (MAU), Statewide Administration, UAA, UAF, and UAS. The seven occupational categories are:

- 10 - Executive and Administrative
- 20 - Faculty
- 30 - Professional (non-faculty)
- 40 - Office and Clerical
- 50 - Paraprofessionals and Technicians
- 60 - Crafts and Trades
- 70 - Service and Maintenance

**Total Employees – System Wide by MAU and EEO Category**

This chart shows the total number of employees for the 2013 plan year, by minority category and MAU. See pages 10 and 11 for further breakdown by occupational category.

<b>MAU</b>	<b>Total Employees</b>	<b>White</b>	<b>Black</b>	<b>Hispanic</b>	<b>Asian</b>	<b>Alaska Native/ American Indian</b>	<b>Hawaiian/ Other PI</b>	<b>Two or More Categories</b>
<b>SW</b>	263	217	7	6	11	7	0	15
<b>UAA</b>	1802	1461	43	71	82	62	13	70
<b>UAF</b>	2150	1781	29	62	88	127	9	54
<b>UAS</b>	340	291	1	5	17	17	4	5
<b>Total</b>	4555	3750	80	144	198	86	143	144

**Summary of Goal Areas by MAU for Plan Year 2013**

The first chart below shows the annual goal areas for minorities and females by occupational category. Most MAU's have goals in some or all of the categories. Each MAU has made progress in some areas, and remained constant or regressed in other areas, as illustrated in the second chart.

<b>MAU</b>	<b>Exec/ Admin</b>	<b>Faculty</b>	<b>Professional (non-faculty)</b>	<b>Office/ Clerical</b>	<b>Technical/ Paraprof.</b>	<b>Crafts &amp; Trades</b>	<b>Service/ Maint</b>
<b>SW</b>		n/a				n/a	n/a
<b>UAA</b>		Minority	Minority				
<b>UAF</b>	Female	Minority/ Female					
<b>UAS</b>		Minority		Minority			

The next chart shows goal performance for each EEO Goal Category, by MAU, as follows:

*P* = Progress: Achieved goal or made progress toward goal from previous year      *f* = Female  
*M* = Maintained: Maintained level of representation from previous year      *m* = Minority  
*R* = Regression: Lower level of representation than previous year  
*n/a* = Does not apply: No employees in this area

<b>MAU</b>	<b>Exec/ Admin</b>	<b>Faculty</b>	<b>Professional (non-faculty)</b>	<b>Office &amp; Clerical</b>	<b>Paraprof/ Technical</b>	<b>Crafts/ Trades</b>	<b>Service/ Maint</b>
<b>Statewide Goals</b>		n/a				n/a	n/a
<i>Goal Progress*</i>	<i>Mm, Mf</i>		<i>Mm, Mf</i>	<i>Mm, Mf</i>	<i>Mm, Mf</i>		
<b>UAA Goals</b>		Minority	Minority				
<i>Goal Progress*</i>	<i>Mm, Mf</i>	<i>Rm, Mf</i>	<i>Rm, Mf</i>	<i>Mm, Mf</i>	<i>Pm, Mf</i>	<i>Mm, Mf</i>	<i>Mm, Mf</i>
<b>UAF Goals</b>	Female	Minority/ Female					
<i>Goal Progress*</i>	<i>Mm, Mf</i>	<i>Rm, Mf</i>	<i>Mm, Mf</i>	<i>Mm, Mf</i>	<i>Mm, Mf</i>	<i>Mm, Mf</i>	<i>Mm, Mf</i>
<b>UAS Goals</b>		Minority		Minority			
<i>Goal Progress*</i>	<i>Mm, Mf</i>	<i>Mm, Mf</i>	<i>Mm, Mf</i>	<i>Mm, Mf</i>	<i>Mm, Mf</i>	<i>Mm, Mf</i>	<i>Mm, Mf</i>

\*Total Goal Progress: Of the seven individual goal categories above, overall change in 2013 was:

- Progress: 1 areas
- Maintenance: 46 areas
- Regression: 3 areas

## Goal Summary Details by Occupational Category – 2013 Plan Year

The following provides a detailed explanation of annual goals by occupational category and MAU. It also compares data from the prior plan years (2011 & 2012) with the 2013 plan year and describes progress toward meeting goals, any regression, or if goal progress is consistent with previous plan year. It will also indicate whether the occupational category is being underutilized with females and/or minorities. Underutilization is when you have fewer females and/or minorities in a particular job group than would reasonably be expected by their availability. If there is no underutilization then there is no annual goal(s) needed in the occupational category. *It should be noted that the total number of employees in each EEO-skill category and race/ethnicity categories may have changed slightly from previous years at UAA. This is due to the change in their department structure and how they were categorized within the affirmative action plan.*

### 10 – Executive and Administrative

<b>Statewide Administration – Executive and Administrative – Employee Count</b>			
<b>Plan Year</b>	<b>Minorities</b>	<b>Female</b>	<b>Total Employees</b>
<b>2011</b>	5	16	36
<b>2012</b>	5	14	32
<b>2013</b>	6	15	34

- *Minority, Female:* No underutilization, consistent with the previous plan year.

<b>UAA – Executive and Administrative – Employee Count</b>			
<b>Plan Year</b>	<b>Minorities</b>	<b>Female</b>	<b>Total Employees</b>
<b>2011</b>	4	15	30
<b>2012</b>	3	11	31
<b>2013</b>	3	8	29

- *Minority, Female:* No underutilization, consistent with the previous plan year.

<b>UAF – Executive and Administrative – Employee Count</b>			
<b>Plan Year</b>	<b>Minorities</b>	<b>Female</b>	<b>Total Employees</b>
<b>2011</b>	8	22	53
<b>2012</b>	7	19	47
<b>2013</b>	8	20	47

- *Minority:* No underutilization, consistent with the previous plan year.
- *Female:* Underutilization of 2 females with an annual placement goal of 62%, which is slightly higher than previous year.

<b>UAS – Executive and Administrative – Employee Count</b>			
<b>Plan Year</b>	<b>Minorities</b>	<b>Female</b>	<b>Total Employees</b>
<b>2011</b>	2	5	14
<b>2012</b>	2	4	13
<b>2013</b>	1	5	14

- *Minority, Female:* No underutilization, consistent with the previous plan year.

## **20- Faculty**

<b>Statewide Administration – Faculty – Employee Count</b>
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No employees in this category.

<b>UAA – Faculty – Employee Count</b>			
<b>Plan Year</b>	<b>Minorities</b>	<b>Female</b>	<b>Total Employees</b>
<b>2011</b>	101	336	642
<b>2012</b>	99	349	661
<b>2013</b>	104	356	683

- *Minority:* Underutilization of 37 minorities with an annual goal of 24%; which is a regression from the previous plan year.
- *Female:* No underutilization, consistent with the previous plan year.

<b>UAF – Faculty – Employee Count</b>			
<b>Plan Year</b>	<b>Minorities</b>	<b>Female</b>	<b>Total Employees</b>
<b>2011</b>	113	287	696
<b>2012</b>	119	278	683
<b>2013</b>	117	282	643

- *Minority:* Underutilization of 20 minorities with an annual goal of 23%, which is a regression from the previous plan year with no underutilization.
- *Female:* Underutilization of 32 females with an annual goal of 49%, which is slightly higher than the previous plan year.

<b>UAS – Faculty – Employee Count</b>			
<b>Plan Year</b>	<b>Minorities</b>	<b>Female</b>	<b>Total Employees</b>
<b>2011</b>	2	5	14
<b>2012</b>	6	55	111
<b>2013</b>	5	54	112

- *Minority:* Underutilization of 13 minorities with an annual goal of 24%, which is slightly higher than previous plan year.
- *Female:* No underutilization, consistent with the previous plan year.

### **30- Professional (Non-Faculty)**

<b>Statewide Administration – Professional (Non-Faculty) – Employee Count</b>			
<b>Plan Year</b>	<b>Minorities</b>	<b>Female</b>	<b>Total Employees</b>
<b>2011</b>	28	90	173
<b>2012</b>	23	83	155
<b>2013</b>	28	90	170

- *Minority, Female:* No underutilization, consistent with the previous plan year.

<b>UAA – Professional (Non-Faculty) – Employee Count</b>			
<b>Plan Year</b>	<b>Minorities</b>	<b>Female</b>	<b>Total Employees</b>
<b>2011</b>	69	257	400
<b>2012</b>	65	266	410
<b>2013</b>	81	290	454

- *Minority:* Underutilization of 22 minorities with an annual goal of 27%, which is a regression from the previous plan year.
- *Female:* No underutilization, consistent with the previous plan year.

<b>UAF – Professional (Non-Faculty) – Employee Count</b>			
<b>Plan Year</b>	<b>Minorities</b>	<b>Female</b>	<b>Total Employees</b>
<b>2011</b>	97	359	622
<b>2012</b>	94	356	616
<b>2013</b>	84	372	623

- *Minority:* No underutilization, which is consistent from the previous plan year.
- *Female:* No underutilization, which is consistent with the previous plan year.

<b>UAS – Professional (Non-Faculty) – Employee Count</b>			
<b>Plan Year</b>	<b>Minorities</b>	<b>Female</b>	<b>Total Employees</b>
<b>2011</b>	17	61	87
<b>2012</b>	16	64	93
<b>2013</b>	16	68	93

- *Minority, Female:* No underutilization, consistent with the previous plan year.

**40 – Office and Clerical**

<b>Statewide Administration – Office and Clerical – Employee Count</b>			
<b>Plan Year</b>	<b>Minorities</b>	<b>Female</b>	<b>Total Employees</b>
<b>2011</b>	9	55	57
<b>2012</b>	5	34	36
<b>2013</b>	7	24	27

- *Minority, Female:* No underutilization, consistent with the previous plan year.

<b>UAA – Office and Clerical – Employee Count</b>			
<b>Plan Year</b>	<b>Minorities</b>	<b>Female</b>	<b>Total Employees</b>
<b>2011</b>	111	371	439
<b>2012</b>	99	357	421
<b>2013</b>	111	370	435

- *Minority, Female:* No underutilization, consistent with the previous plan year.

<b>UAF – Office and Clerical – Employee Count</b>			
<b>Plan Year</b>	<b>Minorities</b>	<b>Female</b>	<b>Total Employees</b>
<b>2011</b>	100	385	434
<b>2012</b>	107	380	431
<b>2013</b>	103	356	393

- *Minority, Female:* No underutilization, consistent with the previous plan year.

<b>UAS – Office and Clerical – Employee Count</b>			
<b>Plan Year</b>	<b>Minorities</b>	<b>Female</b>	<b>Total Employees</b>
<b>2011</b>	11	66	73
<b>2012</b>	10	64	69
<b>2013</b>	9	59	65

- *Minority:* Underutilization of 7 minorities with an annual goal of 36%, which is slightly higher than previous plan year.
- *Female:* No underutilization, which is consistent with the previous plan year.

### **50 – Paraprofessional/Technical**

<b>Statewide Administration – Paraprofessional/Technical – Employee Count</b>			
<b>Plan Year</b>	<b>Minorities</b>	<b>Female</b>	<b>Total Employees</b>
<b>2011</b>	10	11	37
<b>2012</b>	9	11	38
<b>2013</b>	7	11	32

- *Minority, Female:* No underutilization, consistent with the previous plan year.

<b>UAA – Paraprofessional/Technical – Employee Count</b>			
<b>Plan Year</b>	<b>Minorities</b>	<b>Female</b>	<b>Total Employees</b>
<b>2011</b>	19	43	98
<b>2012</b>	15	44	93
<b>2013</b>	19	48	100

- *Minority:* No underutilization, consistent with the previous plan year.
- *Female:* No underutilization, consistent with the previous plan year.

<b>UAF – Paraprofessional/Technical – Employee Count</b>			
<b>Plan Year</b>	<b>Minorities</b>	<b>Female</b>	<b>Total Employees</b>
<b>2011</b>	16	111	189
<b>2012</b>	20	108	186
<b>2013</b>	28	100	184

- *Minority:* No underutilization, which is consistent with the previous plan year.
- *Female:* No underutilization, which is consistent with the previous plan year.



<b>UAS – Paraprofessional/Technical – Employee Count</b>			
<b>Plan Year</b>	<b>Minorities</b>	<b>Female</b>	<b>Total Employees</b>
<b>2011</b>	3	8	16
<b>2012</b>	4	8	21
<b>2013</b>	2	11	23

- *Minority, Female:* No underutilization, consistent with the previous plan year.

## **60 - Crafts and Trades**

<b>Statewide Administration – Crafts and Trades – Employee Count</b>
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No employees in this category.

<b>UAA – Crafts and Trades – Employee Count</b>			
<b>Plan Year</b>	<b>Minorities</b>	<b>Female</b>	<b>Total Employees</b>
<b>2011</b>	9	1	49
<b>2012</b>	8	0	53
<b>2013</b>	9	2	55

- *Minority, Female:* No underutilization, consistent with the previous plan year.

<b>UAF – Crafts and Trades – Employee Count</b>			
<b>Plan Year</b>	<b>Minorities</b>	<b>Female</b>	<b>Total Employees</b>
<b>2011</b>	19	13	136
<b>2012</b>	19	13	131
<b>2013</b>	19	13	133

- *Minority, Female:* No underutilization, consistent with the previous plan year.

<b>UAS – Crafts and Trades – Employee Count</b>			
<b>Plan Year</b>	<b>Minorities</b>	<b>Female</b>	<b>Total Employees</b>
<b>2011</b>	1	0	13
<b>2012</b>	2	1	11
<b>2013</b>	3	0	13

- *Minority, Female:* No underutilization, consistent with the previous plan year.

**70 – Service and Maintenance**

<b>Statewide Administration – Service and Maintenance – Employee Count</b>
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No employees in this category.

<b>UAA – Service and Maintenance – Employee Count</b>			
<b>Plan Year</b>	<b>Minorities</b>	<b>Female</b>	<b>Total Employees</b>
<b>2011</b>	13	10	51
<b>2012</b>	11	10	49
<b>2013</b>	15	8	46

• *Minority, Female:* No underutilization, consistent with the previous plan year.

<b>UAF – Service and Maintenance – Employee Count</b>			
<b>Plan Year</b>	<b>Minorities</b>	<b>Female</b>	<b>Total Employees</b>
<b>2011</b>	16	17	75
<b>2012</b>	12	10	65
<b>2013</b>	16	9	63

• *Minority, Female:* No underutilization, consistent with the previous plan year.

<b>UAS – Service and Maintenance – Employee Count</b>			
<b>Plan Year</b>	<b>Minorities</b>	<b>Female</b>	<b>Total Employees</b>
<b>2011</b>	13	1	20
<b>2012</b>	15	1	21
<b>2013</b>	13	1	20

• *Minority, Female:* No underutilization, which is consistent with the previous plan year

## Total Employees by Category and MAU

The charts below give a breakdown of each occupational category, showing the total number of employees, for the 2013 plan year, by category and MAU.

### 10 – Executive and Administrative

MAU	Total Employees	White	Black	Hispanic	Asian	Alaska Native/ American Indian	Hawaiian/ Other PI	Two or more Categories
SW	34	28	0	0	1	2	0	3
UAA	29	26	2	0	0	0	0	1
UAF	47	39	0	1	2	3	0	2
UAS	14	13	0	0	0	1	0	0

### 20- Faculty

MAU	Total Employees	White	Black	Hispanic	Asian	Alaska Native/ American Indian	Hawaiian/ Other PI	Two or more Categories
SW	0	0	0	0	0	0	0	0
UAA	683	579	4	17	43	20	2	18
UAF	694	577	5	14	59	25	5	9
UAS	112	107	1	0	1	3	0	0

### 30- Professional (Non-Faculty)

MAU	Total Employees	White	Black	Hispanic	Asian	Alaska Native/ American Indian	Hawaiian/ Other PI	Two or more Categories
SW	170	142	4	4	9	4	0	7
UAA	454	373	11	23	11	16	5	15
UAF	623	539	8	16	12	32	1	15
UAS	93	77	0	2	5	7	1	1

**40 – Office and Clerical**

<b>MAU</b>	<b>Total Employees</b>	<b>White</b>	<b>Black</b>	<b>Hispanic</b>	<b>Asian</b>	<b>Alaska Native/ American Indian</b>	<b>Hawaiian/ Other PI</b>	<b>Two or more Categories</b>
<b>SW</b>	27	22	2	1	1	1	0	0
<b>UAA</b>	435	324	21	22	19	19	3	27
<b>UAF</b>	406	356	11	21	10	42	2	20
<b>UAS</b>	65	56	0	0	1	3	2	3

**50 – Paraprofessional/Technical**

<b>MAU</b>	<b>Total Employees</b>	<b>White</b>	<b>Black</b>	<b>Hispanic</b>	<b>Asian</b>	<b>Alaska Native/ American Indian</b>	<b>Hawaiian/ Other PI</b>	<b>Two or more Categories</b>
<b>SW</b>	32	25	1	1	0	0	0	5
<b>UAA</b>	100	81	1	5	3	2	1	7
<b>UAF</b>	184	156	0	5	4	15	0	11
<b>UAS</b>	23	21	0	0	1	0	0	1

**60 - Crafts and Trades**

<b>MAU</b>	<b>Total Employees</b>	<b>White</b>	<b>Black</b>	<b>Hispanic</b>	<b>Asian</b>	<b>Alaska Native/ American Indian</b>	<b>Hawaiian/ Other PI</b>	<b>Two or more Categories</b>
<b>SW</b>	0	0	0	0	0	0	0	0
<b>UAA</b>	55	47	0	3	1	3	0	1
<b>UAF</b>	133	114	4	3	0	9	0	3
<b>UAS</b>	13	10	0	1	2	0	0	0

**70 – Service and Maintenance**

<b>MAU</b>	<b>Total Employees</b>	<b>White</b>	<b>Black</b>	<b>Hispanic</b>	<b>Asian</b>	<b>Alaska Native/ American Indian</b>	<b>Hawaiian/ Other PI</b>	<b>Two or more Categories</b>
<b>SW</b>	0	0	0	0	0	0	0	0
<b>UAA</b>	46	31	4	1	5	2	2	1
<b>UAF</b>	63	56	1	2	1	1	1	4
<b>UAS</b>	20	7	0	2	7	3	1	0