2021-2022 AFFIRMATIVE ACTION REPORT
2022-2023 AFFIRMATIVE ACTION PLAN

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 by appointment during business hours and on the School's website.

CUNY SPH GRADUATE SCHOOL OF PUBLIC HEALTH & HEALTH POLICY

CU NY THE CITY UNIVERSITY OF NEW YORK

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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 over 25 affirmative action establishments at the City University of New York (CUNY).

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 of Trustees' resolutions, and CUNY policy.

The employee census date is June 1, 2022.
The reporting year is June 1, 2021 – May 31, 2022.
The program plan year is September 1, 2022 – August 31, 2023.

We address disruptions during 2021-2022 due to the COVID-19 pandemic outbreak.

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 September 2022.

OVERVIEW

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

Degrees
Master of Public Health (MPH) concentrations in five knowledge areas:
- Community Health
- Environmental and Occupational Health Sciences
- Epidemiology and Biostatistics
- Health Policy and Management
- Public Health Nutrition

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

The School 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 and in 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. In 2016, faculty, staff and students transferred to the new entity and moved to a new campus in Harlem. 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.

Mission Statement:

The School's mission is to promote and sustain a healthier population in New York City and around the world through excellence in education, research, and service in public health and by

advocating for sound policy and practice to advance social justice and improve health outcomes for all.

Vision Statement:
The vision is to improve health and social justice in New York City and across the globe

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.

The values that guide the work of the School include:
We strive to incorporate health equity into everything we do.
- We apply a health equity approach to our work and acknowledge the legacy of health inequities and racism experienced by marginalized populations. In order to address the public health needs of society we must first acknowledge the origins and impact of unequal treatment.

We provide access to excellent educational programs for all students.
- As New York City's premier public school of public health, we deliver rigorous and affordable in-class and online graduate education that prepares our graduates for professional success. We provide access for people who have historically been excluded from higher education, celebrate the broad diversity of our community of learners, and build meaningful relationships between students and faculty that support student achievement.

We believe that public service is a duty and a responsibility.
- As a public school of public health located in Harlem, we believe that responsible engagement with our surrounding communities is a priority and an essential part of our identity. We also believe that an important tenet of the school's mission is to use our intellectual resources and talent to advance global public health efforts and improve well-being.

We are a respectful, diverse, and inclusive community.
- We believe that diversity strengthens our school and offers essential insights into public health problems and solutions. In all of our efforts, we endeavor to center the voices of those who have been historically excluded and respect the dignity of each individual.

We believe collaboration leads to innovative and impactful research, programs, and policies.
- Our collaborative approach reaches across academic departments and disciplines within CUNY SPH and throughout CUNY, and extends to research, education, and practice with national and international schools of public health. We collaborate with community groups, NGOs, and other organizations to improve public health at home and abroad.

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 opportunity 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.*

Affirmative Action Policy

CUNY's affirmative action policy and plans date to the early 1970s. CUNY's 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.

Management reaffirms CUNY's Equal Opportunity and Non-discrimination Policy, the Policy on Sexual Misconduct and the Policy on Reporting of Alleged Misconduct annually. The most recently released reaffirmation letter, issued by the Dean of the School was on August 25, 2022 and is included in **Appendix B.**

Other 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, 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 and diversity and compliance, including a Chief Diversity Officer (CDO), 504/Americans with Disabilities Act (ADA) Coordinator and Title IX Coordinator.
- Ensures that the person has authority, staffing, and other resources to fulfill their assigned responsibilities.
- Communicates commitment to equal opportunity, issuing an annual reaffirmation of this commitment, and issues required reports, including this affirmative action report and plan.

Chief Diversity Officer

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

- Provides confidential consultation for discrimination reports and investigates and resolves discrimination/harassment complaints
- Distributes all policies, notices and revisions, integrating them into the appropriate website/webpages, training programs, search committee orientations, and other communications
- Evaluates affirmative action programs and initiatives
- Prepares and communicates the annual Affirmative Action Report and Plan
- 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.

The Chief Diversity Officer completed the OFCCP's on-line certification of compliance with affirmative action program requirements prior to June 30, 2022.

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 established 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 membership for AY 2022-23 is composed of

<u>Co-Chairs:</u>

Himani Sharma, Staff

Sasha Fleary, Faculty

<u>Student members:</u>

Adriana Padilla

Ariani Alemzadeh

<u>Faculty members:</u>

Andrew Maroko

Levi Waldron

Marie Sillice

Victoria Ngo

<u>Staff members:</u>

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.

The CEI has established an anonymous form for submitting recommendations for and concerns about DEI at the School. It also established a DEI calendar, providing resources for the campus community.

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: <u>University Diversity Resources.</u>

IMPACT OF COVID-RELATED EVENTS

On March 15, 2020, at the onset of the COVID-19 pandemic, Chancellor Felix Matos-Rodriguez announced that CUNY campuses and non-essential personnel would transition to remote learning and working for the remainder of the academic year. CUNY began returning to on-site operations in summer 2021, and currently operates in a hybrid on-site/remote model. As a result of shifting priorities during 2020 and 2021, the School cancelled or postponed hiring plans and accelerated others given unanticipated employee turnover. The transition and resulting shifts in instructional environment and priorities affected the School's operations, with hiring plans revised, postponed or accelerated as needed.

Student and employee programs and events have been held virtually, with new student orientations and town halls scheduled to address respective constituents (students, faculty and staff). In 2022, as emergency declarations were lifted in New York City and State, the School began moving to a mix of in-person and virtual meetings to discuss academic and administrative issues, including but not limited to concerns and questions related to equity, diversity and inclusion.

As of this writing, the School is poised to return to a comparable mix of in-person and on-line classes, as existed pre-pandemic.   Staff whose jobs do not require on-campus presence are permitted to work a hybrid schedule, in accordance with University policies.

The Chief Diversity Officer has continued to work in a hybrid environment on:
- Complaint intake and investigation
- Accommodations for Individuals with Disabilities
- Targeted recruitment advertising and outreach, especially in areas of under-utilization and hard to recruit positions, *e.g.,* information technology
- Oversight of hiring, advancement and separation practices
- Providing consultation to management and executive administration

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 provides by the US Department of Labor's Office of Contract Compliance Programs (OFCCP), in particularly, the *Educational Institutions Technical Assistance Guide*.

DATA SOURCES

This section describes how CUNY prepares data for this report.

Employee Data

On July 11, 2022, we extracted data on full-time employees active as of June 1, 2022 from CUNY's system of record, CUNYfirst. We include individuals on most paid leaves, including academic leaves and medical leaves. We do not include individuals on terminal leaves such as retirement leave, student workers (including Graduate Assistants) or individuals employed 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. As best practice, the Office of Human Resources reviews employee data on an on-going basis to ensure that all employees have self-identified.

We also invite job applicants to self-identify on the job application portal and once hired, they can self-identify in the employee self-service module in CUNYfirst.

Self-Identification Categories

We use the following categories to evaluate representation by race/ethnicity for the federal Affirmative Action Report:
- Total Minorities (all groups other than White, reported as a single category)
- Asian (consolidates Asian, Hawaiian, and 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 Report and Plan.

We also invite employees to optionally provide data on their ancestries from a list of approximately 60 categories. Consistent with recent New York legislation, we are in the process of implementing the collection of disaggregated data on Asian ancestry.

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 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.

6 employees identified their disability status. **1** employee indicated their military status.
The School will continue to prioritize and audit Disability and Military status to ensure accuracy of data.

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 User 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	10	8	80.0%	4	40.0%
Admin 2: Managerial	23	18	78.3%	14	60.9%
Managerial: Info Tech	1	0	0.0%	1	100.0%
Managerial: Security	1	1	100.0%	1	100.0%

Professional Faculty

Job Group	Ttl Empls	Female #	Female %	Minority #	Minority %
Faculty: Professoriate	46	27	58.7%	15	32.6%
Faculty: Librarian	1	1	100.0%	0	0.0%
Faculty: Lecturer	4	1	25.0%	0	0.0%

Professional Non-Faculty

Job Group	Ttl Empls	Female #	Female %	Minority #	Minority %
Admin 3: Professional	20	18	90.0%	17	85.0%
Info Tech: Professional	5	2	40.0%	2	40.0%

Technicians

Job Group	Ttl Empls	Female #	Female %	Minority #	Minority %
Engineering Technician	1	1	100.0%	1	100.0%
Info Tech: Technician	1	0	0.0%	1	100.0%

Service Workers

Job Group	Ttl Empls	Female #	Female %	Minority #	Minority %
Campus Peace Officer	5	2	40.0%	5	100.0%
Campus Security Assistant	3	2	66.7%	3	100.0%
Custodial: Supervisory	1	0	0.0%	1	100.0%
Custodial: Assistant	2	1	50.0%	2	100.0%

School of Public Health

Total Professorial Faculty: 46

Status categories are: Tenure, Track Tenure, Substitute, and "Instructors or Others PSC" (not eligible for tenure). This report refers to tenure as of the 2021-2022 academic year and not tenure effective September 2022.

Title	Ttl Empls	Female #	Female %	Minority #	Minority %
Asst Professor	11	6	54.5%	5	45.5%
Tenured	2	1	50.0%	0	0.0%
Track Tenure	9	5	55.6%	5	55.6%
Research Assistant Professor	2	2	100.0%	1	50.0%
Instructors and others PSC	2	2	100.0%	1	50.0%
Assc Professor	20	12	60.0%	6	30.0%
Tenured	13	8	61.5%	2	15.4%
Track Tenure	7	4	57.1%	4	57.1%
Research Associate Professor	2	2	100.0%	0	0.0%
Instructors and others PSC	2	2	100.0%	0	0.0%
Professor	8	4	50.0%	2	25.0%
Tenured	7	4	57.1%	1	14.3%
Track Tenure	1	0	0.0%	1	100.0%
Dist Professor	3	1	33.3%	1	33.3%
Instructors and others PSC	3	1	33.3%	1	33.3%

COMPARISON OF WORKFORCE SUMMARY (2021:2022)

The total number of employees increased to 124 from 114.

Female representation increased from 74 to 82 and minority representation increased from 61 to 67.

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 5 with the addition of 2 in the Admin 1 (Executive) ranks and 3 in the Admin 2 (Managerial) ranks.
- Female representation increased in both the Admin 1 (Executive) and Admin 2 (Managerial) ranks.
- Minority representation increased by 2 in the Admin 2 (Managerial) rank.

Professional Faculty:

The total number of faculty increased to 51, adding 4 new faculty in the professoriate, with female and minority representation increased by 1 in the professoriate.
- The total number of female faculty increased by 1 and total minority representation increased by 1 as well.

Professional Non-Faculty:

The total number of employees in this job group increased by 3 to 25 with the 3 hires in the Administration 3: Professional group.
- There are a total of 20 females in this job group, showing an increase of 4 females.
- Minority representation increased from 15 to 19

Technicians:

The total number employees decreased by 1. Female and minority representation is maintained.

Service Workers and Others:

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. University management has reserved the right to approve posting and hire for any critical vacancies that arose during this period.

Summary of Faculty by Tenure Status:

The School has a total of 46 faculty. Of the 46, 42 faculty are in professorial titles.
- The School has 3 Distinguished Professors, of whom 1 is a minority female.
- The School has 8 Professors.
    - Of the 7 tenured professors, 4 are female. There is 1 minority male professor.
    - There is one tenure-track professor who is a minority male.
- The School has 20 Associate Professors. Of the 20 Associate Professors, 13 are tenured.
    - Of the 13, 8 are females and includes 2 minorities.
    - Of the 7 tenure-track Associate Professors, 4 are female and includes 1 minority. There

are 2 male minorities.
- The School has 11 Assistant Professors. 2 are tenured with one female in the title.
    o Of the 9 tenure-track Assistant Professors, 5 are females and includes 3 minorities. Among the males, 2 are minorities.
- 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. I individual is a minority female and 1 identifies as Italian-American.

- Other titles in faculty rank include 5 individuals as follows:
    2 Clinical Professors;
    2 Distinguished Lecturers, of whom 1 is female; and
    1 Instructor- Librarian, who is female.

Academic Disciplines

CUNY assigns most faculty departments to disciplines as per the US Department of Education's Classification of Instructional Programs (CIP).

Appendix D lists these assignments. This past year, there were no material changes to the discipline assignments**.**

Labor Market Availability

Labor Market Availability is an estimate used to benchmark utilization of protected groups, by job group. It represents the proportion of each protected group available for employment in the labor market from which CUNY recruits (both internally and externally). CUNY 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 (i.e., based on employee census as of 6/1/2021)
   2022: Underutilization in the 2022 - 2023 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

		Total Staff	Female	Total Minority	Asian/Nat Haw./OPI	Black/ AfricanAm	Hispanic/ Latino
Admin 1: Executive							
	2022	10					
	2021	8					
	2020	9					
	2019	9					
Admin 2: Managerial							
	2022	23					
	2021	20					
	2020	19					
	2019	16					1

Professional Non-Faculty

		Total Staff	Female	Total Minority	Asian/Nat Haw./OPI	Black/ AfricanAm	Hispanic/ Latino
Admin 3: Professional							
	2022	20					
	2021	17					
	2020	18					
	2019	18					
Info Tech: Professional							
	2022	5		1		1	
	2021	5		1		1	
	2020	5				1	
	2019	5				1	

Service Workers

		Total Staff	Female	Total Minority	Asian/Nat Haw./OPI	Black/ AfricanAm	Hispanic/ Latino
Campus Peace Officer							
	2022	5					
Campus Security Assistant							

Underutilization Summary

Service Workers

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

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 the following, each calculated 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., based on employee census as of 6/1/2021)
  2022: Underutilization in the 2022 - 2023 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
Biological and Biomedical Sciences							
	2022	12				1	
	2021	10					
	2020	10					
	2019	10					
Health Professions and Related Programs							
	2022	19			1		
	2021	19					
	2020	17				1	
	2019	19				1	
Social Sciences							
	2022	15					1
	2021	13					1
	2020	14					1
	2019	12		1	1	1	

Utilization, Underutilization, and Placement Goals

Two tables – 1) Staff and 2) Faculty-both Lecturer and Professorial show the summary of underutilization. The tables highlight the underutilization reported in 2021 compared to underutilization in 2022.

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 and one under-utilization of minority is maintained.

Faculty:
Faculty-Professorial:
Biological and Biomedical Sciences:
The School did not report an under-utilization of female or minorities in the Biological and Biomedical Sciences discipline in 2021-2022, however, based on the increase in the total number in the professoriate from 10 to 12, the department shows an under-utilization 1 Black/African-American for the plan year 2022-23.

Health Professions and Related Programs: The School did not show an under-utilization in the past year but shows 1 Asian/Pacific Islander under-utilization in the plan year 2022-2023. This could be due to the lack of opportunity to hire in this department.

Social Sciences: While the department increased its faculty by 2 in 2022, the School maintained its under-utilization of 1 Hispanic/Latino in this department.

The School will pay particular attention to the job groups /titles where underutilization is being consistently maintained. Efforts to reduce or eliminate such underutilization will be undertaken when there are further 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, 2021 and June 1, 2022). 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

18 individuals were hired, including 4 in substitute positions. Of the 14 hires:
- 5 search waivers were requested and approved, including 3 faculty and 2 staff.
- 7 searches were conducted during the reporting year.
- 2 staff hires were delayed due to pandemic and budget issues.
  The searches for these 2 positions were reported as cancelled in the prior plan year, but were re-opened during the plan year. The applicant pool being considered valid and qualified, 2 candidates were offered the position, with one candidate being a hire from another CUNY college.

The 14 hires include 9 females, of whom 7 are minorities. The School made 9 Total Minority hires.

A total of 8 individuals separated from the School (left the College or CUNY).
- One separation was a retirement.
- Of the 7 resignations, 5 were females and 2 were minorities.

Movement in title:
- 1 non-tenure track faculty member moved to the Admin-1 job group.

- 1 faculty member gained promotion (along with his tenure) from Assistant Professor to Associate Professor.
- 3 staff members advanced to a higher title within their job group

All movements in title were male with 2 identifying as minorities.

We note that one male tenure-track faculty member moved to a Clinical Professor title.

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 awarded tenure to 2 male Associate Professors.

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:
5 search waivers were requested by the School during the plan period June 1, 2021- May 31, 2022.
Faculty search waivers:
3 professorial positions including 2 tenure-track Assistant Professor positions, with one minority female
1 minority male tenure-track Associate Professor

Staff search waivers:
2 staff positions:
- 2 females, one of whom is a minority.

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, 2021 and May 31, 2022.

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.

Summary of Recruiting Activity

During the plan year, 2021-2022, the School conducted 7 searches, of which 6 were successful. The School hired 7 individuals. 2 faculty hires were made from one search.

A total of 549 applicants applied, of whom 169 identified as females and 350 identified as minorities. It is noted that 3 individuals did not identify their gender and 2 did not identify their ethnicity. 6 of the applicants identified as veterans and 31 as individuals with disabilities.

36 candidates were interviewed. This included 28 who identified as females and 23 who identified as minorities. 2 individuals with disabilities were interviewed.

The 7 hires included 5 females and 4 minorities.

The School notes that the search for a critical position in the Information Technology department failed due to overly-stringent Classified Civil Service hiring requirements, resulting in a lack of qualified applicants.

Note: 2 hires in this plan year were based on delayed actions undertaken for searches postponed/cancelled in the prior plan year. The 2 hires are not included in this data.

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 discuss compensation best practices and areas of equity risk with the Dean and 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
- 2022-2023 Planned Programs
- Ongoing Activities
- Internal Audit and Reporting.

PRIOR-YEAR PROGRAMS

During the prior plan year (2021-2022), the School 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, with specific goals identified in each key area.

The CEI intends to undertake a comprehensive campus climate survey in Spring 2023 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.

Summary of Campus Programs, 2021-2022

Seminars, workshops and panel discussions were held remotely through the academic year 2021-22 with outreach to faculty, staff and students for participation. The alphabetical list of events are as follows:

- "Born to Be" Film Screening and Panel Discussion
- "You are Not Alone: Intimate Partner Violence and the Hybrid Campus"
- 7th Annual Health Disparities Symposium
- A Guide to Surviving and Thriving at CUNY
- Breaking Into the Public Health Field Workshop
- Bringing Your Authentic Self to Work: A Career Skills Academy Masterclass
- Calm the Mind With Reiki
- Can the Participant Speak Beyond Likert? Natural Language Processing in Public Health
- Care for the homeless: Helpless or Hopeful?
- Career Skills Academy Info Session
- Combating "Imposter Syndrome" Webinar Series
- Continuing the conversation: CUNY SPH's role as 125th Street neighbor
- COVID-19 and Political Economy, Part I: Structural Racism
- COVID-19 and Political Economy, Part II: Investing in a Collective Future
- Creating a braver and more inclusive CUNY SPH
- CUNY Public Health Innovation Accelerator DEMO DAY
- CUNY SPH'S Student Health and Wellness Week
- De-normalizing predatory marketing of unhealthy food: Strategies and tactics
- DESIGNATHON: Ending the HIV Epidemic
- Doctoral Career Pathways Panel and Networking Event
- Employment quality and health equity: A framework for studying the changing nature of work and health
- Ending Pediatric AIDS in the Shadow of COVID-19: The Journey Thus Far and the Road Ahead
- Epi/Bios Virtual Forum: Planning for implementation of novel HIV prevention for women
- Epidemiology and Biostatistics Forum – May 2022
- Experience with and Tips for Grants from Foundations
- FEMA Region 2 Internship and Volunteer Information Session for CUNY SPH Students
- Film Screening | Suppressed and Sabotaged: The Fight to Vote
- Financial Aid 101 – How to fund your graduate public health degree

- Forging pathways toward a better informed and accessible CUNY SPH
- Getting back on track with HPV vaccination
- Global is Local – Ending Mental Health Disparities
- Half of U.S. parents may not vaccinate their youngest child against COVID
- Havas Health & You Employer Information Session
- Herd Immunity and the Beloved Community: Science, Faith, and Infectious Disease Control
- How computer modeling has helped the response to the Covid-19 pandemic
- How to Respond to Anti-Asian/American Harassment When it Happens to You
- Imagining healthier campus food environments at CUNY: What will it take?
- Incorporating Restorative Circle Practices into Student Group Work Friday
- Job Searching for Recent Grads
- Marking National Public Health Week with Health Commissioners Drs. Mary Bassett and Ashwin Vasan
- Mental Health Awareness Month – Depression Screening
- Migrants' Reproductive Health Services and Pregnancy-based Discrimination in Japan: A case study on access to contraceptive and abortion services among migrants from five Asian countries
- Migration in and beyond Ukraine: National tragedy, global responsibility
- Mindful Eating Thursday
- Navigating Our New Normal Support Group
- NY Food 2025: Policy Recommendations for a Stronger, Healthier, More Just, and Sustainable Food System in NYC
- NYC Votes: Voter Education Workshop with CUNY SPH
- Prioritizing Maternal Health Amid COVID-19
- Public/Private Impact Career Day 1: Nonprofit and Governmental Organizations
- Public/Private Impact Career Day 2: Private Sector Organizations
- Racial Disparities in Maternal Mortality
- Reclaiming Democratic Governance of the Food System: Lessons from the UN Summit
- Resume Writing for the Career Transition
- Stressed? Give Mindfulness Meditation a Try!
- Students for Racial Justice Support Group
- Systems Science Journal Club May Meeting
- The COVID pandemic: Is it finally over?
- Time Management Support Group
- Town Hall: Enhancing an LGBTQIA+ Affirming and Supportive Campus at CUNY SPH
- Transgender Day of Remembrance (Nov. 20th) Observed
- U.S. Public Health Service Ready Reserve Info Session for CUNY SPH Students
- Urban Food Policy Forum – Book Talk: "How the Other Half Eats" by Dr. Priya Fielding-Singh
- Urban Food Policy Forum – Food Is Medicine, Mayor Adams in support
- Urban Food Policy Forum | Cities, Institutional Food, and Climate Change
- URBAN FOOD POLICY FORUM: Ending Hunger and Food Insecurity in New York City and the   Nation: What Role for SNAP? Lessons from the Pandemic
- Using public opinion data to help communication efforts during a pandemic and other
- healthcare policy debates
- Washington State Dept. of Labor and Industries Info Session for CUNY SPH Students
- What is white supremacy culture and how can anti-oppressive pedagogy work against it?
- What next? Perspectives on the future of Afghanistan
- Yoga For Clarity
- Young Children and COVID-19 Vaccination

2022-2023 PLANNED PROGRAMS

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

Planned Campus Programs, 2022-2023

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.

Academic and administrative departments will continue to sponsor and host various events related to diversity, equity and inclusion. The CEI plans to sponsor and collaborate with academic and administrative departments, and the Student Government Association and student clubs on various DEI-related initiatives, including but not limited to working with the administration on hosting DEI-related events; and coordinating DEI-related communications and resources.

Program	Expected Impact/Job Group
Opportunities for open discussion on DEI topics	Students, faculty, and staff
EDI-focused learning programs / professional development programs	Students, Faculty and staff
Various events sponsored and hosted by academic and administrative units of the School and Student Association and Clubs	Students, faculty and staff
Continue enhancing DEI lens in pedagogy and instruction	Students and faculty
Optimizing recruitment and hiring processes to better serve the School	Faculty and staff

ONGOING ACTIVITIES

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

As noted above, recruitment and hiring were limited during the period June 1, 2021 - May 31, 2022. 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:
- Lists job vacancies with State Workforce Agencies and Veterans' centers

- Maintains consolidated advertising programs, including job boards serving Veterans, Individuals with Disabilities, women, and protected minorities
- Maintains social media accounts for university-wide recruitment and employment branding and job posting and outreach, including the Higher Education Recruitment Consortium
- Advertises and administers Civil Service examinations
- Distributes training materials on effective recruiting and selection
- Provides training and updates to Chief Diversity Officers.

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

The CDO, in collaboration with HR 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 diversity and fair and equitable recruitment and hiring.

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 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 academic year. In September 2021, the CDO/Title IX Coordinator disseminated information on CUNY's revised Policy on Sexual Misconduct and the Reasonable Accommodations and Academic Adjustment Policy. The University Title IX Office provides University-wide training for members of the campus community involved in the implementation of the CUNY Policy on Sexual Misconduct (Title IX).

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 Report and Plan available for public inspection. The CDO integrates compliance information into training programs for students, faculty, and staff.

The Chief Diversity Officer's responsibilities for audits and reviews include:
- Monitoring personnel actions, including new hires, transfers, promotions, and terminations

- Monitoring employee self-identification programs
- Reviewing recruiting outreach and advertising
- Monitoring complaints/incident reports which may indicate underlying trends
- Reviewing personnel practices and the Affirmative Action Report and 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, schedules regular audits of employee records in CUNYfirst to ensure data integrity and quality. The Chief Diversity Officer works with Human Resources staff to assure employment records, including records in CUNY's HR Information System, are complete, accurate, and up-to-date.

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 opportunity 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 opportunity 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 University and School websites.

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.

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 the campus community is available through various links on the School's Human Resources webpage, including related forms for requesting reasonable accommodations. Information on reasonable accommodation 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. Each job posting includes the relevant accessibility link. Applicants may also contact the Office of Recruitment and Diversity at jobs@cuny.edu.

The statement reads:
> *Any applicant who requires an accommodation for a disability in order to apply for a position or proceed with the job search process should contact the Human Resources office at the College posting the position 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, as well as to individuals with disabilities and Disabled Veterans.

During 2021-2022:

While recognizing requests may be resolved through interactive dialogue, this year we documented **1** employee accommodation request, which was successfully concluded. There were no outstanding requests or appeals. There were no job applicant accommodation requests.

The Office of Information Technology invested in hardware to support remote working faculty, staff and students, providing necessary support for online instruction and remote classrooms.

The Office of Online Learning was established to facilitate excellence in teaching by empowering faculty to utilize cutting-edge technology combined with the latest advances in instructional design and delivery.

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

In 2021-2022, the School 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 2022-2023

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 diverse and inclusive 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

The School has posted a Policy Implementation Workflow chart to provide relevant information to the campus community.

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. The Dean has appointed a 504/ADA Coordinator to oversee compliance and provide support and resources for affirmative action and compliance. The 504/ADA Coordinator, who is also the Chief Diversity Officer reports issues to the Dean 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

For the year 2022-23, members include
- Arthur McHugh, Jr., Director, Human Resources
- Sara Ingram, Student Accessibility Coordinator, Office of Accessibility Services
- Jose Florez-Arango, Associate Professor, EPI-BIOS
- Melissa Ditmore, Student

The 504-ADA Committee meets once each semester to discuss relevant matters.

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.

The Chief Diversity Officer provides 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, in coordination with the Office of Student Services, provides information and training workshops on Reasonable Accommodation Policy and Procedures to all faculty.

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 attended 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, identifying and addressing barriers to access and evaluates remedial actions.

A Policy Workflow chart has been developed by the ADA-504 Committee and widely posted on the college website, providing a "responsibility workflow" for ease of reference.

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 2022, the federal government set the benchmark Hiring Rate for veterans at 5.5%, 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	2021-2022	2020-2021	2019-2020
A. Number of applicants who self-identified as Veterans before an offer of employment is made	6	2	25
B. Total number of job openings	7	1	14
C. Total number of jobs filled	7	1	14
D. Total number of applicants for all jobs	549	113	1195
E. Number of Veteran applicants hired	0	0	0
F. Total number of applicants hired	7	1	14
Hiring Rate (E divided by F)	0	0	0
Federal Benchmark	5.5%	5.6%	5.7%
Benchmark Met (Yes/No)	No	No	No

Hiring Rate, Individuals with Disabilities

There is no recommended hiring benchmark for Individuals with Disabilities.

Factor	2021-2022	2020-2021	2019-2020
A. Number of applicants who self-identify as Individuals with Disabilities before an offer of employment is made	31	12	54
B. Total number of job openings	7	1	14
C. Total number of jobs filled	7	1	14
D. Total number of applicants for all jobs	549	113	1195
E. Number of Individuals with Disabilities hired	0	0	0
F. Total number of applicants hired	7	1	14
Hiring Rate (E Divided by F)	0%	0%	0%

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 2022 - 2023 Affirmative Action Plan

APP

Appendix A   Organization Chart

APP

This Appendix contains a summary organization chart.

CUNY Graduate School of Public Health and Health Policy - Table of Organization – 11/11/2022

Dean

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

Chief of Staff
- *See detail on SPH Chart*

Administration
- *See detail on Admin Chart*
  - Business Services
  - Human Resources
  - Information Technology
  - Public Safety
  - Campus Operations (Facilities)

Sponsored Research and Programs
- *See detail on SPH Chart*

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

Student Affairs & Alumni Relations
- *See detail on Student Affairs and Alumni Relations Chart*
  - Admissions
  - Registrar
  - International Students
  - Financial Aid
  - Student Life
  - Alumni Affairs
  - Student Wellness

Faculty Affairs
- *See detail on Faculty Affairs Chart*
  - Digital Learning, Marketing and Communications
  - Academic Assessment and Planning
  - Experiential Learning and Workforce Development

Centers and Institutes
- Center for Innovation in Mental Health
- Center for Global Immigrant and Refugee Health
- CUNY Urban Food Policy Institute
- Center for System and Community Design
- Center for Advancement of Technologies in Communication and Health
- Institute for Implementation Science in Public Health
- Pandemic Response Institute

CUNY Graduate School of Public Health and Health Policy
Table of Organization
11/11/22

Cara Flynn
Development Manager (HEA)

Brianna Lee
Development Manager (HEA)

Deborah Levine
Community Outreach Program Director (HEO)

Adam Doyno
Development Corp & Fdn Relns Director (HEO)

Ayman El-Mohandes
Dean

Sahana Gupta
Chief Diversity Officer
Shared w/ SOJ & SPS)

Patricia Stein
Executive Legal Counsel
(shared w/ SPS)

Doris Suarez
Chief of Staff
Assistant Administrator

Jeanette Rodriguez
Confidential Executive Asst (HEa)

Paulo Lellis
Administrative Specialist (HEa)

Susan Klitzman
Professional School Senior Associate Dean for Administration

See detail on Admin Chart

TBA*
Asst. Dean for Admin and Strategic Initiatives (PSchool Asst. Dean)*

Theresa Matis
Exec Dir, Business Services and Finance (PSchool Assoc Admin)

Arthur McHugh
HR Director (HEO)

Mohit Arora
CIO
Computer Systems Manager IV

Desiree Joyner
Campus Public Safety Sergeant (CPSS)

Louie Cao
Facilities Planning Director (HEO)

Michele Kiely
Professional School Associate Dean for Research

Delphine Yagmanian
Research Programs Director

Julie Katz
Research Programs Manager (HEA)

Meredith Al-Rekabi
Research Programs Manager

TBA
Research Programs Coordinator (aHEO)
K. Perez (Sub)

TBA
Professional School Senior Associate Dean for Academic and Student Affairs

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

Lynn Roberts
Associate Dean for Student Affairs and Alumni Relations (proposed)

See detail on Student Affairs/Alumni Relations Chart

Robyn Gertner
Executive Director of Academic Operations (HEO)

Matthew Paczkowski
Academic Student Support Manager (HEA) or Associate Director

Lauren Fowler
Academic Advising Coordinator (aHEO)

Alexis Feinberg
Institutional Research Specialist (HEa)

Ingrid Kalemi
Institutional Research Specialist (HEa)

Marilyn Auerbach
Interim Associate Dean for Faculty Affairs

See detail on Faculty Affairs Chart

Sergio Costa
Interim Assistant Dean for Digital Learning, Marketing and Communications

Laura Meoli-Ferrigon
Academic IT Specialist

Sumana Chandra
Director of Communications (HEO)

Ariana Costakes
Communications Electronic Media Mgr. (HEA)

Centers and Institutes

Victoria Ngo
Director, Center for Innovation in Mental Health and Associate Professor

Nevin Cohen
Director, CUNY Urban Food Policy Institute and Associate Professor

Craig Willingham
Deputy Director, UFPI (HEO)

Patricia Lamberson
Student Wellness/ Healthy CUNY Manager (HEA)

Bruce Lee
Director, Center for Advancement of Technologies in Communication and Health

Danielle Greene
Executive Director of PRI and State and Local Initiatives

Christopher McLaughlin
Sr. Project Officer (HEa) (Sub)

Jim Sherry, Clinical Professor
Kathleen Cravero, Distinguished Lecturer
Co-Directors, Center for Global Immigrant and Refugee Health

Terry Huang
Director, Center for Systems and Community Design and Professor

Nasim Sabounchi
Research Associate Professor

Marie Sillice
Research Assistant Professor

Denis Nash
Director, ISPH and Distinguished Professor

Honoria Guarino
Research Associate Professor

Drew Westmoreland
Research Assistant Professor

* The Executive Director for Business Services and Finance, HR Director, CIO, Campus Public Safety Sergeant, and Facilities Planning Director report to the Senior Associate Dean for Administration, with a dotted line report to the Assistant Dean for Administration and Strategic Initiatives

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CUNY Graduate School of Public Health and Health Policy
Centers and Institutes – Table of Organization
11/11/2022

Ayman El-Mohandes
Dean

Centers and Institutes

Victoria Ngo
Director, Center for Innovation in Mental Health and Associate Professor

Jim Sherry, Clinical Professor
Kathleen Cravero, Distinguished Lecturer,
Co-Directors, Center for Global Immigrant and Refugee Health

Nevin Cohen
Director, CUNY Urban Food Policy Institute and Associate Professor

Terry Huang
Director, Center for Systems and Community Design and Professor

Denis Nash
Director, ISPH and Distinguished Professor

Bruce Lee
Director, Center for Advancement of Technologies in Communication and Health

Danielle Greene
Executive Director of State and Local PH Initiatives

Craig Willingham
Deputy Director, UFPI (HEO)

Marie Sillice
Research Assistant Professor

Honoria Guarino
Research Associate Professor

Christopher McLaughlin
Sr. Project Officer (HEa) (Sub)

Patricia Lamberson
Student Wellness/Healthy CUNY Manager (HEA)

CUNY Graduate School of Public Health and Health Policy
Student Affairs and Alumni Relations
Table of Organization – FT Faculty and Staff
11/11/2022

TBA
Professional School
Senior Associate Dean for
Student and Academic Affairs

Lynn Roberts
Associate Dean for Student
Affairs and Alumni Relations

Margaret Krudysz
Director of Admissions
(HEO)

Molly Ghosh
Registrar (HEO)

Amina Alam
Recruitment and
Admissions Specialist
(HEa)

Melissa Been
Enrollment Specialist
(HEa)

Akilah Philip-Salmon
Admissions Coordinator
(aHEO)

Katucha Louis
Financial Aid Director
(HEO)

TBA
Financial Aid and
Scholarship Specialist
(HEa)

Lea Dias
International Student
Manager (HEA)

TBA
Student Career Pgrm.
Mgr. (HEA)

Hannah Lathan
Experiential Learning and
Workforce Development
Director (HEO)

Sherry Adams
Student Counseling
Director (HEO)

Tina Lin
Student Career Advisor
(aHEO)

TBA
Student Life Coordinator
(aHEO)

TBA
Alumni Relations &
Workforce Development
Director (HEO)

CUNY Graduate School of Public Health and Health Policy
Table of Organization – FT Faculty and Staff
11/11/2022

TBA
Senior Associate Dean
For Student and Academic Affairs

TBA
Instructor – Librarian

Ana Ballet
Admin. Specialist (HEa)
(Shared w/ Administration)

Marilyn Auerbach
Interim Associate Dean
For Faculty Affairs

Christian Grov
Professor & Chair
Community Health and Social Sciences

Ilias Kavouras
Professor & Chair
Environmental, Occupational and Geospatial Health Sciences
(Sabbatical S'22)

Elizabeth Kelvin
Associate Professor and Chair
Epidemiology and Biostatistics

Terry Huang
Professor and Chair Health Policy and Management

Toya Cox
Academic Program Specialist

Giuseppina DiMaggio
Academic Program Specialist eff. 11/21/22

Himani Sharma
Academic Program Specialist

Spring Cooper Associate Professor	**Victoria Ngo** Associate Professor	**Karen Flórez** Associate Professor	**Andrew Maroko** Associate Professor	**Luisa Borrell** Distinguished Professor	**Denis Nash** Distinguished Professor	**Onur Baser** Associate Professor	**Sean Haley** Assistant Professor
Sasha Fleary Associate Professor	**Scott Ratzan** Distinguished Lecturer	**Ann Gaba** Assistant Professor	**Suzanne McDermott** Professor	**Jose Flórez-Arango** Associate Professor	**Zachary Shahn** Assistant Professor	**Nevin Cohen** Associate Professor	**Bruce Lee** Professor
Nicholas Freudenberg Distinguished Professor	**Chris Palmedo** Clinical Professor	**Jean Grassman** Associate Professor	**Brian Pavilonis** Associate Professor	**Renee Goodwin** Professor	**Chloe Teasdale** Assistant Professor	**Kathleen Cravero** Distinguished Lecturer	**Stacey Plichta** Clinical Professor
Pedro Mateu Gelabert Associate Professor	**Diane Romero** Professor	**Glen Johnson** Associate Professor	**Mary Schooling** Professor	**Heidi Jones** Associate Professor	**Levi Waldron** Associate Professor	**Betsy Eastwood** Associate Professor	**Nasim Sabounchi** Associate Professor
Meredith Manze Associatet Professor	**Emma Tsui** Associate Professor		**Ghada Soliman** Associate Professor	**Sheng Li** Assistant Professor	**Kazia Wyka** Associate Professor	**Mustafa Hussein** Assistant Professor	**Jim Sherry** Clinical Professor
						Elizabeth Geltman Associate Professor	**Karmen Williams** Assistant Professor

*Excludes Research Faculty who are not affiliated with Academic Departments

CUNY Graduate School of Public Health and Health Policy
Administrative Services
Table of Organization 11/11/2022

Jane E. Davis
University Executive Senior Associate General Counsel

Susan Klitzman
Professional School Senior Associate Dean for Administration

Ana Ballet
Admin. Specialist (HEa)
(Shared w/ Faculty Affairs)

John Flaherty
Dir. of Security and Public Safety, GC

TBA
Assistant Dean for Administration and Strategic Initiatives

Louie Cao
Facilities Planning Director (HEO)

Vanessa Colon
Facilities Coordinator (Level I)

Rodney Middleton
Custodial Asst. Principal Supervisor

Lanessa Torres
Custodial Asst.

Juan Guzman
Custodial Asst.

Theresa Matis
Exec Dir, Business Services and Finance (PSchool Assoc Admin)

Esther Cortorreal
Enrollment Bursar Director (HEO)

Anny Paguay
Enrollment Bursar Coordinator (aHEO)

Sapphire Howard
Procurement Manager (HEA)

Yesenia Mena
Finance Payments Specialist (HEa)

Denise Maldonado
Finance Manager (HEA)

Neptali Chungata
Budget Specialist (HEa)

Mohit Arora
CIO Computer Systems Manager IV

Atif Baig
Network/Systems Mgr.(IT Assoc II)

VACANT
Network/Systems (IT Asst II)

Larisa Naftaliyev
Security Liaison (IT Assoc I)

William Ebertz
Media/Software Developer (IT Asst III)

TBA
Programmer/Analyst (IT Academic Appl.Specialist)

Michelle Finn
Helpdesk Supervisor (IT Assoc II)

TBA
Helpdesk Technician (IT Asst I).

TBA
Helpdesk Technician (IT Asst I).

Marcos Fermin-Lopez
(IT Support Asst.)

Arthur McHugh
HR Director (HEO)

Daneen Anderson-Mercer
HR Mgr./ Associate Director (HEA)

Erina Theodore
HR Generalist (HEa)

Angie Rivera
Benefits and Payroll Specl. (HEa)

Velvet Brown
COA III

Desiree Joyner
Lieutenant (Campus Sec. Asst. Dir Lv2)

Ravindra Arnold
CPO

Ricardo Dejesus
CPO

Nycole Destin
CSA

Aneer Birden
CSA
(start date: TBD)

TBA
CPO

Sophiann McFarlane
CPO

Peggy Miller
CPO

Alexander Monserrat
CSA

VACANT
CSA

Edwin Rodriguez
CPO

Dawn Murrain
Campus Security Specialist Lv 1

* The Executive Director for Business Services and Finance, HR Director, CIO, Campus Public Safety Sergeant, and Facilities Planning Director report to the Senior Associate Dean for Administration, with a dotted line report to the Assistant Dean for Administration and Strategic Initiatives

Appendix B   Reaffirmation Letter

This Appendix contains the most recent Reaffirmation Letter.

CUNY SPH
**GRADUATE SCHOOL OF
PUBLIC HEALTH & HEALTH POLICY**

MEMORANDUM

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

From: Dean Ayman El-Mohandes

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

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

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

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

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

Chief Diversity Officer/Title IX Coordinator/ADA-504
Coordinator
Sahana Gupta
55 West 125th Street, New York, NY 10027
Room 509; 646-364-9521/646-618-0129
Sahana.gupta@sph.cuny.edu

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

Student Disabilities Coordinator
Sara Ingram
CUNY SPH
55 West 125th Street, New York, NY 10027
Room 724; 646-389-4373
sara.ingram@sph.cuny.edu

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

Appendix C   Job Group Summary

This Appendix contains a summary of affirmative action job groups.

This report lists those CUNY job groups for which the college has employees, with Labor Market Availability (LMA) factors.

LMA Factor 1 estimates the external labor market.

LMA Factor 2 is a measurement of employees who could be recruited or promoted into the group based on historical data for CUNY.

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

This report lists both full-time and part-time appointments. The following business rules apply to part-time appointments for this report: if an employee has an active full-time appointment in the same department, part time appointments in the department are omitted. If an employee has multiple part-time appointments in the same department and in the same title, that appointment is counted only once. Other multiple part-time appointments are reported. The number of appointments will be larger than the number of employees.

New CUNY job titles 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.

This Appendix describes the job group assignments for titles held by employees in the unit, with Labor Market availability details. 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 last updated this estimate in 2019.

Weighting of Internal/External Labor Market
The internal labor market is university-wide and currently reflects the full-time employee population. We produced a weighted estimate based on the previous two years of job moves of CUNY employees. We also identified typical feeder jobs and other conditions impacting qualifications, such as permanency status.

Geography
We based 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.

Factors for Staff and 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, as per 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.

Factors 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:
    - o Professorial: Doctoral Degree
    - o Instructor: Master's Degree
    - o Lecturer: Bachelor's or Master's Degree.

- Discipline: assigned to each faculty department using the US Department of Education's Classification of Instructional Programs (CIP). On an exception basis, we calculated a blended labor market availability and/or made 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: 10

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

Admin 2: Managerial
HE Officer series administrators-senior level

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: 23

Title	Employees
HE Associate	10
HE Officer	13

Category: Executive/Administrative/Managerial

Admin 2: Managerial Adjunct
Adjunct HE Officer series administrators (all levels)

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: 13

Title	Employees
Non-Teaching Adjunct 1	6
Non-Teaching Adjunct 3	2
Non-Teaching Adjunct 5	5

Managerial: Info Tech
Information Technology-Managers

Labor Market Availability Factors

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

Employees: 1

Title	Employees
IT Computer Systems Mgr	1

Managerial: Security
Campus Security-Managers

Labor Market Availability Factors

LMA Factor	Weight	Explanation
1-External	55.00%	2013-2017 ACS, NY/NJ MSA workforce, High School Diploma or higher with seven years' experience (proxy minimum age of 24) in the following occupations: 0425 (Emergency Management Directors) and 3710 (First-Line Supervisors of Police and Detectives).
2-Internal	45.00%	Employees with Civil Service permanency in the titles Campus Public Safety Sergeant or Campus Security Specialist as of 6/1/2018.

Employees: 1

Title	Employees
Campus Security Asst Dir	1

Category: Professional Faculty

Faculty: Continuing Education
Continuing Education Teachers (part time, paid hourly or per course)

Labor Market Availability Factors

LMA Factor	Weight	Explanation
1-External	100.00%	2013-2017 ACS, NY/NJ MSA workforce, Bachelor's degree or higher and in occupation 2430 (Other Teachers and Instructors).
2-Internal	0.00%	NA

Employees: 1

Title	Employees
Continuing Ed Teacher-Hourly	1

Faculty: Lecturer
Lecturer Faculty and related non-tenure eligible titles; excludes Librarians.

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: 4

Title	Employees
Clinical Professor	2
Dist Lecturer	2

Faculty: Lecturer Adjunct
Adjunct Lecturer Faculty and related non-tenure eligible titles; excludes Librarians.

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: 18

Title	Employees
Adjunct Lecturer	18

Category: Professional Faculty

Faculty: Librarian
CUNY Librarians with faculty appointments (any faculty title)

Labor Market Availability Factors

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

Employees: 1

Title	Employees
Instructor	1

Faculty: Professoriate
Tenure-eligible faculty (all ranks) for whom a terminal degree is required; excludes librarians.

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	0.00%	NA

Employees: 46

Title	Employees
Assc Professor	20
Asst Professor	11
Dist Professor	3
Professor	8
Research Assistant Professor	2
Research Associate Professor	2

Faculty: Professoriate Adjunct
Adjunct Professorial Faculty paid on an hourly basis (all levels).

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: 19

Title	Employees
Adjunct Assistant Professor	12
Adjunct Associate Professor	3
Asst Professor Hourly	2
Professor H	2

Category: Professional Non-Faculty

Admin 3: Professional
HE Officer Series: Entry and mid-level administrators

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: 20

Title	Employees
Asst to HEO	6
HE Assistant	14

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: 5

Title	Employees
IT Associate	3
IT Asst	2

Category: Administrative Support Workers

Office Assistant Adjunct
Hourly Administrative Office Assistants-Entry level

Labor Market Availability Factors

LMA Factor	Weight	Explanation
1-External	100.00%	2013-2017 ACS, NY/NJ MSA workforce, individuals with a High School Diploma or higher and in the following occupations: 5700 (Secretaries and Administrative Assistants), 5820 (Word Processors and Typists), 5860 (Office Clerks, General), and 5940 (Office Administrative Support Workers, all other).
2-Internal	0.00%	NA

Employees: 25

Title	Employees
College Assistant	25

Category: Technicians

Admin 4: College Lab Technician Adjunct
Adjunct College Laboratory Technicians (all levels)

Labor Market Availability Factors

LMA Factor	Weight	Explanation
1-External	100.00%	2013-2017 ACS, NY/NJ MSA workforce with High School Diploma or Higher. For the Scientific/Technical/IT specialty, in the following occupations: 1050 (Computer Support Specialists), 1965 (Other Life Physical and Social Science Technicians), 1910 (Biological Technicians), 1920 (Chemical Technicians), 1550 (Engineering Technicians), 2860 (Miscellaneous Media and Communications Workers). For the "Other" Specialty, 1050 (Computer Support Specialists), 1950 (Social Science Research Assistants), 2440 (Library Technicians), and 2860 (Miscellaneous Media and Communications Workers).
2-Internal	0.00%	NA

Employees: 1

Title	Employees
Adj College Lab Tech	1

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

Info Tech: Technician
Information Technology-Tech Support

Labor Market Availability Factors

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

Employees: 1

Title	Employees
IT Support Asst	1

Category: Service Workers

Campus Peace Officer
Campus Security-Mid level staff

Labor Market Availability Factors

LMA Factor	Weight	Explanation
1-External	80.00%	2013-2017 ACS, New York State residents within the NY/NJ MSA workforce, with one year or more of College and in the occupation of 3850 (Police and Sheriffs Patrol Officers).
2-Internal	20.00%	Employees in the title of Campus Security Assistant, Civil Service permanency not required, as of 6/1/2018.

Employees: 5

Title	Employees
Campus Peace Officer	5

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: 3

Title	Employees
Campus Security Asst	3

Custodial: Assistant
Custodial-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

Category: Service Workers

Custodial: Supervisory
Custodial-Supervisors (all titles)

Labor Market Availability Factors

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

Employees: 1

Title	Employees
Custodial Asst Principal Supv	1

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
200447 Vice Chancellor	Admin 1: Executive
200596 Univ Exec Chf of Staff-UAscAdm	Admin 1: Executive
200600 Exec Depty Counsel-AscAdm	Admin 1: Executive
200607 Univ Dean Industry & Talent Pt	Admin 1: Executive
200608 Exec Dir Institutional Res-Ast	Admin 1: Executive
200609 Exec Chief of Staff-AstAdm	Admin 1: Executive
200610 VP Social Justice Initiatives	Admin 1: Executive
200611 Dn of Community Relations	Admin 1: Executive
200612 Univ Sr Exec Dir Env HS Rk Mgt	Admin 1: Executive
200613 Univ Legal Counsel - UAstAdm	Admin 1: Executive
200614 Univ Exec Dir ASAP ACE-UASC	Admin 1: Executive
200615 AVP Div and Inc	Admin 1: Executive
200620 PSch Ex Counsel LaborDs-AstAdm	Admin 1: Executive
200621 Psch Ex Dir GLTPI-PAstAdm	Admin 1: Executive
200622 Administration	Admin 1: Executive
200630 Univ Dep Dir Env H-S Rsk Mgt	Admin 1: Executive
200631 Univ Assc VC Audit	Admin 1: Executive
200632 Univ Chief Trnsf Off-UAdm	Admin 1: Executive
200700 Univ Asst Dn Policy Resrch	Admin 1: Executive
300002a Adj Asst Professor-Librarian	Faculty: Professoriate Adjunct
300003a Adj Lecturer-Librarian	Faculty: Lecturer Adjunct
300603a Law Adj Professor-Librarian	Faculty: Professoriate Adjunct
400949 Univ HR Div Prog Specl (HEOa)	Admin 3: Professional
400959 Univ Dir Prospect Research	Admin 2: Managerial

Appendix D   Faculty Department-Discipline Assignments

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

This Appendix lists faculty (academic) departments and the 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 but are not included in the Utilization Worksheets.

Labor Market Availability estimates are based on degree completion data provided by the National Center for Education Statistics. Exceptions, including blended rates, are noted.

This report lists both full-time and part-time appointments. The following business rules apply to part-time appointments: if an employee has an active full-time appointment in the same department, any part-time appointments in that department are bypassed. If an employee has multiple part-time appointments in the same department and in the same title, that appointment is counted only once. Other multiple part-time appointments are reported, including appointments in multiple titles in the same department. The number of appointments will be larger than the number of employees.

Discipline: **Biological and Biomedical Sciences**

Appointments: 23

Department	Department Name	Faculty (full-time and adjunct)
10152	Epidemiology and Biostatistics	23

Discipline: **Education - Developmental**

Appointments: 2

Department	Department Name	Faculty (full-time and adjunct)
15004	ACE Administrative	1
80259	Provost Operations	1

Discipline: **Health Professions and Related Programs**

Appointments: 38

Department	Department Name	Faculty (full-time and adjunct)
10139	Com Health and Social Sciences	26
10141	Envirnmntl, OccuptNl & Geospl	12

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

Appointments: 1

Department	Department Name	Faculty (full-time and adjunct)
70054	Library	1

Discipline: **Social Sciences**

Appointments: 25

Department	Department Name	Faculty (full-time and adjunct)
60057	Ctr-Prev by Sys & Comm Design	2
10140	Health Policy and Management	21
60103	Insti - Implmn Sci in Pop Hlth	2

Appendix E   **Utilization Analysis -Staff Job Groups**

APP

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.

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

This exhibit covers full-time employees only.

Category: Executive/Administrative/Managerial

APP E1-1

Job Group: **Admin 1: Executive**

Description: Executive Compensation Plan (Other Than Chief Executive)

Appointments: 10

Employees in this group hold the following titles:

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

Utilization Report

	Female	Total Minority	Asian/Nat. Haw./Other Pac. Isl.	Black/African Am.	Hispanic/ Latino
Number of Employees	8	4	2	1	1
Underutilized (Y = Yes)					
Number Underutilized					
Actual Utilization Percent	80.0%	40.0%	20.0%	10.0%	10.0%
Labor Market Avail. Percent	44.2%	27.7%	9.8%	8.8%	7.9%

Category: Executive/Administrative/Managerial

Job Group: **Admin 2: Managerial**

Description: HE Officer series administrators-senior level

Appointments: 23

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	18	14	3	6	5
Underutilized (Y = Yes)					
Number Underutilized					
Actual Utilization Percent	78.3%	60.9%	13.0%	26.1%	21.7%
Labor Market Avail. Percent	57.4%	48.1%	11.0%	19.6%	15.7%

Category: Executive/Administrative/Managerial

Job Group: **Managerial: Info Tech**

Description: Information Technology-Managers

Appointments: 1

Employees in this group hold the following titles:

Title ID	Title Name
04973	IT Computer Systems Mgr

Utilization Report				
	Female	**Total Minority**	**Asian/Nat. Haw./Other Pac. Isl.**	**Black/African Am.**	**Hispanic/ Latino**
Number of Employees	0	1	1	0	0
Underutilized (Y = Yes)					
Number Underutilized					
Actual Utilization Percent	0.0%	100.0%	100.0%	0.0%	0.0%
Labor Market Avail. Percent	26.5%	51.6%	24.0%	10.6%	15.4%

Category: Executive/Administrative/Managerial

Job Group: **Managerial: Security**

Description: Campus Security-Managers

Appointments: 1

Employees in this group hold the following titles:

Title ID	Title Name
04980	Campus Security Asst Dir

Utilization Report					
	Female	**Total Minority**	**Asian/Nat. Haw./Other Pac. Isl.**	**Black/African Am.**	**Hispanic/ Latino**
Number of Employees	1	1	0	1	0
Underutilized (Y = Yes)					
Number Underutilized					
Actual Utilization Percent	100.0%	100.0%	0.0%	100.0%	0.0%
Labor Market Avail. Percent	22.0%	59.7%	5.1%	30.4%	23.3%

Category: Professional Non-Faculty

Job Group: Admin 3: Professional

Description: HE Officer Series: Entry and mid-level administrators

Appointments: 20

Employees in this group hold the following titles:

Title ID	Title Name
04017	Asst to HEO
04099	HE Assistant

	Female	Total Minority	Asian/Nat. Haw./Other Pac. Isl.	Black/African Am.	Hispanic/ Latino
Utilization Report					
Number of Employees	18	17	2	6	9
Underutilized (Y = Yes)					
Number Underutilized					
Actual Utilization Percent	90.0%	85.0%	10.0%	30.0%	45.0%
Labor Market Avail. Percent	69.0%	43.4%	12.3%	16.7%	12.5%

Category: Professional Non-Faculty

Job Group: Info Tech: Professional

Description: Information Technology-Professionals

Appointments: 5

Employees in this group hold the following titles:

Title ID	Title Name
04877	IT Associate
04875	IT Asst

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

Category: Technicians

Job Group: **Engineering Technician**

Description: Engineering and Architectural Technicians

Appointments: 1

Employees in this group hold the following titles:

Title ID	Title Name
04834	Facilities Coord

	Utilization Report				
	Female	**Total Minority**	**Asian/Nat. Haw./Other Pac. Isl.**	**Black/African Am.**	**Hispanic/ Latino**
Number of Employees	1	1	0	0	1
Underutilized (Y = Yes)					
Number Underutilized					
Actual Utilization Percent	100.0%	100.0%	0.0%	0.0%	100.0%
Labor Market Avail. Percent	0.0%	0.0%	0.0%	0.0%	0.0%

Category: Technicians

Job Group: **Info Tech: Technician**

Description: Information Technology-Tech Support

Appointments: 1

Employees in this group hold the following titles:

Title ID	Title Name
04865	IT Support Asst

	Utilization Report				
	Female	**Total Minority**	**Asian/Nat. Haw./Other Pac. Isl.**	**Black/African Am.**	**Hispanic/ Latino**
Number of Employees	0	1	0	0	1
Underutilized (Y = Yes)					
Number Underutilized					
Actual Utilization Percent	0.0%	100.0%	0.0%	0.0%	100.0%
Labor Market Avail. Percent	20.7%	50.4%	23.5%	10.6%	14.4%

Category: Service Workers

Job Group: **Campus Peace Officer**

Description: Campus Security-Mid level staff

Appointments: 5

Employees in this group hold the following titles:

Title ID	Title Name
04844	Campus Peace Officer

Utilization Report					
	Female	**Total Minority**	**Asian/Nat. Haw./Other Pac. Isl.**	**Black/African Am.**	**Hispanic/ Latino**
Number of Employees	2	5	0	2	2
Underutilized (Y = Yes)			Y		
Number Underutilized			0		
Actual Utilization Percent	40.0%	100.0%	0.0%	40.0%	40.0%
Labor Market Avail. Percent	18.6%	53.8%	7.7%	24.1%	20.2%

Category: Service Workers

Job Group: **Campus Security Assistant**

Description: Campus Security-Entry level staff

Appointments: 3

Employees in this group hold the following titles:

Title ID	Title Name
04841	Campus Security Asst

Utilization Report					
	Female	**Total Minority**	**Asian/Nat. Haw./Other Pac. Isl.**	**Black/African Am.**	**Hispanic/ Latino**
Number of Employees	2	3	0	2	1
Underutilized (Y = Yes)					
Number Underutilized					
Actual Utilization Percent	66.7%	100.0%	0.0%	66.7%	33.3%
Labor Market Avail. Percent	19.8%	71.2%	6.9%	41.4%	20.4%

Category: Service Workers

Job Group: **Custodial: Supervisory**

Description: Custodial-Supervisors (all titles)

Appointments: 1

Employees in this group hold the following titles:

Title ID	Title Name
80560	Custodial Asst Principal Supv

Utilization Report					
	Female	**Total Minority**	**Asian/Nat. Haw./Other Pac. Isl.**	**Black/African Am.**	**Hispanic/ Latino**
Number of Employees	0	1	0	1	0
Underutilized (Y = Yes)					
Number Underutilized					
Actual Utilization Percent	0.0%	100.0%	0.0%	100.0%	0.0%
Labor Market Avail. Percent	32.7%	74.5%	5.3%	30.5%	38.0%

Category: Service Workers

Job Group: **Custodial: Assistant**

Description: Custodial-Entry level

Appointments: 2

Employees in this group hold the following titles:

Title ID	Title Name
04861	Custodial Assistant

	Utilization Report				
	Female	**Total Minority**	**Asian/Nat. Haw./Other Pac. Isl.**	**Black/African Am.**	**Hispanic/ Latino**
Number of Employees	1	2	0	0	2
Underutilized (Y = Yes)					
Number Underutilized					
Actual Utilization Percent	50.0%	100.0%	0.0%	0.0%	100.0%
Labor Market Avail. Percent	26.9%	68.0%	5.1%	19.8%	41.5%

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

This Appendix provides a utilization analysis for combination of faculty job group and academic discipline with 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.

This report covers full-time faculty groups only.

Biological and Biomedical Sciences

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

10152   Epidemiology and Biostatistics

Job Group   Faculty: Professoriate

Appointments: 12

Utilization Report

	Female	Total Minority	Asian/Nat. Haw./Other Pac. Isl.	Black/African Am.	Hispanic/ Latino
Number of Faculty	6	4	2	0	2
Underutilized (Y = Yes)				Y	
Number Underutilized				1	
Actual Utilization Percent	50.0%	33.3%	16.7%	0.0%	16.7%
Labor Market Avail. Percent	53.3%	26.2%	11.4%	4.3%	7.8%

Health Professions and Related Programs

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

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

Job Group   Faculty: Professoriate

Appointments: 19

	Utilization Report				
	Female	**Total Minority**	**Asian/Nat. Haw./Other Pac. Isl.**	**Black/African Am.**	**Hispanic/ Latino**
Number of Faculty	12	6	2	1	3
Underutilized (Y = Yes)			Y		
Number Underutilized			1		
Actual Utilization Percent	63.2%	31.6%	10.5%	5.3%	15.8%
Labor Market Avail. Percent	58.8%	32.0%	17.1%	6.2%	6.1%

Social Sciences

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

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

Job Group   **Faculty: Professoriate**

Appointments: 15

	Female	Total Minority	Asian/Nat. Haw./Other Pac. Isl.	Black/African Am.	Hispanic/ Latino
Number of Faculty	9	5	2	3	0
Underutilized (Y = Yes)					Y
Number Underutilized					1
Actual Utilization Percent	60.0%	33.3%	13.3%	20.0%	0.0%
Labor Market Avail. Percent	46.9%	20.7%	5.7%	5.5%	7.5%

Appendix F   Personnel Activity

This Appendix details 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 Summary-All Job Groups

	Net Campus Changes #	Net Campus Changes %	**NET ADDITIONS** Addition #	Additions %	**Additions by Type** Hire from Outside or Other Campus	Promotion/Move to Current Year Job Group	**Detail of Transfers or Promotions INTO Category** Demotion to a Lower Job Group	Advanced to a Higher Job Group	Other Change	Return to Faculty	**NET SUBTRACTIONS** Sub. #	Sub %	**Subtractions by Type** Separation (Left College or Left CUNY)	Promotion/Move from Last Year Job Group	**Detail of Transfers or Promotions FROM Category** Left for a Higher Job Group	Left for a Lower Job Group	Other Change	Returned to Faculty
Total	10		22		18	4	1	3	-	-	(12)		(8)	(4)	(3)	(1)	-	-
Male	2	20%	9	41%	5	4	1	3	-	-	(7)	58%	(3)	(4)	(3)	(1)	-	-
Female	8	80%	13	59%	13	-	-	-	-	-	(5)	42%	(5)	-	-	-	-	-
Other/Unknown	-	0%	-	0%	-	-	-	-	-	-	-	0%	-	-	-	-	-	-
Total Min	7	70%	12	55%	11	1	-	1	-	-	(5)	42%	(4)	(1)	(1)	-	-	-
Asian	-	0%	1	5%	1	-	-	-	-	-	(1)	8%	(1)	-	-	-	-	-
Black	1	10%	2	9%	2	-	-	-	-	-	(1)	8%	(1)	-	-	-	-	-
Hispanic	6	60%	8	36%	8	-	-	-	-	-	(2)	17%	(2)	-	-	-	-	-
Other Minority	-	0%	1	5%	-	1	-	1	-	-	(1)	8%	-	(1)	(1)	-	-	-
All White	3	30%	10	45%	7	3	1	2	-	-	(7)	58%	(4)	(3)	(2)	(1)	-	-
Unknown	-	0%	-	0%	-	-	-	-	-	-	-	0%	-	-	-	-	-	-
Veterans	-	0%	-	0%	-	-	-	-	-	-	-	0%	-	-	-	-	-	-
Individuals w/Disabilities	1	10%	1	5%	1	-	-	-	-	-		0%	-	-	-	-	-	-

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

EEO Category Summary
Executive/Administrative/Managerial

| | Net Category Changes | NET ADDITIONS | | Additions by Type | | Detail of Transfers or Promotions into Category | | | | NET SUBTRACTIONS | | Subtractions by Type | | Detail of Transfers or Promotions out of Category | | | | CHANGES WITHIN CATEGORY (not counted in totals) | |
		Addition #	Additions %	Hire from Outside or Other Campus	Promotion/Move to Current Year EEO Cat.	Demotion to Lower EEO Cat.	Advanced to a Higher EEO Cat.	Other Change	Return to Faculty	Sub. #	Sub %	Separation (Left College or Left CUNY)	Promotion/Move from Last Year EEO Cat.	Left for a Higher EEO Cat.	Left for a Lower EEO Cat.	Other Change	Returned to Faculty	Advance-ments	Other Changes
Total	5	8		6	2	-	2	-	-	(3)		(3)	-	-	-	-	-	1	
Male	2	2	25%	-	2	-	2	-	-	-	0%	-	-	-	-	-	-	1	
Female	3	6	75%	6	-	-	-	-	-	(3)	100%	(3)	-	-	-	-	-	-	-
Other/Unknown	-	-	0%	-	-	-	-	-	-	-	0%	-	-	-	-	-	-	-	
Total Min	2	3	38%	3	-	-	-	-	-	(1)	33%	(1)	-	-	-	-	-	1	-
Asian	-	1	13%	1	-	-	-	-	-	(1)	33%	(1)	-	-	-	-	-	1	-
Black	-	-	0%	-	-	-	-	-	-	-	0%	-	-	-	-	-	-	-	
Hispanic	2	2	25%	2	-	-	-	-	-	-	0%	-	-	-	-	-	-	-	
Other Minority	-	-	0%	-	-	-	-	-	-	-	0%	-	-	-	-	-	-	-	
All White	3	5	63%	3	2	-	2	-	-	(2)	67%	(2)	-	-	-	-	-	-	
Unknown	-	-	0%	-	-	-	-	-	-	-	0%	-	-	-	-	-	-	-	
Veterans	-	-	0%							-	0%								
Individuals w/Disabilities	-	-	0%	-	-	-	-	-	-	-	0%	-	-	-	-	-	-	-	-

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

EEO Category Summary

Professional Faculty

| | Net Category Changes | NET ADDITIONS | | Additions by Type | | Detail of Transfers or Promotions into Category | | | | NET SUBTRACTIONS | | Subtractions by Type | | Detail of Transfers or Promotions out of Category | | | | CHANGES WITHIN CATEGORY (not counted in totals) | |
		Addition #	Additions %	Hire from Outside or Other Campus	Promotion/Move to Current Year EEO Cat.	Demotion to Lower EEO Cat.	Advanced to a Higher EEO Cat.	Other Change	Return to Faculty	Sub. #	Sub %	Separation (Left College or Left CUNY)	Promotion/Move from Last Year EEO Cat.	Left for a Higher EEO Cat.	Left for a Lower EEO Cat.	Other Change	Returned to Faculty	Advance-ments	Other Changes
Total	4	5		5	-	-	-	-	-	(1)		-	(1)	(1)	-	-	-	1	1
Male	3	4	80%	4	-	-	-	-	-	(1)	100%	-	(1)	(1)	-	-	-	1	1
Female	1	1	20%	1	-	-	-	-	-	-	0%	-	-	-	-	-	-	-	-
Other/Unknown	-	-	0%	-	-	-	-	-	-	-	0%	-	-	-	-	-	-	-	-
Total Min	2	2	40%	2	-	-	-	-	-	-	0%	-	-	-	-	-	-	-	-
Asian	-	-	0%	-	-	-	-	-	-	-	0%	-	-	-	-	-	-	-	-
Black	1	1	20%	1	-	-	-	-	-	-	0%	-	-	-	-	-	-	-	-
Hispanic	1	1	20%	1	-	-	-	-	-	-	0%	-	-	-	-	-	-	-	-
Other Minority	-	-	0%	-	-	-	-	-	-	-	0%	-	-	-	-	-	-	-	-
All White	2	3	60%	3	-	-	-	-	-	(1)	100%	-	(1)	(1)	-	-	-	1	1
Unknown	-	-	0%	-	-	-	-	-	-	-	0%	-	-	-	-	-	-	-	-
Veterans	-	-	0%	-	-	-	-	-	-	-	0%	-	-	-	-	-	-	-	-
Individuals w/Disabilities	-	-	0%	-	-	-	-	-	-	-	0%	-	-	-	-	-	-	1	-

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

EEO Category Summary

Professional Non-Faculty

	Net Category Changes	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				CHANGES WITHIN CATEGORY (not counted in totals)	
		Addition #	Additions %	Hire from Outside or Other Campus	Promotion/Move to Current Year EEO Cat.	Demotion to Lower EEO Cat.	Advanced to a Higher EEO Cat.	Other Change	Return to Faculty	Sub. #	Sub %	Separation (Left College or Left CUNY)	Promotion/Move from Last Year EEO Cat.	Left for a Higher EEO Cat.	Left for a Lower EEO Cat.	Other Change	Returned to Faculty	Advance-ments	Other Changes
Total	3	6		6	-	-	-	-	-	(3)		(2)	(1)	(1)	-	-	-	-	-
Male	(1)	-	0%	-	-	-	-	-	-	(1)	33%	-	(1)	(1)	-	-	-	-	-
Female	4	6	100%	6	-	-	-	-	-	(2)	67%	(2)	-	-	-	-	-	-	-
Other/Unknown	-	-	0%	-	-	-	-	-	-	-	0%	-	-	-	-	-	-	-	-
Total Min	4	5	83%	5	-	-	-	-	-	(1)	33%	(1)	-	-	-	-	-	-	-
Asian	-	-	0%	-	-	-	-	-	-	-	0%	-	-	-	-	-	-	-	-
Black	1	1	17%	1	-	-	-	-	-	-	0%	-	-	-	-	-	-	-	-
Hispanic	3	4	67%	4	-	-	-	-	-	(1)	33%	(1)	-	-	-	-	-	-	-
Other Minority	-	-	0%	-	-	-	-	-	-	-	0%	-	-	-	-	-	-	-	-
All White	(1)	1	17%	1	-	-	-	-	-	(2)	67%	(1)	(1)	(1)	-	-	-	-	-
Unknown	-	-	0%	-	-	-	-	-	-	-	0%	-	-	-	-	-	-	-	-
Veterans	-	-	0%	-	-	-	-	-	-	-	0%	-	-	-	-	-	-	-	-
Individuals w/Disabilities	1	1	17%	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

Service Workers

| | Net Category Changes | 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 | | | | CHANGES WITHIN CATEGORY (not counted in totals) | |
		Addition #	Additions %	Hire from Outside or Other Campus	Promotion/Move to Current Year EEO Cat.	Demotion to Lower EEO Cat.	Advanced to a Higher EEO Cat.	Other Change	Return to Faculty	Sub. #	Sub %	Separation (Left College or Left CUNY)	Promotion/Move from Last Year EEO Cat.	Left for a Higher EEO Cat.	Left for a Lower EEO Cat.	Other Change	Returned to Faculty	Advance-ments	Other Changes
Total	-	1		1	-	-	-	-	-	(1)		(1)	-	-	-	-	-	1	-
Male	-	1	100%	1	-	-	-	-	-	(1)	100%	(1)	-	-	-	-	-	1	-
Female	-	-	0%	-	-	-	-	-	-	-	0%	-	-	-	-	-	-	-	-
Other/Unknown	-	-	0%	-	-	-	-	-	-	-	0%	-	-	-	-	-	-	-	-
Total Min	-	1	100%	1	-	-	-	-	-	(1)	100%	(1)	-	-	-	-	-	1	-
Asian	-	-	0%	-	-	-	-	-	-	-	0%	-	-	-	-	-	-	-	-
Black	(1)	-	0%	-	-	-	-	-	-	(1)	100%	(1)	-	-	-	-	-	-	-
Hispanic	1	1	100%	1	-	-	-	-	-	-	0%	-	-	-	-	-	-	-	-
Other Minority	-	-	0%	-	-	-	-	-	-	-	0%	-	-	-	-	-	-	1	-
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   **Tenure Actions**

This Appendix summarizes tenure actions.

Tenure is a permanent status awarded on the basis of years of service and/or academic or research achievement. It applies only to full-time faculty and laboratory technicians.

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.

Tenure applies only to full-time faculty.

Envirnmntl, OccuptNl & Geospl

Assc Professor	Gained Tenure	Tenured	Male	White

Health Policy and Management

Assc Professor	Gained Tenure	Tenured	Male	White

Summary for the College

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

Appendix G   Summary of Recruiting Activities

APP

This Appendix provides details of 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, 2021 through May 31, 2022).

Campus Level

Summary - All Searches
Total: 7

	Records	Applicants	Appl%	Interviews	Selection Rate %	Offers	Selection Rate %	Hires	Selection Rate %
Total + Total Selection Rate	557	549	99%	36	6.6%	7	1.3%	7	1.3%
Male	171	169	31%	5	3.0%	2	1.2%	2	1.2%
Female	301	296	54%	28	9.5%	5	1.7%	5	1.7%
Other	-	-	0%	-	0.0%	-	0.0%	-	0.0%
Unknown	85	83	15%	3	3.6%	-	0.0%	-	0.0%
Total Not Female	256	252	46%	8	3.2%	2	0.8%	2	0.8%
Total Minorities	356	350	64%	23	6.6%	4	1.1%	4	1.1%
Asian	143	143	26%	8	5.6%	1	0.7%	1	0.7%
Black	111	107	19%	7	6.5%	1	0.9%	1	0.9%
Hispanic	85	83	15%	8	9.6%	2	2.4%	2	2.4%
Other inc 2 or more	17	17	3%	-	0.0%	-	0.0%	-	0.0%
Total White	172	170	31%	11	6.5%	3	1.8%	3	1.8%
Unknown Ethnicity	29	28	5%	2	7.1%	-	0.0%	-	0.0%
White+Unknown	201	198	36%	13	6.6%	3	1.5%	3	1.5%
Veterans	6	6	1%	-	0.0%	-	0.0%	-	0.0%
Indiv. w Disabilities	31	31	6%	2	6.5%	-	0.0%	-	0.0%

		Least Selected:		Least Selected:		Least Selected:	
		Not Female	*Adverse*	Not Female	*Adverse*	Not Female	*Adverse*
		Not Minority	*OK Sel*	Ttl Minorities	*Adverse*	Ttl Minorities	*Adverse*
Percent Female		54%	77.8%		71.4%		71.4%
Percent Total Minorities		64%	63.9%		57.1%		57.1%
Percentage Veterans		1%	0.0%		0.0%		0.0%
Percentage w Disabil.		6%	5.6%		0.0%		0.0%

Campus Level

Category Summary

Executive-Administrative-Managerial

	Records	Applicants	Appl%		Interviews	Selection Rate %	Offers	Selection Rate %	Hires	Selection Rate %
Total + Total Selection Rate	103	97	94%		20	21%	3	3%	3	3%
Male	28	27	28%		2	7%	-	0%	-	0%
Female	62	59	61%		15	25%	3	5%	3	5%
Other	-	-	0%		-	0%	-	0%	-	0%
Unknown	13	11	11%		3	27%	-	0%	-	0%
Total Not Female	41	38	39%		5	13%	-	0%	-	0%
Total Min	65	61	63%		12	20%	2	3%	2	3%
Asian	21	21	22%		7	33%	1	5%	1	5%
Black	24	22	23%		2	9%	-	0%	-	0%
Hispanic	16	14	14%		3	21%	1	7%	1	7%
Other inc 2 or more	4	4	4%		-	0%	-	0%	-	0%
Total White	31	30	31%		6	20%	1	3%	1	3%
Unknown Ethnicity	7	6	6%		2	33%	-	0%	-	0%
White+Unknown	38	36	37%		8	22%	1	3%	1	3%
Veterans	1	1	1%		-	0%	-	0%	-	0%
Indiv. w Disabilities	5	5	5%		-	0%	-	0%	-	0%

		Least Selected: Not Female Ttl Minorities	Adverse OK Sel	Least Selected: Not Female Ttl Minorities	Adverse OK Sel	Least Selected: Not Female Ttl Minorities	Adverse OK Sel
Percent Female		61%	75.0%	100.0%		100.0%	
Percent Total Mins.		63%	60.0%	66.7%		66.7%	
Percentage Veterans		1%	0.0%	0.0%		0.0%	
Percentage w Disabil.		5%	0.0%	0.0%		0.0%	

Campus Level

Category Summary
Professional Faculty

	Records	Applicants	Appl%		Interviews	Selection Rate %	Offers	Selection Rate %	Hires	Selection Rate %
Total + Total Selection Rate	291	291	100%		2	1%	2	1%	2	1%
Male	100	100	34%		2	2%	2	2%	2	2%
Female	137	137	47%		-	0%	-	0%	-	0%
Other	-	-	0%		-	0%	-	0%	-	0%
Unknown	54	54	19%		-	0%	-	0%	-	0%
Total Not Female	154	154	53%		2	1%	2	1%	2	1%
Total Min	171	171	59%		-	0%	-	0%	-	0%
Asian	86	86	30%		-	0%	-	0%	-	0%
Black	48	48	16%		-	0%	-	0%	-	0%
Hispanic	31	31	11%		-	0%	-	0%	-	0%
Other inc 2 or more	6	6	2%		-	0%	-	0%	-	0%
Total White	107	107	37%		2	2%	2	2%	2	2%
Unknown Ethnicity	13	13	4%		-	0%	-	0%	-	0%
White+Unknown	120	120	41%		2	2%	2	2%	2	2%
Veterans	5	5	2%		-	0%	-	0%	-	0%
Indiv. w Disabilities	15	15	5%		-	0%	-	0%	-	0%

			Least Selected:		Least Selected:		Least Selected:	
			Female	*Adverse*	Female	*Adverse*	Female	*Adverse*
			Ttl Minorities	*Adverse*	Ttl Minorities	*Adverse*	Ttl Minorities	*Adverse*
Percent Female		47%		0.0%		0.0%		0.0%
Percent Total Mins.		59%		0.0%		0.0%		0.0%
Percentage Veterans		2%		0.0%		0.0%		0.0%
Percentage w Disabil.		5%		0.0%		0.0%		0.0%

Campus Level

Category Summary

Professional Non-Faculty

	Records	Applicants	Appl%		Interviews	Selection Rate %	Offers	Selection Rate %	Hires	Selection Rate %
Total + Total Selection Rate	163	160	98%		14	9%	2	1%	2	1%
Male	43	42	26%		1	2%	-	0%	-	0%
Female	102	100	63%		13	13%	2	2%	2	2%
Other	-	-	0%		-	0%	-	0%	-	0%
Unknown	18	18	11%		-	0%	-	0%	-	0%
Total Not Female	61	60	38%		1	2%	-	0%	-	0%
Total Min	120	118	74%		11	9%	2	2%	2	2%
Asian	36	36	23%		1	3%	-	0%	-	0%
Black	39	37	23%		5	14%	1	3%	1	3%
Hispanic	38	38	24%		5	13%	1	3%	1	3%
Other inc 2 or more	7	7	4%		-	0%	-	0%	-	0%
Total White	34	33	21%		3	9%	-	0%	-	0%
Unknown Ethnicity	9	9	6%		-	0%	-	0%	-	0%
White+Unknown	43	42	26%		3	7%	-	0%	-	0%
Veterans	-	-	0%		-	0%	-	0%	-	0%
Indiv. w Disabilities	11	11	7%		2	18%	-	0%	-	0%

		Least Selected:		Least Selected:		Least Selected:	
		Not Female	*Adverse*	Not Female	*Adverse*	Not Female	*Adverse*
		Not Minority	*Adverse*	Not Minority	*Adverse*	Not Minority	*Adverse*
Percent Female	63%		92.9%		100.0%		100.0%
Percent Total Mins.	74%		78.6%		100.0%		100.0%
Percentage Veterans	0%		0.0%		0.0%		0.0%
Percentage w Disabil.	7%		14.3%		0.0%		0.0%

Appendix G   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 that is reviewed by the Office of the Vice Chancellor for Human Resources.

This listing includes waivers that were scheduled to be effective during the Plan Year. Some candidates may have declined or delayed appointments. Waivers granted to correct minor search issues and adjustments to titles are not listed.

The waiver process applies to full-time appointments only.

Waivers effective between 6/1/2021 and 5/31/2022. Excludes title adjustments based on reviews, search corrections, and withdrawn requests.

Dean of Public Hlth & Htlh Pol	Gender	Ethnicity
HE Officer	Female	Asian/Nat.Haw./Other Pac. Isl.
Basis RF to Tax Levy		

Epidemiology and Biostatistics	Gender	Ethnicity
Assc Professor	Male	Hispanic/Latino
Basis Extraordinary Qualifications		
Asst Professor	Male	White
Basis Extraordinary Qualifications		

Health Policy and Management	Gender	Ethnicity
Asst Professor	Female	Black/African Am.
Basis Extraordinary Qualifications		

Provost Operations	Gender	Ethnicity
Assc Dean	Female	White
Basis Advancement		

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.

This report lists full-time and part-time employee job groups separately.

The federal guideline for representation is 7% for each job group.

Total Individual(s) with Disabilities: 5   Percent of total reported employees: 4.0%

Category: **Executive/Administrative/Managerial**	Staff	Indiv. with Disabilities	Rate
Admin 1: Executive	10	1	10.0%
Admin 2: Managerial	23	1	4.3%
Managerial: Info Tech	1	0	0.0%
Managerial: Security	1	0	0.0%

Category: **Professional Faculty**	Staff	Indiv. with Disabilities	Rate
Faculty: Professoriate	46	1	2.2%
Faculty: Librarian	1	0	0.0%
Faculty: Lecturer	4	0	0.0%

Category: **Professional Non-Faculty**	Staff	Indiv. with Disabilities	Rate
Admin 3: Professional	20	2	10.0%
Info Tech: Professional	5	0	0.0%

Category: **Technicians**	Staff	Indiv. with Disabilities	Rate
Engineering Technician	1	0	0.0%
Info Tech: Technician	1	0	0.0%

Category: **Service Workers**	Staff	Indiv. with Disabilities	Rate
Campus Peace Officer	5	0	0.0%
Campus Security Assistant	3	0	0.0%
Custodial: Supervisory	1	0	0.0%
Custodial: Assistant	2	0	0.0%