THE CITY UNIVERSITY OF NEW YORK

Interpretive Memo: 10/95 Date: 9/18/95
Personnel Policy Number:
Regulation Reference No.: 5.1.2
Index Reference: Vacancies Affirmative Action Review

Issue:
The following correspondence was written by Gloriana Waters, University Assistant Dean for Affirmative Action. It clarifies and codifies for both Personnel Directors and Affirmative Action Officers the specific role of the Affirmative Action Officer in the filling of classified service positions filled either provisionally or as a selection from a civil service list.

MEMO

To: All Personnel Officers &
All Affirmative Action Officers
From: Gloriana B. Waters, University Assistant Dean for Affirmative Action
Subject: INFORMATIONAL BULLETIN # 5-95
Date: September 6, 1995

The Affirmative Action Officer has a specific role to play in the filling of classified service positions:

1. The Officer is responsible for advising the Personnel Office about any underutilization and related goals that exist for the affirmative action unit. This should be done as soon as the affirmative action plan is completed.

2. When hiring from a certified civil service list, the Affirmative Action Officer should review with the Personnel Officer the specific affirmative action goals for the areas in which hiring will be done. When underutilization exists, the goals become targets toward which the college must strive. Since civil service rules allow for consideration of the three eligibles highest on the list along with any eligibles tied in rank to the third person, the published goal should be one of many factors considered when choosing among applicants.

3. Once employment offers have been made, the Affirmative Action Officer should receive information on the composition of the applicant pool. If goals have not been addressed the Affirmative Action Officer may request an explanation along with specific plans for addressing the goals in the future.

4. For provisional appointments and appointments made to non-competitive classes, the Affirmative Action Officer can request the same information that is provided when an instructional position is filled. This includes how the position was publicized, the composition of the applicant pool, the composition of the interview pool and how decisions were made. Again, justification can be requested if goals were not addressed.

Office of the Vice Chancellor for Faculty and Staff Relations
535 East 80 Street, New York, N.Y. 10021
212. 794.5974
THE CITY UNIVERSITY OF NEW YORK
CONFIDENTIAL
APPLICANT INFORMATION

The following information will be used for statistical purposes in compliance with our Affirmative Action program and will remain confidential. Please drop this form in the box labeled APPLICANT INFORMATION at the exit.

DATE: ___________________  POSITION: _______________________________

COLLEGES WITH WHICH YOU INTERVIEWED: ______________________________

________________________________________

________________________________________

________________________________________

GENDER:   ______ MALE    ______ FEMALE

ETHNICITY: ______ AMERICAN INDIAN/ALASKAN NATIVE
             ______ ASIAN/PACIFIC ISLANDER
             ______ BLACK
             ______ HISPANIC
             ______ ITALIAN AMERICAN
             ______ WHITE
             ______ OTHER

VETERAN ______ YES ______ NO

________ VIETNAM ERA

WOULD YOU REQUIRE AN ACCOMMODATION IN ORDER TO PERFORM THE ESSENTIAL FUNCTIONS OF THIS POSITION? ______ YES ______ NO.

NAME: (OPTIONAL)__________________________________________________

ADMINISTRATION NUMBER/LIST NUMBER: ____________________________

PLEASE PUT THIS FORM IN THE BOX AT THE EXIT DOOR.

THANK YOU FOR YOUR COOPERATION