

2020-2021 AFFIRMATIVE ACTION REPORT 2021-2022 AFFIRMATIVE ACTION PLANS

CUNY GRADUATE SCHOOL OF PUBLIC HEALTH AND HEALTH POLICY

Covering Minorities and Women (Executive Order 11246), Individuals with Disabilities (Section 503) and Protected Veterans (VEVRAA)

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This plan is available for review at:

Room 509, 55 West 125th Street, New York, NY 10027 and on the School's website at <https://sph.cuny.edu/about/diversity/>

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PART ONE: INTRODUCTION AND BACKGROUND

This report is an annual update of the Affirmative Action Plan (AAP) for federal contractors. The U.S. Department of Labor's Office of Federal Contract Compliance Programs (OFCCP) oversees Affirmative Action Plan requirements for federal contractors. This unit is one of CUNY's Affirmative Action Establishments.

This plan reflects requirements for implementing:

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

Some aspects of this plan also reflect state and local regulations, guidelines for public entities, CUNY Board resolutions, and CUNY policy.

The employee census date is June 1, 2021.

The previous reporting year was June 1, 2020 – May 31, 2021.

The program year for this plan is September 1, 2021 – August 31, 2022.

We address disruptions due to the 2020-2021 COVID-19 outbreak later in this report.

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 are confirmed as of November 2021.

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 offers Master of Science (MS) Degree Programs in Environmental and Occupational Health Sciences; Global and Migrant Health Policy (online) and Population Health Informatics (online) and Health Communication for Social Change.

The School also offers a dual MD-MPH program in collaboration with the Albert Einstein College of Medicine.

The School offers PhD programs in Community Health and Health Policy, Environmental and Planetary Health Science and Epidemiology. (Until fall 2018, students were students 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 the City University of New York (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 Doctor of Public Health (DPH) degree program. In 2011, the School received its first full 5-year accreditation from the Council on Education in Public Health (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 identified in Executive Order 11246 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 website. 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 was on August 25, 202 and 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.

Every member of The City University of New York ("CUNY") community, including students, employees and visitors, deserves the opportunity to live, learn and work free from Sexual Misconduct (sexual harassment, gender-based harassment and sexual violence). Accordingly, CUNY is committed to:

Defining conduct that constitutes prohibited Sexual Misconduct;

Providing clear guidelines for students, employees and visitors on how to report incidents of Sexual Misconduct and a commitment that any complaints will be handled respectfully;

Promptly responding to and investigating allegations of Sexual Misconduct, pursuing disciplinary action when appropriate, referring the incident to local law enforcement when appropriate, and taking action to investigate and address any allegations of retaliation;

Providing ongoing assistance and support to students and employees who make allegations of Sexual Misconduct;

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; and

Gathering and analyzing information and data that will be reviewed in order to improve safety, reporting, responsiveness and the resolution of incidents.

This is the sole policy at CUNY addressing Sexual Misconduct and is applicable at all college and units at the University. It will be interpreted in accordance with the principles of academic freedom adopted by CUNY's Board of Trustees.

Other Important Policies

[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 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 specific 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, including a Chief Diversity Officer (CDO), 504/Americans with Disabilities Act (ADA) Coordinator and Title IX Coordinator.
- Ensures these personnel have authority, staffing, and other resources to fulfill their assigned responsibilities.
- Communicates commitment to equal employment opportunity, issuing an annual reaffirmation of this commitment, and issues 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/harassment complaints
- Distributes policies, notices and revisions, and integrates them into training programs, search committee orientations, websites, and other communications
- Evaluates 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
- 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

SPH proposed to establish the **Committee for Equity and Inclusion (CEI)** as a standing committee within its Governance Plan. In early spring 2021, the CEI was established with 2 students, 5 faculty members, and 5 staff members.

Elected faculty and staff members of the CEI will serve staggered renewable three-year terms; with student members serving renewable one-year terms.

Members of the CEI elected a faculty and a staff member as co-chairs who will serve renewable 3-year terms. Co-chairs will serve as representatives of the CEI on the Steering Committee of the Governance Council. The CDO is a non-voting ex-officio member.

The CEI is composed of

Co-Chairs:

Himani Sharma, Staff

Sasha Fleary, Faculty

Student members:

Alanna Cruz

Natalia Surujnath

Faculty members:

Andrew Maroko

Levi Waldron

Marie Sillice

Victoria Ngo

Staff members:

Daneen Anderson-Mercer

Michelle Finn

Paulo Lellis

Toya Cox

As noted within the Bylaws, the CEI shall center SPH's commitment to nurturing a diverse, equitable and inclusive campus climate, and will support and foster representation in leadership and progressive thought and action. The Committee shall collaborate and consult with other standing and ad hoc committees and administrative units of the School, as relevant, to make recommendations and advocate for

- equity and inclusion to be valued and recognized at all levels and sectors of our institution,
- foster a culture that promotes equity, diversity and inclusion by acknowledging and responding to the voices of our faculty, staff, and students as well as the community in which we reside,
- work diligently to develop thoughtful and innovative approaches to solve complex SPH community issues related to equity and inclusion, and
- long-term and short-term goals, as set forth in the School's current strategic plan.

University Management

CUNY's University Office of Recruitment and Diversity (ORD) establishes job groups and report parameters, and reports summary statistics. ORD sponsors university-wide diversity programs

described in this plan. ORD also maintains systems support for data collection (including self-identification data) and job posting. Details of University reports and diversity programs are available here: [University Diversity Resources](#)

IMPACT OF COVID-RELATED EVENTS

On March 15, 2020, Chancellor Felix Matos-Rodriguez announced CUNY campuses and non-essential personnel were transitioning to remote learning and working for the remainder of the academic year. As of summer, 2020, this arrangement is still in place. The transition and resulting shifts in priorities affect 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 no recruitment efforts since the early part of 2020, with ongoing searches postponed and cancelled. Some faculty recruitment activities began in late spring 2021 to meet needs for Fall 2021. Expedient hiring for vacancies, if approved by the University, was managed remotely, with new employees beginning work in a remote environment.

Over the summer 2020, 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 conducted in summer 2020, the School proposed to establish a Committee on Equity and Inclusion (CEI) within the School's Governance Plan to advance and promote racial equity, diversity and inclusion. This initiative was undertaken in fall 2020 and the CEI was established early Spring 2021.

While some public events have either been limited or cancelled, if it could not be conducted remotely, the School has scheduled a number of Town 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 to promote a complete assessment, covering:

- Workforce Analysis (Evaluating employment within organizational units/departments)
- Analysis of job groups and academic disciplines
- Comparisons with labor market availability measures (utilization analysis)
- Reviews of Personnel Actions, Recruitment and Hiring, and Compensation.

We rely on methodologies provided by the US Department of Labor's Office of Contract Compliance Programs (OFCCP), in particular, the *Educational Institutions Technical Assistance Guide*.

DATA SOURCES

This section describes how CUNY prepares data for this report.

Employee Data

On June 28, 2021, we extracted data on full-time employees active as of June 1, 2021 from CUNY's system of record, CUNYfirst. We include individuals on most paid leaves, including medical leave and fellowship/sabbatical leave. We do 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 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 the federal Affirmative Action 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 specifically 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. We last updated Labor Market estimates in May 2019.

- For internal candidates, we utilized lists of CUNY-wide appointments over the 2017-2018 and 2018 - 2019 periods for weighting and lists of feeder jobs, using the demographics of the candidate groups as of the June 1, 2018 employee census.
- For external candidates, we utilized the US Census American Community Survey (ACS), 5-year estimate, 2013-2017 (final), extracted from University of Minnesota’s Integrated Public Use Microdata Sample (iPUMS).
- For faculty discipline-based estimates, we utilized the US Department of Education’s National Center for Education Statistics’ Integrated Post-Secondary Education Data System (IPEDS) completion data, 2015-2016 (final). We use the Classification of Instructional Programs (CIP) to identify disciplines.

WORKFORCE ANALYSIS

Workforce Analysis is a review of the representation of females and minorities by division, department and title, evaluating 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

We analyze data according to groups of jobs with similar duties and qualifications. 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 also combine job groups into categories

based on the federal EEO-1 categories for some summary reports.

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 %
Admin 1: Executive	12	8	66.7%	2	16.7%
Admin 2: Managerial	41	34	82.9%	21	51.2%
Managerial: Facilities	1	0	0.0%	1	100.0%

Professional Faculty

Job Group	Ttl Empls	Female #	Female %	Minority #	Minority %
Faculty: Professoriate	15	12	80.0%	6	40.0%
Faculty: Lecturer	11	9	81.8%	2	18.2%

Professional Non-Faculty

Job Group	Ttl Empls	Female #	Female %	Minority #	Minority %
Admin 3: Professional	63	52	82.5%	49	77.8%
Info Tech: Professional	10	3	30.0%	9	90.0%

Technicians

Job Group	Ttl Empls	Female #	Female %	Minority #	Minority %
Engineering Technician	1	1	100.0%	1	100.0%

Service Workers

Job Group	Ttl Empls	Female #	Female %	Minority #	Minority %
Campus Public Safety Sergeant	1	0	0.0%	0	0.0%
Campus Security Assistant	4	3	75.0%	3	75.0%
Custodial: Assistant	2	0	0.0%	1	50.0%

Summary for Professorial Rank Faculty by Title and Tenure Status

June, 2021

School of Professional Studies

Total Professorial Faculty: 15

Status categories are: Tenure, Track Tenure, Substitute, and "Instructors or Others PSC" (not eligible for tenure).

Title	Ttl Empls	Female #	Female %	Minority #	Minority %
Asst Professor	8	6	75.0%	2	25.0%
Track Tenure	8	6	75.0%	2	25.0%
Assc Professor	4	3	75.0%	3	75.0%
Tenured	3	3	100.0%	2	66.7%
Track Tenure	1	0	0.0%	1	100.0%
Professor	3	3	100.0%	1	33.3%
Tenured	3	3	100.0%	1	33.3%

COMPARISON OF WORKFORCE SUMMARY DATE (2020:2021)

There was no change in the total number of employees which maintained at 114.

Female representation increased from 70 to 74 and minority representation decreased from 63 to 61.

In Job Groups:

Executive/Administrative/Managerial:

The position of the Chief Executive was separated from the total count in the Administration 1 category based on the understanding that the position reports outside of the organization.

Total staff increased by 1 with the addition of a position in the managerial rank in Security. The position is held by a minority female.

Professional Faculty:

The total number of faculty increased to 47, adding 2 new faculty, one in the professorial rank and one in the Lecturer rank.

The number of female faculty increased from 25 to 28, with minority representation maintaining at 14.

Professional Non-Faculty:

The total number of employees in this job group increased by 1 in the Administration 3: Professional group with the addition of a female hire. Minorities maintained at 14.

Technicians:

The total employees with female and minority representation is maintained.

Craft Workers:

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

Service Workers and Others:

The position of Campus Public Safety Sergeant was moved to the managerial rank.

All other titles in this job group were maintained as were females and minority counts.

Of the total 11 employees in this job group, 5 are females and all 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 a total of 47 faculty. Of the 47, 42 faculty are in professorial titles.

- The School has 3 Distinguished Professors, of whom 1 is a minority female.

- The School has 9 Professors. Of the 7 tenured professors, 4 are female, 1 is a minority male. Of the 2 tenure-track professors, 1 is a minority male.
- The School has 17 Associate Professors. Of the 17 Associate Professors, 11 are tenured. 8 of the tenured are females and 2 are minorities. Of the 6 tenure-track Associate Professors, 4 are females, 3 of whom are minorities. There is one minority male.
- The School has 9 Assistant Professors. 2 are tenured with one female in the title. Of the 7 tenure-track Assistant Professors, 4 are females 2 of whom are minorities. There are 2 minority males.
- The School has 4 faculty in the Research-Faculty titles – all females, with 2 in the Research Associate Professor title and 2 in the Research Assistant Professor title. 1 individual is a minority female and one identifies as Italian-American.
- Other titles in faculty rank include 5 individuals as follows:
 - 1 Clinical Professor;
 - 1 Lecturer-Doctoral Schedule with a CCE;
 - 2 Distinguished Lecturers, of whom 1 is female; and
 - 1 Instructor- Librarian, who is female.

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 last updated Labor Market Availability estimates in May 2019. **Appendix C** and **Appendix D** provide the basis for each calculation and details the factors we use. They cover the weighting of internal and external labor markets, geography, occupational qualifications, degree requirements, and academic discipline assignments.

UTILIZATION ANALYSIS

We compare CUNY's workforce with estimated Labor Market Availability by job group. We evaluate utilization for females, major federal ethnicity categories (Asian, Black/African American, and Hispanic/Latino and Total Minorities).

We evaluate job groups with a minimum of five incumbents, with the caveat that analyzing groups of less than 30 employees may generate less reliable results.

The Dean's position reports outside of our establishment and is not included.

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

Appendix E details utilization/underutilization in each category (job group and/or academic discipline). We consider job groups and disciplines for which there is underutilization as priorities for placement goals and enhanced outreach when there are hiring opportunities.

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, results may change substantially with small staffing changes.

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

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 compares three measurements, each calculated using the Labor Market Availability estimates in place at that time.

2019: Underutilization in the 2019 - 2020 Plan (i.e., based on employee census as of 6/1/2019)
2020: Underutilization in the 2020 - 2021 Plan (i.e., based on employee census as of 6/1/2020)
2021: Underutilization in the 2021 - 2022 Plan (this plan).

When underutilization does not change year-to-year, the most common reason is that there has not been an opportunity to hire or promote into that particular group.

Executive/Administrative/Managerial

Admin 1: Executive

	Total Staff	Female	Total Minority	Asian/Nat Haw./OPI	Black/ AfricanAm	Hispanic/ Latino
2021	12		1	1	1	
2020	12		1	1	1	
2019	10		2	1	1	

Admin 2: Managerial

2021	41					
2020	34				3	1
2019	31				3	

Professional Non-Faculty

Admin 3: Professional

	Total Staff	Female	Total Minority	Asian/Nat Haw./OPI	Black/ AfricanAm	Hispanic/ Latino
2021	63					
2020	60					
2019	52					

Info Tech: Professional

2021	10	1				
2020	9					
2019	6	1		1		

Service Workers

Campus Security Assistant

	Total Staff	Female	Total Minority	Asian/Nat Haw./OPI	Black/ AfricanAm	Hispanic/ Latino
2019	5				1	

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

This summary compares three measurements, eachcalculated against the Labor Market Availability estimates in place at that time.

2019: Underutilization in the 2019 - 2020 Plan (i.e., based on employee census as of 6/1/2019)
2020: Underutilization in the 2020 - 2021 Plan (i.e., based on employee census as of 6/1/2020)
2021: Underutilization in the 2021 - 2022 Plan (i.e., this plan).

When underutilization does not change year-to-year, the most common reason is that there has not been an opportunity to hire or promote into that particular group.

Faculty: Professoriate

Total Staff	Female	Total Minority	Asian/Nat Haw./OPI	Black/ African Am.	Hispanic/ Latino
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Health Professions and Related Programs

2021	8				
2020	7				
2019	6				

Utilization, Underutilization, and Placement Goals 2021

Two tables – 1) Staff and 2) Faculty-both Lecturer and Professorial show the summary of underutilization. The tables highlight the underutilization reported in 2020 compared to underutilization in 2021.

Staff:

Executive/Administrative/Managerial:

There are no underutilizations in the Executive/Administrative/Managerial category.

Professional Non-Faculty:

Info Tech: 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.

Faculty:

Faculty-Professorial: Maintaining the record of 2020, the School reports no underutilization of female or minorities in the Biological and Biomedical Sciences discipline.

Health Professions and Related Programs: The School reported underutilization of 1 Black /African American. This underutilization has been eliminated in 2021.

Social Sciences: In 2020, based on the Labor Market Availability showed an underutilization of 1 Hispanic/Latino and the underutilization is maintained in 2021.

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. This means that we compare rates of hiring, promotion and termination of employees by gender and ethnicity and note material differences. We review activity for all job groups and report the results here for those groups with a material number of actions and/or applicants. **Appendix F** summarizes job actions, including tenure, by Gender and Ethnicity.

To estimate net changes by job group, we compare employee title changes between two reference dates (June 1, 2020 and June 1, 2021). We use this method to accommodate timing and issues in interpreting system data. This method produces a reasonable estimate but may leave out some actions, such as an employee changing job groups more than once over the year. We note hires, moves to a higher or lower job group, moves within a job group, and separations

Similar to procedures in financial accounting, 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 campus and a hire in the other.

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.

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). Lecturers and College Laboratory Technicians are eligible after meeting service requirements. For professorial faculty, there are extensive reviews resulting in tenure recommendations to the President. We may hire some senior faculty with tenured status.

Summary of Personnel Activity by Job Group 2020-2021

The School showed the following personnel actions:

- The School made 7 hires from outside of CUNY. Of the 7 hires, 6 were females and 2 were minority females. 4 hires were made in the Professional faculty job group.
- There were 6 separations recorded, which included 2 faculty retirements.
- Other movements included:
 - o 2 females gained tenure as Associate Professors. One was a tenure with promotion.
 - o 1 minority female advanced from a lower job group to a higher job group (Security title).
 - o 1 male who advanced from a lower job group to a higher job group in the Information Technology job group
 - o 1 female returned to the faculty title from the Executive / Administrative / Managerial job group.

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). Lecturers and

College Laboratory Technicians are eligible after meeting service requirements. For professorial faculty, there are extensive reviews resulting in tenure recommendations to the President. We may hire some senior faculty with tenured status.

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 hired a female professor with tenure.
- The School awarded tenure to 2 professorial females, one gaining promotion from Assistant Professor to Associate Professor.

Appendix F also provides details of exceptions approved through a Search Waiver process. These hires represent situations where extraordinary circumstances made it highly unlikely we could fill the position competitively. We also grant waivers for positions representing a transfer of funding sources. The Chief Diversity Officer and University management approve search waiver applications.

Search Waivers:

3 search waivers were requested by the School during the plan period June 1, 2020-May 31, 2021.

- In order to maintain efficient and seamless library operations at the School, the Instructor-Librarian position was transitioned from the prior CUNY campus where the library functions were located. The Instructor-Librarian was moved to the School to continue service and maintain operations.
- Two search waivers were requested for individuals with extraordinary qualifications: both are females appointed as a Distinguished Lecturer, and a Research Assistant Professor.

Recruiting Activity

CUNY is committed to equitable practices to recruit a diverse and highly qualified workforce. The Chief Diversity Officer reviews applicant data and recruiting outcomes to determine if there is a need to adjust recruiting and outreach plans.

Prior to posting a job vacancy, the Chief Diversity Officer reviews Physical and Mental Qualifications and posting language in general. They also review Recruiting Plans for intended outreach. We post open positions and Civil Services Notices of Exam on our careers page (for faculty, 30-60 days and for staff, 14-30 days).

We invite candidates to self-identify gender, race/ethnicity, disability status, and veteran status and inform them that self-identification is voluntary.

We conduct most faculty and administrative hiring by appointing a diverse Search Committee for initial screening. 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. Committees refer finalist candidates to the hiring manager(s) for a final selection.

Appendix G summarizes recruiting and selection by job group for searches concluded with a job offer between June 1, 2020 and May 31, 2021.

As per federal Internet Applicant guidelines, an “applicant” is 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.

We report all searches resulting in an offer during the previous plan year. 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. This circumstance explains differences between the personal activity reports and recruitment reports.

During the plan year, 2020-2021, the School successfully completed one search in the Administration 2 job group.

- The position received 113 applicants of whom 66 were females and 70 identified as minorities.
- 2 identified as Veterans and 12 identified as Individuals with Disabilities.
- Of the 113 applicants, 6 individuals were selected for interviews, of whom 4 were females. 3 of the interviewees identified as minorities.
- The School hired a female for the position.

The School notes that due to the hiring freeze by CUNY, 2 faculty searches and 5 staff position searches were postponed or cancelled. The School received approval to re-open the faculty searches in late spring 2021. Of the 5 staff searches, 3 received approval from CUNY to reopen. Searches were conducted over the summer. Results of these delayed searches will be included in the next annual report.

Compensation

We develop pay plans according to instructions provided in bargaining unit contracts, Civil Service regulations, Prevailing Wage determinations, and 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.

The Chief Diversity Officer and Human Resources Director discusses compensation best practices and areas of risk with the Dean and the senior members of his administration on an ongoing basis.

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 and addresses:

- Prior-Year Programs
- 2021-2022 Planned Programs
- Ongoing Activities
- Internal Audit and Reporting.

PRIOR-YEAR PROGRAMS

Last year, we undertook the following to support Affirmative Action and create a climate of inclusion:

The SPH Strategic Framework includes baseline and developmental work on key goals to support the Vision and Mission of the School, and centers diversity, equity and inclusion values in each outcome:

Educational Excellence:

Provide rigorous, accessible, and innovative educational programs, in-person and online, that effectively prepare students, trainees, and fellows as public health thought leaders and professionals.

Research and Scholarship:

Advance high-quality research and scholarship that improves health outcomes, informs public health policy and practice, and creates social value.

Service and Community Impact:

Be a trusted, reciprocal, and respectful partner in advancing health equity in our local community, our state, and globally and serve as a reliable partner with the public and private agencies that serve the city and the state.

Student Success:

Enhance achievement, engagement, and well-being throughout the educational experience of a diverse body of students.

Professional Development:

Advance lifelong learning and other opportunities for the professional growth of the CUNY SPH community.

Organizational Excellence:

Serve as an effective steward of the public trust by operating as an effective, sustainable, and inclusive organization within a shared governance structure.

The work related to the outcomes of each goal has been steadily progressing, although the implementation of some DEI projects and activities linked to the strategic framework were limited or delayed due to the remote work environment.

Additionally, in Spring 2021, following the establishment of the Committee for Equity and Inclusion, members began their deliberations on the CEI mission and goals. To understand the status of DEI at the School, members utilized the CUPA-HR DEI Measurement Index Survey to identify areas of need and focus in 5 key factors at the School:

- Communication and Education
- Culture
- Assessment
- Infrastructure and Investment
- Compensation, Recruitment and Retention

The results of the survey were discussed as the baseline for developing goals for the CEI. The work continued in Fall 2021.

The CEI also intends to undertake a comprehensive campus climate survey in Spring 2021 to establish a baseline understanding from students, faculty and staff on DEI values and status at the School. Based on the recommendations of such a survey, the CEI will develop a School-wide DEI action plan.

2021-2022 PLANNED PROGRAMS

In this section, we affirm placement goals and key initiatives.

Planned Campus Programs, 2021-2022

As part of the Strategic Framework, the School intends to undertake a comprehensive needs assessment survey to assess and identify professional development and DEI needs at the School and provide appropriate information and training.

Program	Expected Impact/Job Group
Training for managers and supervisors with DEI lens	Staff
Revising HR processes to better serve the School	Faculty and staff
Schedule opportunities for open discussion on DEI topics	Students, faculty, and staff
Continue enhancing DEI lens in pedagogy and instruction	Students and faculty

ONGOING ACTIVITIES

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

As noted above, recruitment and hiring was minimal during the period June 1, 2020 - May 31, 2021. The CDO met with 3 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.

The University Office of Human Resources provides extensive support for recruitment and hiring through the following actions:

- List job vacancies with State Workforce Agencies and Veterans' centers
- Maintain consolidated advertising programs, including job boards serving Veterans, Individuals with Disabilities, women, and protected minorities
- Maintain social media accounts for recruitment and employment branding
- Advertise and administer Civil Service examinations
- Distribute training materials on effective recruiting and selection
- Provide 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 has 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 Human Resources Office at the Graduate Center on completion reports and follow-up with individuals who have not completed the training within the specified time period.

The CDO/Title IX Coordinator also provides Title IX policy overview and information to faculty and staff at the beginning of the 2020-21 academic year. In September 2020, the CDO/Title IX Coordinator provided information and awareness sessions on CUNY's revised Policy on Sexual Misconduct.

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. The CDO integrates compliance information into faculty, student and staff training programs.

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, Graduate Center, 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. This section, as mandated by regulation, covers:

- 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. CUNY posts its policies on non-discrimination, sexual misconduct, and affirmative action on its website. We have posted these policies on the internet.

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.

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 School contact for accommodation requests is:

Name: Arthur McHugh, Jr.

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. Information for applicants for employment is also available on the [CUNY SPH Employment Opportunities](#) webpage. There is also a link at the bottom of each job posting on <https://cuny.jobs>, which directs the candidate to our accessibility page. Applicants may also contact the Office of Recruitment and Diversity at jobs@cuny.edu.

The information 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 2020-2021:

There were no accommodation requests made during the plan year 2020-21.

The Office of Information Technology invested in hardware to support remote working staff.

HARASSMENT PREVENTION

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.

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

This past year, we made the following outreach efforts 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
Dissemination of the CUNY Policy on Reasonable Accommodations	Increase awareness and sensitivity to employee requests and needs

Planned Outreach for 2021-2022

We plan to pursue the following next year:

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
Dissemination of the CUNY Policy on Reasonable Accommodations	Increase awareness and sensitivity to employee requests and needs

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 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 (55(a) Program).

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 and provided links to the *CUNY Procedures for Implementing Reasonable Accommodation and Academic Adjustments* and the *CUNY Policy on Non-Discrimination* (which also covers protection from harassment on the basis of disability) on syllabi templates, and relevant student and employee-related webpages
- 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 established the 504-ADA Committee in Fall 2020 with the following members:

- Meredith Manze, Faculty, Dept. of Community Health and Social Sciences
- Arthur McHugh, Jr., Director, Human Resources
- Jeanette Rodriguez, Student Disabilities Coordinator, Office of Accessibility Services

The 504-ADA Committee meets once each semester.

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 manages systems that capture self-identification data and provides data support to the campuses. The Office also administers CUNY's 55(a) program to provide opportunities in Civil Service positions to Individuals with Disabilities.

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 federal benchmark 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 2021, the federal government set the benchmark Hiring Rate for veterans at 5.6%, representing the prevalence of veterans in the United States workforce. There is no federal 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 5.6% as of March 2021.

Factor	2020-2021	2019-2020	2018-2019
A. Number of applicants who self-identified as Veterans before an offer of employment is made	2	25	18
B. Total number of job openings	1	14	16
C. Total number of jobs filled	1	14	15
D. Total number of applicants for all jobs	113	1195	1437
E. Number of Veteran applicants hired	0	0	0
F. Total number of applicants hired	1	14	15
Hiring Rate (E divided by F)	0	0	0
Federal Benchmark	5.6%	5.7%	5.9%
Benchmark Met (Yes/No)	No	No	No

Hiring Rate, Individuals with Disabilities

There is no recommended hiring benchmark for Individuals with Disabilities.

Factor	2020-2021	2019-2020	2018-2019
A. Number of applicants who self-identify as Individuals with Disabilities before an offer of employment is made	12	54	52
B. Total number of job openings	1	14	16
C. Total number of jobs filled	1	14	15
D. Total number of applicants for all jobs	113	1195	1437
E. Number of Individuals with Disabilities hired	0	0	1
F. Total number of applicants hired	1	14	15
Hiring Rate (E Divided by F)	0%	0%	6%

APPENDICES

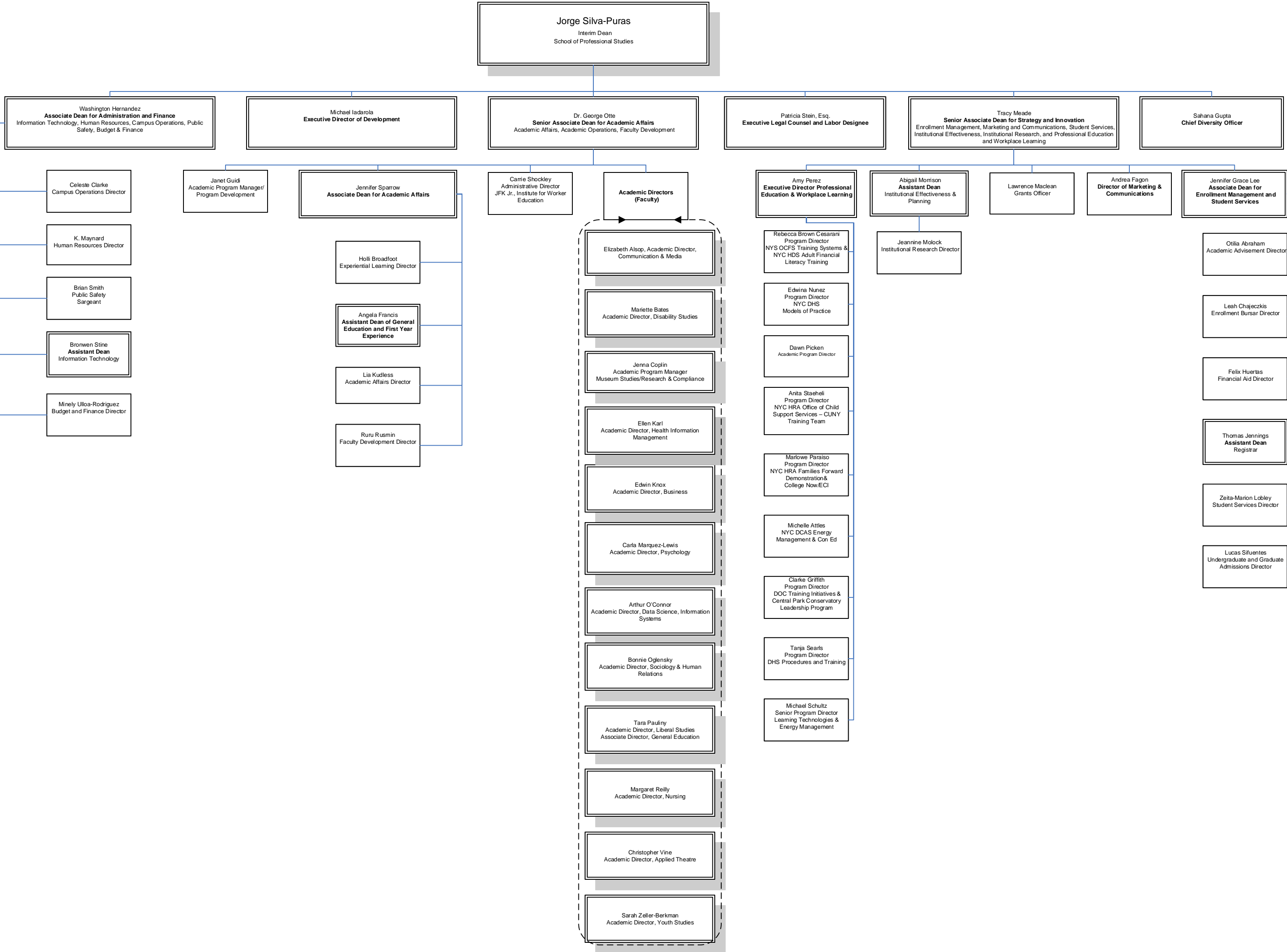
- A. SUMMARY ORGANIZATION CHART
- B. RE-AFFIRMATION LETTER
- C. JOB GROUPS AND LABOR MARKET AVAILABILITY
- D. ACADEMIC DEPARTMENTS BY DISCIPLINE AND COLLEGE LAB TECHNICIAN CATEGORY
- E. UTILIZATION ANALYSIS (ADMINISTRATORS AND STAFF, COLLEGE LAB TECHNICIANS, FACULTY)
- F. SUMMARY OF PERSONNEL ACTIVITIES
- G. SUMMARY OF RECRUITMENT ACTIVITIES
- H. UTILIZATION OF INDIVIDUALS WITH DISABILITIES

Appendices for the 2021-2022 Affirmative Action Plan

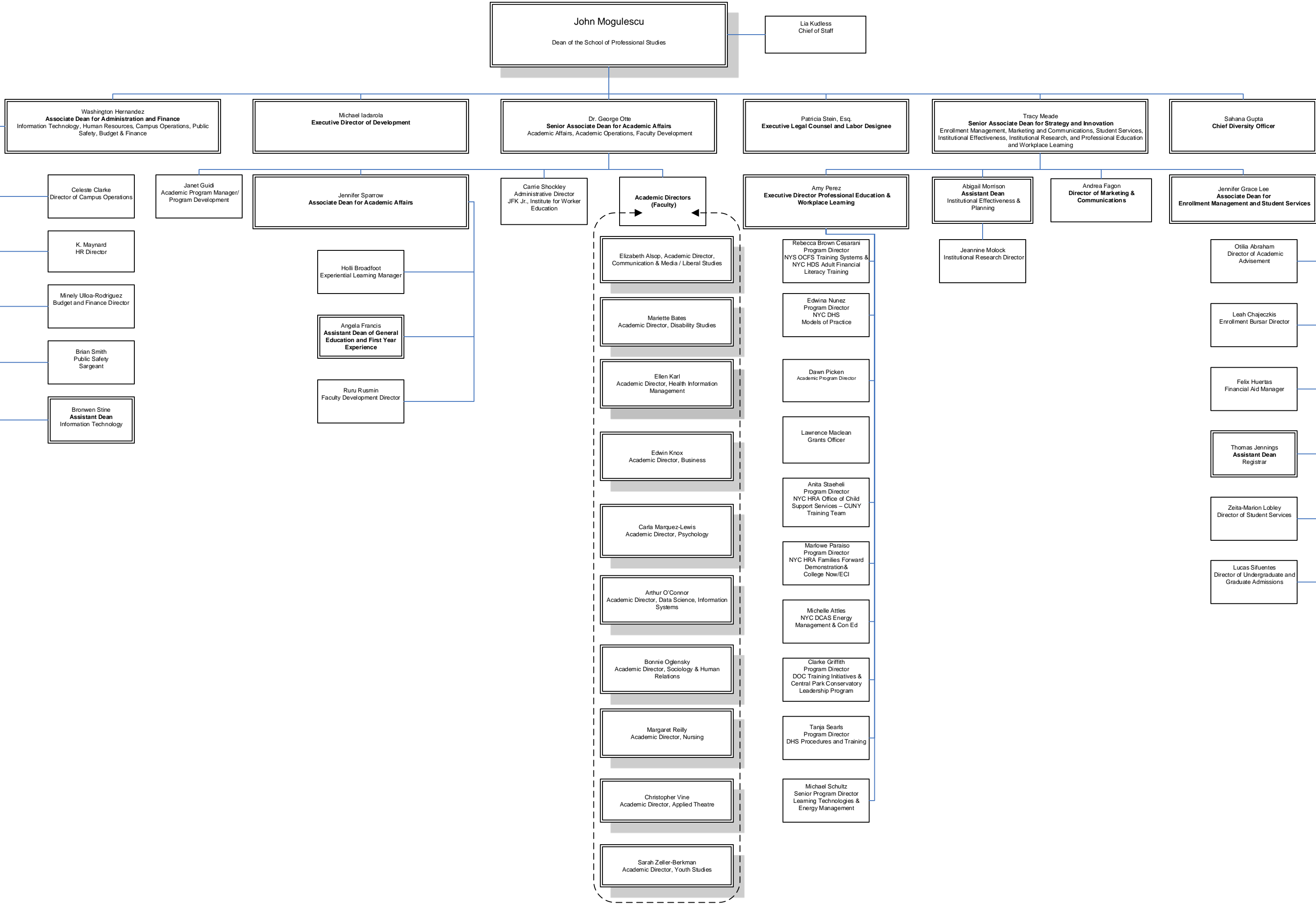
Appendix A Organization Chart

This Appendix contains a summary organization chart.

CUNY School of Professional Studies
Organization Chart – Deans & Directors
August 2021



CUNY School of Professional Studies
Organization Chart – Deans & Directors
Current_November 2020



Appendix B Reaffirmation Letter

This Appendix contains the most recent Reaffirmation Letter.

From: [Consolidation of all SPS Staff](#) on behalf of [CUNY SPS Dean](#)
To: SPS@LISTSERV.CUNY.EDU
Subject: Reaffirmation of Commitment to Diversity, Equity, and Inclusion
Date: Thursday, August 26, 2021 10:18:21 AM
Attachments: [image003.png](#)
[image004.png](#)
[image005.png](#)
[image006.png](#)
[image007.png](#)
[image008.jpg](#)

Dear CUNY SPS Community:

The City University of New York (CUNY) holds a long-standing commitment to diversity and equal opportunity in all aspects of employment practices, and at the CUNY School of Professional Studies (CUNY SPS), we have implemented policies and practices to foster non-discrimination, affirmative action, and diversity and inclusion in the workplace. It is my personal belief that CUNY is enriched by the strengths of its diverse representation of people and perspectives, and I am committed to CUNY SPS's compliance with CUNY's Equal Opportunity and Non-Discrimination Policies and Procedures.

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, immigration status, 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. Additionally, as a federal contractor, CUNY engages in affirmative action consistent with federal requirements.

I invite you to view the following policies at:

[Equal Opportunity and Non-Discrimination Policy](#)

[Title IX – Policy on Sexual Misconduct](#)

Any individual who believes that they have experienced employment discrimination should immediately contact Ms. Sahana Gupta, Executive Chief Diversity Officer/Title IX Coordinator, at sahana.gupta@cuny.edu or 646-618-0129. Ms. Gupta is also the School's 504/ADA Coordinator.

Dr. Christopher Leydon, Student Title IX Coordinator, can be reached at christopher.leydon@cuny.edu.

K. Maynard, director of human resources, can be reached at kristin.maynard@cuny.edu.

The entire CUNY SPS community shares the responsibility for ensuring our compliance with these policies and laws. I ask for your continued support to ensure equal opportunity, affirmative action, diversity and inclusion in all employment practices at the CUNY School of Professional Studies.

Sincerely,



Jorge Silva-Puras, Esq.
Interim Dean
CUNY School of Professional Studies
15 Years of Leading Online Education at CUNY

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Appendix C Job Group Summary

This Appendix contains a summary of Job Groups.

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.

School of Professional Studies

Full Time Employee Count (excludes Chief Executive): 161

Labor Market Availability is an estimate used to benchmark utilization by job group. It represents the proportion of each protected group available for employment in the labor market from which CUNY recruits, internally and externally. CUNY typically reviews Labor Market Availability every other year. 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 for Non-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 for Collegiate Faculty: we assign titles to Professorial, Instructor, or Lecturer job groups according to rank and calculate availability based on a combination of degree requirement and academic discipline.

- Degree Requirements:
 - Professorial: Doctoral Degree
 - Instructor: Master's Degree
 - 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 make individual discipline assignments.

Category: Executive/Administrative/Managerial

Admin 1: Executive

Executive Compensation Plan (Other Than Chief Executive)

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.

Employees: 12

Title	Employees
Asst Dean	1
Prof School Assoc Admin	3
Prof School Assoc Dean	3
Prof School Asst Admin	1
Prof School Asst Dean	2
Prof School Sr Assoc Dean	2

Admin 2: Managerial

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.

Employees: 41

Title	Employees
HE Associate	26
HE Officer	15

Category: Executive/Administrative/Managerial

Managerial: Facilities

Facility Superintendents (Managerial)

Labor Market Availability Factors

LMA Factor	Weight	Explanation
1-External	55.00%	2013-2017 ACS, NY/NJ MSA, Bachelor's Degree or higher plus four years of Post-Bachelor's experience (proxy minimum age of 25) and in the following occupations: 0410 (Real Estate and Property Managers), 1300 (Architects), 1360 (Civil Engineers), and 8620 (Stationary Engineerings and Boiler Operators).
2-Internal	45.00%	Employees in the titles of Sr Stationary Engineer, Project Manager, Principal Park Supervisor, Principal Custodial Supervisor, or Supervisor of Laborers and Maintenance Workers, Civil Service permanency not required, as of 6/1/2018.

Employees: 1

Title	Employees
Admin Supt Builds Grds	1

Category: Professional Faculty

Faculty: Lecturer

Lecturer Faculty excluding Librarians. Lecturers are eligible for a certificate of continuous employment but not tenure.

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

Employees: 11

Title	Employees
Clinical Professor	2
Dist Lecturer	7
Lecturer Doct Sch	2

Faculty: Professoriate

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

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

Employees: 15

Title	Employees
Assc Professor	4
Asst Professor	8
Professor	3

Category: Professional Non-Faculty

Admin 3: Professional

Entry and Mid-Level Administrators (Professionals)

Labor Market Availability Factors

LMA Factor	Weight	Explanation
1-External	85.00%	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.

Employees: 63

Title	Employees
Asst to HEO	24
HE Assistant	39

Info Tech: Professional

Information Technology Professionals

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

Employees: 10

Title	Employees
IT Associate	1
IT Asst	7
IT Sr Associate	2

Category: Technicians

Engineering Technician

Engineering and Architectural Technicians

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

Employees: 1

Title	Employees
Facilities Coord	1

Category: Service Workers

Campus Public Safety Sergeant

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.

Employees: 1

Title	Employees
Campus Pub Safety Sergeant	1

Campus Security Assistant

Campus Security-Entry Level Staff

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

Employees: 4

Title	Employees
Campus Security Asst	4

Custodial: Assistant

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

Employees: 2

Title	Employees
Custodial Assistant	2

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

Job Code and Title Name		Job Group
200602	Univ VC Std Aff and Enrollment	Admin 1: Executive
200604	Exec Dir Acad Aff-AstAdm	Admin 1: Executive
200605	Exec Dir Fellow and PSP-AstAdm	Admin 1: Executive
200606	Exec Dir CyberSec Prg-AstAdm	Admin 1: Executive
500302	Fleet Coordinator	Basic Crafts-Buildings and Grounds

Appendix D Faculty Department-Discipline Assignments

This Appendix summarizes the mapping of faculty departments to academic disciplines.

This Appendix lists faculty department assignments and disciplines to which they are assigned for utilization reporting. Only 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 analysis.

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.

School of Professional Studies

Total Faculty: 26

Discipline: Business, Management, Marketing, Support

Faculty: 3

Department ID	Department Name	Faculty
10044	Business Education	3

Discipline: Communications, Journalism, and Related

Faculty: 1

Department ID	Department Name	Faculty
10060	Communication & Media	1

Discipline: Computer and Information Sciences and Support

Faculty: 2

Department ID	Department Name	Faculty
10311	Data Analytics & Information S	2

Discipline: Health Professions and Related Programs

Faculty: 11

Department ID	Department Name	Faculty
10135	Health Information Management	3
10211	Nursing	8

Discipline: Liberal Arts and Sciences, General Studies & Humanities

Faculty: 1

Department ID	Department Name	Faculty
10301	General Education	1

Discipline: Psychology

Faculty: 2

Department ID	Department Name	Faculty
10245	Psychology	2

Discipline: Social Sciences

Faculty: 5

Department ID	Department Name	Faculty
65122	Disability Studies	2
10157	Human Relations	1
10283	Sociology	1
10280	Youth Studies/Social Sciences	1

Discipline: Visual and Performing Arts

Faculty: 1

Department ID	Department Name	Faculty
---------------	-----------------	---------

School of Professional Studies

10296

Theater

1

Appendix E-1 Utilization Analysis -Staff Job Groups

This Appendix provides a utilization analysis for each staff job group that has five or more employees.

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.

School of Professional Studies

Category: Executive/Administrative/Managerial

Job Group: Admin 1: Executive

Description: Executive Compensation Plan (Other Than Chief Executive)

Full-time Employees: 12

Employees in this group hold the following titles:

Title ID	Title Name
04722	Asst Dean
04333	Prof School Assoc Admin
04128	Prof School Assoc Dean
04332	Prof School Asst Admin
04127	Prof School Asst Dean
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	2	0	0	2
Underutilized (Y = Yes)		Y	Y	Y	
Number Underutilized		1	1	1	
Actual Utilization Percent	66.7%	16.7%	0.0%	0.0%	16.7%
Labor Market Avail. Percent	44.2%	27.7%	9.8%	8.8%	7.9%

School of Professional Studies

Category: Executive/Administrative/Managerial

Job Group:

Admin 2: Managerial

Description:

Manager-Level Administrators

Full-time Employees:

41

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	34	21	6	7	7
Underutilized (Y = Yes)					
Number Underutilized					
Actual Utilization Percent	82.9%	51.2%	14.6%	17.1%	17.1%
Labor Market Avail. Percent	57.4%	48.1%	11.0%	19.6%	15.7%

School of Professional Studies

Category: Professional Non-Faculty

Job Group:

Admin 3: Professional

Description:

Entry and Mid-Level Administrators (Professionals)

Full-time Employees:

63

Employees in this group hold the following titles:

Title ID	Title Name
04017	Asst to HEO
04099	HE Assistant

Utilization Report					
	Female	Total Minority	Asian/Nat. Haw./Other Pac. Isl.	Black/African Am.	Hispanic/ Latino
Number of Employees	52	49	12	13	23
Underutilized (Y = Yes)					
Number Underutilized					
Actual Utilization Percent	82.5%	77.8%	19.0%	20.6%	36.5%
Labor Market Avail. Percent	69.0%	43.4%	12.3%	16.7%	12.5%

School of Professional Studies

Category: Professional Non-Faculty

Job Group:

Info Tech: Professional

Description:

Information Technology Professionals

Full-time Employees:

10

Employees in this group hold the following titles:

Title ID	Title Name
04877	IT Associate
04875	IT Asst
04880	IT Sr Associate

Utilization Report					
	Female	Total Minority	Asian/Nat. Haw./Other Pac. Isl.	Black/African Am.	Hispanic/ Latino
Number of Employees	3	9	3	3	3
Underutilized (Y = Yes)	Y				
Number Underutilized	1				
Actual Utilization Percent	30.0%	90.0%	30.0%	30.0%	30.0%
Labor Market Avail. Percent	42.3%	55.7%	28.0%	13.3%	12.7%

Appendix E-3 Utilization Analysis - Faculty By Discipline and Job Group

This Appendix provides a utilization analysis for Faculty for each Discipline and Job Group where there are five or more employees.

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.

School of Professional Studies

Health Professions and Related Programs

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

10135 Health Information Management
10211 Nursing

Job Group **Faculty: Professoriate**

Total Faculty: 8

Utilization Report

	Female	Total Minority	Asian/Nat. Haw./Other Pac. Isl.	Black/African Am.	Hispanic/ Latino
Number of Faculty	8	4	1	2	0
Underutilized (Y = Yes)			Y		Y
Number Underutilized					
Actual Utilization Percent	100.0%	50.0%	12.5%	25.0%	0.0%
Labor Market Avail. Percent	58.8%	32.0%	17.1%	6.2%	6.1%

Appendix F-1 Personnel Activity

This Appendix provides tables with detail on personnel activities.

Part One provides detail on personnel activity in the categories noted below, evaluated by job group and by EEO Category.

The charts provided here represent only those job groups and EEO Categories with a material level of activity.

Campus Detail - All Job Groups

			NET ADDITIONS		Additions by Type		Detail of Transfers or Promotions into Category				NET SUBTRACTIONS		Subtractions by Type		Detail of Transfers or Promotions out of Category				OTHER CHANGES WITHIN JOB GROUP (not counted in totals)	
	Net Campus Changes #	Net Campus Changes %	Addition #	Additions %	Hire (Outside CUNY and Other CUNY College)	Transfers or Promotions in Current Job Group	Previously in a Higher Job Group	Previously in a Lower Job Group	Other Change	Return to Faculty	Sub. #	Sub %	Separation (Left College or Left CUNY)	Transfers or Promotions out of Last Year's Job Group	Left for a Higher Job Group	Left for a Lower Job Group	Other Change	Returned to Faculty	Advance-ments	Other Changes
Total	15		24		21	3	-	3	-	-	(9)		(6)	(3)	(3)	-	-	-	6	-
Male	4	27%	4	17%	4	-	-	-	-	-	-	0%	-	-	-	-	-	-	1	-
Female	11	73%	20	83%	17	3	-	3	-	-	(9)	100%	(6)	(3)	(3)	-	-	-	5	-
Other/Unknown	-	0%	-	0%	-	-	-	-	-	-	-	0%	-	-	-	-	-	-	-	-
Total Min	9	60%	17	71%	14	3	-	3	-	-	(8)	89%	(5)	(3)	(3)	-	-	-	3	-
Asian	2	13%	3	13%	3	-	-	-	-	-	(1)	11%	(1)	-	-	-	-	-	1	-
Black	2	13%	6	25%	5	1	-	1	-	-	(4)	44%	(3)	(1)	(1)	-	-	-	-	-
Hispanic	4	27%	7	29%	5	2	-	2	-	-	(3)	33%	(1)	(2)	(2)	-	-	-	2	-
Other Minority	1	7%	1	4%	1	-	-	-	-	-	-	0%	-	-	-	-	-	-	-	-
All White	6	40%	7	29%	7	-	-	-	-	-	(1)	11%	(1)	-	-	-	-	-	3	-
Unknown	-	0%	-	0%	-	-	-	-	-	-	-	0%	-	-	-	-	-	-	-	-
Veterans	-	0%	-	0%	-	-	-	-	-	-	-	0%	-	-	-	-	-	-	-	-
Individuals w/Disabilities	1	7%	1	4%	1	-	-	-	-	-	-	0%	-	-	-	-	-	-	-	-

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

This provides detail about the kinds of moves between job groups.

This provides detail about the kinds of moves between job groups.

EEO Category Summary

Executive/Administrative/Managerial

		NET ADDITIONS		Additions by Type		NET SUBTRACTIONS		Subtractions by Type		CHANGES WITHIN CATEGORY (not counted in totals)	
	Net Category Changes	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	7	7		4	3	-		-	-	2	-
Male	-	-	0%	-	-	-	0%	-	-	1	-
Female	7	7	100%	4	3	-	0%	-	-	1	-
Other/Unknown	-	-	0%	-	-	-	0%	-	-	-	-
Total Min	5	5	71%	2	3	-	0%	-	-	1	-
Asian	-	-	0%	-	-	-	0%	-	-	-	-
Black	3	3	43%	2	1	-	0%	-	-	-	-
Hispanic	2	2	29%	-	2	-	0%	-	-	1	-
Other Minority	-	-	0%	-	-	-	0%	-	-	-	-
All White	2	2	29%	2	-	-	0%	-	-	1	-
Unknown	-	-	0%	-	-	-	0%	-	-	-	-
Veterans	-	-	0%	-	-	-	0%	-	-	-	-
Individuals w/Disabilities	1	1	14%	1	-	-	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
Total	5
Male	1
Female	4
Other/Unknown	-
Total Min	2
Asian	-
Black	2
Hispanic	(1)
Other Minority	1
All White	3
Unknown	-

NET ADDITIONS		Additions by Type	
Additions #	Additions %	External Hires (CUNY or College)	Transfers or Promotions into this category
7		7	-
1	14%	1	-
6	86%	6	-
-	0%	-	-
3	43%	3	-
-	0%	-	-
2	29%	2	-
-	0%	-	-
1	14%	1	-
4	57%	4	-
-	0%	-	-

NET SUBTRACTIONS		Subtractions by Type	
Subtractions #	Subtractions %	Separation (Left College or Left CUNY)	Transfers or Promotions out of this category
(2)		(2)	-
-	0%	-	-
(2)	100%	(2)	-
-	0%	-	-
(1)	50%	(1)	-
-	0%	-	-
-	0%	-	-
(1)	50%	(1)	-
-	0%	-	-
(1)	50%	(1)	-
-	0%	-	-

CHANGES WITHIN CATEGORY (not counted in totals)	
Advance- ments	Other Changes
1	-
-	-
1	-
-	-
-	-
-	-
1	-
-	-
-	-

Veterans	-
Individuals	-
w/Disabilities	-

-	0%	-	-
-	0%	-	-

-	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
Total	4
Male	3
Female	1
Other/Unknown	-
Total Min	3
Asian	2
Black	(2)
Hispanic	3
Other Minority	-
All White	1
Unknown	-

NET ADDITIONS		Additions by Type	
Additions #	Additions %	External Hires (CUNY or College)	Transfers or Promotions into this category
10		10	-
3	30%	3	-
7	70%	7	-
-	0%	-	-
9	90%	9	-
3	30%	3	-
1	10%	1	-
5	50%	5	-
-	0%	-	-
1	10%	1	-
-	0%	-	-

NET SUBTRACTIONS		Subtractions by Type	
Subtractions #	Subtractions %	Separation (Left College or Left CUNY)	Transfers or Promotions out of this category
(6)		(3)	(3)
-	0%	-	-
(6)	100%	(3)	(3)
-	0%	-	-
(6)	100%	(3)	(3)
(1)	17%	(1)	-
(3)	50%	(2)	(1)
(2)	33%	-	(2)
-	0%	-	-
-	0%	-	-
-	0%	-	-

CHANGES WITHIN CATEGORY (not counted in totals)	
Advance- ments	Other Changes
3	-
-	-
3	-
-	-
2	-
1	-
-	-
1	-
-	-
1	-
-	-

Veterans	-
Individuals	-
w/Disabilities	-

-	0%	-	-
-	0%	-	-

-	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 ADDITIONS		Additions by Type		NET SUBTRACTIONS		Subtractions by Type		CHANGES WITHIN CATEGORY (not counted in totals)	
	Net Category Changes	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	(1)	-		-	-	(1)		(1)	-	-	-
Male	-	-	0%	-	-	-	0%	-	-	-	-
Female	(1)	-	0%	-	-	(1)	100%	(1)	-	-	-
Other/Unknown	-	-	0%	-	-	-	0%	-	-	-	-
Total Min	(1)	-	0%	-	-	(1)	100%	(1)	-	-	-
Asian	-	-	0%	-	-	-	0%	-	-	-	-
Black	(1)	-	0%	-	-	(1)	100%	(1)	-	-	-
Hispanic	-	-	0%	-	-	-	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 Tenure Actions

This Appendix 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, 2020 (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.

Nursing

Assc Professor	Hired with Tenure	Tenured	Female	Other
Professor	Transferred with Tenure	Tenured	Female	Black/African Am.

Summary for the College

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

Appendix G-1 Summary of Recruiting Activities

This Appendix provides detail the candidate pools and outcomes of searches.

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, 2020 through May 31, 2021).

CUNY School of Professional Studies

Summary - All Searches

Total: 21

	Records	Applicants	Appl%		Interviews	Selection Rate %	Offers	Selection Rate %	Hires	Selection Rate %
Total/Selection Rate (compare to applicants)	2,826	1,880	67%		115	6.1%	22	1.2%	21	1.1%
Male	959	721	38%		29	4.0%	5	0.7%	4	0.6%
Female	1,500	908	48%		70	7.7%	12	1.3%	12	1.3%
Other	19	14	1%		2	14.3%	-	0.0%	-	0.0%
Unknown	347	236	13%		14	5.9%	5	2.1%	5	2.1%
Total Minorities	1,819	1,240	66%		77	6.2%	15	1.2%	14	1.1%
Asian	486	355	19%		16	4.5%	3	0.8%	3	0.8%
Black	668	444	24%		29	6.5%	5	1.1%	5	1.1%
Hispanic	593	390	21%		27	6.9%	6	1.5%	5	1.3%
Other inc 2 or more	72	51	3%		5	9.8%	1	2.0%	1	2.0%
Total White	848	521	28%		32	6.1%	7	1.3%	7	1.3%
Unknown Ethnicity	159	119	6%		6	5.0%	-	0.0%	-	0.0%
Veterans	35	26	1%		-	0.0%	-	0.0%	-	0.0%
Indiv. w Disabilities	164	98	5%		3	3.1%	1	1.0%	1	1.0%

Least Selected:

Not Female

Adverse

Not Minority

OK Sel

Least Selected:

Not Female

Adverse

Ttl Minorities

OK Sel

Least Selected:

Not Female

Adverse

Ttl Minorities

OK Sel

CUNY School of Professional Studies

Category Summary

Executive-Administrative-Managerial

	Records	Applicants	Appl%		Interviews	Selection Rate %	Offers	Selection Rate %	Hires	Selection Rate %
Total/Selection Rate (compare to applicants)	374	243	65%		23	9%	5	2%	5	2.06%
Male	105	65	27%		5	8%	-	0%	-	0.00%
Female	215	145	60%		15	10%	4	3%	4	2.76%
Other	1	1	0%		-	0%	-	0%	-	0.00%
Unknown	53	32	13%		3	9%	1	3%	1	3.13%
Total Min	238	153	63%		14	9%	3	2%	3	1.96%
Asian	63	39	16%		1	3%	-	0%	-	0.00%
Black	95	68	28%		9	13%	3	4%	3	4.41%
Hispanic	73	41	17%		4	10%	-	0%	-	0.00%
Other inc 2 or more	7	5	2%		-	0%	-	0%	-	0.00%
Total White	111	71	29%		7	10%	2	3%	2	2.82%
Unknown Ethnicity	25	19	8%		2	11%	-	0%	-	0.00%
Veterans	2	1	0%		-	0%	-	0%	-	0%
Indiv. w Disabilities	19	12	5%		1	8%	1	8%	1	8%

Least Selected:

Not Female *Adverse*
Ttl Minorities *OK Sel*

Least Selected:

Not Female *Adverse*
Ttl Minorities *OK Sel*

Least Selected:

Not Female *Adverse*
Ttl Minorities *OK Sel*

CUNY School of Professional Studies

Category Summary

Professional Faculty

	Records	Applicants	Appl%		Interviews	Selection Rate %	Offers	Selection Rate %	Hires	Selection Rate %
Total/Selection Rate (compare to applicants)	169	169	100%		25	15%	6	4%	6	4%
Male	65	65	38%		8	12%	1	2%	1	2%
Female	73	73	43%		11	15%	2	3%	2	3%
Other	2	2	1%		1	50%	-	0%	-	0%
Unknown	29	29	17%		5	17%	3	10%	3	10%
Total Min	88	88	52%		11	13%	2	2%	2	2%
Asian	35	35	21%		3	9%	-	0%	-	0%
Black	33	33	20%		3	9%	1	3%	1	3%
Hispanic	16	16	9%		3	19%	-	0%	-	0%
Other inc 2 or more	4	4	2%		2	50%	1	25%	1	25%
Total White	66	66	39%		13	20%	4	6%	4	6%
Unknown Ethnicity	15	15	9%		1	7%	-	0%	-	0%
Veterans	4	4	2%		-	0%	-	0%	-	0%
Indiv. w Disabilities	6	6	4%		-	0%	-	0%	-	0%

Least Selected:

Not Female *OK Sel*
Ttl Minorities *Adverse*

Least Selected:

Female *Adverse*
Ttl Minorities *Adverse*

Least Selected:

Female *Adverse*
Ttl Minorities *Adverse*

CUNY School of Professional Studies

Category Summary

Professional Non-Faculty

	Records	Applicants	Appl%		Interviews	Selection Rate %	Offers	Selection Rate %	Hires	Selection Rate %
Total/Selection Rate (compare to applicants)	2,283	1,468	64%		67	5%	11	1%	10	1%
Male	789	591	40%		16	3%	4	1%	3	1%
Female	1,212	690	47%		44	6%	6	1%	6	1%
Other	16	11	1%		1	9%	-	0%	-	0%
Unknown	265	175	12%		6	3%	1	1%	1	1%
Total Min	1,493	999	68%		52	5%	10	1%	9	1%
Asian	388	281	19%		12	4%	3	1%	3	1%
Black	540	343	23%		17	5%	1	0%	1	0%
Hispanic	504	333	23%		20	6%	6	2%	5	2%
Other inc 2 or more	61	42	3%		3	7%	-	0%	-	0%
Total White	671	384	26%		12	3%	1	0%	1	0%
Unknown Ethnicity	119	85	6%		3	4%	-	0%	-	0%
Veterans	29	21	1%		-	0%	-	0%	-	0%
Indiv. w Disabilities	139	80	5%		2	3%	-	0%	-	0%

Least Selected:

Not Female Adverse

Not Minority Adverse

Least Selected:

Not Female Adverse

Not Minority Adverse

Least Selected:

Not Female Adverse

Not Minority Adverse

Appendix G-2 Exceptions to the Search Process

This Appendix lists search exceptions.

Search requirements may be waived in rare situations. Positions are identified by title and department with information on the basis of the waiver. Individuals are not identified.

The waiver process requires an application with justification of why a search could not be performed.

This listing includes waivers that were scheduled to be effective during the Plan Year. Waivers granted to correct minor search issues are not included. Note that some candidates may have declined or delayed their appointments.

Asst Professor

Nursing

Gender

Female

Ethnicity

Black/African Am.

Basis Adjust Faculty Status

HE Associate

Professional Ed and Workforce Learning

Gender

Male

Ethnicity

Unknown

Basis RF to Tax Levy

Not appointed as of 6/1/21.

Appendix H Utilization of Individuals with Disabilities by Job Group

This Appendix presents the total staff in each job group with the number and percentage of Individuals with Disabilities.

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.

School of Professional Studies

Total Individual(s) with Disabilities: 7 Percent of total reported employees: 4.3%

Category: Executive/Administrative/Managerial

	Staff	Indiv. with Disabilities	Rate
Admin 1: Executive	12	1	8.3%
Admin 2: Managerial	41	1	2.4%
Managerial: Facilities	1	0	0.0%

Category: Professional Faculty

	Staff	Indiv. with Disabilities	Rate
Faculty: Professoriate	15	0	0.0%
Faculty: Lecturer	11	1	9.1%

Category: Professional Non-Faculty

	Staff	Indiv. with Disabilities	Rate
Admin 3: Professional	63	3	4.8%
Info Tech: Professional	10	0	0.0%

Category: Technicians

	Staff	Indiv. with Disabilities	Rate
Engineering Technician	1	0	0.0%

Category: Service Workers

	Staff	Indiv. with Disabilities	Rate
Campus Public Safety Sergeant	1	0	0.0%
Campus Security Assistant	4	0	0.0%
Custodial: Assistant	2	1	50.0%

School of Professional Studies

There is currently no required review of the utilization of Veterans; instead, the federal requirement is to review the rate of hiring against a standard (set annually). As of March, 2021, this standard hiring rate was 5.6%.

This report is for informational purposes only and is not included in the AA Plan.

Total Veterans: 3 Percent of Total Reported Employees: 1.9%

ADDITIONAL DATA - UTILIZATION OF VETERANS

2021 - 2022

School of Professional Studies

Category: Executive/Administrative/Managerial

	Staff	Veterans	Rate
Admin 1: Executive	12	1	8.3%
Admin 2: Managerial	41	1	2.4%
Managerial: Facilities	1	0	0.0%

Category: Professional Faculty

	Staff	Veterans	Rate
Faculty: Professoriate	15	0	0.0%
Faculty: Lecturer	11	0	0.0%

Category: Professional Non-Faculty

	Staff	Veterans	Rate
Admin 3: Professional	63	1	1.6%
Info Tech: Professional	10	0	0.0%

Category: Technicians

	Staff	Veterans	Rate
Engineering Technician	1	0	0.0%

Category: Service Workers

	Staff	Veterans	Rate
Campus Public Safety Sergeant	1	0	0.0%
Campus Security Assistant	4	0	0.0%
Custodial: Assistant	2	0	0.0%