

## Affirmative Action Plan Executive Summary

### Introduction

This report summarizes the 2023 University of Maryland, Baltimore (UMB) Affirmative Action Plan (AAP) for Women and Minorities, Individuals with Disabilities (IWDs) and Protected Veterans (PVs). The data analyzed and included in this report, are reflective of personnel transactions during the period of April 1, 2022, through March 31, 2023.

UMB is required to practice affirmative action as governed by our status as a federal contractor. The Office of Federal Contract Compliance Programs (OFCCP) ensures that businesses with contracts of at least \$10,000 with the Federal government do not discriminate and that they take affirmative action in hiring. Additionally, if a business has at least 50 employees and a single contract of \$50,000 or more, then it must also develop an Affirmative Action Program (AAP)

This mission creates a number of distinct and detailed requirements, such as:

- The development of a written affirmative action plan
- The creation of an internal audit and reporting system
- The posting of notices of non-discrimination and employee's rights under the laws as overseen by the OFCCP

### Purpose

As a federal contractor, UMB is committed to ensuring that equal employment opportunity in the workplace is a reality. To maintain that commitment the University has prepared an Affirmative Action Program designed to guarantee equal access. The University does not discriminate on the basis of race, color, religion, age, ancestry or national origin, sex, sexual orientation, gender identity and expression, physical or mental disability, marital status, and protected veteran's status. This report highlights the efforts of our schools and departments in providing equal opportunity in employment, and in enhancing diversity and how these efforts align with UMB's overall mission, vision, and core values as outlined in the 2022-2026 Strategic Plan.

This report includes information from two major areas of employment activity. These areas are overall University employment, including information on faculty and staff.

### UMB Workforce and Comparisons

In 2023, UMB employed 5,919 employees. This total represents an increase of 110 (1.89%) over the 2022 plan year. The increase of individuals represents an incremental increase of new hires within most employment categories. Of the 5,919 employees, 2,822 (47.68%) are minorities and 3,580 (60.48%) are women.<sup>1</sup>

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<sup>1</sup> Women (Females) of Color are double counted as they can fall under both categories.

Year	Total Headcount	Women	% of Total Headcount	Minority	% of Total Headcount	Total Faculty	% of Total Headcount (Faculty)	Total Staff	% of Total Headcount (Staff)
2023	5,919	3,580	60.48%	2,822	47.68%	2,276	38.45%	3,643	61.55%
2022	5,809	3,505	60.34%	2,669	45.95%	2,288	39.39%	3,521	60.61%
2021	5,764	3,480	60.37%	2,604	45.18%	2,242	38.90%	3,522	61.10%

### **Faculty and Staff Employment**

Faculty and Staff employment, depicts the total count of women and minorities during the 2023 plan year.

### **2023 Total Faculty and Staff Employee Headcount**

Category	2023 Total	Black	Asian Pacific Islander	Hispanic	Native American	2 or more Races	Total Minorities	Women
<b>Executive Administrative Managerial</b>	<b>846</b>	196	65	28	1	17	307	557
	14.29%	23.17%	7.68%	3.31%	0.12%	2.01%	36.29%	65.84%
<b>Faculty</b>	<b>2276</b>	217	566	94	3	23	903	1161
	38.45%	9.53%	24.87%	4.13%	0.13%	1.01%	39.67%	51.01%
<b>Other Professionals Non-Faculty</b>	<b>1918</b>	484	296	108	2	41	931	1363
	32.40%	25.23%	15.43%	5.63%	0.10%	2.14%	48.54%	71.06%
<b>Clerical/ Secretarial</b>	<b>224</b>	151	7	6	1	3	168	177
	3.78%	67.41%	3.13%	2.68%	0.45%	1.34%	75.00%	79.02%
<b>Technical Paraprofessional</b>	<b>198</b>	102	14	7	0	6	129	123
	3.45%	51.52%	7.07%	3.54%	0.00%	3.03%	65.15%	62.12%
<b>Skilled Crafts</b>	<b>71</b>	19	1	0	1	1	22	2
	1.20%	26.76%	1.41%	0.00%	1.41%	1.41%	30.99%	2.82%
<b>Service/Maintenance</b>	<b>386</b>	352	5	3	1	1	362	197
	6.52%	91.19%	1.30%	0.78%	0.26%	0.26%	93.78%	51.04%
<b>Totals</b>	<b>5919</b>	1521	954	246	9	92	2822	3580
		25.70%	16.12%	4.16%	0.15%	1.55%	47.68%	60.48%

### **Summary of Changes since Last Affirmative Action Plan**

- The total employee population increased by 1.89% from 5,809 in 2022 to 5,919 in 2023.
- The percentage of total employees who identified as minorities per federal laws/regulations increased by 3.76% from 2022 (45.95%) to 2023 (47.68%).
- The percentage of total employees who identified as females, has increased by 0.23% from 2022 (60.34%) to 2023 (60.48%).

## Employment Actions

The University has analyzed personnel actions to determine whether and where impediments to equal employment opportunity exist and whether there are significant selection disparities by race/ethnicity or gender. These activities include applicant flow, recruitment, hires, promotions, terminations, and other personnel actions.

### **Employment Actions (April 1, 2022 to March 31, 2023)**

Total Workforce	Employed	New Hire Rate	Promotion Rate	Separation Rate
Total	5919	888	941	878
Females	3580 60.48%	581 65.43%	605 64.29%	561 63.9%
Minorities	2822 47.68%	523 58.9%	434 46.12%	430 48.97%

### Females

#### **Strengths:**

- The 2023 new hire rate for females (65.43%) continues to be higher than the incumbency rate of (60.48%). In the 2022 plan year the new hire rate was (65.91%) with an incumbency rate of (60.34%).
- The 2023 number of promotions for females (605) has increase by 51% over the (401) in 2022.
- The 2023 separation rate for females (63.9%) has decreased by 1.89% from the 2022 plan year of (65.13).

#### **Challenges:**

- As will be further described in the plan goals, there are certain job groups where our hire rate lags availability.

### Minorities

#### **Strengths:**

- The 2023 new hire rate for minorities (58.9%) continues to be higher than the incumbency rate of (47.68%). In the 2022 plan year, the new hire rate was (56.06%) with an incumbency rate of (45.95%).
- The 2023 promotion rate for minorities (46.12%) increased by 0.20% over the 2022 plan year of (46.03%).

- The 2023 separation rate for minorities (48.97%) has decreased by 5.45% from the 2022 plan year of (51.79%).

**Challenges:**

- As will be further described in the plan goals, there are certain job groups where our hire rate lags availability.

**2023 Placement Goals (Incumbency vs. Estimated Availability)**

Placement goals are used to measure progress towards achieving equal employment opportunity and are equal to the Availability percentage for the underrepresented group. They are not quotas. UMB places each job in one of its 184 job groups. There was an increase in the number of job groups with placement goals between the 2023 plan year and the 2022 plan year. Eight of the job groups below were present during last plan year (1COPS, 1CRES, 2ASSW (Females), 2AMS13, 2AMS17, 2BMS11P (Females), 2BMS17P, and 2BMS21). Five job groups (1CDPR, 1CRESADM, 2BMS09P, 2BNSP, and 3A) have emerged, while others (1BCHR, 2ASSW (Minority), 1CRES, 1DRESADM, 2BMS04, 2BMS11P (Minority) and 2BMS26) have been addressed successfully since the 2022 plan year.

There are a total of 14 faculty and staff job groups that contain placement goals during the 2023 plan year, as highlighted in yellow and red on the table below. The job groups that are noted in red are statistically significant and are of a higher priority for available recruitment and promotional opportunities. An increase in recruiting and outreach activities must be utilized to help build a larger and more diverse pool of candidates.

UMB has established affirmative action placement goals and outreach programs to address any areas of underutilization and will continue to make good faith efforts to achieve the established goals by implementing action-oriented programs noted in the Next Steps section.

Please note: The yellow shading indicates placement goals; red shading indicates areas that require more focus. In the Statistical Value section, standard deviations of 1.96 or greater are generally regarded as statistically significant. For groups with fewer than 30 employees, the Exact Binomial Test is used, and scores are marked with "E". "E" scores of 0.050 or less are generally regarded as statistically significant.

**2023 Placement Goals (Incumbency vs. Estimated Availability)**

1CDPR		Development/PR Management (Grades H and above)	
Total Emp		Min	Fem
<b>27</b>	Employment %	14.81	85.19
	Availability %	34.27	64.32
	Statistical Value	0.041E	
1COPS		Operations Management (Grades H and above)	
Total Emp		Min	Fem
<b>20</b>	Employment %	0.00	30.00

	Availability %	43.93	50.18
	Statistical Value	0.000E	0.077E
<b>1CRES</b>	<b>Research Management (Grades H and above)</b>		
Total Emp		<b>Min</b>	<b>Fem</b>
<b>34</b>	Employment %	17.65	52.94
	Availability %	35.20	68.08
	Statistical Value	2.143	1.894
<b>1CRESADM</b>	<b>Research Admin Management (Grades H and above)</b>		
Total Emp		<b>Min</b>	<b>Fem</b>
<b>15</b>	Employment %	6.67	73.33
	Availability %	39.04	73.76
	Statistical Value	0.008E	1.000E
<b>2AMS13</b>	<b>Medical Faculty Tenured/TT - OB/GYN</b>		
Total Emp		<b>Min</b>	<b>Fem</b>
<b>5</b>	Employment %	20.00	0.00
	Availability %	37.38	66.74
	Statistical Value	0.657E	0.004E
<b>2AMS17</b>	<b>Medical Faculty Tenured/TT - Psychiatry</b>		
Total Emp		<b>Min</b>	<b>Fem</b>
<b>13</b>	Employment %	15.38	15.38
	Availability %	28.43	57.93
	Statistical Value	0.374E	0.003E
<b>2ASSW</b>	<b>Social Work Faculty Tenured/Tenured Track</b>		
Total Emp		<b>Min</b>	<b>Fem</b>
<b>37</b>	Employment %	40.54	62.16
	Availability %	39.83	76.48
	Statistical Value		2.053
<b>2BMS09P</b>	<b>Med Fac Non-Tenured Track–Emerg Med-Prof</b>		
Total Emp		<b>Min</b>	<b>Fem</b>
<b>9</b>	Employment %	0.00	0.00
	Availability %	32.78	34.76

	Statistical Value	0.035E	0.032E
<b>2BMS11P</b>	<b>Med Faculty Non-Tenured Track–Med-Prof</b>		
Total Emp <b>42</b>	Min	Fem	
Employment %	23.81	16.67	
Availability %	43.92	44.87	
Statistical Value	2.626	3.675	
<b>2BMS17P</b>	<b>Med Fac Non-Tenured Trk–Psych-Prof</b>		
Total Emp <b>11</b>	Min	Fem	
Employment %	9.09	18.18	
Availability %	22.40	52.58	
Statistical Value	0.475E	0.031E	
<b>2BMS21</b>	<b>Medical Faculty Non-Tenured Track - Allied Health</b>		
Total Emp <b>25</b>	Min	Fem	
Employment %	12.00	68.00	
Availability %	40.09	44.35	
Statistical Value	0.004E		
<b>2BMS26</b>	<b>Medical Faculty Non-Tenured Track - Radiation Onc</b>		
Total Emp <b>46</b>	Min	Fem	
Employment %	58.70	23.91	
Availability %	42.65	39.02	
Statistical Value		2.100	
<b>2BNSP</b>	<b>Nursing Faculty Non-Tenured Track-Professor</b>		
Total Emp <b>4</b>	Min	Fem	
Employment %	25.00	50.00	
Availability %	18.85	94.14	
Statistical Value		0.019E	
<b>3A</b>	<b>Professionals Other (Grade F and above)</b>		
Total Emp <b>48</b>	Min	Fem	
Employment %	25.00	62.50	
Availability %	39.34	68.64	
Statistical Value	2.034	0.917	

## **Employment of Protected Veterans (PV) and Individuals with Disabilities (IWD)**

Effective March 24, 2014, the U.S. Department of Labor's Office of Federal Contract Compliance Programs (OFCCP) issued Final Rules that made significant changes to affirmative action programs for protected veterans and individuals with disabilities.

In 2023, the OFCCP established an overall hiring benchmark of 5.50% for PVs, and a 7% utilization goal for the employment of qualified IWDs for each job group in the University's workforce.

During the 2023 plan year, UMB hired 120 (2.02%) individuals who identified as PVs. While UMB did not meet the established benchmark, this was a 17.44% increase over the previous 2022 plan year of 100 (1.72%) individuals hired.

For IWDs, the 7% utilization goal was met or exceeded in 35 (19.02%) of UMB's job groups. In 2023, 149 (81%) of the job groups were below the 7% utilization goal. Within those job groups, UMB hired 52 individuals who self-identified as having a disability during the 2023 plan year, 57 self-identified during the 2022 plan year.

### **Next Steps**

UMB will ensure that all applicants and employees are treated fairly, based on job-related criteria and without regard to race, color, religion, sex, age, disability, protected veteran status, national origin, or any other characteristic protected by applicable law. UMB continues to advance its commitment to equal employment opportunity and affirmative action and has plans to ensure both faculty and staff employee success.

The President affords the Affirmative Action Officer full authority to implement the goals of the affirmative action plan and to pursue solutions to problems that might impede the progress of this plan. UMB will continue to communicate its policies within the organization and the community. The Affirmative Action Officer will ensure that schools and units are aware of areas of underutilization for job groups where there are placement goals where we need to focus our recruitment and promotional efforts.

In partnership with school and unit representatives, the central HR department will continue to ensure reasonable good-faith efforts are made for minorities and women in job groups with goals and that good-faith efforts are made equally for individuals with disabilities and protected veterans. UMB will increase outreach programs designed to increase employment opportunities for a more diverse pool of candidates. In partnership with school and unit representatives, the central HR department will work with Communications and Public Affairs to develop and implement a recruitment marketing strategy to enhance outreach efforts. Central HR will routinely review applicant recordkeeping efforts to ensure an accurate applicant pool; this includes the timely dispositioning of applicants and candidates, especially faculty hires captured in the applicant tracking system. Additionally, the central HR department will partner with schools and units to establish quantifiable methods to measure the success of outreach efforts for protected groups and make adjustments as needed.

Through an analysis of the UMB workforce as outlined in this 2023 report, the University of Maryland, Baltimore is committed to the continued advancement of affirmative action and equal employment and continues to strengthen its core value set of Equity and Justice. More recently, HRS has been given a budget to enhance training and will be increasing action-oriented plans and programs for good-faith recruiting and training to ensure compliance with affirmative action continues.

This report was compiled by Diversity/ADA/AA, a unit within Employee Labor Relations (ELR), in the Office of Human Resource Services (HRS).