



Recruitment Plan and Certification Form

The Affirmative Action Program of The City University of New York (CUNY) mandates that equal opportunity be offered to all qualified persons when vacant positions are filled. A good faith effort is to be made to conduct broad recruitment outreach such that federally monitored underrepresented populations, including women, racial and ethnic minorities, veterans and individuals with disabilities, for example, apply for each available position.

This form must be submitted to the Director of Compliance & Diversity for approval.

Type of Position (check appropriate category):

- ◇ _____ Executive Compensation Plan (ECP)
- ◇ _____ Faculty: Full-Time (**not** Adjunct, Substitute or Visiting Appointments) Professorial rank: _____
- ◇ _____ Non-Teaching Instructional Staff. Contract title: _____ (e.g. HEO, HE Assoc, HE Asst, Asst to HEO)
- ◇ _____ Classified Staff-provisional (when there is no viable civil service list for appointments)

Functional/Office Title of Position to Be Filled

PVN/Job ID # (if known)

Hiring Manager (Department Chair or Dept. Director)

Hiring Department

Telephone/Ext.

Chair of Search Committee for this position (name and title)

1. Recruitment / Search Process

A. List the members of the search committee, including designated chair, professional area/department.

Note: Per CUNY, searches for Non-Teaching Instructional Staff can have a minimum of 3 committee members.

Name	Professional Area/Dept.	Gender*	Ethnicity*
1.			
2.			
3.			
4.			
5.			

* May leave blank for Office of Compliance and Diversity to fill out from self-identification data in CUNYFirst.

B. Committee members must be willing to commit to participating in all screening activities. Identify agreed upon procedures to be followed in conducting the search. Describe your search process as specifically as possible. (e.g. Also note if applicants will be interviewed at professional meetings/conferences? Will the committee recommend finalist(s) or a list of ranked/unranked candidates to selecting official?)

C. Posting Dates projected: Open: _____ Closing date: _____

Note: CUNY requires a minimum 30-day posting period for faculty positions and a minimum 21-day posting period for Non-Teaching Instructional Staff positions and ECP positions.

D. Please attach the Posting Vacancy Notice (PVN)

E. Standard Search Outreach

Unless otherwise marked below, all searches are deemed national searches, based on these Office of Human Resources standard posting sources: **Chronicle, Higher Ed Jobs, Diverse Education, CUNY Website and John Jay College Website.**

Check those that apply below only if this is not a national search:

College _____ University _____ Local _____ Regional _____

F. Specialized Outreach Search: If this search involves the use of additional recruitment sources than those listed in E, above, then please fill out the sections below that apply:

1. Search Firm to assist in the search committee's screening (Name, address and contact person):

2. Discipline-specific or professional publications: _____

3. Professional institutions/organizations/caucuses/ associations/listservs to receive copy of posting:

4. Professional conferences: _____

5. Other online bulletin boards/job listings: _____

6. Placement/Career Services at academic institutions: _____

G. Prepared By:

PRINT name: _____ **SIGN:** _____
Name and signature of Department Head or Search Committee Chairperson designated by dept. head.

Date Submitted _____

Please submit the original signed form to Gabriela Leal, Interim Director-Compliance & Diversity, 622T.

Below for office use only - To be signed by Interim Director-Compliance & Diversity

Recruitment Plan Review and Certification

Comments: _____

Director of Compliance & Diversity approval: _____ Date: _____

If not approved by the Office of Compliance & Diversity, approval to initiate search must be obtained from the President or the designee.

College President or designee's approval: _____ Date: _____