THE CITY UNIVERSITY OF NEW YORK

Interpretive Memo: 4-01
Personnel Policy Number:
Regulation Reference No.: 5.1.2
Index Reference: Recruitment Policy
University Standard Search Procedures
Classified Service Positions and Unclassified Service Instructional/Non-Instructional Positions

Subject: The following correspondence was received in response to a request to the University Coordinator for Compliance and Diversity Programs regarding the University Standard Search procedures guiding the vacancy posting and search requirements in effect for recruiting staff in classified civil service positions or unclassified service positions (full-time / adjunct faculty or non-teaching instructional staff positions).

The City University of New York
Office of the Vice Chancellor for Faculty and Staff Relations
University Office of Compliance and Diversity Programs
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TO: Rosemarie O'Rourke
Deputy University Personnel Director

FROM: Rhonnye Ricks
Coordinator, Compliance and Diversity Programs

SUBJECT: The Standard University Search Procedure

DATE: January 10, 2001

The University's Standard Search Procedure is the search method used most often to recruit for vacant positions. It requires aggressive outreach to potential applicants and serves to guarantee the widest possible circulation of a vacancy notice. The Standard Search Procedure requires placement of an advertisement in professional publications, in publications with regional and national circulation (e.g., The New York Times), and electronic posting of a Personnel Vacancy Notice (PVN) on a college website. If appropriate and timely, professional networking to advertise a vacancy at professional conferences also is recommended. To assist a college in its recruitment efforts, the University Personnel Office also posts PVNs on the University website and circulates them to certain local and national groups (e.g., the Commission for the Blind, the New York League for the Hard of Hearing, the New York State Division of Veterans' Affairs, etc.).

In general, the University's Standard Search Procedure should be used to recruit for all vacant positions for which there is no civil service list. For most positions, the Procedure requires posting of a vacancy notice for a period of approximately one month. Specific posting time periods are as follows:

a) Full-time Faculty Vacancy Notices - posted for two months between publication date and application deadline.

b) Adjunct Faculty Vacancy Notices - solicited annually or semi-annually for six months to establish an applicant pool.

c) Non-teaching Instructional Staff Vacancy Notices (HEO Series, Registrar Series, CLT, RA, Hunter HS/ES Titles) - posted for a minimum of one month between publication date and application deadline.

d) Classified Staff Vacancy Notices for Provisional Appointments - posted for at least one month between publication date and application deadline.
Memorandum to Rosemarie O'Rourke re: Search Procedures
January 10, 2001

Under certain circumstances, a college may engage in a University-wide search. This search procedure relies on the distribution of a PVN to a variety of local and national organizations and placement of a PVN on a college's website. The University-wide search procedure sometimes is used to fill a HEO Series vacancy or a vacancy for a provisional appointment to a classified staff promotional title. Approval to conduct a University-wide search is granted on a limited basis by a College Affirmative Action Officer and only after an examination of a college's or a department's underutilization statistics, overall protected class representation, and hiring patterns. If a University-wide search is unsuccessful, a college may be required to conduct a Standard Search to fill a position.

[Signature]
[Stamp: Approved]

University Personnel Director

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