

Diversity Recruitment Procedures Summary

- Hiring departments should consult the **Chief Diversity Officer (“CDO”)**, Gabriela Leal, for advice and guidance for preparing searches that reach the broadest possible pool of candidates, taking into consideration any need to address **underutilization** in the relevant job group.
- The chair of the search committee must file, at the initiation of the search, a **Recruitment Plan Certification Form** that supports the affirmative action recruitment procedures and goals.
- Academic departments are responsible for developing recruitment programs with female and minority institutions of higher education, as well as professional and community organizations which serve these groups and other protected classes. Departments are also encouraged to send a representative(s) to recruit at annual professional conferences. The CDO shall work closely with campus organizations for minorities and women in utilizing their professional networks in attracting qualified female and minority candidates for faculty and administrative positions.
- All searches are to include advertisement and outreach designed to make a “good faith” recruitment effort to attract qualified females, minorities, Vietnam Era Veterans, disabled persons and other protected classes. The CDO may provide a directory of recruitment resources that may supplement the standard posting sources Human Resources utilizes.
- All advertisements and notices are to be approved by the CDO prior to submission for publication. The CDO also approves the job posting electronically through CUNYFirst after Human Resources sends an alert.
- **The CDO must charge the search/screening committees** by conducting a briefing session about the procedures and goals for recruiting and hiring and by providing guidelines for proper interviewing. This occurs before or during the search committee’s review of applications and prior to the scheduling of candidate interviews. Scheduling of interviews must be initiated until after the posting closes and CDO certifies the applicant pool.
- **The CDO must certify the applicant pool** before the search/screening committee begins the interview process. The CDO shall conduct an interim review of the applicant and interview pools for all ongoing searches by reviewing the **applicant flow log** which lists all applicants and codes indicating which applicants meet the minimum or preferred qualifications and which are selected for interview. Applicant interview pools should reflect female and minority representation proportionate to the available labor pool.
- The search/screening committee must submit the **Faculty and Staff Selection & Data** form indicating the names of interviewees and the selected candidate. This form and the recruitment file must be submitted to the Office of Compliance & Diversity, which will be the official repository of such records.
- **The Office of Compliance & Diversity will maintain the official recruitment file for the College for three years.** Therefore, it is important that all files be complete and submitted promptly at the end of the search. The CDO will respond to any inquiries or challenges to recruitment or hiring decisions, based on the information in the file and will provide accessibility and maintenance of the records for audits.