Recruitment Plan and Certification Form

The Affirmative Action Program of The City University of New York mandates that equal opportunity be offered to all qualified persons when vacant positions are filled. In particular, a good faith effort is to be made to encourage women and minorities to apply for each available position. This form must be submitted to the Director of Compliance & Diversity for approval before the vacancy notice is posted.

Type of Position (check appropriate category):
◊ _____ Faculty: Regular Appt.______ Substitute Appt.______ Visiting Appt./Other______
◊ _____ Non-Teaching Instructional Staff (CLT, HEO, Registrar, and Research title series)
◊ _____ Research Foundation or Other Non Tax Levy Position
◊ _____ Classified Staff

Hiring Department Chair or Office Director ___________________________ Hiring Department/Office ___________________________ Telephone/Ext. ___________________________

Title/Position To Be Filled ___________________________ Position No. (College lines only) ___________________________ Vacancy Approval No. (College Lines only) ___________________________

Chair of Search Committee for this position (name/rank) ___________________________

Please attach the Posting Vacancy Notice (PVN), copies of the job description and advertisement.

1. Identify any qualifications/criteria other than those in the job description/advertisement that will be used in screening applicants and in evaluating candidates. For faculty positions, state whether department presentation will be required. Attach additional sheet if necessary.
2. Recruitment / Search Process

A. List the members of the search committee, including designated chair, gender, ethnicity, professional area/department. Attach additional sheet if necessary. The Director of Compliance & Diversity will meet with the search committee before certifying the applicant log and before interviews are scheduled.

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<th>Name</th>
<th>Professional Area/Dept.</th>
<th>Gender*</th>
<th>Ethnicity*</th>
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* May leave blank for Office of Compliance and Diversity to fill out.

B. Identify agreed upon procedures to be followed in conducting the search. Describe your search process as specifically as possible. E.g., will all members read all vitae/resumes; take part in all interviews; participate in all interviews; participate in selection decision? Will applicants be interviewed at professional meetings? Will the committee recommend a proposal finalist or a list of ranked/unranked candidates to selecting official? Attach additional sheet(s) if necessary.

___________________________________________________________________________________________
___________________________________________________________________________________________
___________________________________________________________________________________________

C. PVN Posting Dates: Open: _____________________ Closing date: ______________________

Note: CUNY requires a minimum 60-day posting period for faculty positions and a minimum 30-day posting period for non-teaching instructional staff positions.

D. Search Geographic area. Check all that apply:

   College _____ University _____ Local _____ Regional _____ National _____

E. Recruitment Resource/Methods. Please name publications, organizations, etc.

Professional:

- Disciplinary/professional publications:
  __________________________________________________________
  __________________________________________________________
  __________________________________________________________

- Institutions/organizations/associations to receive notices: ____________________________
  __________________________________________________________
- Professional meetings: 

- On-line bulletin boards/job listings: 

General:
- News media (name): 
- Placement/Career Services: 

Women/Minority/Veterans/Disability:
- Organizations/Caucuses, etc.: 

- Publications: 

- Personal/Other: 

3. Prepared By: _______________________________ Date Submitted ____________
   Name and signature Search Committee Chairperson (not necessarily Dept. head)

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<th>Recruitment Plan Review and Certification</th>
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| Comments: 

| Director of Compliance & Diversity approval: ___________________ Date: ________ |
| If not approved by DCD, approval to initiate search must be obtained from the President. |

| President/Desigee approval: ___________________ Date: ___________ |

Please submit the original signed form to Silvia Montalban, Director-Compliance & Diversity, 622T.