CUNY GRADUATE SCHOOL OF PUBLIC HEALTH AND HEALTH POLICY 2020-2021 AFFIRMATIVE ACTION PLAN

Affirmative Action Plans covering Minorities and Women (Executive Order 11246), Individuals with Disabilities (Section 503) and Protected Veterans (VEVRAA)

Contact:

Sahana Gupta, Chief Diversity Officer

Room 521

55 West 125th Street

New York, NY 10027

Please contact the Chief Diversity Officer at Sahana.gupta@sph.cuny.edu if you need assistance with reading this document due to a disability.

This plan is available for review at:

Room 521, 55 West 125th Street, New York, NY 10027 and on the School's website at https://sph.cuny.edu/about/diversity/

Table of Contents

 Appendices follow this document and pages, numbered separately.

PART ONE: INTRODUCTION AND BACKGROUND

This report is an annual update of the Affirmative Action Plan (AAP) for federal contractors. This unit is one of CUNY's 28 Affirmative Action establishments. The US Department of Labor's Office of Federal Contract Compliance Programs (OFCCP) oversees Affirmative Action Plan requirements for federal contractors. Some aspects of this plan also reflect state and local regulations, guidelines for public entities, and resolutions of the CUNY Board of Trustees. In particular, this plan reflects requirements for implementing:

- Presidential Executive Order 11246, for women and federally protected racial/ethnic groups
- Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended, for protected Veterans
- Section 503 of the Rehabilitation Act of 1973, as amended, for Individuals with Disabilities.

The plan reflects the following timeframes:

Employee Census Date:	**June 1, 2020**
Reporting Year:	**June 1, 2019–May 31, 2020**
Program Year:	**September 1, 2020–August 31, 2021**

Given this year's disruptions due to the 2020 COVID-19 outbreak, we experienced challenges in implementing last year's plan and in completing this year's plan, as discussed later in this report.

These hyperlinks provide highlights:

Impact of 2020 Events
Summary of Workforce by Job Group; Summary by Tenure Status
Summary of Underutilization and Goals
Action-Oriented Programs for Females and Minorities
Hiring Rates, Individuals with Disabilities and Veterans
Planned Outreach for Individuals with Disabilities and Veterans

This Plan is available for public review as described on the title page.

We produce a separate Affirmative Action Plan for Italian Americans. CUNY's Chancellor designated Italian Americans as a protected group in 1976.

Web links, confirmed as of December 2020, are subject to change.

OVERVIEW

Location
55 West 125th Street, Room 710, New York, NY 10027

Degrees
Students select Master of Public Health (MPH) concentrations from among five knowledge areas: in: Community Health; Environmental and Occupational Health Sciences; Epidemiology and Biostatistics; Health Policy and Management and Public Health Nutrition. The School also offers Master of Science (MS) Degree Programs in Environmental and Occupational Health Sciences; Health Communication for Social Change (online), Global and Migrant Health Policy (online) and Population Health Informatics (online). The School also offers a dual MD-MPH program in collaboration with the Albert Einstein College of Medicine and a 4-plus-1 program in collaboration with CUNY's Macaulay Honors College.

The School Offers PhD programs in Community Health and Health Policy, Environmental and Planetary Health Science and Epidemiology. (Until fall 2018, students were accepted into Doctoral of Public Health Programs [DPH] in Community Health and Society, Environmental and Occupational Health, Epidemiology and Health Policy and Management. Current DPH students will either complete the existing program or transfer to the PhD program.)

The School offers a specialization in Maternal, Child, Reproductive, and Sexual Health, which MPH and DPH students may complete in addition to their concentration. The School also offers a Nutrition and Dietetic Internship Program, an Advanced Certificate in Public Health, an Advanced Certificate in Industrial Hygiene and a Certificate in Population Health Informatics.

Accreditation
The School is accredited by the Middle States Commission on Higher Education (MSCHE), as a unit of the Graduate School and University Center of CUNY. The School is also accredited by the Council on Education for Public Health (CEPH), the professional body which accredits schools and programs in public health.   The MS program in EOHS is accredited by the Accreditation board for engineering and Technology (ABET), the organization that accredits post-secondary programs in applied and natural sciences and engineering. The Nutrition and Dietetic Internship program is accredited by the Accreditation Council for Education in Nutrition and Dietetics (ACEND).

History

The City University of New York (CUNY), the largest and most diverse urban public university in the United States, began training public health professionals in 1968 at Hunter College. It was one of the first public institutions without a school of public health to tackle the complex health problems facing the nation's increasingly diverse cities. By 2006, CUNY offered MPH degree programs at 3 campuses: Hunter, Brooklyn and Lehman Colleges. That same year, Chancellor Matthew Goldstein announced the University's commitment to develop a collaborative school of public health, integrating the resources of the previously independent programs under the leadership of a single Dean. In 2007,

the CUNY Graduate School, home to the University's 34 doctoral programs, introduced a DPH degree program. In 2011, the School received its first full 5-year accreditation from CEPH. In 2013, the CUNY Board of Trustees adopted changes to the School's governance plan to better reflect the University-wide nature of the School and position it for continued and expanded collaborations, growth and success. Also, in 2013, following a national search, the CUNY Board of Trustees appointed the School's first permanent Dean, Dr. Ayman El-Mohandes. In August 2015, the central component of the School moved into 25,000 sq. ft. of newly-renovated office space on West 125th Street in West Harlem, Manhattan. In November 2015, the CUNY Board of Trustees approved a resolution directing the Chancellor of the University to develop and implement a plan to transition the existing consortial School to a unified graduate school that would administer all master's and doctoral-level degree programs in public health, continuing as a unit within the CUNY Graduate School and University Center.

The name of the School was changed to the CUNY Graduate School of Public Health and Health Policy. The Dean and the faculty and staff of the unified School have established a clear pathway toward the development of a world-class school of public health that taps into the richness of the City University of New York, New York City, and beyond. In sum, the Graduate School of Public Health and Health Policy is poised for its next stage of development, creating a national model for a school of public health that reflects the diversity and challenges of cities in America and the world.

Mission

The School is located in a global city challenged by many of the world's most serious health problems that also serves as a cradle of public health innovation. Using the resources of the nation's largest and most diverse urban public University, the School seeks to create new models of innovative, interdisciplinary and applied public health education, research, and practice. The School brings together students and faculty with practitioners, researchers, activists, community residents, and policy makers from many sectors. Informed by the values of public health, social justice, and democracy, the School seeks to become a platform for collaboration to examine the causes of and solutions to pressing health problems, to engage the public in an ongoing dialogue on public health policy, and to develop a workforce with the capacity to plan and implement health-promoting programs and policies.

The School's mission is to provide a collaborative and accessible environment for excellence in education, research, and service in public health; to promote and sustain healthier populations in NYC and around the world; and to shape policy and practice in public health for all.

The vision is to promote health and social justice in NYC and across the globe through innovation and leadership.

To realize its mission and vision, the School works with communities, nonprofit and private organizations, and the government at all levels to build the capacities that help

people lead healthier and more productive lives.

ORGANIZATION CHART
Appendix A displays an organization chart.

RELEVANT POLICIES

As a unit of The City University of New York (CUNY), we adhere to federal, state, and city laws and regulations on non-discrimination and affirmative action, including: Executive Order 11246, as amended, Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Sections 503 and 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, Section 402 of the Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended, the Equal Pay Act of 1963, the Age Discrimination in Employment Act of 1967, as amended, the Age Discrimination Act of 1975, New York State Human Rights Law and New York City Human Rights Law.

Protected groups, delineated in Executive Order 11246 and updates are American Indian or Alaska Native, Asian, Black or African American, Hispanic or Latino, Native Hawaiian or Other Pacific Islander, Two or More Races, and Women. Additionally, the Chancellor of CUNY designated Italian Americans as a protected group in 1976 and CUNY prepares a separate Italian American Affirmative Action Plan.

CUNY posts its policies on non-discrimination, sexual misconduct, and affirmative action on its websites. The policies are hyperlinked below:

Equal Opportunity and Non-Discrimination Policy

The City University of New York ("University" or "CUNY"), located in a historically diverse municipality, is committed to a policy of equal employment and equal access in its educational programs and activities. Diversity, inclusion, and an environment free from discrimination are central to the mission of The University.

It is the policy of The University—applicable to all colleges and units— to recruit, employ, retain, promote, and provide benefits to employees (including paid and unpaid interns) and to admit and provide services for students without regard to race, color, creed, national origin, ethnicity, ancestry, religion, age, sex (including pregnancy, childbirth and related conditions), sexual orientation, gender, gender identity, marital status, partnership status, disability, genetic information, alienage, citizenship, military or veteran status, status as a victim of domestic violence/stalking/sex offenses, unemployment status, or any other legally prohibited basis in accordance with federal, state and city laws.

It is also The University's policy to provide reasonable accommodations to applicants, employees and other persons on the basis of disability, religious practices, pregnancy or childbirth-related medical conditions, or status as victims of domestic violence/stalking/sex offenses.

> *This Policy also prohibits retaliation for reporting or opposing discrimination, or cooperating with an investigation of a discrimination complaint.*

Management reaffirms CUNY's Equal Opportunity and Non-discrimination Policy annually. The most recently released reaffirmation letter, issued by the Dean of the School on September 1, 2020, is included in **Appendix B.**

Affirmative Action Policy
CUNY's original Affirmative Action Policy of May 28, 1985 is part of its Manual of General Policy.

> *ARTICLE V FACULTY, STAFF AND ADMINISTRATION*
>
> *Policy 5.04 - Affirmative Action:*
>
> *RESOLVED, that the Board of Trustees of The City University of New York reaffirms its commitment to affirmative action and directs the Chancellery and the colleges to reemphasize the taking of the positive steps that will lead to recruiting, hiring, retaining, tenuring, and promoting increased numbers of qualified minorities and women. (Board of Trustees Minutes, 1985-05-28, Section 6-C)*

Sexual Misconduct Policy
CUNY's Policy on Sexual Misconduct addresses sexual harassment, gender-based harassment and sexual violence. It outlines procedures applicable to students and employees for addressing complaints.
CUNY students, employees and visitors deserve the opportunity to live, learn and work free from Sexual Misconduct. Accordingly, CUNY is committed to:

> *1. Defining conduct that constitutes Sexual Misconduct;*
>
> *2. Providing clear guidelines for students, employees and visitors on how to report incidents of Sexual Misconduct;*
>
> *3. Providing ongoing assistance and support to all parties after allegations of Sexual Misconduct have been made;*
>
> *4. Promptly and respectfully responding to and investigating allegations of Sexual Misconduct, pursuing disciplinary action when appropriate and taking action to investigate and address any allegations of retaliation;*
>
> *5. Providing awareness and prevention information on Sexual Misconduct, including widely disseminating this Policy, as well as a "Students' Bill of Rights" and implementing training and educational programs on Sexual Misconduct to college constituencies;*
>
> *6. Gathering and analyzing information and data that will be reviewed in order to improve safety, reporting, responsiveness and the resolution of allegations of Sexual*

Misconduct;

7. *Distinguishing between the specific conduct defined as Title IX Sexual Harassment by the USDOE and the broader definition of Sexual Misconduct prohibited by this Policy; and*

8. *Ensuring compliance with the federal regulations under Title IX, and other federal, state and local laws.*

This is CUNY's sole policy to address Sexual Misconduct and it is applicable at all CUNY colleges and units.

Other important policies are available using the links below.

CUNY Campus and Workplace Violence Policy addresses workplace violence.
CUNY Domestic Violence and the Workplace Policy addresses domestic violence in or affecting employees in the workplace.
CUNY Procedures for Implementing Reasonable Accommodations and Academic Adjustments addresses CUNY process for responding to requests for reasonable accommodations or academic adjustments.

CUNY campuses also report crime statistics, including statistics relating to sexual violence under the federal Jeanne Clery Act. Information is available from
- John Flaherty, Director of Public Safety, Graduate Center
- Desiree Joyner, Campus Security Assistant Director, Office of Public Safety, SPH
- SPH Public Safety

RESPONSIBILITY FOR IMPLEMENTATION

While the entire community participates in promoting diversity and inclusion, we have assigned certain responsibilities.

The Dean

The Dean, Dr. Ayman El-Mohandes, oversees Affirmative Action and diversity programs to assure compliance with federal, state, and city laws, rules and regulations and university policies, and:
- Designates personnel to manage Affirmative Action, diversity, and compliance efforts, including a Chief Diversity Officer (CDO), 504/Americans with Disabilities Act (ADA) Coordinator and Title IX Coordinator
- Ensures responsible personnel have authority, staffing, and other resources to fulfill their assigned responsibilities
- Communicates a commitment to equal employment opportunity and issues an annual reaffirmation in support of affirmative action, diversity and equal opportunity
- Approves and releases required reports, including this Affirmative Action Plan.

Chief Diversity Officer

The Dean has designated Sahana Gupta as Chief Diversity Officer (CDO) and Responsible Official who:

- Provides confidential consultation for, investigates, and resolves discrimination and harassment complaints
- Distributes relevant policies, notices and revisions, and assures integration into training programs, search committee orientations, websites, and other media
- Evaluates the impact of Affirmative Action programs and initiatives
- Prepares and communicates Affirmative Action Plan reports
- Consults with hiring teams and managers on recruitment and selection, overseeing recruitment plans and effective recruitment/selection strategies to promote a diverse workforce
- Participates in CUNY initiatives promoting diversity and inclusion.

Officials

Executives, department chairpersons, managers, and supervisors are critical partners in Equal Employment and Affirmative Action programs. They help ensure compliance with regulations and policies, foster an inclusive environment, and help develop and implement the Affirmative Action Plan.

Committee(s) on Diversity and Inclusion *(Climate Change Committee)*

The Climate Change Committee was a constructive platform for staff engagement and identified concerns and established DEI priorities. Staff equity was identified as a primary priority, and in the past 2 years, the Committee had made significant contributions, such as establishing the CUNY SPH Staff Awards, providing space and support for breakfasts and social hours for faculty and staff to interact in informal settings, and reviewing and addressing school-wide fairness, including but not limited to compensation.

As a renewed commitment to racial equity initiatives at the School and in response to a survey requesting recommendations on ways to advance and promote equity, diversity and inclusion, a *Committee on Equity and Inclusion* is proposed, which will be incorporated in the School's Governance Plan, pending revision of the Plan. The School believes that this Committee will thus be empowered to authority and accountability, and dedicated to fostering, promoting, and embedding diversity, equity, and inclusion activities in the identity and strategic framework of CUNY SPH.

It is proposed that this Committee be established through a nomination and election process, with members representing faculty, staff and students. The School anticipates establishing the *Committee on Equity and Inclusion* by the end of the Fall 2020 semester.

University Management

CUNY's Office of Recruitment and Diversity (ORD) establishes job groups and other report parameters and prepares summary statistics. ORD also reports summary statistics and sponsors several university-wide diversity programs. Details of University reports and diversity programs are available here: University Diversity Resources

IMPACT OF 2020 EVENTS

On March 15, 2020, Chancellor Felix Matos-Rodriguez announced that CUNY campuses and non-essential personnel were transitioning to remote learning and working for the remainder of the academic year. As of Fall 2020, this arrangement is still in place. The transition has affected the university's operations in many ways, including personnel practices.

Due to the fiscal constraints, the University has announced a "hiring freeze." There have been limited recruitment efforts since the early part of 2020. Some recruitment activities begun in late Fall 2019 and early Spring 2020 were either cancelled or postponed. Hiring, if approved by the University, was managed remotely, with new employees beginning work in a remote environment.

Over the summer, the racial justice movement made it imperative that the School respond to the needs of the school community. While the University provided extensive guidelines for managing and maintaining academic and administrative operations during the pandemic (see CUNY website at Coronavirus), the School surveyed employees on the impact of the pandemic and racial justice movement on their work/life balance, and based on the assessment of needs, set up a workflow to provide resources and support, as necessary.

In addition, based on the racial equity survey, the School has proposed to establish a Committee on Equity and Inclusion within the School's Governance Plan to advance and promote racial equity, diversity and inclusion.

While some in-person events have either been moved to virtual formats or cancelled, if they could not be conducted remotely, the School has scheduled a number of virtualTown Halls with respective constituents (faculty and staff, students) to discuss academic and administrative issues, including but not limited to concerns and questions related to equity, diversity and inclusion.

The Chief Diversity Officer has continued to work remotely on:
- Complaint intake and investigation
- Accommodations for Individuals with Disabilities
- Recruitment advertising and outreach, for specific, approved positions
- Oversight of hiring, advancement and separation practices
- Consulting to management.

PART TWO: DATA AND ANALYSIS

We analyze workforce data as mandated through multiple methods that promote a complete assessment:

- Workforce Analysis (employees within organizational units)
- Establishment of job groups and academic disciplines
- Development of labor market availability measures
- Utilization Analysis for job groups and disciplines
- Review of Personnel Actions (e.g., Hiring, Separation, Promotion)
- Review of Recruitment Activities
- Review of Civil Service Hiring
- Review of Compensation.

Details are available from the US Department of Labor's Office of Contract Compliance Programs (OFCCP) at: OFCCP site: https://www.dol.gov/ofccp/regs/compliance/ofcpcomp.htm *(Educational Institutions Technical Assistance Guide)*.

DATA SOURCES

Employee Data
On June 30, 2020, we extracted data on full-time active employees employed as of June 1, 2020 from CUNY's system of record, CUNYfirst. We included individuals on most paid leaves, including medical leave and fellowship/sabbatical leave. We did not include individuals on terminal leaves such as retirement leave, student workers (including Graduate Assistants) or individuals employed separately by CUNY's Research Foundation.

We invite employees to self-identify gender, race/ethnicity, veteran status, and disability status. Employees may update selections at any time on an Employee Self-Service portal. We last conducted a self-identification canvas in May 2018 via email. We provided an FAQ document to explain the reasons for collecting this data, and stressed that providing it is voluntary. We plan to conduct the next canvas in the upcoming year.

We also invite job applicants to self-identify on the job application portal.

Self-Identification Categories
We use the following categories to evaluate representation by race/ethnicity for this plan:
- Total Minorities (all groups other than White, reported as a single category)
- Asian (consolidates Asian, Hawaiian, and Other Pacific Islander)
- Black/African American
- Hispanic/Latino
- White (not a protected group)

American Indian/Alaska Native and Two or More Races are included under Total Minorities but not separately reported.

If a person identifies as both Hispanic/Latino and some another group, they are recorded as Hispanic/Latino, and not as Two or More Races.

Consistent with long-standing agreements, we ask employees to self-identify Italian American status, and create a separate Italian American Affirmative Action Plan.

To retain overall comparisons to individuals in federal categories and to prevent double counting, Italian Americans are not included in Total Minorities in either plan. If individuals indicate both Italian American and federally protected ethnicity categories, we default to the federally protected category, to prevent double counting.

We use federally mandated gender categories of male and female for purposes of this plan. Our system captures non-binary general identification, but only individuals identifying as "female" are included in the federally protected gender category.

All School employees, except 1 have identified their gender and ethnicity for this reporting period. The School notes that employees are encouraged to self-identify, and while the system allows non-binary identification, the data reflects only the federally-mandated categories of male and female. Disability and Veteran status are priorities for future self-identification campaigns.

Labor Market Source Data

We compare the employee population with the Labor Market from which CUNY would reasonably recruit, train, or promote, by job group. CUNY re-calculates availability every other year, most recently in 2019. Data sources include:
- For internal candidates, employee appointments CUNY-wide over 2016-2017 and 2017-2018 for weighting and feeder jobs, applied to the June 1, 2018 employee census.
- For external candidates, US Census American Community Survey (ACS), 5-year estimate, 2013-2017 (final), specifically, extracted from University of Minnesota's Public User Microdata Sample (iPUMS).
- For faculty discipline-based estimates: US Department of Education's National Center for Education Statistics' Integrated Post-Secondary Education Data System (IPEDS) completion data, 2015-2016 (final); evaluated by Classification of Instructional Programs (CIP), most often at two-digit level (major category).

WORKFORCE ANALYSIS

In Workforce Analysis, we reviewed representation of females and minorities by division, department and title, to evaluate diversity by organizational unit rather than job group. We review the data organized by job title in order of rank or salary grade. We also review professorial faculty by tenure status within department.

Due to length, Workforce Analysis charts are not included here.

JOB GROUPS, DISCIPLINES, AND MARKET DATA

Job Groups

Except for the Workforce Analysis, we analyze data by groups of jobs with similar duties, qualifications, and other conditions of employment. CUNY establishes job groups and reviews them annually, as detailed in **Appendix C**. A major input is the federal Standard Occupational Classification (SOC) system. We further organize job groups into categories based on federal EEO-1 categories.

The next two pages provide a summary of staffing by job group, followed by a summary of professorial faculty by rank and tenure status.

Executive/Administrative/Managerial

Job Group	Ttl Empls	Female #	Female %	Minority #	Minority %
Administration 1 (Chief Executive)	1	0	0.0%	0	0.0%
Administration 1 (Executive)	9	8	88.9%	4	44.4%
Administration 2 (Manager)	19	15	78.9%	12	63.2%
IT Computer Manager	1	0	0.0%	1	100.0%

Professional Faculty

Job Group	Ttl Empls	Female #	Female %	Minority #	Minority %
Faculty-Professorial	41	24	58.5%	14	34.1%
Faculty-Librarian	1	1	100.0%	0	0.0%
Faculty-Lecturer	3	0	0.0%	0	0.0%

Professional Non-Faculty

Job Group	Ttl Empls	Female #	Female %	Minority #	Minority %
Administration 3 (Professional)	18	13	72.2%	14	77.8%
IT Computer Professional	5	2	40.0%	3	60.0%

Craft Workers

Job Group	Ttl Empls	Female #	Female %	Minority #	Minority %
Basic Crafts-Buildings and Grounds	1	0	0.0%	1	100.0%

Technicians

Job Group	Ttl Empls	Female #	Female %	Minority #	Minority %
Engineering Technician	1	1	100.0%	1	100.0%
IT Support Technician	2	0	0.0%	1	50.0%

Service Workers and Others

Job Group	Ttl Empls	Female #	Female %	Minority #	Minority %
Campus Public Safety Sergeant	1	1	100.0%	1	100.0%
Campus Peace Officer	4	2	50.0%	4	100.0%
Campus Security Assistant	4	2	50.0%	4	100.0%
Custodial Supervisor	1	0	0.0%	1	100.0%
Custodial	2	1	50.0%	2	100.0%

Summary for Professorial Rank Faculty by TItle and Tenure Status (June, 2020)

School of Public Health
Total Professorial Faculty: 41

Status categories are: Tenure, Track Tenure, Substitute, and "Instructors or Others PSC" which applies to titles where tenure status is not given.

Title	Ttl Empls	Female #	Female %	Minority #	Minority %
Asst Professor	10	6	60.0%	4	40.0%
Tenured	2	1	50.0%	0	0.0%
Track Tenure	8	5	62.5%	4	50.0%
Assc Professor	14	9	64.3%	5	35.7%
Tenured	8	5	62.5%	2	25.0%
Track Tenure	6	4	66.7%	3	50.0%
Professor	10	4	40.0%	3	30.0%
Tenured	8	4	50.0%	2	25.0%
Track Tenure	2	0	0.0%	1	50.0%
Research Assistant Professor	1	1	100.0%	1	100.0%
Instructors and others PSC	1	1	100.0%	1	100.0%
Research Associate Professor	3	3	100.0%	0	0.0%
Instructors and others PSC	3	3	100.0%	0	0.0%
Dist Professor	3	1	33.3%	1	33.3%
Instructors and others PSC	3	1	33.3%	1	33.3%

COMPARISON OF WORKFORCE SUMMARY DATE (2019: 2020)
The total number of employees increased from 102 to 114. Female representation increased from 66 to 69 (+3) and minority representation increased from 53 to 63 (+10).

In Job Groups:
Executive/Administrative/Managerial:
The position of the Chief Executive was separated from the total count of 9 in the Administration 1 category. In 2020, Administration 1 shows an increase of 1, maintaining the total in this category at 9. This was due to a search waiver for a minority female.
Total staff increased by 4, with female representation increasing by 3 in the Administration 2 category and minority representation increasing by 2.

Professional Faculty:
The total number of faculty increased to 45. While the number of female faculty remained at 25, minority representation in the professorial rank increased from 11 to 14 (+3).

Professional Non-Faculty:
There were no changes in the workforce in this job group. The School maintained 15 females and 17 minorities in this group.

Craft Workers:
The School maintained the number and representation in this job group.

Technicians:
2 staff were added in this job group, including 1 minority.

Service Workers and Others:
4 staff members were added to this job group, bringing the total to 12. Female representation increased by 1 and total minority increased by 4. We note that all staff in this job group are minorities.

The School will continue to make a good faith effort to recruit and hire diverse candidates for vacancies, as they become available. We note here that the University has announced a severe fiscal crisis and has instituted a "hiring freeze" until further notice. University management has reserved the right to approve posting and hire for any critical vacancies that may arise during this period.

Summary of Faculty by Tenure Status:
The School has 41 faculty in professorial titles.

- The School has 3 Distinguished Professors, of whom 1 is a minority female.
- The School has 10 Professors. Of the 8 tenured professors, 4 are female and 3 are minorities. Of the 2 tenure-track professors, 1 is a minority.
- The School has 14 Associate Professors. Of the 8 tenured Associate Professors, 5 are female, and 2 are minorities. Of the 6 tenure-track Associate Professors, 4 are females and 3 are minorities.

- The School has 10 Assistant Professors. Of the 2 tenured Assistant Professors, 1 is a female. Of the 8 tenure-track Assistant Professors, 5 are female and 4 are minorities.

Disciplines

We analyze data about Faculty and College Laboratory Technicians based on academic discipline. With few exceptions, CUNY assigns faculty departments to disciplines as per the Classification of Instructional Programs (CIP). For College Laboratory Technicians, we evaluate disciplines by assigning departments to either a Scientific/Engineering/Technical group or a General group. Appendix D lists these assignments. This past year, there were no material changes to the discipline assignments.

Labor Market Availability

Labor Market Availability is an estimate used to benchmark utilization of protected groups, by job group. It represents the proportion of each protected group available for employment in the labor market from which CUNY recruits (both internally and externally). CUNY typically reviews Labor Market Availability every other year and did not revise estimates this year. The appendices listed above provide the basis for each calculation. We utilize the following factors:

Weighting of Internal/External Labor Market
The internal labor market is university-wide and currently reflects the full-time employee population. We produce a weighted estimate based on 2016-2017 and 2017-2018 job moves of CUNY employees. We also identify typical feeder jobs and other conditions, such as permanency status.

Geography
We base geographic factors on both CUNY policy and actual hiring experience.
- National labor market for Administration 1 (Executive), Faculty–Professorial, and Faculty–Instructor.
- Two-state region (New York and New Jersey) for Faculty-Lecturer. IPEDS completion data is only available by State and recruiting is regional rather than national.
- New York State-only labor market where New York State residency is required by statute:
  - College Security Assistant
  - Campus Peace Officer
  - Campus Public Safety Sergeant
  - Security Manager.
- New York/New Jersey Metropolitan Statistical Area (MSA) for remaining job groups. A review of hires in 2018-2019 indicated 98.6% of new hires in these groups reside within this MSA. This area represents a large and highly diverse population.

Qualifications – Other than Collegiate Faculty
- Occupational Group: Standard Occupational Classifications assigned to every job title, matched to Census Occupational Codes.
- Degree Requirements: the minimum requirement for the lowest-ranked job in each job

group. These range from none through Master's level.

- • Experience: where there is a requirement for a specific number of years of experience, we used age as a proxy, utilizing US Census standards; for example, a Bachelor's degree assumes a standard age of 21, and a Bachelor's degree plus four years of experience would correspond to a minimum age of 25.

Qualifications - Collegiate Faculty
We assign faculty titles to Professorial, Instructor, or Lecturer job groups based on title; and calculate availability based on a combination of degree requirement and academic discipline.
- • Degree Requirements:
  - o Professorial: Doctoral Degree
  - o Instructor: Master's Degree
  - o Lecturer: Bachelor's or Master's Degree.
- • Discipline: assigned to each faculty department using the US Department of Education's Classification of Instructional Programs (CIP). On an exception basis, we calculate a blended labor market availability or assign individual faculty to disciplines.

UTILIZATION ANALYSIS

We compare female and total minority utilization with the estimated labor market by job group. We also evaluate utilization for the major federal ethnicity categories (Asian, Black/African American, and Hispanic/Latino).

There must be at least five incumbents in order to evaluate a job group. Analyzing groups of less than 30 employees may generate less reliable results than those with larger populations. The President's position reports outside of our establishment and is not included.

We report underutilization where the percent of individuals in a protected group is less than 80% below labor market estimate and the difference is equal to at least one full-time equivalent employee.

We consider job groups and disciplines for which there is underutilization as priorities for placement goals and enhanced outreach when there are hiring opportunities.

Appendix E details utilization/underutilization in each category (job group and/or academic discipline).

Small year-to-year variations in underutilization arise from a combination of changes in availability, hires, advancements, and separations. It is usually not possible to pinpoint a single, direct cause. In job groups with small numbers of employees, numbers may change substantially even with a change in only one employee.

The following pages summarize staffing and underutilization for each job group.

This is a summary of underutilization, of protected groups by faculty Job Group and Discipline. Only those combinations of Job Group and Discipline with five or more faculty are reported.

This summary provides three measurements:

-2018: Underutilization reported in the 2018 - 2019 plan (i.e., based on employee census as of 6/1/2018, the the Labor Market Availability estimates in place at that time).

-2019: Underutilization reported in the 2019 - 2020 (i.e., based on employee census as of 6/1/2019, with the current Labor Market Availability estimates, in place at that time).

-2020: Underutilization reported in the 2020 - 2021 Plan (i.e., this plan).

Notes:

-Librarians are now reported in a separate Job Group. In 2018 they were reported with Professorial faculty.

-The former discipline of Public Administration and Social Service Professions was separated into two disciplines: Public Administration and Social Service Professions. 2018 numbers are reported under the combined discipline, and 2019 numbers are reported separately.

Faculty-Professorial

		UNDERUTILIZATION					
	Total Staff	Female	Total Minority	Asian/Nat Haw./Oth. Pac. Isl.	Black/ African Am.	Hispanic/ Latino
Biological and Biomedical Sciences						
2020	10				0	
2019	10				0	
2018	11				0	
Health Professions and Related Programs						
2020	17				1	
2019	19				1	
2018	24					
Social Sciences						
2020	14					1
2019	12		1	1	1	
2018	12		2		1	1

This is a summary of underutilization of protected groups by Job Group, organized by EEO Category. Only those Job Groups with five or more staff are reported.

This summary provides three measurements:

-2018: Underutilization reported in the 2018 - 2019 plan (i.e., based on employee census as of 6/1/2018, the the Labor Market Availability estimates in place at that time).

-2019: Underutilization reported in the 2019 - 2020 (i.e., based on employee census as of 6/1/2019, with the current Labor Market Availability estimates, in place at that time).

-2020: Underutilization reported in the 2020 - 2021 Plan (i.e., this plan).

Note changes were made to job groups for security staff in 2019. 2018 figures reflect the prior organization (job groups named CPO-1 and CPO-2) and the 2019 figures reflect the new organization (Campus Security Assistant and Campus Peace Officer). The prior CPO-1 group contained Campus Security Assistant and Campus Peace Officer Level 1 only and CPO-2 contained Campus Peace Officer Level 2 only). The new groups are Campus Security Assistant and CPO (both CPO-1 and CPO-2 titles).

Category: Executive/Administrative/Managerial

	Total Staff	Female	Total Minority	Asian/Nat Haw./Oth. Pac. Isl.	Black/ African Am.	Hispanic/ Latino
Administration 1 (Executive)						
2020	9					
2019	9					
Administration 2 (Manager)						
2020	19					
2019	16					1
2018	17					

Category: Professional Non-Faculty

	Total Staff	Female	Total Minority	Asian/Nat Haw./Oth. Pac. Isl.	Black/ African Am.	Hispanic/ Latino
Administration 3 (Professional)						
2020	18					
2019	18					
2018	14					
IT Computer Professional						
2020	5			0	1	
2019	5			0	1	
2018	5				0	

Category: Service Workers and Others

	Total Staff	Female	Total Minority	Asian/Nat Haw./Oth. Pac. Isl.	Black/ African Am.	Hispanic/ Latino
Campus Peace Officer (2018-CPO Level 1)						
2018	5			0		0

Category: Service Workers and Others

	Total Staff	Female	Total Minority	Asian/Nat Haw./Oth. Pac. Isl.	Black/ African Am.	Hispanic/ Latino
			UNDERUTILIZATION			

Campus Security Assistant

	Total Staff	Female	Total Minority	Asian/Nat Haw./Oth. Pac. Isl.	Black/ African Am.	Hispanic/ Latino
2019	5			0		

Utilization, Underutilization, and Placement Goals

Two tables – 1) Faculty-both Lecturer and Professorial, and 2) Staff show the summary of underutilization. The tables highlight the underutilization reported in 2019 compared to underutilization in 2020.

Faculty:
Faculty-Professorial: Maintaining the record of 2019, the School reports no underutilization of female in any of the disciplines (Biological and Biomedical Sciences; Health Professions and Related Programs; and Social Sciences).

Health Professions and Related Programs: The School reported one underutilization of 1 Black /African American and the underutilization remains the same in 2020.

Social Sciences: There was underutilization of 1 minority and 1 Asian and 1 Black/African American in 2019. In 2020, we have eliminated the underutilization in the above categories. However, based on the Labor Market Availability and the addition of the 2 professorial positions, the School now shows an underutilization of 1 Hispanic.

Staff:
Executive/Administrative/Managerial:
There are no underutilizations in the Executive/Administrative/Managerial category. The 2019 underutilization of 1 Hispanic /Latino in the Administration 2 category has been successfully eliminated.

IT Computer Professional:
One underutilization of Black /African American in the IT Computer Professional category remains.

Service Workers and Others:
The number of positions in this category is less than 5 in the reporting year and therefore, not calculated for underutilization purpose.

The School will pay particular attention to the job groups /titles where underutilization is being consistently maintained. Under the current fiscal constraints, recruitment and hiring is either cancelled or on hold. Therefore, underutilization in areas where there is no opportunity to hire will remain. Efforts to reduce or eliminate such underutilization will be undertaken when there are opportunities to increase or fill positions.

OTHER ANALYSES

Personnel Activity
We review personnel actions for adverse impact (selections at substantially different rates for different groups). Chief Diversity Officers review activity for all job groups and report results for those groups with a material number of actions and/or applicants.

Appendix F provides net changes by job group:
- Job Actions by Gender and Ethnicity
- Faculty Tenure Actions by Gender and Ethnicity.

To analyze net changes by job group, we compare employee title changes between two reference dates (June 1, 2019 and June 1, 2020). We note hires, moves to a higher or lower job group, moves within a job group, and separations. This produces a reasonable estimate but may leave out some actions, such as an employee changing job groups more than once over the year.

Employees who leave one job group to take a position in another are reported as separated from one group and joining another. We consider transfers between CUNY units as a separation from one and a hire in the other.

Summary of Personnel Activity by Job Group
The tables included in Appendix F track employee changes such as hires, advancement or regression to a higher or lower title/job group, and separations such as leaving the School or CUNY.
-   17 new hires were made during the plan year. Of the 17 hires made, 12 were external hires. 10 are females, and 12 are minorities.
-   1 minority female faculty was awarded tenure and promotion, and another individual was awarded permanency in title.
-   1 individual moved from a tenure-track professorial title to a non-tenure track title.
-   2 individuals moved to higher titles within their job group, including 1 female and 1 minority
-   6 individuals separated from the School/University, including 6 females and 2 minorities

Executive/Administrative/Managerial:
4 employees were hired in the Administration 2 group. All 4 are females and 3 are minority.
1 female minority employee separated.
1 female minority appointment was justified with a search waiver.
There were no status changes in this job group.

Professional Faculty:
6 faculty were hired, of whom 4 are females and 3 are minorities. 3 of 6 faculty hired were justified with a search waiver.
4 female faculty members separated from the school, including 1 retirement, and 3 resignations. 2 of the resignations were in the title of Research Faculty.
Status changes in this job group include:
-   1 minority female gained tenure.
-   1 member received a Certificate of Continual Employment.
-   1 member moved from a tenure track line to a non-tenure track line using a search waiver to effect the change.

Professional Non-Faculty:
Status change recorded for 1 female shows movement to a higher title. This was justified as an exception to posting in a critical position in IT.

Technicians:
2 individuals were hired in this job group.

Service Workers and Others:
5 minority individuals were hired in this job group, including 2 minority females.
1 minority male moved to a higher title within this job group.
1 female minority resigned from her position.

The School has made considerable and significant progress in diversifying the employee population. Of the 18 appointments to positions at the School, 10 are females and 12 are minorities, representing 2 Asians, 5 Black/African Americans and 5 Hispanic.

Tenure is a permanent status granted to professorial faculty and College Laboratory Technicians. Lecturers are eligible for a similar status, Certificate of Continuous Employment (CCE). Individuals are eligible after meeting service requirements. For professorial faculty, there are additional reviews resulting in tenure recommendations to the President.

Appendix F provides details of faculty receiving tenure/CCE status effective during the past plan year, covering those awarded tenure, hired with tenure (includes faculty rehired after long-term leaves), and denied tenure.

The School awarded tenure to a minority female faculty and a Certificate of Continuous Employment to a faculty in a Lecturer Doctoral Schedule title.

No faculty member was denied tenure.

Recruiting Activity
CUNY is committed to equitable practices to recruit a diverse and highly qualified workforce.

Prior to posting a job vacancy, the Chief Diversity Officer reviews Physical and Mental Qualifications and posting language in general. The Chief Diversity Officer also reviews Recruiting Plans for intended outreach.

We conduct most faculty and administrative hiring by appointing a diverse Search Committee. The Chief Diversity Officer provides an orientation, or "charge", to committee members on effective selection practices, including practices aimed at reducing potential for bias. The Chief Diversity Officer reviews applicant pools for sufficient representation and certifies pools prior to committee review, and reviews selections again as searches near completion.

Federal guidelines state adverse selection may occur when any one group (protected or not) has a selection rate less than 80% of the selection rate of the most-selected group.

Appendix G summarizes recruiting and selection by job group for searches concluded with a job offer between June 1, 2019 and May 31, 2020.

We report all searches resulting in an offer. For some searches, notably faculty, there is a

time gap between offer and start dates. To avoid a lag in reporting, we include searches based on date of accepted job offer, even if the employee has not started work before June 1.

As per federal *Internet Applicant* guidelines, we consider an "applicant" to be someone who applies to a specific opening, has the minimum qualifications, is considered, and does not withdraw. We analyze applicant pools and selection rates for interviews, offers, and hires.

The Chief Diversity Officer reviews applicant self-identification data and determines if there is a need to adjust recruiting and outreach plans.

The School posted 19 jobs. Of the 19 positions, 5 positions were cancelled/postponed due to the projected budget shortfall at the beginning of the Spring 2020 semester. 3 searches failed due to the paucity of qualified applicant pools, which included 1 position posted twice before specific interventions in job description and outreach led to a successful conclusion.

For the 19 positions, the School received
- 1195 applicants, of whom 490 were females, and 807 were minorities and included 25 Veterans and 54 Individuals with Disabilities.
- 108 individuals were interviewed. This included 50 females, 63 minorities, 1 Veteran and 5 Individuals with Disabilities
- 14 individuals were hired which included 8 females and 11 minorities.

Details about the applicant and interview pools and hires are as follows:
Executive/Administrative/Managerial:
Of the 6 searches posted in this category, 2 failed and 1 was cancelled. 3 searches were conducted successfully.
- 171 applicants applied for the 6 positions, including 103 females and 103 minorities.
- 13 applicants were interviewed for the 3 positions that progressed through the search process.
- The interviewees include 11 females and 9 minorities.
- The 3 hires are all minority females.
- We note 2 Veterans and 13 Individuals with Disabilities as applicants, and 1 Individual with Disability who was interviewed.

Professional Faculty:
Of the 6 job postings, 1 failed due to lack of qualified candidates. 6 faculty were hired, including 2 positions in an academic department.
- 457 applicants applied for the positions, of whom 212 identified as female and 255 as minorities.
- Of the 66 interviewees, 26 were female and 31 minorities.
- The 6 hires include 4 females, and 4 minorities.
- We note 10 Veterans and 21 Individuals with Disabilities as applicants, and 1 Veteran and 2 Individual with Disabilities who were interviewed.

Professional Non-Faculty
All 4 job postings were cancelled due to budget constraints due to the pandemic and fiscal

shortfall.

At the time of cancelling the search, there were 206 applicants who had applied for these 4 positions, including 125 females and 145 minorities, 1 Veteran and 12 Individuals with Disabilities. For 4 searches, the interview process had begun and included 14 interviewees (10 females, 11 minorities and 2 Individual with Disabilities).

The School had to cancel the searches for budgetary reasons.

Technicians:
There were 2 vacancies for the position.
- The School received 172 applicants, of whom 19 were female, and 133 were minorities. This included 7 Veterans and 4 Individuals with Disabilities.
- Of the 7 individuals interviewed, 1 was female and 4 were minorities.
- 2 hires were made in this job category.

Service Workers and Others:
2 searches were conducted. One position had 2 vacancies.
For the 3 positions, 189 applications were received.
31 were females and 171 were minorities, 5 Veterans and 4 Individuals with Disabilities.
8 individuals were interviewed, including 2 females. All interviewees were minorities.
3 individuals were hired, including 1 female.
All 3 hires are minorities.

Search Waivers:
The CDO requested 5 search waivers and 1 Exception to Posting.

In order to provide appropriate leadership in the Student and Alumni Services unit, a search waiver was requested to appoint a minority female in the Administration 1 (Executive) job group. This appointment represented a specific situation where the internal restructuring required continuation of leadership.

The School received approval for an exception to posting for an appointment and movement into higher title for a critical IT position.

The 4 search waivers in the faculty job group were focused on the appointment and hire of qualified candidates in academic departments. These search waivers included 2 Research Faculty with significant grant funding that would enhance the research and academic quality at the School.

The Chief Diversity Officer and University management review requests and approve these waiver applications.

Civil Service Hiring
The School did not participate in any University-wide hiring pools for Classified Civil Service positions.

Compensation

Employee pay plans are governed by bargaining unit contracts, Civil Service regulations, Prevailing Wage determinations, and/or university policies. Plans include the Executive Compensation Plan (ECP), Faculty and Non-Teaching Instructional Staff Pay Plan, Classified Civil Service Plans for Managerial and Non-Managerial Personnel, and Prevailing Wage schedules for Skilled Trades. CUNY's Trustees review and approve all pay plans.

The Chief Diversity Officer reviews overall practices such as:
- Setting of Starting Salaries
- Performance-Based Pay
- Pay Increases Upon Promotion
- Tracking of Compensation Decisions
- Document Retention
- Assignment of Overtime/Additional Assignments.

We review average salaries by job group and title and evaluate areas with a discrepancy of 5% or more for a material number of employees.

The Chief Diversity Officer discusses compensation best practices and areas of risk with the Dean and senior members of his administration on an ongoing basis. The compensation analysis for the Plan Year 2020-2021 was shared with the Dean and senior management prior to the publication of this report.

PART THREE: ACTION-ORIENTED PROGRAMS

This section provides a qualitative assessment of prior-year goal attainment and details efforts aimed at achieving next year's goals.

Part Three contains:
- Prior-Year Programs
- 2020-2021 Planned Programs
- Ongoing Activities
- Internal Audit and Reporting.

PRIOR-YEAR PROGRAMS

During the prior plan year (2019-2020), the School undertook the following to support Affirmative Action and create a climate of inclusion:

Summary of Campus Programs, 2019-2020

Program	Impact/Job Group
Performance Management and Evaluation	Awareness and information with an equity and inclusion lens
Faculty workshop on Reasonable Accommodations for Students	Awareness and information for better student engagement
Streamlined search process	Efficient and timely hiring of diverse quality candidates

2020-2021 PLANNED PROGRAMS

In Spring 2020, the Dean spearheaded a Racial Equity Initiative at the School, including a survey on Racial Equity and Inclusion. Results from the survey include rolling out a comprehensive Campus Climate Survey in AY 2020-2021, which, along with the knowledge gained from the Racial Equity Survey will provide the basis for the development of a comprehensive plan to embed equity and inclusion principles and actions into the school's identity and Strategic Framework. The survey also supported the creation of a *Committee for Equity and Inclusion*, comprising elected representatives of students, faculty, and staff reflecting the diverse voices of the School community. The Committee will be established by end of 2020, and incorporated and formalized in the revised Governance Plan.

Also, as part of the School's commitment to diversity and inclusion in its academic programs, the Office of Academic and Student Affairs is developing a zero-credit foundation course for all faculty, staff and students, focused on the health consequences of racism and racial injustice. The course will be structured as an interactive lecture/discussion module designed for Blackboard and will provide definitions of diversity, equity and inclusion in the public health field and the impact of racism and racial injustice on public health. The launch plan is Winter (January) 2021 session. In addition, the Office of Academic and Student Affairs will conduct a diversity and equity assessment of the School's curriculum, using combined principles of a Diversity Inclusion framework and Universal Design for Learning (UDL).

Planned Campus Programs, 2020-2021

Program	Expected Impact/Job Group
Conduct an Institutional DEI Assessment	Faculty, Staff and Students
Conduct a Campus Climate Survey	Faculty, Staff and Students
Conduct a Needs Assessment with a racial equity lens to provide professional development and career advancement to people of color	Faculty and Staff

ONGOING ACTIVITIES

The Chief Diversity Officer oversees all recruitment processes, including providing orientation and training search committees on fair and equitable search practices.

During the period June 1, 2019 through May 31, 2020, the CDO met with 13 search committees to provide orientation and training with a focus on implicit bias and non-discrimination in the search process, and diversity focus in hiring.

CUNY's headquarters Office Human of Resources Management:
- Lists job vacancies with State Workforce Agencies and Veterans' centers
- Maintains consolidated advertising programs, including job boards serving Veterans, Individuals with Disabilities, women, and protected minorities
- Maintains social media accounts for recruitment and employment branding
- Advertises and administers Civil Service examinations
- Distributes training materials on effective recruiting and selection
- Provides training and updates to Chief Diversity Officers.

Recruitment policies support diverse applicant pools through:
- Required posting of open positions and of Civil Service Notices of Exam; typical faculty vacancies are posted for 30-60 days and administrative vacancies are posted for 14-30 days
- Collecting applications in a single system where pre-established screening practices may be applied
- Inviting candidates to self-identify race/ethnicity, gender, veteran status, and disability status when applying; data is kept confidentially and used to analyze applicant pools
- For many positions, a diverse Search Committee evaluates candidates according to consistent, job-related criteria.

The CDO has established a documented workflow for managing recruitment, search and hiring processes. This workflow provides clearly documented applicant and interview reviews and therefore, transparency of the School's commitment to fair and equitable hiring and diversity.

Compliance Training:
CUNY implemented an on-line training program for faculty and staff on sexual harassment prevention – ESPARC (Employee Sexual and Interpersonal Violence Prevention and Response Course). The CDO / Title IX Coordinator regularly reviews compliance by employees and collaborates with the Office of Human Resources on completion reports and follow-up with individuals who have not completed the training within the specified time period.

The CDO/Title IX Coordinator provided Title IX policy overview and information to faculty and staff at the beginning of the 2020-21 academic year. In June/July 2020, the CDO/Title IX Coordinator provided information and awareness sessions on CUNY's revised Policy on Sexual Misconduct. In addition, training was provided to the Title IX Subcommittee of the Faculty-Student Disciplinary Committee.

INTERNAL AUDIT AND REPORTING

The Chief Diversity Officer posts and distributes notices of policies, new/revised regulations, and similar compliance information, and makes the Affirmative Action Plan available for public inspection. He/she also integrates compliance information into training programs for faculty, students, and staff.

The Chief Diversity Officer's responsibilities for audits and reviews include
- Monitoring personnel actions, including new hires, transfers, promotions, and terminations
- Monitoring employee self-identification programs
- Reviewing recruiting outreach and advertising
- Monitoring complaints/incident reports which may indicate underlying trends
- Reviewing personnel practices and the Affirmative Action Plan with management
- Advising management of program effectiveness and providing recommendations for improvement.

The School maintains employment records in the CUNYFirst system used to provide the data underlying Affirmative Action Plans. Through the Plan Year, the Chief Diversity Officer, in collaboration with the Office of Human Resources scheduled regular audits of employee records in CUNYfirst to ensure data integrity and quality.

The University reports statistics and diversity metrics to the University community and the CUNY Board of Trustees.

PART FOUR: INDIVIDUALS WITH DISABILITIES AND PROTECTED VETERANS

Federal regulations mandate Affirmative Action plans address hiring and advancement of Individuals with Disabilities and Veterans.

Part Four, as mandated by regulation, contains:
- Equal Opportunity and Non-Discrimination Policy
- Review of Personnel Processes
- Review of Physical and Mental Qualifications
- Reasonable Accommodations
- Harassment Prevention Procedures
- External Policy Dissemination
- Outreach and Positive Recruiting
- Internal Policy Dissemination
- Implementation Responsibility
- Training
- Audit and Reporting System
- Benchmark Comparisons

EQUAL OPPORTUNITY AND NON-DISCRIMINATION POLICY

The City University of New York ("University" or "CUNY"), located in a historically diverse municipality, is committed to a policy of equal employment and equal access in its educational programs and activities. Diversity, inclusion, and an environment free from discrimination are central to the mission of The University.

It is the policy of The University—applicable to all colleges and units— to recruit, employ, retain, promote, and provide benefits to employees (including paid and unpaid interns) and to admit and provide services for students without regard to race, color, creed, national origin, ethnicity, ancestry, religion, age, sex (including pregnancy, childbirth and related conditions), sexual orientation, gender, gender identity, marital status, partnership status, disability, genetic information, alienage, citizenship, military or veteran status, status as a victim of domestic violence/stalking/sex offenses, unemployment status, or any other legally prohibited basis in accordance with federal, state and city laws.

It is also The University's policy to provide reasonable accommodations to applicants, employees and other persons on the basis of disability, religious practices, pregnancy or childbirth-related medical conditions, or status as victims of domestic violence/stalking/sex offenses.

This Policy also prohibits retaliation for reporting or opposing discrimination, or cooperating with an investigation of a discrimination complaint.

The City University of New York is committed to a policy of equal employment and equal access in its educational programs and other activities. Diversity, inclusion, and an environment free from discrimination are central to CUNY's mission.

REVIEW OF PERSONNEL PROCESSES

We seek to ensure personnel processes support equal employment opportunity for employees and applicants who are Individuals with Disabilities and/or Protected Veterans. We periodically review practices for potential barriers to employment, training, and promotion.

Personnel practices do not stereotype Individuals with Disabilities or Protected Veterans or otherwise limit access to employment. We include Individuals with Disabilities and Veterans in media such as college publications and websites.

We invite employees to self-identify through an online self-service system. We invite applicants to self-identify through CUNY's online applicant tracking system.

CUNY maintains appropriate security measures for confidentiality of personal data.

We last conducted a self-identification campaign in 2018 and plan to have the next comprehensive campaign in the next plan year.

REVIEW OF PHYSICAL AND MENTAL QUALIFICATIONS

We ensure physical and mental qualifications are job-related and consistent with business necessity and safety. We periodically review physical and mental qualifications as they relate to employment, training, and promotion.

We review position requirements before listing a job vacancy. We review any new job qualifications or conditions to ensure they would not screen out qualified Individuals with Disabilities or Protected Veterans.

CUNY's Civil Service unit reviews job requirements prior to issuing new or revised Civil Service job descriptions. The university also provides a checklist for planning a recruiting effort with a sign-off on job requirements.

REASONABLE ACCOMMODATIONS

We provide reasonable accommodations to Individuals with Disabilities and Disabled Veterans in employment matters. As per _CUNY Procedures for Implementing Reasonable Accommodation and Academic Adjustments_, Human Resources Directors are responsible for responding to accommodation requests by applicants, employees, contractors, visitors, and others.

The contact for accommodation requests is:
> Name: Arthur McHugh
> Title: Director of Human Resources
> Phone: 646-364-9764
> Email: Arthur.Mchugh@sph.cuny.edu

Information for applicants for employment is provided through the link for Employment on the CUNY Website. The School website links to this portal. The statement reads:
> _Any applicant who requires an accommodation for a disability in order to apply for a position or proceed with the job search process should contact the Human Resources office at the College posting the position (see CUNY employment site: https://www.cuny.edu/employment/campus-hr.html) or contact the Office of Recruitment and Diversity at jobs@cuny.edu or at 395 Hudson St., New York, NY 10014._

We provide reasonable accommodations to individuals based on: a disability; pregnancy, childbirth, or medical condition related to pregnancy or childbirth; religious practice; and status as a victim of domestic violence, sex offense or stalking.

During 2019-2020:
The School received two (2) employee requests for reasonable accommodation which were successfully concluded. There are no pending requests or appeals.

HARASSMENT PREVENTION PROCEDURES

CUNY has developed anti-harassment policies and procedures concerning Individuals with Disabilities and Protected Veterans. The 504/ADA Coordinator reviews personnel practices to ensure access and non-discrimination for Individuals with Disabilities. The Chief Diversity Officer reviews practices for Veterans.

EXTERNAL POLICY DISSEMINATION

Each job vacancy announcement includes a summary of CUNY's policy. CUNY posts its Non-Discrimination Policy on its Employment portal as well.

CUNY's Office of Labor Relations provides an annual notice of our policies to labor unions. Our establishment (or the university, as appropriate) sends written notice of the Affirmative Action Policy to subcontractors, vendors, and suppliers, requesting compliance.

OUTREACH AND POSITIVE RECRUITING

Summary of Prior-Year Outreach

During 2019-2020, the School undertook the following activities to enhance awareness, information and outreach to Veterans and Individuals with Disabilities:

Program / Effort	Impact/Discussion
Targeted and specific outreach to Veterans and Individuals with Disabilities through job websites	Increase diversity in applicant pools
Awareness training and information to search committees	Increase awareness and sensitivity to candidates
Workshop on Reasonable Accommodations	Increase awareness and sensitivity to employee requests and needs

Planned Outreach for 2020-2021

We plan to continue the programs:

Program / Effort	Goals/Expected Impact
Targeted and specific outreach to Veterans and Individuals with Disabilities through job websites	Increase diversity in applicant pools
Awareness training and information to search committees	Increase awareness and sensitivity to candidates
Workshop on Reasonable Accommodations	Increase awareness and sensitivity to employee requests and needs

Subject to changes in the current "hiring freeze", the CDO will undertake specific discussions with each search committee, highlighting recruitment and outreach efforts, and providing training on conducting inclusive searches to increase the inclusion of Veterans and Individuals with Disabilities in applicant and interviewee pools and to support hires. Specific workshops will be provided through the academic year to supervisors and managers to increase awareness and sensitivity to employee requests and needs.

Ongoing efforts will include:

- Disseminating information concerning employment opportunities to outlets reaching Disabled Veterans, other Protected Veterans, and Individuals with Disabilities
- Advertising job openings with a variety of external resources, including required reporting to the New York State Labor Department and related agencies
- Filing the annual federal VETS-4212 report
- Assisting Veterans with a passing score on a competitive Civil Service examination to apply for additional points based on Veteran or Disabled Veteran Status (as per NY State statute)
- Assisting qualified Individuals with Disabilities with to classified competitive Civil Service titles without an examination (as per NY State statute).

INTERNAL POLICY DISSEMINATION

To foster positive support for Affirmative Action programs for Protected Veterans and Individuals with Disabilities, we have:
- Included policies in manuals and other publications
- Explained policies and individual responsibilities to senior management and supervisors
- Conducted training for employees involved in recruitment, selection, and promotion decision-making
- Discussed policies in employee orientation and management training programs
- Included information on the accomplishments of Disabled Veterans, other Veterans, and Individuals with Disabilities in unit communications
- Posted *CUNY Procedures for Implementing Reasonable Accommodation and Academic Adjustments* on bulletin boards, along with the *CUNY Policy on Non-Discrimination* (which also covers protection from harassment on the basis of disability)
- Featured persons who are Individuals with Disabilities in handbooks or similar publications

IMPLEMENTATION RESPONSIBILITY

As part of its efforts to ensure equal employment opportunity to Disabled Veterans, other Veterans, and Individuals with Disabilities, we have designated specific responsibilities.

The Dean

The Dean, Dr. Ayman El-Mohandes, oversees Affirmative Action and compliance programs. He/she appoints a 504/ADA Coordinator to oversee compliance and provides support and resources for Affirmative Action and compliance. The 504/ADA Coordinator and the Chief Diversity Officer report issues uncovered in interview reviews to the President who oversees

appropriate responses.

504/ADA Coordinator

As 504/ADA Coordinator, Sahana Gupta

- Chairs 504/ADA Committee
- Monitors 504/ADA compliance
- Reviews and resolve issues such as disputed accommodation decisions
- Maintains records of accommodation requests and outcomes
- Ensures records are stored securely and confidentiality is maintained
- Provides training as needed on issues related to Individuals with Disabilities.

504/ADA Committee

The 504/ADA Committee advises the 504/ADA Coordinator. It includes representatives from various departments, and programs, including programs for Veterans and Individuals with Disabilities.

The School is in the process of establishing a 504-ADA Committee. In the interim, the CDO has worked very closely with the Office of Human Resources and the Student Accessibility Services Office to monitor and review requests and resolve any issues.

Other Officials

Other officials assume help assure compliance with regulations through working with management to fund, identify and implement accommodations and other accessibility improvements.

University Management

CUNY's Office of Recruitment and Diversity reports summary statistics, posted on its portal.

TRAINING

We assure individuals involved with recruitment, selection, promotion, disciplinary actions, training, and similar activities receive an orientation on relevant rules and regulations and the Affirmative Action Plan.

CUNY's Office of Recruitment and Diversity and the Office of Professional Development and Learning Management provide training opportunities to help employees maximize their personal and workplace effectiveness, including Diversity Training courses.

The Chief Diversity Officer will continue to provide training for faculty and staff who serve on search committees to increase awareness and sensitivity to diversity in the applicant and interviewee pools.

The Chief Diversity Officer provides information and training workshops on topics such as Diversity and Inclusion in the Workplace, and Reasonable Accommodation Policy and Procedures.

In the remote working environment, the ADA-504 Coordinator worked collaboratively with human resources and management to ensure accommodations requested due to the pandemic were fairly answered and provided.

The Chief Diversity Officer will attend training sessions provided by or sponsored by CUNY.

AUDIT AND REPORTING SYSTEM

The Chief Diversity Officer audits the effectiveness of outreach and Affirmative Action programs in general and monitors recruitment practices and discrimination claims related to status as a Veteran or Individual with a Disability.

The 504/ADA Coordinator oversees audit and reporting in support of Individuals with Disabilities. He/she identifies and addresses barriers to access and evaluates remedial actions.

The CDO/ADA-504 Coordinator reports all findings to the Dean.

BENCHMARK COMPARISONS

Staffing

Appendix H summarizes Individuals with Disabilities by job group. The US Department of Labor suggests a benchmark of 7.0% for each job group. There is no requirement to calculate underutilization or set placement goals.

There is no guideline for Veteran utilization.

Hiring Rates

The Exhibit on the following page illustrates hiring rates for Veterans and Individuals with Disabilities as compared with previous plan years, presented as prescribed by the US Department of Labor.

In March 2020, the federal benchmark Hiring Rate for Veterans was set at 5.7%, representing the prevalence of veterans in the United States workforce. The previous rate from March 2019 was 5.9%.

There is no hiring rate benchmark for Individuals with Disabilities.

The School continues to make efforts by monitoring recruitment, application and appointment processes to assure representation of Protected Veterans and Individuals with Disabilities.

Exhibit: Benchmark Comparisons for Veterans and Individuals with Disabilities

Veterans Hiring Rate Benchmark

The benchmark, established annually by the US Department of Labor, is 5.7% as of March 2020.

Factor	2019-2020	2018-2019	2017-2018
Benchmark	**5.7%**	**5.9%**	**6.4%**
A. Number of applicants who self-identified as Veterans before an offer of employment is made	25	18	26
B. Total number of job openings	14	16	15
C. Total number of jobs filled	14	15	13
D. Total number of applicants for all jobs	1195	1437	1540
E. Number of Veteran applicants hired	0	0	0
F. Total number of applicants hired	14	15	14
Hiring Rate (E divided by F)	0 %	0%	0%
Was Benchmark Met? (Yes/No)	No	No	No

Hiring Rate, Individuals with Disabilities

There is no recommended hiring benchmark for Individuals with Disabilities.

Factor	2019-2020	2018-2019	2017-2018
A. Number of applicants who self-identify as Individuals with Disabilities before an offer of employment is made	54	52	70
B. Total number of job openings	14	16	15
C. Total number of jobs filled	14	15	13
D. Total number of applicants for all jobs	1195	1437	1540
E. Number of Individuals with Disabilities hired	0	1	1
F. Total number of applicants hired	14	15	14
Hiring Rate (E Divided by F)	0	6%	7.1%

APPENDICES

A. SUMMARY ORGANIZATION CHART

B. RE-AFFIRMATION LETTER

C. JOB GROUPS AND LABOR MARKET AVAILABILITY

D. ACADEMIC DEPARTMENTS BY DISCIPLINE AND COLLEGE LAB TECHNICIAN CATEGORY

E. UTILIZATION ANALYSIS (ADMINISTRATORS AND STAFF, COLLEGE LAB TECHNICIANS, FACULTY)

F. SUMMARY OF PERSONNEL ACTIVITIES

G. SUMMARY OF RECRUITMENT ACTIVITIES

H. UTILIZATION OF INDIVIDUALS WITH DISABILITIES

This Appendix provides a high-level organization chart.

CUNY Graduate School of Public Health and Health Policy Organizational Chart –   10/13/20

Dean

- Development
- Community Engagement
- Communications
- Diversity and Compliance
- Legal

Chief of Staff
See detail on SPH Chart

Administration
See detail on Admin Chart

- Business Services
- Human Resources
- Information Technology
- Public Safety
- Campus Operations (Facilities)

Sponsored Research and Programs
See detail on SPH Chart

Student and Academic Affairs
See detail on Student Affairs/Alumni Relations and Faculty Affairs Charts

Student Affairs & Alumni Relations
See detail on Student Affairs and Alumni Relations Chart

- Registrar
  - Admissions
- Financial Aid
  - Career Services and Alumni Affairs
- International Students
  - Student Life
  - Student Wellness

Faculty Affairs
See detail on Faculty Affairs Chart

- Curriculum Innovation and Implementation
- Academic Assessment and Planning
- Community Outreach and Internships

Centers and Institutes

- Center for Global Immigrant and Refugee Health
- Center for Innovation in Mental Health
- Center for System and Community Design
- CUNY Urban Food Policy Institute
- Institute for Implementation Science in Public Health

This Appendix contains information on the most recently distributed reaffirmation(s).

MEMORANDUM

To: Graduate School of Public Health and Health Policy (CUNY SPH)

From: Dean Ayman El-Mohandes

Re: Reaffirmation of Commitment to Diversity/Equal Opportunity/Affirmative Action

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The City University of New York (CUNY) and the Graduate School of Public Health and Health Policy (CUNY SPH) are dedicated to maintaining an inclusive work and learning environment, and I write to strongly reaffirm our commitment, and my own commitment, to the principles of affirmative action, equal opportunity, and diversity. Accordingly, I am committed to oversee our compliance with the CUNY Policies and Procedures on Equal Opportunity, Non-Discrimination, and on Sexual Misconduct.

The Equal Opportunity and Non-discrimination Policy states CUNY's commitment to recruit, employ, retain, promote, and provide benefits to employees regardless of race, color, creed, national origin, ethnicity, ancestry, religion, age, sex, sexual orientation, gender, gender identity, marital status, partnership status, disability, genetic information, alienage, citizenship, military or veteran status, unemployment status, pregnancy, or status as a victim of domestic violence/stalking/sex offenses, or any other legally prohibited basis in accordance with federal, state and city laws. I remind you that Italian Americans are included among CUNY's protected groups. Additionally, as a federal contractor, CUNY engages in affirmative action consistent with federal requirements.

I invite you to view the Equal Opportunity Policy and the Title IX – Policy on Sexual Misconduct:
Equal Opportunity and Non-Discrimination Policy
Title IX – Policy on Sexual Misconduct

The following administrators implement CUNY SPH's Diversity/Equal Opportunity/Affirmative Action Program:

Chief Diversity Officer/Title IX Coordinator/ADA-504 Coordinator
Sahana Gupta
55 West 125th Street, New York, NY 10027
Room 521; 646-364-9521/646-618-0129
Sahana.Gupta@sph.cuny.edu

Director of Human Resources
Arthur McHugh Jr.
55 West 125th Street, New York, NY 10027
Room 715; 646-364-9764
Arthur.McHugh@sph.cuny.edu

Disability Coordinator
Jeanette Rodriguez
CUNY SPH
55 West 125th Street, New York, NY 10027
Room 724; 646-364-9770
Jeanette.Rodriguez@sph.cuny.edu

Members of our campus community who become aware of allegations of discrimination or retaliation should encourage the aggrieved individual to report the alleged behavior. I ask for your continued support to ensure equal opportunity, affirmative action, and diversity and inclusion practices at CUNY SPH.

This report lists those CUNY job groups for which the college has employees. Labor Market Availability factors (LMA) are listed for each group. LMA Factor 1 is the external Labor Market measure. LMA Factor 2 is an internal factor for employees who could be recruited or promoted into the group based on historical data for CUNY overall).

Groups with fewer than five employees are listed here but will not be included in Utilization Analysis worksheets. Individuals in the Chief Executive role are not included in this report.

Titles added to CUNY's job system in the past year are listed at the end of this Appendix. Not all titles were utilized by the College.

Further details on Job Groups and Labor Market Availability are provided in the Narrative.

Full Time Employee Count (excludes Chief Executive):   113

Category: Executive/Administrative/Managerial

Group: **Administration 1 (Executive)**

Employees: 9

Description

Executive Compensation Plan (Other Than Chief Executive)

Executive Compensation Plan; Chief Executives (Presidents, Deans of Major Schools) are excluded

Labor Market Availability Factors

LMA Factor	Weight	Explanation
1-External	50.00%	ACS 2013-2017 Nationwide workforce with Bachelors Degree or Higher and age of 29 or above (proxy for eight years' of post-Bachelor's experience) and in selected occupations: 0010 (Chief Executives), 0020 (General and Operations Managers), 0060 (Public Relations and Fundraising Managers), 0100 (Administrative Services Managers), 0110 (Computer and Information Systems Managers), 0120 (Financial Managers), 0136 (Human Resources Managers), and 0230 (Education Administrators).
2-Internal	50.00%	Employees in the following titles: HE Officer, Professor, Associate Professor, IT Computer Systems Manager (Levels 5 and higher), or Chief Administrative Superintendent (Levels 4 and higher) as of 6/1/2018.

Title(s)	Employees
Assc Dean	1
Asst Administrator	1
Asst Dean	1
Prof School Assoc Admin	1
Prof School Assoc Dean	2
Prof School Asst Admin	1
Prof School Sr Assoc Dean	2

Group: **Administration 2 (Manager)**

Employees: 19

Description

Manager-Level Administrators

Labor Market Availability Factors

LMA Factor	Weight	Explanation
1-External	50.00%	ACS 2013-2017 NY/NJ MSA workforce with Bachelors Degree or Higher and age of 25 or above (proxy for four years' post-Bachelor's experience) and in selected occupations: 0020 (General and Operations Managers), 0060 (Public Relations and Fundraising Managers), 0200 (Administrative Services Managers), 0110 (Computer and Information Systems Managers), 0120 (Financial Managers), 0136 (Human Resources Managers), 0230 (Education Administrators), 0710 (Management Analysts), 2000 (Counselors), and 2100 (Lawyers).
2-Internal	50.00%	Employees in HE Assistant title as of 6/1/2018.

Title(s)	Employees
HE Associate	8

Category: Executive/Administrative/Managerial

HE Officer   11

Group: **IT Computer Manager**

Employees: 1

Description

Information Technology Managers (Managerial)

Labor Market Availability Factors

LMA Factor	Weight	Explanation
1-External	60.00%	2013-2017 ACS, NY/NJ MSA workforce, no degree requirement; six years' work experience (proxy minimum age of 23) and in the following occupation: 0110 (Computer and Information Systems Managers)
2-Internal	40.00%	Employees in the title IT Senior Associate, Civil Service permanency not required, as of 6/1/2018.

Title(s)	Employees
IT Computer Systems Mgr	1

Category: Professional Faculty

Group: **Faculty-Lecturer**

Employees: 3

Description

Lecturer Faculty excluding Librarians. Lecturers are eligible for a certificate of continuous employment but not tenure. The minimum qualification for Lecturer is a Bachelor's degree in a discipline related to the subject being taught.

For utilization analysis in the Federal Plan, reviewed by academic discipline or program within job group.

Labor Market Availability Factors

LMA Factor	Weight	Explanation
1-External	100.00%	2016 NCES Degree Completions, Bachelor's or Masters, NY and NJ, for selected disciplines (first and second majors), not weighted.
2-Internal	0.00%	NA

Title(s)	Employees
Clinical Professor	1
Dist Lecturer	1
Lecturer Doct Sch	1

Group: **Faculty-Librarian**

Employees: 1

Description

CUNY Librarians with faculty appointments

Prior to 2019, a sub-group of professorial faculty; separated as it encompasses faculty of all ranks.

Labor Market Availability Factors

LMA Factor	Weight	Explanation
1-External	100.00%	2016 NCAS Degree Completions, Master's level only, Nationwide, for Library Science Discipline.
2-Internal	0.00%	NA

Title(s)	Employees
Instructor	1

Category: Professional Faculty

Group: **Faculty-Professorial**

Employees: 41

Description

Tenure-eligible faculty (excluding Librarians) for whom a terminal degree such as a Doctorate is a minimum qualification.

For utilization analysis in the Federal Plan, reviewed by academic discipline or program within job group.

Labor Market Availability Factors

LMA Factor	Weight	Explanation
1-External	100.00%	2016 NCES Degree Completions, Doctoral, Nationwide for selected disciplines (first and second majors), not weighted.
2-Internal	100.00%	NA

Title(s)	Employees
Assc Professor	14
Asst Professor	10
Dist Professor	3
Professor	10
Research Assistant Professor	1
Research Associate Professor	3

Category: Professional Non-Faculty

Group: **Administration 3 (Professional)**

Employees: 18

Description

Entry and Mid-Level Administrators (Professionals)

Labor Market Availability Factors

LMA Factor	Weight	Explanation
1-External	70.00%	ACS 2013-2017 NY/NJ MSA workforce with Bachelor's Degree or Higher and in the following occupations: 0630 (Human Resources Workers), 0740 (Business Operations Specialists), 0820 (Budget Analysts), 2000 (Counselors), 2550 (Education/Training/Library Workers), 2825 (Public Relations Specialists), 5000 (Supervisors of Office and Admin Support Workers), and 5250 (Customer Service Representatives).
2-Internal	15.00%	Employees who hold BA degrees and are in the following job groups: CUNY Office Assistant, CUNY Administrative Assistant, Accountant Technician or Accountant Professional as of 6/1/2018.

Title(s)	Employees
Asst to HEO	2
HE Assistant	15
Research Assc	1

Group: **IT Computer Professional**

Employees: 5

Description

Information Technology Professionals

In 2017, split from IT Technicians and moved to Professionals' group

Labor Market Availability Factors

LMA Factor	Weight	Explanation
1-External	75.00%	2013-2017 ACS, NY/NJ MSA, High School Diploma or higher plus four years of Post-High School experience (proxy minimum age of 21) in the following occupations: 0740 (Business Operations Specialists), 1006 (Computer Systems Analysts), 1010 (Computer Programmers), 1020 (Software Developers, Applications and Systems Software), 1030 (Web Developers), 1060 (Database Administrators), and 1105 (Network and Computer Systems Administrators).
2-Internal	25.00%	Employees in the IT Support Assistant and CUNY Office Assistant titles, Civil Service permanency not required, as of 6/1/2018

Title(s)	Employees
IT Associate	3
IT Asst	2

Category: Technicians

Group: **Engineering Technician**

Employees: 1

Description

Engineering and Architectural Technicians

As of 2019, availability not calculated as no college has reported this group in the previous five years.

Labor Market Availability Factors

LMA Factor	Weight	Explanation
1-External	100.00%	As no unit has a minimum of five employees, availability is not calculated.
2-Internal	0.00%	NA

Title(s)	Employees
Facilities Coord	1

Group: **IT Support Technician**

Employees: 2

Description

IT Technical Support Workers

In 2017, IT Technicians were split from the Professional IT Staff

Labor Market Availability Factors

LMA Factor	Weight	Explanation
1-External	100.00%	2013-2017 ACS, NY/NJ MSA workforce, High School Diploma or higher in the following occupation: 1050 (Computer Support Specialists).
2-Internal	0.00%	NA

Title(s)	Employees
IT Support Asst	2

Category: Craft Workers

Group:　　　　**Basic Crafts-Buildings and Grounds**

Employees:　　1

Description

Buildings and Grounds Workers

In 2017, Maintenance Workers moved from Skilled Trades into this group. In 2019, Supervisor (Maintenance and Labor) moved from Skilled Trades into this group.

Labor Market Availability Factors

LMA Factor	Weight	Explanation
1-External	80.00%	2013-2017 ACS, NY/NJ MSA workforce, no degree requirement, in the following occupations: 4210 (First-Line Supervisors of Landscape/Lawn Service/Grounds Workers), 4250 (Grounds Maintenance Workers), 7200 (Automotive Service Technicians and Mechanics), 7340 (Maintenance and Repair Workers-General), 9140 (Tax Drivers and Chauffeurs), and 9120 (Bus Drivers).
2-Internal	20.00%	Employees in the Custodian and Custodial Supervisor job groups, and employees in Helper titles in the Laborers and Helpers job group, Civil Service permanency not required, as of 6/1/2018.

Title(s)	Employees
Motor Vehicle Operator	1

Category: Service Workers and Others

Group: **Campus Peace Officer**

Employees: 4

Description

Campus Security-Mid Level Staff

Prior to 2019, security staff titles were divided into CPO1 (CSA and CPO Level 1) and CPO2 (CPO Level 2)

Labor Market Availability Factors

LMA Factor	Weight	Explanation
1-External	0.00%	2013-2017 ACS, New York State residents within the NY/NJ MSA workforce, with one year or more of College and in the occupation of 3850 (Police and Sheriffs Patrol Officers).
2-Internal	20.00%	Employees in the title of Campus Security Assistant, Civil Service permanency not required, as of 6/1/2018.

Title(s)	Employees
Campus Peace Officer	4

Group: **Campus Public Safety Sergeant**

Employees: 1

Description

Campus Security Supervisors and Campus Security Specialists

Labor Market Availability Factors

LMA Factor	Weight	Explanation
1-External	0.00%	For Campus Public Safety Sergeant, Internal only (promotional title). For Campus Security Specialist, candidates on a Civil Service list as of 6/1/2018; however not calculated as demographic data was not available and a small number were hired externally.
2-Internal	100.00%	For Campus Public Safety Sergeant, employees in the title of Campus Peace Officer with Civil Service permanency and two years of permanent service as of 6/1/2018.

Title(s)	Employees
Campus Pub Safety Sergeant	1

Category: Service Workers and Others

Group: **Campus Security Assistant**

Employees: 4

Description

Campus Security-Entry Level Staff

Prior to 2019, security staff titles were divided into CPO1 (CSA and CPO Level 1) and CPO2 (CPO Level 2)

Labor Market Availability Factors

LMA Factor	Weight	Explanation
1-External	100.00%	2013-2017 ACS, New York State residents within the NY/NJ MSA workforce with High School Diploma or higher and one year of work experience (using proxy of minimum age of 18) and in the occupation of 3930 (Security Guards and Gaming Surveillance Officers).
2-Internal	0.00%	NA

Title(s)	Employees
Campus Security Asst	4

Group: **Custodial**

Employees: 2

Description

Custodians-Entry Level

Labor Market Availability Factors

LMA Factor	Weight	Explanation
1-External	100.00%	2013-2017 ACS, NY/NJ MSA workforce, no degree requirement, in the occupation 4220 (Janitors and Building Cleaners).
2-Internal	0.00%	NA

Title(s)	Employees
Custodial Assistant	2

Category: Service Workers and Others

Group: **Custodial Supervisor**

Employees: 1

Description

Custodial Supervisors

Labor Market Availability Factors

LMA Factor	Weight	Explanation
1-External	45.00%	2013-2017 ACS, NY/NJ MSA workforce, 8th Grade education or higher and in the occupation 4200 (First-Line Supervisors/Managers of Housekeeping and Janitorial Workers).
2-Internal	55.00%	Employees in the Custodial job group who are not temporary as of 6/1/2018.

Title(s)	Employees
Custodial Asst Principal Supv	1

Note: In the 2019-2020 Academic Year, CUNY added the titles listed below (not all are used at the College)

Job Code and Title Name	Job Group
200587 Univ Vice Chancellor Compliance and Audit	ADMIN1-EXEC
200588 Univ Associate Vice Chancellor Communications and Marketing	ADMIN1-EXEC
200589 Univ Exec Deputy Director Engineering	ADMIN1-EXEC
200590 Assistant Dean Continuing Education	ADMIN1-EXEC
200592 Univ Assistant Vice Chancellor	ADMIN1-EXEC
200594 Univ Exec Director Advancement	ADMIN1-EXEC
200595 University Executive Director Investigations	ADMIN1-EXEC
200597 Prof School Executive Director Info Technology (PAstAdm)	ADMIN1-EXEC
200598 Univ Sr Vice Chancellor Labor Relations	ADMIN1-EXEC
200599 Univ Sr Advisor to the Executive Vice Chancellor	ADMIN1-EXEC
200601 Prof School Assistant Dean of Academic Affairs	ADMIN1-EXEC
200603 Exec Director Master's Program in Public Adm (AstAdm)	ADMIN1-EXEC

Appendix D lists faculty department assignments and disciplines to which they are assigned for utilization reporting. Department names and assignments are as recorded in the CUNYfirst system. Only those departments with assigned faculty are listed here. Disciplines listing fewer than five faculty in a job group are listed here but will not be included in the utilization analyses in Appendix E.

Labor Market Availability is normally obtained from the Earned Degrees Conferred data provided by the National Center for Education Statistics. Exceptions, including blended rates, are noted.

Total Faculty: 45

Discipline: **Biological and Biomedical Sciences**

Faculty: 10

Department ID	Department Name	Faculty
10152	Epidemiology and Biostatistics	10

Discipline: **Health Professions and Related Programs**

Faculty: 20

Department ID	Department Name	Faculty
10139	Com Health and Social Sciences	11
10141	Envirnmntl, OccuptNl & Geospl	9

Discipline: **Library (Librarians/Non-Teaching)**

Faculty: 1

Department ID	Department Name	Faculty
70054	Library	1

Discipline: **Social Sciences**

Faculty: 14

Department ID	Department Name	Faculty
60057	Ctr-Prev by Sys & Comm Design	2
10140	Health Policy and Management	11
60103	Insti - Implmn Sci in Pop Hlth	1

Appendix E-1 presents utilization and underutilization of protected groups by job group.   APP E1-1

A group is reported only when five or more employees are assigned to it.

Underutilization occurs where the utilization of a protected group is less than 80% of Labor Market Availability. We calculate a number approximating the number of full-time employees that would be needed to make utilization equal to the labor market. Where utilization is zero (0), underutilization exists but not to the level of one full-time equivalent employee. Blanks indicate no underutilization.

Underutilization numbers for females and total minorities represent placement goals as prescribed for federal Affirmative Action Plans.

Total Minority is comprised of Asian/Hawaiian/Other Pacific Islander, Black/African American, Hispanic/Latino, American Indian/Alaska Native and Two or More Races.

Category: Executive/Administrative/Managerial

Job Group: **Administration 1 (Executive)**

Description: Executive Compensation Plan (Other Than Chief Executive)

Full-time Employees: 9

Employees in this group hold the following titles:

Title ID	Title Name
04320	Assc Dean
04723	Asst Administrator
04722	Asst Dean
04333	Prof School Assoc Admin
04128	Prof School Assoc Dean
04332	Prof School Asst Admin
04129	Prof School Sr Assoc Dean

	Utilization Report				
	Female	Total Minority	Asian/Nat. Haw./Other Pac. Isl.	Black/African Am.	Hispanic/ Latino
Number of Employees	8	4	2	1	1
Underutilized (Y = Yes)					
Number Underutilized					
Actual Utilization Percent	88.9%	44.4%	22.2%	11.1%	11.1%
Labor Market Avail. Percent	44.2%	27.7%	9.8%	8.8%	7.9%

Category:　　Executive/Administrative/Managerial

Job Group:　　　　**Administration 2 (Manager)**
Description:　　　　Manager-Level Administrators
Full-time Employees:　19

Employees in this group hold the following titles:

Title ID	Title Name
04075	HE Associate
04097	HE Officer

	Utilization Report				
	Female	**Total Minority**	**Asian/Nat. Haw./Other Pac. Isl.**	**Black/African Am.**	**Hispanic/ Latino**
Number of Employees	15	12	3	6	3
Underutilized (Y = Yes)					
Number Underutilized					
Actual Utilization Percent	78.9%	63.2%	15.8%	31.6%	15.8%
Labor Market Avail. Percent	57.4%	48.1%	11.0%	19.6%	15.7%

Category: Professional Non-Faculty

APP E1-4

Job Group: **Administration 3 (Professional)**

Description: Entry and Mid-Level Administrators (Professionals)

Full-time Employees: 18

Employees in this group hold the following titles:

Title ID	Title Name
04017	Asst to HEO
04099	HE Assistant
04134	Research Assc

Utilization Report				
	Female	**Total Minority**	**Asian/Nat. Haw./Other Pac. Isl.**	**Black/African Am.**	**Hispanic/ Latino**
Number of Employees	13	14	3	5	6
Underutilized (Y = Yes)					
Number Underutilized					
Actual Utilization Percent	72.2%	77.8%	16.7%	27.8%	33.3%
Labor Market Avail. Percent	69.0%	43.4%	12.3%	16.7%	12.5%

Category: Professional Non-Faculty

APP E1-5

Job Group: **IT Computer Professional**

Description: Information Technology Professionals

Full-time Employees: 5

Employees in this group hold the following titles:

Title ID	Title Name
04877	IT Associate
04875	IT Asst

	Utilization Report				
	Female	**Total Minority**	**Asian/Nat. Haw./Other Pac. Isl.**	**Black/African Am.**	**Hispanic/ Latino**
Number of Employees	2	3	1	0	2
Underutilized (Y = Yes)			Y	Y	
Number Underutilized			0	1	
Actual Utilization Percent	40.0%	60.0%	20.0%	0.0%	40.0%
Labor Market Avail. Percent	42.3%	55.7%	28.0%	13.3%	12.7%

Appendix E-3 presents utilization and underutilization, of faculty members in protected groups, by academic discipline within job group.

A group is reported only when five or more faculty are assigned to it.

Underutilization occurs where the utilization of a protected group is less than 80% of Labor Market Availability. We calculate a number approximating the number of full-time employees that would be needed to make utilization equal to the labor market. Where utilization is zero (0), underutilization exists but not to the level of one full-time equivalent employee. Blanks indicate no underutilization.

Underutilization numbers for females and total minorities represent specific placement goals as prescribed for federal Affirmative Action Plans. Note that the official underutilization measures are those calculated for the academic discipline, which may comprise more than one department.

Total Minority is comprised of Asian/Hawaiian/Other Pacific Islander, Black/African American, Hispanic/Latino, American Indian/Alaska Native and Two or More Races.

Biological and Biomedical Sciences

Faculty reported in this category are assigned to the following department(s):

10152   Epidemiology and Biostatistics

Job Group   **Faculty-Professorial**

Total Faculty: 10

	Utilization Report				
	Female	**Total Minority**	**Asian/Nat. Haw./Other Pac. Isl.**	**Black/African Am.**	**Hispanic/ Latino**
Number of Faculty	5	4	3	0	1
Underutilized (Y = Yes)				Y	
Number Underutilized				0	
Actual Utilization Percent	50.0%	40.0%	30.0%	0.0%	10.0%
Labor Market Avail. Percent	53.3%	26.2%	11.4%	4.3%	7.8%

Health Professions and Related Programs

Faculty reported in this category are assigned to the following department(s):

| 10139 | Com Health and Social Sciences |
| 10141 | Envirnmntl, OccuptNl & Geospl |

Job Group   **Faculty-Professorial**

Total Faculty: 17

Utilization Report

	Female	Total Minority	Asian/Nat. Haw./Other Pac. Isl.	Black/African Am.	Hispanic/ Latino
Number of Faculty	10	6	3	0	3
Underutilized (Y = Yes)				Y	
Number Underutilized				1	
Actual Utilization Percent	58.8%	35.3%	17.6%	0.0%	17.6%
Labor Market Avail. Percent	58.8%	32.0%	17.1%	6.2%	6.1%

Social Sciences

Faculty reported in this category are assigned to the following department(s):

60057	Ctr-Prev by Sys & Comm Design
10140	Health Policy and Management
60103	Insti - Implmn Sci in Pop Hlth

Job Group   **Faculty-Professorial**

Total Faculty: 14

Utilization Report					
	Female	**Total Minority**	**Asian/Nat. Haw./Other Pac. Isl.**	**Black/African Am.**	**Hispanic/ Latino**
Number of Faculty	9	4	2	2	0
Underutilized (Y = Yes)					Y
Number Underutilized					1
Actual Utilization Percent	64.3%	28.6%	14.3%	14.3%	0.0%
Labor Market Avail. Percent	46.9%	20.7%	5.7%	5.5%	7.5%

Appendix E-4 presents utilization and underutilization, of faculty members in protected groups, by academic department.

A department is reported only when five or more faculty are assigned to it.

This exhibit presents a hypothetical underutilization, as federal reporting is done by academic discipline, and there can be multiple departments assigned to a single discipline. This exhibit is not included in the Affirmative Action Plan but produced because of college demand.

Underutilization occurs where the utilization of a protected group is less than 80% of Labor Market Availability. We calculate a number approximating the number of full-time employees that would be needed to make utilization equal to the labor market. Where utilization is zero (0), underutilization exists but not to the level of one full-time equivalent employee. Blanks indicate no underutilization. Note: official underutilization measures are those calculated for the academic discipline, which may comprise more than one department.

Labor Market Availability is calculated based on the underlying academic discipline to which the department was assigned.

Total Minority is comprised of Asian/Hawaiian/Other Pacific Islander, Black/African American, Hispanic/Latino, American Indian/Alaska Native and Two or More Races.

Department: **10139   Com Health and Social Sciences**

Discipline: Health Professions and Related Programs

Job Group: **Faculty-Professorial**

Total Faculty: 8

	Utilization Report				
	Female	**Total Minority**	**Asian/Nat. Haw./Other Pac. Isl.**	**Black/African Am.**	**Hispanic/ Latino**
Number of Faculty	5	4	2	0	2
Underutilized (Y = Yes)				Y	
Number Underutilized				0	
Actual Utilization Percent	62.5%	50.0%	25.0%	0.0%	25.0%
Labor Market Avail. Percent	58.8%	32.0%	17.1%	6.2%	6.1%

Department: **10141   Envirnmntl, OccuptNl & Geospl**

Discipline: Health Professions and Related Programs

Job Group: **Faculty-Professorial**

Total Faculty: 9

	Utilization Report				
	Female	**Total Minority**	**Asian/Nat. Haw./Other Pac. Isl.**	**Black/African Am.**	**Hispanic/ Latino**
Number of Faculty	5	2	1	0	1
Underutilized (Y = Yes)		Y	Y	Y	
Number Underutilized		1	1	1	
Actual Utilization Percent	55.6%	22.2%	11.1%	0.0%	11.1%
Labor Market Avail. Percent	58.8%	32.0%	17.1%	6.2%	6.1%

Department: **10152**   **Epidemiology and Biostatistics**

Discipline: Biological and Biomedical Sciences

Job Group: **Faculty-Professorial**

Total Faculty: 10

	Female	Total Minority	Asian/Nat. Haw./Other Pac. Isl.	Black/African Am.	Hispanic/ Latino
Number of Faculty	5	4	3	0	1
Underutilized (Y = Yes)				Y	
Number Underutilized				0	
Actual Utilization Percent	50.0%	40.0%	30.0%	0.0%	10.0%
Labor Market Avail. Percent	53.3%	26.2%	11.4%	4.3%	7.8%

Utilization Report

Department: **10140   Health Policy and Management**

Discipline: Social Sciences

Job Group: Faculty-Professorial

Total Faculty: 11

	Female	Total Minority	Asian/Nat. Haw./Other Pac. Isl.	Black/African Am.	Hispanic/ Latino
Number of Faculty	6	3	2	1	0
Underutilized (Y = Yes)					Y
Number Underutilized					1
Actual Utilization Percent	54.5%	27.3%	18.2%	9.1%	0.0%
Labor Market Avail. Percent	46.9%	20.7%	5.7%	5.5%	7.5%

Appendix F provides tables with detail on personnel activities and faculty tenure actions by ethnicity and gender. This first section (F-1) provides detail on personnel activity in the categories noted below, evaluated by job group and by EEO Category.

Detail on selected categories/groups with material levels of activity are published here.

Personnel Action Categories

Action Type	Description
Advancement	Moved to a job title that represents career advancement, whether or not on a published career path. Can be evaluated by sub-categories (Moved to a Higher Title within Group and Moved to a Higher Job Group).
Joined Group - Hire	Employed at the college for the first time, or re-hired after a break in service; includes employees who previously worked at another CUNY College and those appointed through Civil Service Transfer Rosters.
Joined Group - Internal Move	Joined group from another job group. Can be evaluated by sub-categories (Joined from a Higher Job Group, Joined from a Lower Job Group (Advancement), Other Change of Group, or Return to Faculty from Other Title).
Left Group - Internal Move	Left group to move to another job group. Can be evaluated by sub-categories (Move to a Higher Job Group (Advancement), Move to a Lower Job Group, Other Change of Group, or Return to Faculty from Other Title).
Left Group - Separation	Left employment at the college. Includes leaving CUNY entirely (for both voluntary and involuntary reasons) or leaving to take a job at another college, including through Civil Service Transfer Rosters.

Campus Summary-All Job Groups

	Net Group Changes	NET ADDITIONS		Additions by Type		NET SUBTRACTIONS		Subtractions by Type	
		Addition #	Additions %	Hire (Outside CUNY and Other CUNY College)	Transfers or Promotions into Current Job Group	Sub. #	Sub %	Separation (Left College or Left CUNY)	Transfers or Promotions out of Last Year's Job Group
Total	11	18		17	1	(7)		(6)	(1)
Male	7	8	44%	7	1	(1)	14%	-	(1)
Female	4	10	56%	10	-	(6)	86%	(6)	-
Other/Unknown	-	-	0%	-	-	-	0%	-	-
Total Min	10	12	67%	12	-	(2)	29%	(2)	-
Asian	1	2	11%	2	-	(1)	14%	(1)	-
Black	4	5	28%	5	-	(1)	14%	(1)	-
Hispanic	5	5	28%	5	-	-	0%	-	-
Other Minority	-	-	0%	-	-	-	0%	-	-
All White	1	6	33%	5	1	(5)	71%	(4)	(1)
Unknown	-	-	0%	-	-	-	0%	-	-
Veterans	-	-	0%	-	-	-	0%	-	-
Individuals w/Disabilities	-	-	0%	-	-	-	0%	-	-

This chart displays net changes among all job groups. Therefore, transfers into a job group equal transfers out of a job group when viewed on a College-wide basis. Hires and separations include outside hires/separations and hires/separations from another CUNY unit.

EEO Category Summary

Executive/Administrative/Managerial

	Net category Changes	NET ADDITIONS		Additions by Type		NET SUBTRACTIONS		Subtractions by Type		CHANGES WITHIN CATEGORY (not counted in totals)	
		Additions #	Additions %	External Hires (CUNY or College)	Transfers or Promotions into this category	Subtractions #	Subtractions %	Separation (Left College or Left CUNY)	Transfers or Promotions out of this category	Advance-ments	Other Changes
Total	3	4		4	-	(1)		(1)	-	-	-
Male	-	-	0%	-	-	-	0%	-	-	-	-
Female	3	4	100%	4	-	(1)	100%	(1)	-	-	-
Other/Unknown	-	-	0%	-	-	-	0%	-	-	-	-
Total Min	2	3	75%	3	-	(1)	100%	(1)	-	-	-
Asian	-	1	25%	1	-	(1)	100%	(1)	-	-	-
Black	1	1	25%	1	-	-	0%	-	-	-	-
Hispanic	1	1	25%	1	-	-	0%	-	-	-	-
Other Minority	-	-	0%	-	-	-	0%	-	-	-	-
All White	1	1	25%	1	-	-	0%	-	-	-	-
Unknown	-	-	0%	-	-	-	0%	-	-	-	-
Veterans	-	-	0%	-	-	-	0%	-	-	-	-
Individuals w/Disabilities	-	-	0%	-	-	-	0%	-	-	-	-

This chart summarizes moves of employees into and out of an EEO Job Category, which normally includes more than one job group. Moves between job groups within a category may appear in the "Internal Advancements" column.

EEO Category Summary

Professional Faculty

	Net category Changes	NET ADDITIONS		Additions by Type		NET SUBTRACTIONS		Subtractions by Type		CHANGES WITHIN CATEGORY (not counted in totals)	
		Additions #	Additions %	External Hires (CUNY or College)	Transfers or Promotions into this category	Subtractions #	Subtractions %	Separation (Left College or Left CUNY)	Transfers or Promotions out of this category	Advance-ments	Other Changes
Total	2	6		6	-	(4)		(4)	-	1	1
Male	2	2	33%	2	-	-	0%	-	-	-	1
Female	-	4	67%	4	-	(4)	100%	(4)	-	1	1
Other/Unknown	-	-	0%	-	-	-	0%	-	-	-	-
Total Min	3	3	50%	3	-	-	0%	-	-	1	-
Asian	1	1	17%	1	-	-	0%	-	-	1	-
Black	2	2	33%	2	-	-	0%	-	-	-	-
Hispanic	-	-	0%	-	-	-	0%	-	-	-	-
Other Minority	-	-	0%	-	-	-	0%	-	-	-	-
All White	(1)	3	50%	3	-	(4)	100%	(4)	-	-	1
Unknown	-	-	0%	-	-	-	0%	-	-	-	-
Veterans	-	-	0%	-	-	-	0%	-	-	-	-
Individuals w/Disabilities	-	-	0%	-	-	-	0%	-	-	-	-

This chart summarizes moves of employees into and out of an EEO Job Category, which normally includes more than one job group. Moves between job groups within a category may appear in the "Internal Advancements" column.

EEO Category Summary

Professional Non-Faculty

	Net category Changes	NET ADDITIONS		Additions by Type		NET SUBTRACTIONS		Subtractions by Type		CHANGES WITHIN CATEGORY (not counted in totals)	
		Additions #	Additions %	External Hires (CUNY or College)	Transfers or Promotions into this category	Subtractions #	Subtractions %	Separation (Left College or Left CUNY)	Transfers or Promotions out of this category	Advancements	Other Changes
Total	-	-		-	-	-		-	-	1	-
Male	-	-	0%	-	-	-	0%	-	-	-	-
Female	-	-	0%	-	-	-	0%	-	-	1	-
Other/Unknown	-	-	0%	-	-	-	0%	-	-	-	-
Total Min	-	-	0%	-	-	-	0%	-	-	-	-
Asian	-	-	0%	-	-	-	0%	-	-	-	-
Black	-	-	0%	-	-	-	0%	-	-	-	-
Hispanic	-	-	0%	-	-	-	0%	-	-	-	-
Other Minority	-	-	0%	-	-	-	0%	-	-	-	-
All White	-	-	0%	-	-	-	0%	-	-	1	1
Unknown	-	-	0%	-	-	-	0%	-	-	-	-
Veterans	-	-	0%	-	-	-	0%	-	-	-	-
Individuals w/Disabilities	-	-	0%	-	-	-	0%	-	-	1	-

This chart summarizes moves of employees into and out of an EEO Job Category, which normally includes more than one job group. Moves between job groups within a category may appear in the "Internal Advancements" column.

EEO Category Summary

Technicians

	Net category Changes	NET ADDITIONS — Additions #	NET ADDITIONS — Additions %	Additions by Type — External Hires (CUNY or College)	Additions by Type — Transfers or Promotions into this category	NET SUBTRACTIONS — Subtractions #	NET SUBTRACTIONS — Subtractions %	Subtractions by Type — Separation (Left College or Left CUNY)	Subtractions by Type — Transfers or Promotions out of this category	CHANGES WITHIN CATEGORY — Advancements	CHANGES WITHIN CATEGORY — Other Changes
Total	2	2		2	-	-		-	-	-	-
Male	2	2	100%	2	-	-	0%	-	-	-	-
Female	-	-	0%	-	-	-	0%	-	-	-	-
Other/Unknown	-	-	0%	-	-	-	0%	-	-	-	-
Total Min	1	1	50%	1	-	-	0%	-	-	-	
Asian	-	-	0%	-	-	-	0%	-	-	-	-
Black	-	-	0%	-	-	-	0%	-	-	-	-
Hispanic	1	1	50%	1	-	-	0%	-	-	-	-
Other Minority	-	-	0%	-	-	-	0%	-	-	-	-
All White	1	1	50%	1	-	-	0%	-	-	-	-
Unknown	-	-	0%	-	-	-	0%	-	-	-	-
Veterans	-	-	0%	-	-	-	0%	-	-	-	-
Individuals w/Disabilities	-	-	0%	-	-	-	0%	-	-	-	-

This chart summarizes moves of employees into and out of an EEO Job Category, which normally includes more than one job group. Moves between job groups within a category may appear in the "Internal Advancements" column.

EEO Category Summary

Service Workers and Others

	Net category Changes	NET ADDITIONS		Additions by Type		NET SUBTRACTIONS		Subtractions by Type		CHANGES WITHIN CATEGORY (not counted in totals)	
		Additions #	Additions %	External Hires (CUNY or College)	Transfers or Promotions into this category	Subtractions #	Subtractions %	Separation (Left College or Left CUNY)	Transfers or Promotions out of this category	Advance-ments	Other Changes
Total	4	5		5	-	(1)		(1)	-	1	-
Male	3	3	60%	3	-	-	0%	-	-	1	-
Female	1	2	40%	2	-	(1)	100%	(1)	-	-	-
Other/Unknown	-	-	0%	-		-	0%	-	-	-	-
Total Min	4	5	100%	5	-	(1)	100%	(1)	-	1	-
Asian	-	-	0%	-	-	-	0%	-	-	-	-
Black	1	2	40%	2	-	(1)	100%	(1)	-	1	-
Hispanic	3	3	60%	3	-	-	0%	-	-	-	-
Other Minority	-	-	0%	-	-	-	0%	-	-	-	-
All White	-	-	0%	-	-	-	0%	-	-	-	-
Unknown	-	-	0%	-	-	-	0%	-	-	-	-
Veterans	-	-	0%	-	-	-	0%	-	-	-	-
Individuals w/Disabilities	-	-	0%	-	-	-	0%	-	-	-	-

This chart summarizes moves of employees into and out of an EEO Job Category, which normally includes more than one job group. Moves between job groups within a category may appear in the "Internal Advancements" column.

Appendix F-2 presents a summary of tenure actions. Tenure is a permanent status awarded on the basis of years of service and/or academic or research achievement.

Faculty in Professorial titles (other than visiting) are eligible for tenure which is awarded based on academic or research achievement and service. College Laboratory Technicians are eligible for tenure based on years of service, and Lecturers are eligible for a Certificate of Continuous Employment (CCE) based on years of service. K-12 Teachers and Counselors are also eligible for tenure.

Tenure is effective on September 1 of each academic year. Individuals listed here were awarded tenure effective September 1, 2019 (during this past plan year).

The Total Minority category is comprised of Asian/Hawaiian/Other Pacific Islander, Black/African American, Hispanic/Latino, American Indian/Alaska Native and Two or More Races.

School of Public Health

Com Health and Social Sciences

Assc Professor	Gained Tenure	Tenured	Female	Asian/Nat.Haw./Other Pac. Isl.
Lecturer Doct Sch	Gained Tenure	CCE Certificate Continuous Emp	Male	White

Summary for the College

Total Staff:		Ttl Minority	Asian	Black/AfAm	Hispanic/Latino	White	Oth/Unk
1	Female	1	1	0	0	0	0
1	Male	0	0	0	0	1	0
0	Oth/Unk	0	0	0	0	0	0
2	Total	1	1	0	0	1	0

This appendix provides detail on searches performed by job group, ethnicity, and gender. Detail is provided on applicants, interviews, and offers. The scope of this report includes searches which officially concluded by a job offer during the previous plan year (June 1, 2019 through May 31, 2020).

All Searches

	Records	Applicant	Appl%	Interview	Int%	Offer	Off%	Hire	Hire%
Total	1,410	1,195		108		14		14	
Male	586	526	44%	39	36%	4	29%	4	29%
Female	607	490	41%	50	46%	8	57%	8	57%
Other	209	174	15%	19	18%	2	14%	2	14%
Total Min	943	807	68%	63	58%	11	79%	11	79%
Asian	256	224	19%	30	28%	2	14%	2	14%
Black	395	345	29%	21	19%	4	29%	4	29%
Hispanic	252	205	17%	12	11%	5	36%	5	36%
Other inc 2 or more	40	33	3%	-	0%	-	0%	-	0%
All White	391	324	27%	40	37%	3	21%	3	21%
Unknown	76	64	5%	5	5%	-	0%	-	0%

	Records	Applicant	Appl%	Interview	Int%	Offer	Off%	Hire	Hire%
Veterans	28	25	2%	1	1%	-	0%	-	0%
Indiv. w Disabilities	65	54	5%	5	5%	-	0%	-	0%

Total Searches: **19**

Category Summary

Executive-Administrative-Managerial

	Records	Applicant	Appl%	Interview	Int%	Offer	Off%	Hire	Hire%
Total	333	171		13		3		3	
Male	78	42	25%	-	0%	-	0%	-	0%
Female	199	103	60%	11	85%	3	100%	3	100%
Other	54	26	15%	2	15%	-	0%	-	0%
Total Min	195	103	60%	9	69%	3	100%	3	100%
Asian	34	21	12%	1	8%	1	33%	1	33%
Black	88	50	29%	5	38%	1	33%	1	33%
Hispanic/Latino	69	32	19%	3	23%	1	33%	1	33%
Other inc 2 or more	4	-	0%	-	0%	-	0%	-	0%
All White	117	59	140%	3	0%	-	0%	-	0%
Unknown	21	9	5%	1	8%	-	0%	-	0%

Veterans	4	2	33%	-	0%	-	0%	-	0%
Indiv. w Disabilities	22	13	25%	1	33%	-	0%	-	0%

Category Summary

Professional Faculty

	Records	Applicant	Appl%	Interview	Int%	Offer	Off%	Hire	Hire%
Total	458	457		66		6		6	
Male	168	168	37%	27	41%	2	33%	2	33%
Female	213	212	46%	26	39%	4	67%	4	67%
Other	72	72	16%	13	20%	-	0%	-	0%
Total Min	255	255	56%	31	47%	4	67%	4	67%
Asian	121	121	26%	26	39%	1	17%	1	17%
Black	89	89	19%	3	5%	2	33%	2	33%
Hispanic/Latino	28	28	6%	2	3%	1	17%	1	17%
Other inc 2 or more	17	17	4%	-	0%	-	0%	-	0%
All White	178	177	105%	33	122%	2	100%	2	100%
Unknown	25	25	5%	2	3%	-	0%	-	0%

Veterans	10	10	91%	1	33%	-	0%	-	0%
Indiv. w Disabilities	22	21	13%	2	7%	-	0%	-	0%

Category Summary

Professional Non-Faculty

	Records	Applicant	Appl%	Interview	Int%	Offer	Off%	Hire	Hire%
Total	258	206		14		-		-	
Male	86	62	30%	4	29%	-	0%	-	0%
Female	145	125	61%	10	71%	-	0%	-	0%
Other	26	19	9%	-	0%	-	0%	-	0%
Total Min	189	145	70%	11	79%	-	0%	-	0%
Asian	57	38	18%	2	14%	-	0%	-	0%
Black	64	52	25%	7	50%	-	0%	-	0%
Hispanic/Latino	56	46	22%	2	14%	-	0%	-	0%
Other inc 2 or more	12	9	4%	-	0%	-	0%	-	0%
All White	53	45	73%	2	50%	-	0%	-	0%
Unknown	16	16	8%	1	7%	-	0%	-	0%

Veterans	2	1	11%	-	0%	-	0%	-	0%
Indiv. w Disabilities	13	12	33%	2	100%	-	0%	-	0%

Category Summary

Technicians

	Records	Applicant	Appl%	Interview	Int%	Offer	Off%	Hire	Hire%
Total	172	172		7		2		2	
Male	135	135	78%	6	86%	2	100%	2	100%
Female	19	19	11%	1	14%	-	0%	-	0%
Other	18	18	10%	-	0%	-	0%	-	0%
Total Min	133	133	77%	4	57%	1	50%	1	50%
Asian	40	40	23%	1	14%	-	0%	-	0%
Black	40	40	23%	1	14%	-	0%	-	0%
Hispanic/Latino	50	50	29%	2	29%	1	50%	1	50%
Other inc 2 or more	3	3	2%	-	0%	-	0%	-	0%
All White	28	28	21%	2	33%	1	50%	1	50%
Unknown	11	11	6%	1	14%	-	0%	-	0%

	Records	Applicant	Appl%	Interview	Int%	Offer	Off%	Hire	Hire%
Veterans	7	7	350%	-	0%	-	0%	-	0%
Indiv. w Disabilities	4	4	15%	-	0%	-	0%	-	0%

Category Summary

Service Workers and Others

	Records	Applicant	Appl%	Interview	Int%	Offer	Off%	Hire	Hire%
Total	189	189		8		3		3	
Male	119	119	63%	2	25%	-	0%	-	0%
Female	31	31	16%	2	25%	1	33%	1	33%
Other	39	39	21%	4	50%	2	67%	2	67%
Total Min	171	171	90%	8	100%	3	100%	3	100%
Asian	4	4	2%	-	0%	-	0%	-	0%
Black	114	114	60%	5	63%	1	33%	1	33%
Hispanic/Latino	49	49	26%	3	38%	2	67%	2	67%
Other inc 2 or more	4	4	2%	-	0%	-	0%	-	0%
All White	15	15	13%	-	0%	-	0%	-	0%
Unknown	3	3	2%	-	0%	-	0%	-	0%

	Records	Applicant	Appl%	Interview	Int%	Offer	Off%	Hire	Hire%
Veterans	5	5	250%	-	0%	-	0%	-	0%
Indiv. w Disabilities	4	4	31%	-	0%	-	0%	-	0%

Appendix H presents utilization of Individuals with Disabilities ("IWD") by job group. It presents total staff in the job group, number of Individuals with Disabilities, and percentage of Individuals with Disabilities in the job group.

The federal guideline for staffing of Individuals with Disabilities is 7.0% for each job group. While there is a requirement to report staffing, there is no requirement to calculate underutilization or set placement goals.

Total Individual(s) with Disabilities: 4   Percent of total reported employees: 3.5%

School of Public Health

Category: Executive/Administrative/Managerial

Job Group	Staff	Indiv. with Disabilities	Rate
Administration 1 (Executive)	9	2	22.2%
Administration 2 (Manager)	19	0	0.0%
IT Computer Manager	1	0	0.0%

Category: Professional Faculty

Job Group	Staff	Indiv. with Disabilities	Rate
Faculty-Professorial	41	1	2.4%
Faculty-Librarian	1	0	0.0%
Faculty-Lecturer	3	0	0.0%

Category: Professional Non-Faculty

Job Group	Staff	Indiv. with Disabilities	Rate
Administration 3 (Professional)	18	0	0.0%
IT Computer Professional	5	1	20.0%

Category: Craft Workers

Job Group	Staff	Indiv. with Disabilities	Rate
Basic Crafts-Buildings and Grounds	1	0	0.0%

Category: Technicians

Job Group	Staff	Indiv. with Disabilities	Rate
Engineering Technician	1	0	0.0%
IT Support Technician	2	0	0.0%

Category: Service Workers and Others

Job Group	Staff	Indiv. with Disabilities	Rate
Campus Public Safety Sergeant	1	0	0.0%
Campus Peace Officer	4	0	0.0%
Campus Security Assistant	4	0	0.0%
Custodial Supervisor	1	0	0.0%
Custodial	2	0	0.0%