

Appendix A

Agency Name: Metropolitan State University

Progress Toward Goals Report

Data Range: 7/1/2018 - 6/30/2020

FEMALES (Promotion includes both promoted into and within the job category.)						
Job Category	Prior AAP Total Females %	Prior AAP Year Goals Females %	Females Hired %	Female Promoted %	Actual Females Placement (%)	Females Goal Met?
Faculty	57.29%	47.60%	59.12%	63.89%	59.60%	Yes
Office Clerical	77.11%	61.00%	85.19%	71.43%	82.35%	Yes
Officials and Administrators	42.86%	40.40%	70.00%	14.29%	47.06%	Yes
Paraprofessionals	48.65%	61.30%	71.43%		71.43%	Yes
Professionals	59.61%	53.00%	72.22%	60.00%	68.92%	Yes
Service Maintenance	0.00%	43.90%	0.00%		0.00%	No
Skilled Craft	0.00%	6.50%		100.00%	100.00%	Yes
Technicians	85.71%	51.00%	100.00%	100.00%	100.00%	Yes

Racial/Ethnic Minorities (Minorities) (Promotion includes both promoted into and within the job category.)						
Job Category	Prior AAP Total Minorities %	Prior AAP Year Goals Minorities %	Minorities Hired %	Minorities Promoted %	Actual Minorities Placement (%)	Minorities Goal Met?
Faculty	26.34%	24.90%	24.53%	19.44%	24.01%	No
Office Clerical	38.55%	13.40%	37.04%	14.29%	32.35%	Yes
Officials and Administrators	23.81%	21.70%	50.00%	28.57%	41.18%	Yes
Paraprofessionals	24.32%	13.40%	42.86%		42.86%	Yes
Professionals	33.00%	12.50%	38.89%	30.00%	36.49%	Yes
Service Maintenance	50.00%	26.00%	0.00%		0.00%	No
Skilled Craft	0.00%	12.20%		100.00%	100.00%	Yes
Technicians	42.86%	14.00%	25.00%	0.00%	20.00%	Yes

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Data Range: 7/1/2018 - 6/30/2020

Individuals with Disabilities (Promotion includes both promoted into and within the job category.)						
Job Category	Prior AAP Total Individuals with Disabilities %	Prior AAP Year Goals Individuals with Disabilities %	Individuals with Disabilities Hired %	Individuals with Disabilities Promoted %	Actual Individuals with Disabilities Placement (%)	Individuals with Disabilities Goal Met?
Faculty	4.09%	7.00%	1.26%	2.78%	1.41%	No
Office Clerical	7.23%	7.00%	11.11%	0.00%	8.82%	Yes
Officials and Administrators	9.52%	7.00%	0.00%	14.29%	5.88%	No
Paraprofessionals	5.41%	7.00%	0.00%		0.00%	No
Professionals	8.37%	7.00%	7.41%	15.00%	9.46%	Yes
Service Maintenance	0.00%	7.00%	0.00%		0.00%	No
Skilled Craft	0.00%	7.00%		0.00%	0.00%	No
Technicians	0.00%	7.00%	0.00%	0.00%	0.00%	No

Veterans (Promotion includes both promoted into and within the job category.)						
Job Category	Prior AAP Total Veterans %	Prior AAP Year Goals Veterans %	Veterans Hired %	Veterans Promoted %	Actual Veterans Placement (%)	Veterans Goal Met?
Faculty	2.81%	8.00%	3.14%	0.00%	2.82%	No
Office Clerical	1.20%	8.00%	3.70%	0.00%	2.94%	No
Officials and Administrators	4.76%	8.00%	20.00%	0.00%	11.76%	Yes
Paraprofessionals	0.00%	8.00%	0.00%		0.00%	No
Professionals	3.94%	8.00%	1.85%	0.00%	1.35%	No
Service Maintenance	0.00%	8.00%	0.00%		0.00%	No
Skilled Craft	0.00%	8.00%		0.00%	0.00%	No
Technicians	0.00%	8.00%	0.00%	0.00%	0.00%	No

Appendix B

Agency Name: Metropolitan State University

Separation Analysis

Data Range Dates: 7/1/2018 - 6/30/2020

Note: ¹The percentages by protected group within a separation type

Total Separations					
*(Minority Racial/Ethnic Minorities)					
Separation Type	Total %	Female % within Each Sep Type ¹	*Minority % within Each Sep Type ¹	Individuals with Disabilities % within Each Sep Type ¹	Veterans % within Each Sep Type ¹
Death	0.65%	0.00%	100.00%	0.00%	0.00%
Dismissal	0.65%	100.00%	100.00%	0.00%	0.00%
Early/Enhanced Retirement	0.00%	0.00%	0.00%	0.00%	0.00%
Layoff	1.31%	0.00%	0.00%	0.00%	0.00%
Non-Renewal/Non-Cert	3.92%	66.67%	33.33%	50.00%	0.00%
Reduction in Workforce	0.00%	0.00%	0.00%	0.00%	0.00%
Resignation	46.41%	64.79%	35.21%	2.82%	2.82%
Retirement	13.07%	40.00%	25.00%	15.00%	10.00%
Termination	20.26%	51.61%	32.26%	12.90%	3.23%
Transfer	13.73%	66.67%	47.62%	14.29%	0.00%
Total Separations	100.00%	58.17%	35.29%	9.80%	3.27%

Faculty					
Separation Type	Total %	Female % within Each Sep Type ¹	*Minority % within Each Sep Type ¹	Individuals with Disabilities % within Each Sep Type ¹	Veterans % within Each Sep Type ¹
Death	2.13%	0.00%	100.00%	0.00%	0.00%
Dismissal					-
Early/Enhanced Retirement					-
Layoff					-
Non-Renewal/Non-Cert					-
Reduction in Workforce					-
Resignation	46.81%	59.09%	9.09%	4.55%	4.55%
Retirement	17.02%	37.50%	25.00%	0.00%	12.50%
Termination	34.04%	37.50%	25.00%	6.25%	0.00%
Transfer					-
Total Separations	100.00%	46.81%	19.15%	4.26%	4.26%

Office Clerical					
Separation Type	Total %	Female % within Each Sep Type ¹	*Minority % within Each Sep Type ¹	Individuals with Disabilities % within Each Sep Type ¹	Veterans % within Each Sep Type ¹
Death					-
Dismissal	3.03%	100.00%	100.00%	0.00%	0.00%
Early/Enhanced Retirement					-
Layoff					-
Non-Renewal/Non-Cert	3.03%	0.00%	100.00%	100.00%	0.00%
Reduction in Workforce					-
Resignation	48.48%	75.00%	56.25%	6.25%	0.00%
Retirement	6.06%	100.00%	0.00%	0.00%	0.00%
Termination	21.21%	85.71%	71.43%	0.00%	0.00%
Transfer	18.18%	100.00%	66.67%	16.67%	0.00%
Total Separations	100.00%	81.82%	60.61%	9.09%	0.00%

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Separation Analysis

Data Range Dates: 7/1/2018 - 6/30/2020

Note: ¹The percentages by protected group within a separation type

Officials and Administrators					
Separation Type	Total %	Female % within Each Sep Type ¹	*Minority % within Each Sep Type1	Individuals with Disabilities % within Each Sep Type ¹	Veterans % within Each Sep Type1
Death					-
Dismissal					-
Early/Enhanced Retirement					-
Layoff					-
Non-Renewal/Non-Cert					-
Reduction in Workforce					-
Resignation	25.00%	0.00%	100.00%	0.00%	50.00%
Retirement	62.50%	20.00%	0.00%	20.00%	0.00%
Termination					-
Transfer	12.50%	0.00%	100.00%	100.00%	0.00%
Total Separations	100.00%	12.50%	37.50%	25.00%	12.50%

Paraprofessionals					
Separation Type	Total %	Female % within Each Sep Type ¹	*Minority % within Each Sep Type1	Individuals with Disabilities % within Each Sep Type ¹	Veterans % within Each Sep Type1
Death					-
Dismissal					-
Early/Enhanced Retirement					-
Layoff					-
Non-Renewal/Non-Cert					-
Reduction in Workforce					-
Resignation	75.00%	83.33%	16.67%	0.00%	0.00%
Retirement					-
Termination					-
Transfer	25.00%	50.00%	50.00%	0.00%	0.00%
Total Separations	100.00%	75.00%	25.00%	0.00%	0.00%

Professionals					
Separation Type	Total %	Female % within Each Sep Type ¹	*Minority % within Each Sep Type1	Individuals with Disabilities % within Each Sep Type ¹	Veterans % within Each Sep Type1
Death					-
Dismissal					-
Early/Enhanced Retirement					-
Layoff	3.64%	0.00%	0.00%	0.00%	0.00%
Non-Renewal/Non-Cert	9.09%	80.00%	20.00%	40.00%	0.00%
Reduction in Workforce					-
Resignation	41.82%	65.22%	43.48%	0.00%	0.00%
Retirement	9.09%	40.00%	60.00%	40.00%	20.00%
Termination	14.55%	50.00%	12.50%	37.50%	12.50%
Transfer	21.82%	58.33%	33.33%	8.33%	0.00%
Total Separations	100.00%	58.18%	34.55%	14.55%	3.64%

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Separation Analysis

Data Range Dates: 7/1/2018 - 6/30/2020

Note: ¹The percentages by protected group within a separation type

Service Maintenance					
Separation Type	Total %	Female % within Each Sep Type ¹	*Minority % within Each Sep Type1	Individuals with Disabilities % within Each Sep Type ¹	Veterans % within Each Sep Type1
Death					-
Dismissal					-
Early/Enhanced Retirement					-
Layoff					-
Non-Renewal/Non-Cert					-
Reduction in Workforce					-
Resignation	100.00%	0.00%	0.00%	0.00%	0.00%
Retirement					-
Termination					-
Transfer					-
Total Separations	100.00%	0.00%	0.00%	0.00%	0.00%

Skilled Craft					
Separation Type	Total %	Female % within Each Sep Type ¹	*Minority % within Each Sep Type1	Individuals with Disabilities % within Each Sep Type ¹	Veterans % within Each Sep Type1
Death					-
Dismissal					-
Early/Enhanced Retirement					-
Layoff					-
Non-Renewal/Non-Cert					-
Reduction in Workforce					-
Resignation	100.00%	100.00%	100.00%	0.00%	0.00%
Retirement					-
Termination					-
Transfer					-
Total Separations	100.00%	100.00%	100.00%	0.00%	0.00%

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Separation Analysis

Data Range Dates: 7/1/2018 - 6/30/2020

Note: ¹ The percentages by protected group within a separation type

Technicians					
Separation Type	Total %	Female % within Each Sep Type ¹	*Minority % within Each Sep Type ¹	Individuals with Disabilities % within Each Sep Type ¹	Veterans % within Each Sep Type ¹
Death					-
Dismissal					-
Early/Enhanced Retirement					-
Layoff					-
Non-Renewal/Non-Cert					-
Reduction in Workforce					-
Resignation					-
Retirement					-
Termination					-
Transfer					-
Total Separations	0.00%	0.00%	0.00%	0.00%	0.00%

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Job Category Analysis: Listing of Job Titles

Data as of: 04/01/2020

Officials/Administrators	
Job Code	Job Title
003679	State Prog Admin Manager Sr
007855	MnSCU Admin-5
007856	MnSCU Admin-6
007857	MnSCU Admin-7
007858	MnSCU Admin-8
007859	MnSCU Admin-9
007860	MnSCU Admin-10
007861	MnSCU Admin-11
007863	MnSCU Admin-13
007864	MnSCU Admin-14
007865	MnSCU President V

Professionals	
Job Code	Job Title
000004	Accounting Officer
000006	Management Analyst 1
000140	Buyer 1
000498	Human Resources Specialist 1
000561	Psychologist 2
000577	Information Officer 3
000633	Accounting Officer Senior
000647	Information Officer 2
000774	Accounting Technician
000881	Human Resources Technician 1
000892	Research Analysis Spec
000893	Management Analyst 3
000979	Accounting Officer Inter
001000	Info Systems Manager
001486	Human Resources Technician 2
001500	Accounting Supervisor Princ
001514	College Laboratory Svc Spec

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001528	Management Analyst 2
001642	Financial Aids Officer
001937	Sign Language Interpreter
002095	Accounting Supervisor Inter
002110	Information Program Supv
002113	Library/Info Res Serv Supv Sr
002132	Systems Analysis Unit Supv
002143	Accounting Suprvisor Senior
002264	Management Analyst Supv 1
003220	Mgmt Info Systems Supv 2
003583	Information Technology Spec 1
003584	Information Technology Spec 2
003585	Information Technology Spec 3
003586	Information Technology Spec 4
003606	State Prog Admin Senior
003608	State Prog Admin Coordinator
003682	Sign Language Interpreter Lead
003683	Sign Language Interpreter Spec
003726	Human Resources Supervisor 3
003730	Management Analysis Staff Spec
007023	MnSCU Academic Supervisor 2
007810	MSUAASF Range B
007811	MSUAASF Range C
007812	MSUAASF Range D
007813	MSUAASF Range E
007847	MnSCU Academic Supervisor 3
008757	Project Specialist

Technicians

Job Code	Job Title
000227	Dental Hygienist
001623	Dental Assistant Registered

Para-professionals

Job Code	Job Title
000308	Library Technician
002632	College Laboratory Assistant 2

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Office/Clerical

Job Code	Job Title
000001	Account Clerk
000293	Executive 2
002118	Office Services Supervisor 2
002192	Office Services Supervisor 1
003627	Office & Admin Special
003628	Office & Admin Special Interme
003629	Office & Admin Special Senior

Skilled Craft

Job Code	Job Title
000132	Building Maintenance Supervisor
000146	Carpenter
002214	Building Maintenance Coord
002270	Building Maintenance Lead Wrkr

Service Maintenance

Job Code	Job Title
001357	General Repair Worker

Faculty: Adjunct

Job Code	Job Title
007801	State Univ Adjunct Non-Unit
007830	State Univ Adjunct Unit

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Faculty: Fixed Term

Job Code	Job Title
007846	State University Faculty

Faculty: Tenure-Track

Job Code	Job Title
007846	State University Faculty

Faculty: Tenured

Job Code	Job Title
007846	State University Faculty

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Institution Name: Metropolitan State University

Feeder Jobs and Feeder Group Analysis

Data as of: 04/01/2020

Officials/Administrators						
Job Code	EEO Category	Job Title	Weighted Female %	Weighted Minority %	Weighted Indv w/Disabl %	Weighted Veterans %
000577	Professionals	Information Officer 3	0.00%	0.15%	0.00%	0.00%
001000	Professionals	Info Systems Manager	0.00%	0.00%	0.00%	0.00%
001500	Professionals	Accounting Supervisor Princ	0.15%	0.15%	0.00%	0.00%
002095	Professionals	Accounting Supervisor Inter	0.15%	0.15%	0.00%	0.00%
002143	Professionals	Accounting Suprvsor Senior	0.15%	0.00%	0.15%	0.00%
003220	Professionals	Mgmt Info Systems Supv 2	0.15%	0.00%	0.00%	0.00%
003586	Professionals	Information Technology Spec 4	0.46%	0.31%	0.15%	0.15%
003606	Professionals	State Prog Admin Senior	0.00%	0.00%	0.00%	0.00%
003679	Officials/Administrators	State Prog Admin Manager Sr	0.15%	0.00%	0.00%	0.15%
003726	Professionals	Human Resources Supervisor 3	0.00%	0.00%	0.00%	0.00%
007023	Professionals	MnSCU Academic Supervisor 2	0.31%	0.31%	0.00%	0.00%
007801	Faculty: Adjunct	State Univ Adjunct Non-Unit	4.15%	1.54%	0.15%	0.31%
007811	Professionals	MSUAASF Range C	8.29%	5.38%	0.00%	0.46%
007812	Professionals	MSUAASF Range D	1.84%	0.61%	0.46%	0.00%
007813	Professionals	MSUAASF Range E	0.77%	0.31%	0.31%	0.00%
007830	Faculty: Adjunct	State Univ Adjunct Unit	33.18%	15.36%	1.38%	1.54%
007846	Faculty	State University Faculty	1.08%	0.31%	0.00%	0.00%
007847	Professionals	MnSCU Academic Supervisor 3	0.15%	0.00%	0.15%	0.00%
007855	Officials/Administrators	MnSCU Admin-5	0.15%	0.00%	0.00%	0.00%
007856	Officials/Administrators	MnSCU Admin-6	0.46%	0.31%	0.15%	0.00%
007857	Officials/Administrators	MnSCU Admin-7	0.15%	0.31%	0.00%	0.00%
007858	Officials/Administrators	MnSCU Admin-8	0.31%	0.15%	0.00%	0.00%
007859	Officials/Administrators	MnSCU Admin-9	0.15%	0.00%	0.00%	0.00%
007860	Officials/Administrators	MnSCU Admin-10	0.15%	0.00%	0.00%	0.00%
007861	Officials/Administrators	MnSCU Admin-11	0.15%	0.31%	0.00%	0.00%
007863	Officials/Administrators	MnSCU Admin-13	0.15%	0.00%	0.00%	0.00%
007864	Officials/Administrators	MnSCU Admin-14	0.15%	0.00%	0.00%	0.00%
Total			52.84%	25.65%	2.92%	2.61%

Professionals						
Job Code	EEO Category	Job Title	Weighted Female %	Weighted Minority %	Weighted Indv w/Disabl %	Weighted Veterans %
000004	Professionals	Accounting Officer	0.91%	0.00%	0.00%	0.00%
000006	Professionals	Management Analyst 1	2.28%	0.91%	0.00%	0.46%
000140	Professionals	Buyer 1	0.46%	0.46%	0.00%	0.00%
000498	Professionals	Human Resources Specialist 1	1.37%	0.46%	0.46%	0.00%
000577	Professionals	Information Officer 3	0.00%	0.46%	0.00%	0.00%
000633	Professionals	Accounting Officer Senior	0.00%	0.46%	0.46%	0.00%
000647	Professionals	Information Officer 2	0.91%	0.46%	0.00%	0.00%
000774	Professionals	Accounting Technician	1.83%	0.46%	0.00%	0.00%
000881	Professionals	Human Resources Technician 1	0.46%	0.00%	0.46%	0.00%
000892	Professionals	Research Analysis Spec	0.46%	0.46%	0.00%	0.00%
000893	Professionals	Management Analyst 3	0.46%	0.46%	0.00%	0.00%
000979	Professionals	Accounting Officer Inter	0.00%	0.00%	0.00%	0.00%
001486	Professionals	Human Resources Technician 2	0.46%	0.46%	0.00%	0.00%

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001514	Professionals	College Laboratory Srvc Spec	0.91%	0.00%	0.00%	0.00%
001528	Professionals	Management Analyst 2	0.91%	0.91%	0.00%	0.00%
001642	Professionals	Financial Aids Officer	1.37%	0.46%	0.00%	0.00%
001937	Professionals	Sign Language Interpreter	0.91%	0.00%	0.00%	0.00%
002095	Professionals	Accounting Supervisor Inter	0.46%	0.46%	0.00%	0.00%
002113	Professionals	Library/Info Res Serv Supv Sr	0.00%	0.46%	0.00%	0.00%
002143	Professionals	Accounting Suprvsor Senior	0.46%	0.00%	0.46%	0.00%
002264	Professionals	Management Analyst Supv 1	0.46%	0.00%	0.00%	0.00%
002632	Para-Professionals	College Laboratory Assistant 2	7.31%	3.65%	0.91%	0.00%
003583	Professionals	Information Technology Spec 1	1.37%	0.91%	0.00%	0.00%
003584	Professionals	Information Technology Spec 2	0.91%	0.91%	0.46%	0.91%
003585	Professionals	Information Technology Spec 3	0.00%	0.91%	0.46%	0.46%
003586	Professionals	Information Technology Spec 4	1.37%	0.91%	0.46%	0.46%
003606	Professionals	State Prog Admin Senior	0.00%	0.00%	0.00%	0.00%
003608	Professionals	State Prog Admin Coordinator	0.00%	0.00%	0.00%	0.00%
003682	Professionals	Sign Language Interpreter Lead	0.46%	0.00%	0.00%	0.00%
003683	Professionals	Sign Language Interpreter Spec	0.00%	0.00%	0.00%	0.00%
003726	Professionals	Human Resources Supervisor 3	0.00%	0.00%	0.00%	0.00%
003730	Professionals	Management Analysis Staff Spec	0.46%	0.00%	0.00%	0.00%
007023	Professionals	MnSCU Academic Supervisor 2	0.91%	0.91%	0.00%	0.00%
007810	Professionals	MSUAASF Range B	4.57%	1.83%	0.00%	0.00%
007811	Professionals	MSUAASF Range C	24.66%	15.98%	0.00%	1.37%
007812	Professionals	MSUAASF Range D	5.48%	1.83%	1.37%	0.00%
008757	Professionals	Project Specialist	0.46%	0.00%	0.46%	0.00%
Total			63.01%	35.16%	5.94%	3.65%

Technicians						
Job Code	EEO Category	Job Title	Weighted Female %	Weighted Minority %	Weighted Indv w/Disabl %	Weighted Veterans %
000001	Office/Clerical	Account Clerk	0.99%	0.00%	0.99%	0.00%
000227	Technicians	Dental Hygienist	0.99%	0.00%	0.00%	0.00%
001623	Technicians	Dental Assistant Registered	0.99%	0.99%	0.00%	0.00%
002632	Para-Professionals	College Laboratory Assistant 2	15.84%	7.92%	1.98%	0.00%
003627	Office/Clerical	Office & Admin Special	7.92%	3.96%	2.97%	0.99%
003628	Office/Clerical	Office & Admin Special Interme	18.81%	11.88%	0.99%	0.00%
003629	Office/Clerical	Office & Admin Special Senior	14.85%	6.93%	0.99%	0.00%
003630	Office/Clerical	Office & Admin Special Prin	4.95%	0.99%	0.99%	0.99%
003631	Office/Clerical	Central Svs Admin Special	0.00%	0.00%	0.00%	0.00%
003632	Office/Clerical	Central Svcs Admin Spec Inter	0.00%	0.00%	0.00%	0.00%
003633	Office/Clerical	Central Svcs Admin Spec Senior	0.00%	0.00%	0.00%	0.00%
003636	Office/Clerical	Customer Svc Special Intermed	1.98%	0.00%	0.00%	0.00%
003637	Office/Clerical	Customer Svc Special Senior	0.00%	0.00%	0.00%	0.00%
003638	Office/Clerical	Customer Svc Special Principal	0.99%	0.00%	0.00%	0.00%
Total			68.32%	32.67%	8.91%	1.98%

Para-Professionals						
Job Code	EEO Category	Job Title	Weighted Female %	Weighted Minority %	Weighted Indv w/Disabl %	Weighted Veterans %
000308	Para-Professionals	Library Technician	3.75%	1.25%	0.00%	0.00%
002118	Office/Clerical	Office Services Supervisor 2	2.50%	0.00%	0.00%	0.00%
002192	Office/Clerical	Office Services Supervisor 1	7.50%	5.00%	0.00%	0.00%

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003627	Office/Clerical	Office & Admin Special	10.00%	5.00%	3.75%	1.25%
003628	Office/Clerical	Office & Admin Special Interme	23.75%	15.00%	1.25%	0.00%
003629	Office/Clerical	Office & Admin Special Senior	18.75%	8.75%	1.25%	0.00%
003630	Office/Clerical	Office & Admin Special Prin	6.25%	1.25%	1.25%	1.25%
003631	Office/Clerical	Central Svs Admin Special	0.00%	0.00%	0.00%	0.00%
003632	Office/Clerical	Central Svcs Admin Spec Inter	0.00%	0.00%	0.00%	0.00%
003633	Office/Clerical	Central Svcs Admin Spec Senior	0.00%	0.00%	0.00%	0.00%
003636	Office/Clerical	Customer Svc Special Intermed	2.50%	0.00%	0.00%	0.00%
003637	Office/Clerical	Customer Svc Special Senior	0.00%	0.00%	0.00%	0.00%
003638	Office/Clerical	Customer Svc Special Principal	1.25%	0.00%	0.00%	0.00%
Total			76.25%	36.25%	7.50%	2.50%

Office/Clerical						
Job Code	EEO Category	Job Title	Weighted Female %	Weighted Minority %	Weighted Indv w/Disabl %	Weighted Veterans %
000001	Office/Clerical	Account Clerk	1.28%	0.00%	1.28%	0.00%
000293	Office/Clerical	Executive 2	1.28%	0.00%	0.00%	0.00%
002118	Office/Clerical	Office Services Supervisor 2	2.56%	0.00%	0.00%	0.00%
002192	Office/Clerical	Office Services Supervisor 1	7.69%	5.13%	0.00%	0.00%
003627	Office/Clerical	Office & Admin Special	10.26%	5.13%	3.85%	1.28%
003628	Office/Clerical	Office & Admin Special Interme	24.36%	15.38%	1.28%	0.00%
003629	Office/Clerical	Office & Admin Special Senior	19.23%	8.97%	1.28%	0.00%
003630	Office/Clerical	Office & Admin Special Prin	6.41%	1.28%	1.28%	1.28%
003631	Office/Clerical	Central Svs Admin Special	0.00%	0.00%	0.00%	0.00%
003632	Office/Clerical	Central Svcs Admin Spec Inter	0.00%	0.00%	0.00%	0.00%
003633	Office/Clerical	Central Svcs Admin Spec Senior	0.00%	0.00%	0.00%	0.00%
003636	Office/Clerical	Customer Svc Special Intermed	2.56%	0.00%	0.00%	0.00%
003637	Office/Clerical	Customer Svc Special Senior	0.00%	0.00%	0.00%	0.00%
003638	Office/Clerical	Customer Svc Special Principal	1.28%	0.00%	0.00%	0.00%
Total			76.92%	35.90%	8.97%	2.56%

Skilled Craft						
Job Code	EEO Category	Job Title	Weighted Female %	Weighted Minority %	Weighted Indv w/Disabl %	Weighted Veterans %
000146	Skilled Craft	Carpenter	0.00%	0.00%	0.00%	0.00%
001357	Service Maintenance	General Repair Worker	0.00%	25.00%	0.00%	0.00%
002214	Skilled Craft	Building Maintenance Coord	25.00%	25.00%	0.00%	0.00%
002270	Skilled Craft	Building Maintenance Lead Wrkr	0.00%	0.00%	0.00%	0.00%
Total			25.00%	50.00%	0.00%	0.00%

Service Maintenance						
Job Code	EEO Category	Job Title	Weighted Female %	Weighted Minority %	Weighted Indv w/Disabl %	Weighted Veterans %
001357	Service Maintenance	General Repair Worker	0.00%	100.00%	0.00%	0.00%
Total			0.00%	100.00%	0.00%	0.00%

Appendix D

Faculty: Adjunct						
Job Code	EEO Category	Job Title	Weighted Female %	Weighted Minority %	Weighted Indv w/Disabl %	Weighted Veterans %
007801	Faculty: Adjunct	State Univ Adjunct Non-Unit	5.48%	2.03%	0.20%	0.41%
007830	Faculty: Adjunct	State Univ Adjunct Unit	43.81%	20.28%	1.83%	2.03%
Total			49.29%	22.31%	2.03%	2.43%

Faculty: Fixed Term						
Job Code	EEO Category	Job Title	Weighted Female %	Weighted Minority %	Weighted Indv w/Disabl %	Weighted Veterans %
007801	Faculty: Adjunct	State Univ Adjunct Non-Unit	5.34%	1.98%	0.20%	0.40%
007830	Faculty: Adjunct	State Univ Adjunct Unit	42.69%	19.76%	1.78%	1.98%
007846	Faculty: Fixed Term	State University Faculty	1.38%	0.40%	0.00%	0.00%
Total			49.41%	22.13%	1.98%	2.37%

Faculty: Tenure-Track						
Job Code	EEO Category	Job Title	Weighted Female %	Weighted Minority %	Weighted Indv w/Disabl %	Weighted Veterans %
007801	Faculty: Adjunct	State Univ Adjunct Non-Unit	5.34%	1.98%	0.20%	0.40%
007830	Faculty: Adjunct	State Univ Adjunct Unit	42.69%	19.76%	1.78%	1.98%
007846	Faculty: Fixed Term	State University Faculty	1.38%	0.40%	0.00%	0.00%
Total			49.41%	22.13%	1.98%	2.37%

Faculty: Tenured						
Job Code	EEO Category	Job Title	Weighted Female %	Weighted Minority %	Weighted Indv w/Disabl %	Weighted Veterans %
007846	Faculty: Tenure-Track	State University Faculty	54.55%	40.91%	4.55%	0.00%
Total			54.55%	40.91%	4.55%	0.00%

Appendix E

Institution Name: Metropolitan State University

Determining Availability (note: *Minority= racial/ethnic minority; **Indiv. W Disabl = Individuals with Disabilities)

Officials/Administrators											
Factor	Weight Ratio	Raw Statistics Female	Raw Statistics *Minority	Raw Statistics **Indiv. w Disabl	Raw Statistics **Indiv. w Disabl	Weighted Statistics Female	Weighted Statistics *Minority	Weighted Statistics **Indiv. w Disabl	Weighted Statistics **Indiv. w Disabl	Source of Statistics	Reasons for External and Internal Weight Ratio
1: External - Percentage of females or racial/ethnic minorities with requisite skills in the reasonable recruitment area.	70.00%	40.01%	25.79%	4.78%	6.41%	28.01%	18.05%	3.34%	4.49%	The American Community Survey (2014-2018) compiled by the U.S. Department of Labor, Bureau of Labor Statistics. Region: See header row for region, and reference Appendix G for definition. COC and COC Title: See Appendix H for list of titles used for each EEO Category.	Our historical appointments in this job category shows 70% from external and 30% from internal movements.
2: Internal - Percentage of females or racial/ethnic among those promotable, transferable, and trainable with your agency.	30.00%	52.84%	25.65%	2.92%	2.61%	15.85%	7.70%	0.88%	0.78%	Employee workforce for the job classifications that constitute feeders to this job category.	
The value of weight must equal to 100.00% →	100.00%	Final Avail %				43.86%	25.75%	4.22%	5.27%		

Professionals											
Factor	Weight Ratio	Raw Statistics Female	Raw Statistics *Minority	Raw Statistics **Indiv. w Disabl	Raw Statistics **Indiv. w Disabl	Weighted Statistics Female	Weighted Statistics *Minority	Weighted Statistics **Indiv. w Disabl	Weighted Statistics **Indiv. w Disabl	Source of Statistics	Reasons for External and Internal Weight Ratio
1: External - Percentage of females or racial/ethnic minorities with requisite skills in the reasonable recruitment area.	60.00%	40.92%	12.01%	3.82%	4.52%	24.55%	7.21%	2.29%	2.71%	The American Community Survey (2014-2018) compiled by the U.S. Department of Labor, Bureau of Labor Statistics. Region: See header row for region, and reference Appendix G for definition. COC and COC Title: See Appendix H for list of titles used for each EEO Category.	Our historical appointments in this job category shows 60% from external and 40% from internal movements.
2: Internal - Percentage of females or racial/ethnic among those promotable, transferable, and trainable with your agency.	40.00%	63.01%	35.16%	5.94%	3.65%	25.21%	14.06%	2.37%	1.46%	Employee workforce for the job classifications that constitute feeders to this job category.	
The value of weight must equal to 100.00% →	100.00%	Final Avail %				49.76%	21.27%	4.67%	4.17%		

Appendix E

Technicians											
Factor	Weight Ratio	Raw Statistics Female	Raw Statistics *Minority	Raw Statistics **Indiv. w Disabl	Raw Statistics **Indiv. w Disabl	Weighted Statistics Female	Weighted Statistics *Minority	Weighted Statistics **Indiv. w Disabl	Weighted Statistics **Indiv. w Disabl	Source of Statistics	Reasons for External and Internal Weight Ratio
1: External - Percentage of females or racial/ethnic minorities with requisite skills in the reasonable recruitment area.	100.00%	40.92%	12.01%	3.82%	4.52%	40.92%	12.01%	3.82%	4.52%	The American Community Survey (2014-2018) compiled by the U.S. Department of Labor, Bureau of Labor Statistics. Region: See header row for region, and reference Appendix G for definition. COC and COC Title: See Appendix H for list of titles used for each EEO Category.	Our historical appointments in this job category shows 100% from external and 0% from internal movements.
2: Internal - Percentage of females or racial/ethnic among those promotable, transferable, and trainable with your agency.		68.32%	32.67%	8.91%	1.98%	0.00%	0.00%	0.00%	0.00%	Employee workforce for the job groups that constitute feeders to this job group.	
The value of weight must equal to 100.00% →	100.00%	Final Avail %				40.92%	12.01%	3.82%	4.52%		

Para Professionals											
Factor	Weight Ratio	Raw Statistics Female	Raw Statistics *Minority	Raw Statistics **Indiv. w Disabl	Raw Statistics **Indiv. w Disabl	Weighted Statistics Female	Weighted Statistics *Minority	Weighted Statistics **Indiv. w Disabl	Weighted Statistics **Indiv. w Disabl	Source of Statistics	Reasons for External and Internal Weight Ratio
1: External - Percentage of females or racial/ethnic minorities with requisite skills in the reasonable recruitment area.	90.00%	40.92%	12.01%	3.82%	4.52%	36.83%	10.81%	3.44%	4.07%	The American Community Survey (2014-2018) compiled by the U.S. Department of Labor, Bureau of Labor Statistics. Region: See header row for region, and reference Appendix G for definition. COC and COC Title: See Appendix H for list of titles used for each EEO Category.	Our historical appointments in this job category shows 90% from external and 10% from internal movements.
2: Internal - Percentage of females or racial/ethnic among those promotable, transferable, and trainable with your agency.	10.00%	76.25%	36.25%	7.50%	2.50%	7.63%	3.63%	0.75%	0.25%	Employee workforce for the job classifications that constitute feeders to this job category.	
The value of weight must equal to 100.00% →	100.00%	Final Avail %				44.45%	14.43%	4.19%	4.32%		

Appendix E

Office/Clerical											
Factor	Weight Ratio	Raw Statistics Female	Raw Statistics *Minority	Raw Statistics **Indiv. w Disabl	Raw Statistics **Indiv. w Disabl	Weighted Statistics Female	Weighted Statistics *Minority	Weighted Statistics **Indiv. w Disabl	Weighted Statistics **Indiv. w Disabl	Source of Statistics	Reasons for External and Internal Weight Ratio
1: External - Percentage of females or racial/ethnic minorities with requisite skills in the reasonable recruitment area.	60.00%	40.92%	12.01%	3.82%	4.52%	24.55%	7.21%	2.29%	2.71%	The American Community Survey (2014-2018) compiled by the U.S. Department of Labor, Bureau of Labor Statistics. Region: See header row for region, and reference Appendix G for definition. COC and COC Title: See Appendix H for list of titles used for each EEO Category.	Our historical appointments in this job category shows 60% from external and 40% from internal movements.
2: Internal - Percentage of females or racial/ethnic among those promotable, transferable, and trainable with your agency.	40.00%	76.92%	35.90%	8.97%	2.56%	30.77%	14.36%	3.59%	1.03%	Employee workforce for the job classifications that constitute feeders to this job category.	
The value of weight must equal to 100.00% →	100.00%	Final Avail %				55.32%	21.56%	5.88%	3.74%		

Skilled Craft											
Factor	Weight Ratio	Raw Statistics Female	Raw Statistics *Minority	Raw Statistics **Indiv. w Disabl	Raw Statistics **Indiv. w Disabl	Weighted Statistics Female	Weighted Statistics *Minority	Weighted Statistics **Indiv. w Disabl	Weighted Statistics **Indiv. w Disabl	Source of Statistics	Reasons for External and Internal Weight Ratio
1: External - Percentage of females or racial/ethnic minorities with requisite skills in the reasonable recruitment area.	90.00%	40.92%	12.01%	3.82%	4.52%	36.83%	10.81%	3.44%	4.07%	The American Community Survey (2014-2018) compiled by the U.S. Department of Labor, Bureau of Labor Statistics. Region: See header row for region, and reference Appendix G for definition. COC and COC Title: See Appendix H for list of titles used for each EEO Category.	Our historical appointments in this job category shows 90% from external and 10% from internal movements.
2: Internal - Percentage of females or racial/ethnic among those promotable, transferable, and trainable with your agency.	10.00%	25.00%	50.00%	0.00%	0.00%	2.50%	5.00%	0.00%	0.00%	Employee workforce for the job classifications that constitute feeders to this job category.	
The value of weight must equal to 100.00% →	100.00%	Final Avail %				39.33%	15.81%	3.44%	4.07%		

Appendix E

Service Maintenance											
Factor	Weight Ratio	Raw Statistics Female	Raw Statistics *Minority	Raw Statistics **Indiv. w Disabl	Raw Statistics **Indiv. w Disabl	Weighted Statistics Female	Weighted Statistics *Minority	Weighted Statistics **Indiv. w Disabl	Weighted Statistics **Indiv. w Disabl	Source of Statistics	Reasons for External and Internal Weight Ratio
1: External - Percentage of females or racial/ethnic minorities with requisite skills in the reasonable recruitment area.	100.00%	40.92%	12.01%	3.82%	4.52%	40.92%	12.01%	3.82%	4.52%	The American Community Survey (2014-2018) complied by the U.S. Department of Labor, Bureau of Labor Statistics. Region: See header row for region, and reference Appendix G for deifinition. COC and COC Title: See Appendix H for list of titles used for each EEO Category.	Our historical appintments in this job category shows 100% from external and 0% from internal movements.
2: Internal - Percentage of females or racial/ethnic among those promotable, transferable, and trainable with your agency.	0.00%	0.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	Employee workforce for the job classifications that constitute feeders to this job category.	
The value of weight must equal to 100.00% →	100.00%	Final Avail %				40.92%	12.01%	3.82%	4.52%		

Faculty: Adjunct											
Factor	Weight Ratio	Raw Statistics Female	Raw Statistics *Minority	Raw Statistics **Indiv. w Disabl	Raw Statistics **Indiv. w Disabl	Weighted Statistics Female	Weighted Statistics *Minority	Weighted Statistics **Indiv. w Disabl	Weighted Statistics **Indiv. w Disabl	Source of Statistics	Reasons for External and Internal Weight Ratio
1: External - Percentage of females or racial/ethnic minorities with requisite skills in the reasonable recruitment area.	20.00%	40.92%	12.01%	3.82%	4.52%	8.18%	2.40%	0.76%	0.90%	The American Community Survey (2014-2018) complied by the U.S. Department of Labor, Bureau of Labor Statistics. Region: See header row for region, and reference Appendix G for deifinition. COC and COC Title: See Appendix H for list of titles used for each EEO Category.	Our historical appintments in this job category shows 20% from external and 80% from internal movements. *Community Faculty.
2: Internal - Percentage of females or racial/ethnic among those promotable, transferable, and trainable with your agency.	80.00%	49.29%	22.31%	2.03%	2.43%	39.43%	17.85%	1.62%	1.95%	Employee workforce for the job classifications that constitute feeders to this job category.	
The value of weight must equal to 100.00% →	100.00%	Final Avail %				47.62%	20.25%	2.39%	2.85%		

Appendix E

Faculty: Fixed Term											
Factor	Weight Ratio	Raw Statistics Female	Raw Statistics *Minority	Raw Statistics **Indiv. w Disabl	Raw Statistics **Indiv. w Disabl	Weighted Statistics Female	Weighted Statistics *Minority	Weighted Statistics **Indiv. w Disabl	Weighted Statistics **Indiv. w Disabl	Source of Statistics	Reasons for External and Internal Weight Ratio
1: External - Percentage of females or racial/ethnic minorities with requisite skills in the reasonable recruitment area.	20.00%	40.92%	12.01%	3.82%	4.52%	8.18%	2.40%	0.76%	0.90%	The American Community Survey (2014-2018) complied by the U.S. Department of Labor, Bureau of Labor Statistics. Region: See header row for region, and reference Appendix G for deifinition. COC and COC Title: See Appendix H for list of titles used for each EEO Category.	[e.g., Our three-year hitorical appoints in this job category shows 70% from external and 30% from internal movements.]
2: Internal - Percentage of females or racial/ethnic among those promotable, transferable, and trainable with your agency.	80.00%	49.41%	22.13%	1.98%	2.37%	39.53%	17.71%	1.58%	1.90%	Employee workforce for the job classifications that constitute feeders to this job category.	
The value of weight must equal to 100.00% →	100.00%	Final Avail %				47.71%	20.11%	2.35%	2.80%		

Faculty: Tenure Track											
Factor	Weight Ratio	Raw Statistics Female	Raw Statistics *Minority	Raw Statistics **Indiv. w Disabl	Raw Statistics **Indiv. w Disabl	Weighted Statistics Female	Weighted Statistics *Minority	Weighted Statistics **Indiv. w Disabl	Weighted Statistics **Indiv. w Disabl	Source of Statistics	Reasons for External and Internal Weight Ratio
1: External - Percentage of females or racial/ethnic minorities with requisite skills in the reasonable recruitment area.	70.00%	40.01%	25.79%	4.78%	6.41%	28.01%	18.05%	3.34%	4.49%	The American Community Survey (2014-2018) complied by the U.S. Department of Labor, Bureau of Labor Statistics. Region: See header row for region, and reference Appendix G for deifinition. COC and COC Title: See Appendix H for list of titles used for each EEO Category.	Our historical appintments in this job category shows 70% from external and 30% from internal movements.
2: Internal - Percentage of females or racial/ethnic among those promotable, transferable, and trainable with your agency.	30.00%	49.41%	22.13%	1.98%	2.37%	14.82%	6.64%	0.59%	0.71%	Employee workforce for the job classifications that constitute feeders to this job category.	
The value of weight must equal to 100.00% →	100.00%	Final Avail %				42.83%	24.69%	3.94%	5.20%		

Appendix E

Faculty: Tenured											
Factor	Weight Ratio	Raw Statistics Female	Raw Statistics *Minority	Raw Statistics **Indiv. w Disabl	Raw Statistics **Indiv. w Disabl	Weighted Statistics Female	Weighted Statistics *Minority	Weighted Statistics **Indiv. w Disabl	Weighted Statistics **Indiv. w Disabl	Source of Statistics	Reasons for External and Internal Weight Ratio
1: External - Percentage of females or racial/ethnic minorities with requisite skills in the reasonable recruitment area.	0.00%	40.01%	25.79%	4.78%	6.41%	0.00%	0.00%	0.00%	0.00%	The American Community Survey (2014-2018) compiled by the U.S. Department of Labor, Bureau of Labor Statistics. Region: See header row for region, and reference Appendix G for deifinition. COC and COC Title: See Appendix H for list of titles used for each EEO Category.	100% of tenured faculty are promoted within Metropolitan State University.
2: Internal - Percentage of females or racial/ethnic among those promotable, transferable, and trainable with your agency.	100.00%	54.55%	40.91%	4.55%	0.00%	54.55%	40.91%	4.55%	0.00%	Employee workforce for the job classifications that constitute feeders to this job category.	
The value of weight must equal to 100.00% →	100.00%	Final Avail %				54.55%	40.91%	4.55%	0.00%		

Appendix F

Institution Name: Metropolitan State University

Utilization Analysis:

Comparing Incumbency to Availability, Establishing Placement Goals, and Timetable

FEMALES				
Job Categories	% of Female Employees in the Job Category	Female Availability %	Female Establish Goals?	If Yes, Goals for FY 2020-2022
Officials/Administrators	56.00%	43.86%		
Professionals	64.25%	49.76%		
Technicians	100.00%	40.92%		
Para-Professionals	55.88%	44.45%		
Office/Clerical	76.92%	55.32%		
Skilled Craft	25.00%	39.33%	Monitor	
Service Maintenance	0.00%	40.92%	Monitor	
Faculty: Adjunct	49.29%	47.62%		
Faculty: Fixed Term	53.85%	47.71%	Monitor	
Faculty: Tenure-Track	54.55%	42.83%		
Faculty: Tenured	60.45%	54.55%		
Totals	56.43%			

RACIAL/ETHNIC MINORITIES				
Job Categories	% of Racial/Ethnic Minority Employees in the Job Category	Racial/Ethnic Minority Availability %	Racial/Ethnic Minority Establish Goals?	If Yes, Goals for FY 2020-2022
Officials/Administrators	28.00%	25.75%	Monitor	
Professionals	35.27%	21.27%		
Technicians	50.00%	12.01%	Monitor	
Para-Professionals	26.47%	14.43%		
Office/Clerical	35.90%	21.56%		
Skilled Craft	25.00%	15.81%	Monitor	
Service Maintenance	100.00%	12.01%	Monitor	
Faculty: Adjunct	22.31%	20.25%		
Faculty: Fixed Term	15.38%	20.11%	Monitor	
Faculty: Tenure-Track	40.91%	24.69%		
Faculty: Tenured	23.13%	40.91%	Yes	40.91%
Totals	27.15%			

Appendix F

INDIVIDUALS WITH DISABILITIES				
Job Categories	% of Individuals with Disabilities Employees in the Job Category	Individuals with Disabilities State Goals %	Individuals with Disabilities Establish Goals?	If Yes, Goals for FY 2020-2022
Officials/Administrators	4.00%	4.22%	Monitor	
Professionals	6.76%	4.67%		
Technicians	0.00%	3.82%	Monitor	
Para-Professionals	5.88%	4.19%	Monitor	
Office/Clerical	8.97%	5.88%		
Skilled Craft	0.00%	3.44%	Monitor	
Service Maintenance	0.00%	3.82%	Monitor	
Faculty: Adjunct	2.03%	2.39%	Yes	2.39%
Faculty: Fixed Term	0.00%	2.35%	Monitor	
Faculty: Tenure-Track	4.55%	3.94%	Monitor	
Faculty: Tenured	2.24%	4.55%	Yes	4.55%
Totals	3.77%			

Veterans				
Job Categories	% of Individuals with Disabilities Employees in the Job Category	Individuals with Disabilities State Goals %	Individuals with Disabilities Establish Goals?	If Yes, Goals for FY 2020-2022
Officials/Administrators	4.00%	5.27%	Monitor	
Professionals	3.86%	4.17%	Monitor	
Technicians	0.00%	4.52%	Monitor	
Para-Professionals	0.00%	4.32%	Yes	4.32%
Office/Clerical	2.56%	3.74%	Monitor	
Skilled Craft	0.00%	4.07%	Monitor	
Service Maintenance	0.00%	4.52%	Monitor	
Faculty: Adjunct	2.43%	2.85%	Yes	2.85%
Faculty: Fixed Term	0.00%	2.80%	Monitor	
Faculty: Tenure-Track	0.00%	5.20%	Yes	5.20%
Faculty: Tenured	0.75%	0.00%		
Totals	2.32%			