2022–2023 AFFIRMATIVE ACTION REPORT
2023-2024 AFFIRMATIVE ACTION PLAN

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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CUNY SPH
GRADUATE SCHOOL OF PUBLIC HEALTH & HEALTH POLICY

CUNY 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 requirements for federal contractors. 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, and 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 trustees' resolutions, and CUNY policy.

The document reflects the following timeframes:
The employee census date is June 1, 2023.
The reporting year is June 1, 2022 – May 31, 2023 (Affirmative Action Report 2022-2023)
The program year is September 1, 2023 – August 31, 2024 (Affirmative Action Plan).

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

Overview of the College

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 and 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.

Values:
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.

CUNY SPH's Strategic Plan AY 2021-2023 outlines the following goals:
- Educational Excellence
- Research and Scholarship
- Service and Community Impact
- Student Success
- Professional Development
- Organizational Excellence

Appendix A displays the organization chart.

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. CUNY's Chancellor designated Italian Americans as a protected group in 1976 and we produce a separate plan for Italian Americans.

CUNY and the School posts the policies on non-discrimination, sexual misconduct, and affirmative action on the respective websites:
https://www.cuny.edu/about/administration/offices/legal-affairs/policies-resources/
and
https://sph.cuny.edu/about/equity-diversity-inclusion-policy-compliance/

Appendix C provides the text of the major policies:
- Equal Opportunity and Non-discrimination Policy
- Affirmative Action Policy
- Sexual Misconduct Policy

The Dean issues a reaffirmation of the college's commitment to the policies annually. The most recent reaffirmation letter issued by Dean El-Mohandes is dated August 30, 2023. **(Appendix B).**

Responsibilities
The entire community participates in promoting diversity and inclusion. Additionally, 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, compliance, and diversity programs, including the Chief Diversity Officer (CDO), ADA-504 Coordinator and Title IX Coordinator.

- ensures they have authority, staffing, and other resources to fulfill their assigned responsibilities
- communicates commitment to equal employment opportunity, including an annual reaffirmation, and issues required reports, including this affirmative action plan.

Appendix B includes the annual reaffirmation letter issued by the Dean.

<u>**Chief Diversity Officer**</u>
The Dean has designated Sahana Gupta as Chief Diversity Officer (CDO) and Responsible Official who:
- Provides confidential consultation for, investigates, and resolves discrimination/harassment complaints
- Distributes new and revised policies and notices, integrating them into training programs, search committee orientations, websites, and other communications
- Evaluates affirmative action programs and initiatives
- Prepares and communicates affirmative action plan reports
- Consults with hiring teams and managers on recruitment and selection, overseeing recruitment plans and effective recruitment/selection strategies
- Participates in CUNY initiatives promoting diversity and inclusion.

The Chief Diversity Officer completed the OFCCP's on-line certification of compliance with affirmative action program requirements prior to June 30, 2023.

<u>**College Officials**</u>
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 affirmative action programs.

<u>**Committee(s) on Diversity and Inclusion**</u>
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 2023-24 is composed of
<u>Co-Chairs:</u>
Himani Sharma, Staff
Sasha Fleary, Faculty
<u>Student members:</u>
Antionette Wearing
Nimra Rahman
<u>Faculty members:</u>
Levi Waldron
Marie Sillice
Rachael Piltch-Loeb
Victoria Ngo

<u>Staff members:</u>
Daneen Anderson-Mercer
Paulo Lellis
Tina Lin
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 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.

In spring 2023, the CEI received funds to implement a DEI-focused campus climate survey. The survey intends to establish a baseline of the campus community's experience and perception of diversity, equity, and inclusion at CUNY SPH, with findings and recommendations laying the framework for an actionable Equity and Inclusion Plan.

University Management
CUNY's University Office of Recruitment and Diversity (ORD) within the University Human Resources unit establishes job groups and report parameters, and reports summary statistics. ORD sponsors university-wide diversity programs described in this plan and maintains systems for data collection (including self-identification) and job postings.

PART TWO: DATA AND ANALYSIS

Collecting Employee Data
In early July 2023, we extracted data on full-time employees active as of June 1, 2023, from CUNY's system of record, CUNYfirst. We include personnel on most paid leaves, including medical leave and fellowship/ sabbatical leave. We do not include personnel on terminal leave such as retirement leave, student workers (including Graduate Assistants) or people employed separately by CUNY's Research Foundation.

We invite employees to self-identify gender, race/ethnicity, veteran status, and disability status. Employees may update selections at any time on an Employee Self-Service portal. We also invite job applicants to self-identify on the job application portal to show diversity in applicant pools and to focus on diversity in recruitment efforts

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

We record a person identifying as both Hispanic/Latino and another group as Hispanic /Latino, and not as Two or More Races. American Indian/Alaska Native and Two or More Races are included under Total Minorities but not separately reported.

Consistent with long-standing agreements, we ask employees to self-identify Italian American status, and create a separate Italian American affirmative action plan. We also invite employees to optionally provide data on their ancestries from a list of approximately sixty categories.

CUNY provides for six categories of gender identification, but we must use federally-mandated categories for purposes of this plan ("male" and "female"). Currently, only persons specifically identifying as "female" are included in the federally-protected gender category.

The federal government is in the process of preparing new standards for self-identification expected to impact future Affirmative Action plans.

Of the **225** full-and part-time employees, **5** employees did not identify a gender and **3** employees did not identify a valid race/ethnicity category. Anyone who did not specify a gender and/or race/ethnicity is included in the Workforce Analysis but not assigned to a protected group. **30** employees did not identify a veteran status and **48** did not identify a disability status.

As best practice, the Office of Human Resources reviews employee data on an on-going basis to ensure that all employees have self-identified their gender, race/ethnicity, disability, and veteran status.
- The Office of Human Resources will continue to prioritize and audit Disability and Military status to ensure accuracy of data.
- The Office of Human Resources plans to run periodic Self-ID campaigns to provide employees with the opportunity to update their self-identification selections.

Analyzing Data

We analyze workforce data as mandated to promote a complete assessment, covering:

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

We rely on methods provided by the US Department of Labor's Office of Contract Compliance Programs (OFCCP), in particular, the *Educational Institutions Technical Assistance Guide (2019)*.

Workforce Analysis

Workforce Analysis is a review of employees' organizational placement (i.e., by their assigned division and department). We review the data organized by job title in order of rank or salary grade.

Due to length, Workforce Analysis charts are not included here. The next two charts summarize the composition of the workforce by job group and by tenure status (for faculty).

Table 1: Workforce by Job Group and Table 2: Tenure Status follows.

Executive/Administrative/Managerial

Job Group	Ttl Empls	Female #	Female %	Minority #	Minority %
Admin 1: Executive	10	9	90.0%	3	30.0%
Admin 2: Managerial	25	20	80.0%	16	64.0%
Admin 2: Managerial Adjunct	20	14	70.0%	6	30.0%
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	44	26	59.1%	13	29.5%
Faculty: Lecturer	4	1	25.0%	0	0.0%
Faculty: Lecturer Adjunct	20	15	75.0%	4	20.0%
Faculty: Professoriate Adjunct	22	12	54.5%	10	45.5%

Professional Non-Faculty

Job Group	Ttl Empls	Female #	Female %	Minority #	Minority %
Admin 3: Professional	24	19	79.2%	19	79.2%
Info Tech: Professional	8	2	25.0%	6	75.0%

Administrative Support Workers

Job Group	Ttl Empls	Female #	Female %	Minority #	Minority %
Office Assistant	1	1	100.0%	1	100.0%
Office Assistant Adjunct	30	24	80.0%	8	26.7%

Technicians

Job Group	Ttl Empls	Female #	Female %	Minority #	Minority %
Admin 4: College Lab Technician Adjunct	3	2	66.7%	0	0.0%
Engineering Technician	1	1	100.0%	1	100.0%

Service Workers

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

School of Public Health
Total Faculty: 48

Status categories are: Tenure, Track Tenure, Substitute, and "Instructors or Others PSC" (not eligible for tenure). This report refers to tenure as of the 2022-2023 academic year (effective 9/1/2023)

Title	Ttl Empls	Female #	Female %	Minority #	Minority %
Faculty: Lecturer					
Distinguished Lecturer	2	1	50.0%	0	0.0%
Instructors and others PSC	2	1	50.0%	0	0.0%
Clinical Professor	2	0	0.0%	0	0.0%
Instructors and others PSC	2	0	0.0%	0	0.0%
Faculty: Professoriate					
Asst Professor	7	3	42.9%	2	28.6%
Tenured	2	1	50.0%	0	0.0%
Track Tenure	5	2	40.0%	2	40.0%
Research Faculty-Asst Prof	2	2	100.0%	2	100.0%
Instructors and others PSC	2	2	100.0%	2	100.0%
Assc Professor	21	14	66.7%	5	23.8%
Tenured	15	10	66.7%	2	13.3%
Track Tenure	6	4	66.7%	3	50.0%
Research Faculty-Assc Prof	1	1	100.0%	0	0.0%
Instructors and others PSC	1	1	100.0%	0	0.0%
Professor	10	5	50.0%	3	30.0%
Tenured	8	5	62.5%	2	25.0%
Track Tenure	2	0	0.0%	1	50.0%
Distinguished Professor	3	1	33.3%	1	33.3%
Instructors and others PSC	3	1	33.3%	1	33.3%

COMPARISON OF WORKFORCE SUMMARY DATA (2022:2023)
The comparison below addresses the change in the **full-time** workforce from the prior reporting year ending May 31, 2022, and as of June 1, 2023.

The total full-time workforce at the School increased from 124 to 129, adding 5 employees. Female representation increased by 2 (82:84) and total minority increased from 67 to 71.

In the following Job Groups:
Executive/Administrative/Managerial: The total number of employees in this job group increased by 2 from 35 to 37. The number of females increased from 27 to 30. Total minority increased by 1 (20:21).

Professional Faculty: The total number of employees in the professoriate decreased by 2 (46:44)
The total number of employees in the Lecturer rank remained at 4.
The total number of females is 27, showing a decrease of 2 female employees and the total number of minorities also decreased by 2.

Professional Non-Faculty: The total number of employees increased from 25 to 32, also showing an increase of 1 female (20: 21) and an increase of 6 minorities (19: 25).

Administrative Support Workers: There is 1 minority female employee in this job group.

Technicians: There is 1 minority female in this job group.

Service Workers: There are a total of 10 employees in this job group, which includes 5 females. All employees are minorities.

Part-time Workforce:
Part-time employees are included in the 2022-23 Workforce Summary for the first time.
Comparative analysis year to year will be included in future annual reports.
Of the total 96 part-time employees:
- 20 are Non-teaching Adjunct employees (including multiple position for full-time faculty and staff). They are identified as Managerial Adjuncts in Table 1.
- 30 employees are in the College Assistant title. They are identified as Office Assistant Adjuncts in Table 1.
- 42 are Adjunct Faculty, which include *multiple position as an adjunct* for full-time faculty.
  - Of the 20 non-teaching adjunct positions, 14 are females and 6 are minorities.
  - Of the 30 employees in the College Assistant titles, 24 are females and 8 are minorities.
  - Of the 42 adjunct faculty positions, 27 are female and 14 are minorities.

Note: Gender and racial identity for faculty and staff who have a multiple position as a non-teaching adjunct/teaching adjunct correspond to their gender and racial identity as full-time faculty and staff.

The School will continue to make all good faith efforts to recruit and hire diverse full-time and part-time candidates for vacancies, as they become available.

Summary of Faculty by Tenure Status
The School has 48 full-time faculty.

Of the Professoriate Faculty:
- The School has 3 Distinguished Professors, of whom 1 is a minority female.

- The School has <u>10 Professors</u>, 8 of whom are tenured.
    - Of the 10 professors, 5 are female and 3 are minorities.
    - Of the 8 tenured professors, 5 are female and 2 are minorities.
    - Of the 2 tenure-track professors, 1 is a minority.

- The School has <u>21 Associate Professors</u>, 15 of whom are tenured
    - Of the 21 Associate Professors, 14 are female, and 5 are minorities.
    - Of the 15 tenured Associate Professors, 10 are female and 2 are minorities
    - Of the 6 tenure-track Associate Professors, 4 are female and 3 are minorities.

- The School has <u>7 Assistant Professors</u>, of whom 2 are tenured.
    - Of the 7 Assistant Professors, 3 are female and 2 are minorities
    - Of the 2 tenured Assistant Professors, I is female.
    - Of the 5 tenure-track Assistant Professor, 2 are female and 2 are minorities.

The School has 3 employees in the Research Faculty–Assistant Professor rank and 1 employee in the Research Faculty-Associate Professor rank. All three are females. The 2 individuals in the Research Faculty-Assistant Professor title are minorities.

Other titles in faculty rank include 4 individuals as follows:
- 2 Distinguished Lecturers, 1 of whom is a female.
- 2 Clinical Professors.

Job Group Analysis
Job Group Analysis is a review by job function, evaluating employee data according to groups of jobs with similar duties and qualifications. A major input is the federal Standard Occupational Classification (SOC) coding system. Job Groups are organized into categories based on the federal EEO-1 coding system.

CUNY also reviews faculty by academic discipline. CUNY assigns most faculty departments to disciplines as per the US Department of Education's Classification of Instructional Programs (CIP). CUNY analyzes data about College Laboratory Technicians by assigning departments to one of two categories: Scientific/Engineering/Technical or a General (non-scientific) category.

The Utilization Analysis (see next section) provides details on job groups and academic disciplines.

Utilization Analysis
We compare CUNY's workforce with an estimate of the general labor market by job group. We evaluate utilization for females, major federal ethnicity categories (Asian, Black/African American, and Hispanic/Latino and Total Minorities (adding American Indian/Alaska Native and Two or More Races)).

Labor Market Source Data
Labor Market Availability is an estimate used to benchmark staffing of persons in protected groups by job group. It represents the proportion of each group available for employment in the labor market for jobs CUNY fills. This information is based upon an external labor market in geographic areas based on job groups and their recruiting regions, and consistent with eligibility and search policies. (Appendix D), and an internal labor market of personnel at CUNY who are eligible to be advanced into certain jobs.
- For external candidates except some faculty for whom IPEDS data is used, we utilized the US Census American Community Survey (ACS), 5-year estimate, 2017-2021 (final), extracted

from University of Minnesota's Integrated Public User Microdata Sample (iPUMS). Data is extracted based on a combination of geography, labor force participation, occupation, and educational attainment, depending on job group.

- For internal candidates, we utilized lists of CUNY-wide appointments over the 2017-2022 time period and consulted with CUNY's Director of Civil Service Operations. Internal demographics are based on the last plan census date (June 1, 2022).
- 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, 2020-2021 (final). We use the Classification of Instructional Programs (CIP) to identify disciplines.

It is not possible to determine a highly exact estimate of the labor market for a given job group. For one thing, all calculations are based on historical data. It is important to consider both the calculations and the resulting findings to be general indicators.

We calculate underutilization for 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 in any job group.

We report underutilization where the percentage of personnel 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. The following illustration may help explain this calculation:

Illustration: Utilization and Underutilization

If a job group has 10 personnel and 50% of the available Labor Market is female, we expect 50% of personnel in that job group to be female.	In our example, there are 3 females in the job group (less than 4). Therefore, females are underutilized as compared with the Labor Market.	Underutilization is based on females represented at 80% of the job group or more; in this case, four or more.

Appendix D details utilization/underutilization in each category (job group and/or academic discipline). Where there is underutilization, we prioritize that job group for setting placement goals and conducting outreach when there are hiring or advancement 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 of most changes, particularly in the smaller job groups.

Table 3: Summary of Underutilization and Goals:
The following pages summarize staffing and underutilization for each job group.

This is a summary of underutilization of protected groups for staff Job Group and EEO Category. We report Job Groups only in the years each has five or more incumbents.

This summary reports underutilization as follows:

    2020 - 2021 Plan (as of 6/1/2020)
    2021 - 2022 Plan (as of 6/1/2021)
    2022 - 2023 Plan (as of 6/1/2022)
    2023 - 2024 Plan (this plan, as of 6/1/2023)

In 2023, we updated Labor Market Availability estimates for the 2023 Plan Year, which could impact results. See the Narrative for details.

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							
	2023	10					
	2022	10					
	2021	8					
	2020	9					
Admin 2: Managerial							
	2023	25					
	2022	23					
	2021	20					
	2020	19					

Professional Non-Faculty

		Total Staff	Female	Total Minority	Asian/Nat Haw./OPI	Black/ AfricanAm	Hispanic/ Latino
Admin 3: Professional							
	2023	24			1		
	2022	20					
	2021	17					
	2020	18					
Info Tech: Professional							
	2023	8	1		1		
	2022	5		1		1	
	2021	5		1		1	
	2020	5				1	

Service Workers

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

Service Workers

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

Campus Peace Officer

		Total Staff	Female	Total Minority	Asian/Nat Haw./OPI	Black/ AfricanAm	Hispanic/ Latino
2023		5			1		
2022		5					

This is a summary of underutilization of protected groups by Job Group and Discipline in faculty ranks. We report combinations of Job Group and Discipline only in the years each has five or more incumbents.

This summary reports underutilization as follows:

    2020 - 2021 Plan (as of 6/1/2020)
    2021 - 2022 Plan (as of 6/1/2021)
    2022 - 2023 Plan (as of 6/1/2022)
    2023 - 2024 Plan (this plan, as of 6/1/2023)

In 2023, we updated Labor Market Availability estimates for the 2023 Plan Year, which could impact results. See the Narrative for details.

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							
	2023	10		1			
	2022	12				1	
	2021	10					
	2020	10					
Health Professions and Related Programs							
	2023	19			1		
	2022	19			1		
	2021	19					
	2020	17				1	
Social Sciences							
	2023	15					1
	2022	15					1
	2021	13					1
	2020	14					1

Utilization Analysis for Staff Job Groups
Category: Executive/Administrative/Managerial
<u>Admin 1: Executive</u> and <u>Admin 2: Managerial</u>: There is no underutilization.

Category: Professional Non-Faculty
<u>Admin 3: Professional</u>:   There is one (1) underutilization for Asian.

<u>Info Tech: Professional</u>: There is one (1) female underutilization and 1 under-utilization for Asian.
- In 2022, the under-utilization for the total of 5 employees showed 1 total minority and 1 Black/African American.
- The number of employees increased to 8 in 2023, and while the School corrected the underutilization for the under-utilization of 1 total minority and 1 Black/African American from 2022, the Labor Market availability now shows (1) female underutilization and 1 under-utilization for Asian.

Category: Service Workers
Though the number of employees in the job group Campus Peace Officer remains at 5 and in 2022, there was no under-utilization, in 2023, there is an under-utilization of 1 Asian based on the Labor Market availability.

Faculty Professoriate:
In Biological and Biomedical Sciences, there is an under-utilization of 1 Total Minority.

In Health Professions and Related Programs, there is an under-utilization of 1 Asian.

In Social Sciences, there is an under-utilization of 1 Hispanic/Latino. We note that this under-utilization exists from 2020.

Part-time employees:
Category: Executive/Administrative/Managerial
Admin 2: Managerial Adjunct: There is an under-utilization of 4 Total Minorities, 2 Asians and 2 Hispanic/Latinos.
- This group represents part time employees with qualifications and job duties closest to those in the HEO series (Non-Teaching Adjuncts Levels I-V)

Category: Administrative Support Workers
Office Assistant Adjunct: There is an underutilization of 7 Total Minorities, and 5 Hispanic/Latinos.
- This group represents the College Assistant title.

Overall, the utilization analysis shows positive utilization numbers. The School will endeavor to address specific under-utilization when there are hiring opportunities.

Utilization Analysis for Full-time and Adjunct Faculty by Program (Appendix D)
<u>Epidemiology and Biostatistics</u>
There are 10 full-time faculty in the Professoriate titles, showing an under-utilization of 1 total minority.
Of the total 14 adjunct faculty
- Adjunct Lecturer shows an underutilization of 1 Black/African American.
- Adjunct Professoriate does not show any underutilization.

Community Health and Social Sciences & Environmental, Occupational and Geospatial Health Sciences
There are 19 full-time faculty in the Professoriate titles, showing an under-utilization of 1 Asian.
- Adjunct Lecturer shows an underutilization of 3 Total Minorities, 1 Asian, 1 Black/African American, and 1 Hispanic/Latino.
- Adjunct Professoriate shows an underutilization of 2 females, and 1 Asian.

Center for Systems and Community Design; CUNY Institute for Implementation Science in Population Health & Health Policy and Management
There are 15 full-time faculty in the Professoriate titles. There is an under-utilization of 1 Hispanic/Latino.
- Adjunct Lecturer shows an under-utilization of 3 total minorities, 1 Asian, 1 Black/African American and 1 Hispanic/Latino.

Utilization, Underutilization, and Placement Goals
We note that full-time faculty recruitment and hiring is subject to affirmative action guidelines and formal search protocols established by the University to ensure a fair and equitable process. In the past year, hiring was subject to review and approval by the University.

Recruitment and hiring of adjunct faculty are not formally structured, and often based on projected enrollment in the upcoming semester. The School will address diversity in adjunct faculty as an on-going effort to create classrooms and instruction which reflect the diversity of its student body.

Transaction-Based 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 groups with a material number of actions and/or applicants. **Appendix E** summarizes job actions, including tenure, by Gender and Ethnicity.

Given CUNYfirst limitations, we produce an estimate of net changes by job group. We compare employee title changes between two reference dates (June 1, 2022, and June 1, 2023). 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. Employees who change job groups and/or transfer between CUNY units are reported as separated from the first job and appointed to the second job. Federal guidelines state adverse selection may occur when any one group (protected or not) has a rate of hire, advancement, or separation less than 80% of the rate of the most-selected group.

Summary of Personnel Activity
Full-time Hires:
The School recorded **15** new hires, of whom **12** were external hires and **3** were hired from another CUNY college. Included are the three (**3**) search waivers approved for hire.

Of the 15 hires, 8 were females and 10 were minorities. 2 identified as Individuals with Disabilities.

Movement/Advancement in title:
6 individuals were recorded with advancements in title. 5 were females and 4 were minorities.
3 of these individuals were female faculty, of whom 2 were minorities.
2 employees in the Civil Service Titles were recorded with movement in title, both minorities and one of whom is female.

2 lateral changes within the job group were recorded – one to show correction in contract title and one moved from a Research Faculty position to a tenure-track position in the same title. Both are female.

Separations:
10 separations (resignations) were recorded. Of the 10 who left CUNY (SPH), 6 were female, and 6 were minorities.

Separation also records 3 movements:
1 minority female who moved back to an underlying title; and
2 individuals who moved to a higher title, 1 of whom is female, and both are minorities.

Table 4: Tenure Summary

Faculty Group	Total Tenure Awards	Tenure Awards to Females	Tenure Awards to Protected Ethnicities	Tenure Awards Denied
Professors	0	0	0	0
Associate Professors	1	1	0	0
Assistant Professors	2	2	1	0
Lecturers	0	0	0	0

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.

3 faculty received tenure. **2** female Assistant Professors received tenure with promotion to Associate Professor titles, one of whom is a minority.

Additionally, **3** faculty continued in the rank of Distinguished Professor, an award of merit recognizing extraordinary academic achievement. One Distinguished Professor is a minority female.

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 the physical and mental qualifications and the posting language in general. They also review recruiting plans for intended outreach.

All open positions are posted on the Employment page at **https://cuny.jobs** and open Civil Service examinations on the CUNY Civil Service web page at **https://www.cuny.edu/about/administration/offices/hr/classified-civil-service/notice-of-exams-noe/**.

We invite candidates to voluntarily self-identify gender, race/ethnicity, disability status, and veteran status.

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. Committees refer finalist candidates to the hiring manager(s) for a final selection.

The Chief Diversity Officer reviews applicant pools for sufficient representation and certifies pools prior to committee review, and reviews and approve selections for interviewees. The CDO remains invested in the search, including ensuring that the salary offered is within the range, as advertised, and meets equity in compensation.

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Appendix F summarizes recruiting and selection by job group for searches concluded with a job offer between June 1, 2022, and May 31, 2023.

As per federal guidelines, an "applicant" is someone who applies to a specific opening, has the minimum qualifications, is considered for the position, 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, 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 by June 1. This explains the differences between the total hires in personal activity reports and completed searches in recruitment reports.

Summary of Recruiting Activity:
A total of **21** searches were concluded. **4** of the searches failed due to lack of qualified applicants and/or candidates who declined the job offers.

1,778 applicants applied for the positions, with 91 selected for interviews and 17 hired.
-   Of the 1,778 applicants, 845 identified as female, with 1,405 identified as minorities. 38 identified as Veterans and 123 identified as Individuals with Disabilities.

-   Of the 91 selected for interview, 47 were females and 3 identified as Unknown. 76 identified as minorities. 1 interviewee identified as a Veteran and 9 identified themselves as Individuals with Disabilities.

17 candidates were hired.
-   Of the 17 hires, 12 were female and 11 were minorities, 1 identified as a Veteran and 4 identified as Individuals with Disabilities.

Adverse Selection:
As noted, federal guidelines state adverse selection may occur when any one group (protected or not) has a rate of hire, advancement, or separation less than 80% of the rate of the most-selected group. This information provides a basis for awareness and cognizance of the search process.

In the reporting year, the selection of candidates for interviews showed potential adverse impact for White and Unknown applicants. Data also showed potential adverse impact for Males and those who identified as Other; and those who identified as total minorities in the selection for hires.

The School will pay particular attention to diversity in the selection of candidates for interviews and hires when the opportunity to hire is available.

Table 5: Search Waivers/Exceptions

Employee Group	Total Waivers	Waivers to Females	Waivers to Protected Ethnicities
Executives (Admin 1 Job Group)	0	0	0
Higher Education Officer Series (Admin 2 and Admin 3 Job Groups)	0	0	0
Faculty (Professorial and Lecturer Group Groups)	3	2	1
Other (Describe)	0	0	0

Over the course of the year, the college made **3** exceptions to the search process, known as a search wavier. The waiver process involves a review by the Chief Diversity Officer, and a second review at CUNY's System Office. A waiver may be granted in situations where it is highly unlikely that we could fill the position competitively (such as unique qualification requirements). We also grant waivers for positions representing a transfer of funding sources.

SPH requested **3** search waivers.

2 were approved for female candidates, with 1 (one) waiver for an appointment in a non-tenure track Research Faculty-Assistant Professor title, and 1 (one) waiver for a move from a non-tenure track Research Faculty-Associate Professor title to a tenure-track Associate Professor title.

Another search waiver was approved to appoint a professor who is a world-renowned authority on infectious diseases to lead and develop the Global Health and Policy discipline at SPH.

Civil Service Hiring
We participated in one (1) university-wide hiring pool for Classified Civil Service vacancies. Applicants who are pre-qualified based on an examination score indicate their interest in working at one or more units, and each establishment interviews and hires according to Civil Service regulations. We report applicants expressing an interest in our unit at the hiring pools. CUNY's Office of Human Resources Management administers and validates Civil Service examinations and maintains records of applicants and exam scores.

We hired 1 (one) employee as an IT Support Assistant from the Civil Service List.

Compensation

We develop pay schedules according to bargaining unit contracts, Civil Service regulations, New York City Section 220 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.

2022-2023 Prior Year Programs
Last year, we undertook the following to support affirmative action and create a climate of inclusion. Seminars, workshops, and panel discussions were held remotely through the academic year 2022-23 with outreach to students, faculty, and staff for participation.

Table 6: Summary of Campus Programs, 2022-2023

The alphabetical list of events are as follows:
- Back to School Safety: Messaging Support for Youth-serving Organizations
- Book Talk: "Junk Food Politics: How Beverage and Fast-Food Industries Are Reshaping Emerging Economies" by Dr. Eduardo J. Gómez
- Boosting Our Communities for a Healthy Holiday Season
- Career Corner: "Tell Me About Yourself"
- Career Corner: Conflict Resolution
- Career Skills Workshop: Emotional Intelligence and Conflict Management
- Career Wellness: Managing Internship and Job Search Stress
- Conflict Resolution in the Workplace with Saquib Rahim
- Crisis Communication in the age of social media: Lessons from SARS, Influenza, Ebola & COVID-19
- CUNY SPH Health & Wellness Week | What to Expect when Connecting to Counseling Services at CUNY SPH
- CUNY SPH Health and Wellness Week | NYCDOH Sexual Health Clinics: What You Need to Know
- CUNY SPH student only town hall on invisible disabilities
- CUNY SPH student panel on living and working with an invisible disability
- CUNY Urban Food Policy Forum: Book Talk: "White Burgers, Black Cash: Fast Food from Black Exclusion to Exploitation" by Dr. Naa Oyo A. Kwate
- CUNY Urban Food Policy Forum: Combining Scholarship and Activism: An Intergenerational Exchange
- CUNY Urban Food Policy Forum: Targeting Ultra-Processed Food to Improve Nutritional Health: The Value and Limits of a Framing
- CUNY Urban Food Policy Forum: Turning ideas into action after the White House Conference on Hunger, Nutrition, and Health
- Faith Based Conversations
- Film Screening | Suppressed and Sabotaged: The Fight to Vote
- First-Generation Students Support Group
- Grand Rounds with Dr. Anna Khan – The truth is out there: How to effectively communicate and promote resilience to misinformation
- Grand Rounds with Dr. Earle C. Chambers
- Grand Rounds with Dr. Jasmin Lilian Diab
- Grand Rounds with Dr. Robert O. Wright
- Healthy Boundary Setting Webinar
- Healthy Boundary Setting Webinar
- Healthy CUNY Virtual Forum: Ending Housing Instability and Homelessness Among CUNY Students – What Will it Take?
- Healthy CUNY Virtual Forum: New Directions for Sexual and Reproductive Health at CUNY
- Higher Learning – "Where's the Money for Cannabis?"

- How the Middle Moves: Critical Dynamics in Black and Latino Parents' Perceptions of Childhood COVID-19 Vaccination
- Interdisciplinary approaches to address cardiovascular health disparities
- Intro to Mindful Meditation
- Join the CUNY SPH Anti-racist Teaching Collab: Reducing Systemic Racism in NYC
- LGBTQIA+ Student Support Group
- Making CUNY A Place to Educate and Organize New York City Food Workers: A Call to Action
- Meet HEAC: The Health Equity and Access to Care Project
- Mental Health Awareness Month: "Resources for Resilience"
- Migrant health in big cities: Can past health crises inform the future?
- Monkeypox: How Communications Can Prevent Misinformation and Stigma
- National Stress Awareness Day
- National Stress Awareness Day – Stress Reduction "Toolbox" Workshop
- Police perceptions, mental health, and substance use among Harlem residents
- Pregnancy and Immunity: Understanding the Role of Vaccination
- Protecting our Youngest: Covid-19 Vaccination for Children 6 Months and Older
- Stay Well/Come Back Gathering
- Strengthening Maternal Mental Health in Special Populations: Implementation Challenges and Opportunities
- The Anti-Racist Teaching Collaborative Presents:
  - Antiracist Teaching Collab Special Workshop: Implementing Trauma-Informed Teaching
  - Syllabus Design for a Thriving Learning Community: A Syllabus Workshop
- The State of Mental Health in Harlem: A Review of Harlem Strong's Needs Assessment Findings
- Transforming the "phase" of diversity, equity, and inclusion
- Using Public Food Procurement to Advance Racial Equity
- Virtual Public Health Entrepreneurship Seminar Series
- Visualizing School Meal Participation in New York City
- Welcome to Harlem Strong

2023-2024 Planned Programs

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

The findings and recommendations from the Campus Climate Survey will form the basis for an Equity and Inclusion Plan which will incorporate and expand on the Strategic Plan goals. Programs focused on enhancing and embedding DEI in academic and administrative areas will be developed, including a robust career skills and professional development program for faculty and staff.

Table 7: 2023-2024 Planned Programs

Program	Expected Impact/Job Group
Opportunities for open discussion on EDI 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, the Student Association and student clubs	Students, faculty, and staff
Continue enhancing EDI lens in pedagogy and instruction	Students and faculty
Optimizing recruitment processes to better serve the School	Faculty and staff
Launching the core action areas in the Strategic Plan	Students, faculty, and staff

Ongoing Activities

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

During the period June 1, 2022, through May 31, 2023, the CDO met with **10** 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.

Search committee members who served on multiple searches and had attended an orientation /training session within 6 months of serving on another search committee were excused. Also, orientation meetings were not held for search committees that were serving again for a failed or cancelled search.

The University Office of Human Resources provides extensive support for recruitment and hiring through the following actions:
- List job vacancies with State Workforce Agencies and Veterans' centers
- Maintain consolidated advertising programs, including job boards serving Veterans, Individuals with Disabilities, women, and protected minorities
- Maintain social media accounts for recruitment and employment branding
- Advertise and administer Civil Service examinations
- Distribute training materials on effective recruiting and selection
- Provide training and updates to Chief Diversity Officers.

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

The CDO and HR have 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.

CUNY's University Human Resources office lists job vacancies with State Workforce Agencies and veterans' centers and maintains consolidated advertising programs, including job boards serving veterans, individuals with disabilities, women, and protected minorities. The office maintains accounts for university-wide job posting and outreach, including the Higher Education Recruitment Consortium. It also provides training to Chief Diversity Officers and campus Human Resources personnel.

CUNY has a mandatory on-line training program for faculty and staff on sexual harassment prevention and workplace violence prevention. CUNY SPH regularly reviews training records and follow-ups with non-participants to increase compliance.

Internal Audit and Reporting

Chief Diversity Officers have responsibility for communicating elements of the Plan and reviewing

progress. In addition, the Chief Diversity Officer posts and distributes notices of policies, new/revised regulations, and similar compliance information, and makes this plan available for public inspection.

The CDO integrates compliance information into information and awareness and training programs for faculty, staff, and students.

CUNY recently implemented an on-line discrimination complaint tracking and reporting system. The CDO is responsible for maintaining currency of information in the system.

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 for underlying trends
- Reviewing personnel practices and the affirmative action programs with management
- Advising management of program effectiveness and providing recommendations for improvement.
- Working with Human Resources staff to assure employment records are complete, accurate, and current
- Completing the annual Affirmative Action certification in the US Department of Labor Contractor Portal.

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 ensure 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. CUNY also answers to the CUNY Board of Trustees, particularly its Subcommittee on Diversity, Inclusion and MWBE.

CUNY regularly reports results externally and/or responds to audit requests from:
- New York State Department of Labor
- New York City Department of Education
- New York City Equal Employment Practices Commission.

PART FOUR: INDIVIDUALS WITH DISABILITIES AND PROTECTED VETERANS

Federal regulations mandate written affirmative action plans to address hiring and advancement of individuals with disabilities and veterans. This section 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

CUNY's Equal Opportunity and Non-Discrimination Policy is provided in **Appendix C.**

Review of Personnel Practices

We seek to ensure that personnel processes support equal employment opportunity for employees and applicants 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. As a routine practice, the Chief Diversity Officer reviews position requirements before listing a job vacancy. They 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. CUNY 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 (including disabled veterans). According to our Policy on Implementing Reasonable Accommodation and Academic Adjustments, CUNY 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

We have posted the Procedures for Implementing Reasonable Accommodation and Academic Adjustments at:
- **https://www.cuny.edu/about/administration/offices/legal-affairs/policies-resources/**
- Campus specific information is also available at **https://sph.cuny.edu/about/equity-diversity-inclusion-policy-compliance/**
- Request for Accommodation Form is available on **SPH HR Sharepoint.**

Information for applicants for employment is provided on the Employment page of the CUNY website and on the CUNY SPH webpage. There is also a link at the bottom of each job posting on **https://cuny.jobs** directing the candidate to our accessibility page. Applicants may also contact the Office of Recruitment and Diversity at **jobs@cuny.edu.**

We provide reasonable accommodations based on 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.

Recognizing requests may be resolved through dialogue, this year we documented **2 (two)** employee accommodation requests, which were successfully concluded. There were no outstanding requests, appeals for denial, or outstanding appeals. There were no job applicant accommodation requests.

Campus facilities continue to be improved to provide access. The Office of Information Technology continued its support to remote working faculty, staff, and students, providing necessary support for online instruction and remote classrooms. Primary communication was made accessible using relevant technology, such as zoom captioning, CART services, etc.

The Office of Online Learning provides faculty with innovative technology combined with the latest advances in instructional design and delivery to facilitate excellence in teaching.

Harassment Prevention
CUNY has developed anti-harassment policies and procedures concerning individuals with disabilities and protected veterans. The CDO, who is also the 504/ADA Coordinator reviews personnel practices to ensure access and non-discrimination for individuals with disabilities and practices for equity and inclusion for veterans.

External Policy Dissemination
Each job vacancy announcement includes a summary of CUNY's policy. As noted above, CUNY posts its Non-Discrimination Policy on its employment website. 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 policies to subcontractors, vendors, and suppliers, requesting compliance.

Outreach and Positive Recruiting

Table 8: Summary of Prior Year Outreach

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 applicants
Information sessions on the Reasonable Accommodations Policy	Increase awareness and sensitivity to employee requests and increase faculty awareness to student issues and concerns

In Plan Year 2023-2024 CUNY SPH will continue its efforts. 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.

Information sessions will be provided throughout the academic year to supervisors and managers to increase awareness and sensitivity to employee requests and needs.

A specific effort will be focused on increasing faculty awareness of issues and concerns related to student disabilities and student veterans.

Table 9: Planned Outreach, 2023-2024

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 applicants
Information sessions on the Reasonable Accommodations Policy	Increase awareness and sensitivity to employee requests and increase faculty awareness to student issues and concerns

Ongoing efforts include:
- Disseminating information concerning employment opportunities to outlets reaching protected veterans (including disabled 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 appointment 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 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 veterans (including disabled veterans) and other individuals with disabilities in unit communications
- Posted CUNY Procedures for Implementing Reasonable Accommodation and Academic Adjustments on bulletin boards, along with the CUNY Policy on Non-Discrimination (addressing protection from harassment based on disability)
- Featured persons who are individuals with disabilities in handbooks or similar publications

Implementation Responsibility

As part of its efforts to ensure equal employment opportunity to veterans (including disabled veterans) and other individuals with disabilities, we have designated specific responsibilities.

The Dean

Dean Ayman El-Mohandes oversees affirmative action and compliance programs. The Dean appoints a 504/ADA Coordinator to oversee compliance and provide support and resources for affirmative action and compliance. The Chief Diversity Officer who is also the 504/ADA Coordinator reports issues to the Dean who responds appropriately.

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. Members for 2023-2024 are

- Arthur McHugh, Jr., Director, Office of Human Resources
- Sara Ingram, Director, Office of Accessibility Services
- Rachael Piltch-Loeb, Assistant Professor, EOGHS
- Rebecca Monachelli, Student

Other Officials

Other college officials support the implementation of affirmative action specific to individuals with disabilities and veterans, including staff in the Office of Accessibility Services and in the Office of Student Affairs.

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
The University and School provides orientation on relevant regulations and policies, including affirmative action programs, to personnel responsible for recruitment, selection, promotion, disciplinary actions, and similar personnel activities.

The Chief Diversity Officer provides training for faculty and staff who serve on search committees to increase awareness and sensitivity to diversity, specifically for Individuals with disabilities and veterans in the applicant and interviewee pools.

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

The Chief Diversity Officer attended training sessions provided by or sponsored by CUNY. Staff in the Office of Accessibility Services are members of various CUNY-wide committees and groups and bring updated, current best practices to their work on campus.

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 Chief Diversity Officer, who is also the 504/ADA Coordinator oversees audit and reporting in support of individuals with disabilities. He/she identifies and addresses barriers to access and evaluates remedial actions.

The CDO, in her role as the 504/ADA Coordinator reports any issues and concerns, and the findings of investigations to the Dean.

Benchmark Comparisons

Staffing

Appendix G provides counts 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.

CUNY reports veteran representation annually through the federal VETS-4212 report.

Hiring Rates

The Exhibit on the following page illustrates hiring rates for veterans and individuals with disabilities as compared with previous plan years. The format is presented as prescribed by the US Department of Labor.

In March 2023, the federal government set the benchmark Hiring Rate for veterans at 5.4%, representing the prevalence of veterans in the United States workforce.

There is no federal hiring rate benchmark for individuals with disabilities.

Exhibit: Benchmark Comparisons for Veterans and Individuals with Disabilities

Table 10: Veterans' Hiring Rate Benchmark
The benchmark, established annually by the US Department of Labor, is 5.4% as of March 2023.

Factor	2022-2023	2021-2022	2020-2021
A. Number of applicants who self-identified as Veterans before an offer of employment is made	38	6	2
B. Total number of job openings	21	7	1
C. Total number of jobs filled	17	7	1
D. Total number of applicants for all jobs	1778	549	113
E. Number of veteran applicants hired	1	0	0
F. Total number of applicants hired	17	7	1
Hiring Rate (E divided by F)	0.05%	0	0
Federal Benchmark	5.4%	5.5%	5.6%
Benchmark Met (Yes/No)	No	No	No

As comparison, as per the May 2023 Employment Situation Report from the Bureau of Labor Statistics, the unemployment rate for Veterans was 2.5% and the rate for Non-Veterans was 3.4%. https://www.bls.gov/news.release/pdf/empsit.pdf

Table 11:Hiring Rate for Individuals with Disabilities
There is no recommended hiring benchmark for Individuals with Disabilities.

Factor	2022-2023	2021-2022	2020-2021
A. Number of applicants who self-identify as Individuals with Disabilities before an offer of employment is made	123	31	12
B. Total number of job openings	21	7	1
C. Total number of jobs filled	17	7	1
D. Total number of applicants for all jobs	1778	549	113
E. Number of individuals with disabilities hired	4	0	0
F. Total number of applicants hired	17	7	1
Hiring Rate (E Divided by F)	0.23%	0%	0%

As comparison, as per the May, 2023 Employment Situation Report from the Bureau of Labor Statistics, the unemployment rate for Individuals with Disabilities was 7.8% and the rate for individuals without a disability was 3.4%. https://www.bls.gov/news.release/pdf/empsit.pdf

APPENDICES

    A. Summary Organization Chart
    B. Policies
    C. Reaffirmation Letter
    D. Utilization Analysis
    E. Summary of Personnel Activities
    F. Summary of Recruitment Activities
    G. Utilization of Individuals with Disabilities

Appendices for the 2023 - 2024 Affirmative Action Plan

APP

Appendix A   Organization Chart

This Appendix contains a summary organization chart.

CUNY Graduate School of Public Health and Health Policy - Table of Organization – 9/1/2023

Dean

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

Academic and Student 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
- International Students
- Student Life
- Student Wellness
- Registrar
- Financial Aid
- Alumni Affairs and Workforce Development

Faculty Affairs
See detail on Faculty Affairs Chart

- Digital Learning, Marketing and Communications
- Academic Assessment and Planning
- Experiential Learning and Career Services

Centers and Institutes

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

CUNY Graduate School of Public Health and Health Policy
Table of Organization
9/1/2023

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/ SPS)

Patricia Stein
Executive Legal Counsel and Labor Designee
(shared w/ SPS)

Danielle Greene
Executive Director State and Local Public Health Initiatives

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

Jennifer Keane
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 (HEO)

Julie Katz
Research Programs Manager (HEA)

Meredith Al-Rekabi
Research Programs Manager

Kassandra Perez
Research Programs Coordinator (aHEO)

Emanuel Mejia
Grants Asst
(RF – P/T)

Terry McGovern
Professional School Senior Associate Dean for Academic and Student Affairs

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

Lynn Roberts
Associate Dean for Student Affairs and Alumni Relations

See detail on Student Affairs/Alumni Relations Chart

Hannah Lathan
Experiential Learning and Workforce Development Director (HEO)

Marilyn Auerbach
Associate Dean for Faculty Affairs

See detail on Faculty Affairs Chart

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

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

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

Danielle Greene, COO**
Bruce Lee,
Technical Director
Pandemic Response Institute

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

Denis Nash
Director, ISPH and Distinguished Professor

RF or SPH Foundation-Funded

* 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

**and Executive Director, State and Local Public Health Initiatives

CUNY Graduate School of Public Health and Health Policy
Academic Affairs
Table of Organization
9/1/2023

Terry McGovern
Professional School
Senior Associate Dean for
Academic and Student Affairs

Ingrid Kalemi
Administrative
Specialist (HEa)

Lynn Roberts
Associate Dean for Student
Affairs and Alumni Relations

See detail on Student Affairs/Alumni Relations Chart

Marilyn Auerbach
Associate Dean for
Faculty Affairs

See detail on Faculty Affairs Chart

Hannah Lathan
Experiential Learning and
Career Services Director
(HEO)

Maya Lloyd
Student Career Pgrm. Mgr.
(HEA)

Tina Lin
Student Career Advisor
(aHEO)

Monica Robles
Special Projects Mgr.

Taylor Drost
Career Skills Academy
Program Mgr.

Andrea Belfast
Admin. Asst (PT)
(College Asst)

Robyn Gertner
Executive Director of
Academic Strategy and
Operations (HEO)

Alexis Feinberg
Institutional Research
Specialist (HEa)

Matthew Paczkowski
Academic Student Support
Manager (HEA)

Lauren Fowler
Academic Advising
Coordinator (aHEO)

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

Sumana Chandra
Director of Communications
(HEO)

Ariana Costakes
Communications Electronic
Media Mgr. (HEA)

Chrissy Holman
Digital Communications
Mgr. (RF Proj. Mgr.)

Laura Meoli-Ferrigon
Learning Design and
Multimedia Innovation
Mgr. (HEa)

Brian Asare
Videographer (PT)
(College Asst)

Besnik Berisha
Digital Mktg. Specialist
(RF Res. Asst)

RF or SPH
Foundation-
Funded

* 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

CUNY Graduate School of Public Health and Health Policy
Faculty Affairs - Table of Organization – FT Faculty and Staff
9/1/2023

Terry Mc Govern
Senior Associate Dean
For Academic and Student Affairs

Rosemary Farrell
Instructor – Librarian
(eff. 7/31/23)

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

Marilyn Auerbach
Associate Dean
For Faculty Affairs

Christian Grov
Professor & Chair
Community Health and Social Sciences

Toya Cox
Academic Program Specialist

Josephine DiMaggio
Academic Program Specialist

Ilias Kavouras
Professor & Chair
Environmental, Occupational and Geospatial Health Sciences and Interim Chair, Epidemiology and Biostatistics

Himani Sharma
Academic Program Specialist

Terry Huang
Distinguished Professor and Chair Health Policy and Management

Community Health and Social Sciences

Spring Cooper
Associate Professor

Victoria Ngo
Associate Professor

Sasha Fleary
Associate Professor

Scott Ratzan
Distinguished Lecturer

Nicholas Freudenberg
Distinguished Professor

Chris Palmedo
Clinical Professor

Pedro Mateu Gelabert
Associate Professor

Diana Romero
Professor

Philip Kreniske
Assistant Professor

Emma Tsui
Associate Professor

Meredith Manze
Associatet Professor

Environmental, Occupational and Geospatial Health Sciences / Epidemiology and Biostatistics

Karen Flórez
Associate Professor

Suzanne McDermott
Professor

Luisa Borrell
Distinguished Professor

Sehyun Oh
Assistant Professor

Ann Gaba
Assistant Professor

Brian Pavilonis
Associate Professor

Renee Goodwin
Distinguished Professor

Nash Rochman
Assistant Professor

Jean Grassman
Associate Professor

Rachael Piltch-Loeb
Assistant Professor

Heidi Jones
Associate Professor

Zachary Shahn
Assistant Professor

Glen Johnson
Associate Professor

Mary Schooling
Professor

Elizabeth Kelvin
Associate Professor

Chloe Teasdale
Assistant Professor

Ghada Soliman
Associate Professor

Sheng Li
Assistant Professor

Kazia Wyka
Associate Professor

Denis Nash
Distinguished Professor

Levi Waldron
Associate Professor

Health Policy and Management

Onur Baser
Associate Professor

Jeff Lazarus
Professor

Nevin Cohen
Associate Professor

Bruce Lee
Professor

Kathleen Cravero
Distinguished Lecturer

Stacey Plichta
Professor

Betsy Eastwood
Associate Professor
(travia: Fall 2023)

Nasim Sabounchi
Associate Professor

Mustafa Hussein
Assistant Professor

Jim Sherry
Clinical Professor

Elizabeth Geltman
Associate Professor

Karmen Williams
Assistant Professor

Sean Haley
Assistant Professor

TBA
Assistant Professor
Organizational and Workplace Health

*Excludes Research Faculty who are not affiliated with Academic Departments

CUNY Graduate School of Public Health and Health Policy
Student Affairs and Alumni Relations
Table of Organization – FT Faculty and Staff
9/1/ 2023

Terry McGovern
Professional School
Senior Associate Dean for
Academic and Student 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)

Tiffany Brown
Enrollment Specialist
(HEa)

Akilah Philip-Salmon
Admissions Coordinator
(aHEO)

Katucha Louis
Financial Aid Director
(HEO)

Lea Dias
International Student
Manager (HEA)

Melissa Been
Financial Aid and Scholarship
Specialist (HEa)

Roxanne Towler
Alumni & Workforce
Relations Director (HEO)

Sherry Adams
Student Counseling
Director (HEO)

James Warren
Student Life Coordinator
(aHEO)

CUNY Graduate School of Public Health and Health Policy
Administrative Services
Table of Organization – FT Staff
9/1/2023

Jane E. Davis
University Executive Senior Associate General Counsel

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

Susan Klitzman
Professional School Senior Associate Dean for Administration

Jennifer Keane*
Assistant Dean for Administration and Strategic Initiatives

John Flaherty
Dir. of Security and Public Safety, GC

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)

Louie Cao
Facilities Planning Director (HEO)

- **Rodney Middleton**
Custodial Asst. Principal Supervisor
- **Juan Guzman**
Custodial Asst.
- **Thomas Kojak**
Custodial Asst. (PT)
- **Vanessa Colon**
Facilities Coordinator (Level I)

Mohit Arora
CIO
(Computer Systems Manager V)

- **Michelle Finn**
IT Deputy Director (IT Sr. Assoc. 1)
- **Atif Baig**
Network/Systems Mgr.(IT Assoc III)
- **Marcos Fermin- Lopez**
Network/Systems Tech (IT Asst II.)
- **Larisa Naftaliyev**
Security Liaison (IT Assoc I)
- **William Ebertz**
Media/Software Developer (IT Assoc III)
- **TBA**
Programmer/Analyst (IT Assoc III) - *(search postponed)*

- **Zsoreign Sanchez**
Lead Helpdesk Technician (IT Asst III).
- **Jeffrey Rene**
Helpdesk Technician (IT Asst I).
- **Saul Matta**
Helpdesk Technician (IT Asst.I)

Arthur McHugh
HR Director (HEO)

- **Daneen Anderson-Mercer**
HR 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
- **Edwin Rodriguez**
CPO
- **TBA**
CSA

- **Sophiann McFarlane**
CPO
- **Peggy Miller**
CPO
- **Alexander Monserrat**
CSA
- **Dawn Murrain**
Spc.

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* 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

CUNY Graduate School of Public Health and Health Policy
Centers and Institutes – Table of Organization –
FT Tax-Levy Faculty and Staff
9/1/2023

```
                    ┌─────────────────────┐
                    │ 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

Craig Willingham
Managing Director, UFPI (HEO)

Patricia Lamberson
Student Wellness/Healthy CUNY Manager (HEA)

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

Marie Sillice
Research Assistant Professor

Denis Nash
Director, ISPH and Distinguished Professor

Honoria Guarino
Research Associate Professor

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

Danielle John
Research Associate

Danielle Greene, COO*
Bruce Lee, Technical Lead
NYC Pandemic Response Institute

Christopher McLaughlin
Sr. Project Officer (HEa)

Kamrun Nahar
Community Engagement and Operations Mgr.

*and Executive Director of State and Local Public Health Initiatives

Appendix B   Reaffirmation Letter

This Appendix contains the most recent Reaffirmation Letter.

Reaffirmation of Commitment to Employment Diversity/Equal Opportunity/Affirmative Action

August 30, 2023

Dear Colleagues,

The City University of New York (CUNY) holds a long-standing commitment to diversity and equal opportunity in all aspects of employment practices, and at the CUNY Graduate School of Public Health and Health Policy (CUNY SPH), we have implemented policies and practices to foster non- discrimination, affirmative action, and diversity and inclusion in the workplace. It is my personal belief that CUNY is enriched by the strengths of its diverse representation of people and perspectives, and I am committed to CUNY SPH's compliance with CUNY's Policies and Procedures that ensure equity, diversity and inclusion for our campus community.

I invite you to view the following policies at:

- Equal Opportunity and Non-Discrimination Policy
- Title IX – Policy on Sexual Misconduct
- Reasonable Accommodations and Academic Adjustments
- Reporting of Alleged 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, immigration status, citizenship, military or veteran status, unemployment status, pregnancy, or status as a victim of domestic violence/stalking/sex offenses or any other legally prohibited basis in accordance with

federal, state and city laws. Additionally, as a federal contractor, CUNY engages in affirmative action consistent with federal requirements.

For questions and further information, please contact:

Sahana Gupta
Chief Diversity Officer; Title IX Coordinator & ADA-504 Coordinator
(646) 618-0129
Sahana.Gupta@sph.cuny.edu

Arthur McHugh, Jr.
Director of Human Resources
(646) 364-9764
Arthur.McHughJr@sph.cuny.edu

While the entire CUNY SPH community shares the responsibility for ensuring our compliance with these policies and laws, I ask all managers and supervisors to provide direct support to promote and ensure equal opportunity, affirmative action, diversity and inclusion in all employment practices at the CUNY SPH.

Thank you.

Dean Ayman El-Mohandes, MBBCh, MD, MPH

CUNY
SPH GRADUATE SCHOOL OF PUBLIC HEALTH & HEALTH POLICY

sph.cuny.edu

CUNY THE CITY UNIVERSITY OF NEW YORK

Appendix C   CUNY Policies

This Appendix has the text of major CUNY policies related to affirmative action and equal employment opportunity.

EQUAL OPPORTUNITY AND NON-DISCRIMINATION POLICY

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

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

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

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

AFFIRMATIVE ACTION POLICY

CUNY has had policies related to affirmative action plans since 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.

OTHER POLICIES
It is our policy to recruit, employ, retain, promote, and provide benefits to employees and to admit and provide services for students without regard to race, color, national or ethnic origin, religion, age, sex, sexual orientation, gender identity, marital status, disability, genetic predisposition or carrier status, alienage, citizenship, military or veteran status, unemployment status or status as victim of domestic violence.

Management reaffirms its non-discrimination policies annually.

Other important policies available on CUNY's "Policies and Resources" webpage include:

•Campus and Workplace Violence Policy
•Domestic Violence and the Workplace Policy
•Procedures for Implementing Reasonable Accommodations and Academic Adjustments

CUNY campuses report crime statistics, including statistics relating to sexual violence under the federal Jeanne Clery Act. Information is available from the campus Office of Public Safety (list name of office and/or website).

Appendix D-1   **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.

Details of internal and external factors in estimating the labor market are provided.

Underutilization numbers for females and total minorities represent placement goals when there are opportunities for hiring/advancement.

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

Category: Executive/Administrative/Managerial

Job Group: Admin 1: Executive

Description: Executive Compensation Plan (Other Than Chief Executive)

Appointments: 10

Weight   **Availability Factors**

50.00%   ACS 2017-2021 National workforce with a minimum of Bachelor's degree plus eight years of experience (proxy age of 29 and higher) in selected occupations (0010, 0020, 0060, 0101, 0102, 0110, 0120, 0136, 0230, 0565, 2100).

50.00%   Employees in titles Professor or Higher Education Officer as of 6/1/22; tenure or permanency not required.

Titles held by employees in this group

04320	Assc Dean
04723	Asst Administrator
04722	Asst Dean
04333	Prof School Assoc Admin
04128	Prof School Assoc Dean
04332	Prof School Asst Admin
04127	Prof School Asst Dean
04129	Prof School Sr Assoc Dean

Utilization Report				
	Female	**Total Minority**	**Asian/Nat. Haw./Other Pac. Isl.**	**Black/African American**	**Hispanic/ Latino**
---	---	---	---	---	---
Number of Employees	9	3	1	1	1
Underutilized (Y = Yes)					
Number Underutilized					
Actual Utilization	90.0%	30.0%	10.0%	10.0%	10.0%
Labor Market Availability	45.6%	29.6%	10.0%	8.9%	8.8%

Category:　　Executive/Administrative/Managerial

Job Group:　　**Admin 2: Managerial**

Description:　　HE Officer series administrators-senior level

Appointments: 25

Weight　　**Availability Factors**

55.00%　　ACS 2017-2021 NY/NJ MSA workforce with a minimum of Bachelor's degree plus six years or experience (proxy age of 27 or higher) in selected occupations (0020, 0060, 0101, 0102, 0110, 0120, 0136, 0230, 0565, 9800).

45.00%　　Employees in title Higher Education Assistant of of 6/1/22; tenure or permanency not required.

Titles held by employees in this group

04075　　　　HE Associate

04097　　　　HE Officer

Utilization Report					
	Female	**Total Minority**	**Asian/Nat. Haw./Other Pac. Isl.**	**Black/African American**	**Hispanic/ Latino**
Number of Employees	20	16	3	8	5
Underutilized (Y = Yes)					
Number Underutilized					
Actual Utilization	80.0%	64.0%	12.0%	32.0%	20.0%
Labor Market Availability	57.7%	51.7%	14.2%	17.4%	17.8%

Category: Executive/Administrative/Managerial

Job Group: **Admin 2: Managerial Adjunct**

Description: Adjunct HE Officer series administrators (all levels)

Appointments: 20

Weight   Availability Factors

55.00%   Identical to Administration 2 Group (Full Time).

45.00%   Identical to Administration 2 Group (Full Time).

Titles held by employees in this group

04689   Non-Teaching Adjunct 1

04688   Non-Teaching Adjunct 2

04687   Non-Teaching Adjunct 3

04686   Non-Teaching Adjunct 4

04685   Non-Teaching Adjunct 5

	Utilization Report				
	Female	**Total Minority**	**Asian/Nat. Haw./Other Pac. Isl.**	**Black/African American**	**Hispanic/ Latino**
Number of Employees	14	6	1	3	2
Underutilized (Y = Yes)		Y	Y		Y
Number Underutilized		4	2		2
Actual Utilization	70.0%	30.0%	5.0%	15.0%	10.0%
Labor Market Availability	57.7%	51.7%	14.2%	17.4%	17.8%

Category: Professional Non-Faculty

Job Group: **Admin 3: Professional**

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

Appointments: 24

Weight   **Availability Factors**

90.00%   ACS 2017-2021 NY/NJ MSA workforce with minimum of Bachelor's degree in selected occupations (0520-0750, 1006, 1031, 1032, 2002, 2145, 2825, 2830, 2840, 2850, 2865, 5710, 5920, 9810).

10.00%   Employees in titles CUNY Office Assistant, CUNY Admin Assistant, EOC Office Assistant and EOC Administrative Assistant holding a minimum of a Bachelor's degree as of 6/1/22; permanency not required.

Titles held by employees in this group

04017   Asst to HEO

04099   HE Assistant

Utilization Report				
	Female	**Total Minority**	**Asian/Nat. Haw./Other Pac. Isl.**	**Black/African American**	**Hispanic/ Latino**
Number of Employees	19	19	3	6	9
Underutilized (Y = Yes)			Y		
Number Underutilized			1		
Actual Utilization	79.2%	79.2%	12.5%	25.0%	37.5%
Labor Market Availability	59.3%	39.5%	16.5%	9.6%	10.4%

Category:　Professional Non-Faculty

Job Group:　　**Info Tech: Professional**

Description:　　Information Technology-Professionals

Appointments:　8

Weight　**Availability Factors**

75.00%　　ACS 2017-2021 NY/NJ MSA with minimum of a High School Diploma and four years of experience (proxy age of 21 or higher) in selected occupations (1006, 1007, 1010, 1021, 1022, 1065, 1105, 1106, 1108).

25.00%　　Employees in titles IT Support Assistant and CUNY Office Assistant, permanency not required, as of 6/1/2022.

Titles held by employees in this group

04877	IT Associate
04875	IT Asst
04880	IT Sr Associate

Utilization Report				
	Female	**Total Minority**	**Asian/Nat. Haw./Other Pac. Isl.**	**Black/African American**	**Hispanic/ Latino**
Number of Employees	2	6	1	1	4
Underutilized (Y = Yes)	Y		Y		
Number Underutilized	1		1		
Actual Utilization	25.0%	75.0%	12.5%	12.5%	50.0%
Labor Market Availability	38.1%	59.4%	30.2%	13.0%	13.9%

Category: Administrative Support Workers

Job Group: **Office Assistant Adjunct**

Description: Hourly Administrative Office Assistants-Entry level

Appointments: 30

Weight   **Availability Factors**

100.00%   Identical to CUNY Office Assistant Group (Full Time) except that availability is 100% external.

0.00%   NA

Titles held by employees in this group

  10102   College Assistant

Utilization Report					
	Female	**Total Minority**	**Asian/Nat. Haw./Other Pac. Isl.**	**Black/African American**	**Hispanic/ Latino**
Number of Employees	24	8	3	4	1
Underutilized (Y = Yes)		Y			Y
Number Underutilized		7			5
Actual Utilization	80.0%	26.7%	10.0%	13.3%	3.3%
Labor Market Availability	76.3%	49.8%	11.5%	15.0%	20.5%

Category: Service Workers

Job Group: **Campus Peace Officer**

Description: Campus Security-Mid level staff

Appointments: 5

Weight   **Availability Factors**

60.00%   ACS 2017-2021 NY/NJ MSA with minimum of High School Diploma, New York State residency, and minimum age of 21 in selected occupations (3802, 3930, 3940, 3945, 3946, 3960).

40.00%   Employees in the title of Campus Security Assistant, Civil Service permanency not required, as of 6/1/2022.

Titles held by employees in this group

04844   Campus Peace Officer

	Female	Total Minority	Asian/Nat. Haw./Other Pac. Isl.	Black/African American	Hispanic/ Latino
Utilization Report					
Number of Employees	2	5	0	2	2
Underutilized (Y = Yes)			Y		
Number Underutilized			1		
Actual Utilization	40.0%	100.0%	0.0%	40.0%	40.0%
Labor Market Availability	30.1%	77.9%	13.7%	42.4%	19.7%

Appendix D-3   **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.

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

Details of internal and external factors in estimating the labor market are provided.

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

Biological and Biomedical Sciences
Faculty in this discipline are assigned to the following department(s):

  10152   Epidemiology and Biostatistics

Job Group   Faculty: Lecturer Adjunct

Weight   Availability Factors

100.00%   Identical to Faculty Lecturer Group (Full Time).

Total Appointments: 8

Utilization Report				
Female	**Total Minority**	**Asian/Nat. Haw./Other Pac. Isl.**	**Black/African American**	**Hispanic/ Latino**
Number of Faculty	6	4	2	0	2
Underutilized (Y = Yes)				Y	
Number Underutilized				1	
Actual Utilization	75.0%	50.0%	25.0%	0.0%	25.0%
Labor Market Availability	64.2%	47.2%	19.5%	10.4%	13.8%

Job Group   Faculty: Professoriate

Weight   Availability Factors

100.00%   2020 NCES Degree Completions, Doctoral, Nationwide for selected disciplines (first and second majors).

Total Appointments: 10

Utilization Report				
Female	**Total Minority**	**Asian/Nat. Haw./Other Pac. Isl.**	**Black/African American**	**Hispanic/ Latino**
Number of Faculty	6	2	1	0	1
Underutilized (Y = Yes)		Y			
Number Underutilized		1			
Actual Utilization	60.0%	20.0%	10.0%	0.0%	10.0%
Labor Market Availability	53.6%	28.5%	11.4%	4.6%	8.6%

Job Group   **Faculty: Professoriate Adjunct**

Weight   **Availability Factors**

100.00%   Identical to Faculty Professoriate Group (Full Time).

Total Appointments: 6

		Utilization Report			
	Female	**Total Minority**	**Asian/Nat. Haw./Other Pac. Isl.**	**Black/African American**	**Hispanic/ Latino**
Number of Faculty	3	3	1	0	2
Underutilized (Y = Yes)					
Number Underutilized					
Actual Utilization	50.0%	50.0%	16.7%	0.0%	33.3%
Labor Market Availability	53.6%	28.5%	11.4%	4.6%	8.6%

Health Professions and Related Programs
Faculty in this discipline are assigned to the following department(s):

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

Job Group   Faculty: Lecturer Adjunct

Weight   Availability Factors

100.00%   Identical to Faculty Lecturer Group (Full Time).

Total Appointments: 6

Utilization Report	Female	Total Minority	Asian/Nat. Haw./Other Pac. Isl.	Black/African American	Hispanic/ Latino
Number of Faculty	5	0	0	0	0
Underutilized (Y = Yes)		Y	Y	Y	Y
Number Underutilized		3	1	1	1
Actual Utilization	83.3%	0.0%	0.0%	0.0%	0.0%
Labor Market Availability	78.0%	43.4%	15.6%	12.4%	13.0%

Job Group   Faculty: Professoriate

Weight   Availability Factors

100.00%   2020 NCES Degree Completions, Doctoral, Nationwide for selected disciplines (first and second majors).

Total Appointments: 19

Utilization Report	Female	Total Minority	Asian/Nat. Haw./Other Pac. Isl.	Black/African American	Hispanic/ Latino
Number of Faculty	12	6	2	1	3
Underutilized (Y = Yes)			Y		
Number Underutilized			1		
Actual Utilization	63.2%	31.6%	10.5%	5.3%	15.8%
Labor Market Availability	60.7%	36.5%	17.9%	7.5%	7.7%

Job Group   Faculty: Professoriate Adjunct

Weight   Availability Factors

100.00%   Identical to Faculty Professoriate Group (Full Time).

Total Appointments: 11

	Female	**Total Minority**	**Asian/Nat. Haw./Other Pac. Isl.**	**Black/African American**	**Hispanic/ Latino**
Number of Faculty	5	4	1	2	1
Underutilized (Y = Yes)	Y		Y		
Number Underutilized	2		1		
Actual Utilization	45.5%	36.4%	9.1%	18.2%	9.1%
Labor Market Availability	60.7%	36.5%	17.9%	7.5%	7.7%

Utilization Report

Social Sciences

Faculty in this discipline 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: Lecturer Adjunct

Weight   Availability Factors

100.00%   Identical to Faculty Lecturer Group (Full Time).

Total Appointments: 6

	Female	Total Minority	Asian/Nat. Haw./Other Pac. Isl.	Black/African American	Hispanic/ Latino
Utilization Report					
Number of Faculty	4	0	0	0	0
Underutilized (Y = Yes)		Y	Y	Y	Y
Number Underutilized		3	1	1	1
Actual Utilization	66.7%	0.0%	0.0%	0.0%	0.0%
Labor Market Availability	55.7%	47.0%	11.7%	12.6%	19.3%

Job Group   Faculty: Professoriate

Weight   Availability Factors

100.00%   2020 NCES Degree Completions, Doctoral, Nationwide for selected disciplines (first and second majors).

Total Appointments: 15

	Female	Total Minority	Asian/Nat. Haw./Other Pac. Isl.	Black/African American	Hispanic/ Latino
Utilization Report					
Number of Faculty	8	5	3	2	0
Underutilized (Y = Yes)					Y
Number Underutilized					1
Actual Utilization	53.3%	33.3%	20.0%	13.3%	0.0%
Labor Market Availability	49.7%	25.4%	7.7%	6.2%	8.1%

Appendix E   **Personnel Activity**   APP

This Appendix details personnel activities.

The spreadsheets provide detail on personnel activity by job group and by EEO Category.

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

Net Personnel Activity, 6/1/22 - 6/1/23
All Job Groups

	Net Group Changes	NET ADDITIONS — Addition #	Additions by Type — Additions %	Outside Hires	Internal Hires into New Job Group	Detail, Internal Hires by Type — Was Part Time	Hired from Other College	Demoted	Advanced	Other Change	Return to Faculty	NET SUBTRACTIONS — Sub. #	Sub %	Subtractions by Type — Separation from CUNY	Internal Separation from Group	Detail, Internal Separations by Type — Left for Other CUNY College	Demoted	Advanced	Other Change	Returned to Faculty	OTHER CHANGES WITHIN JOB GROUP (not counted in totals) — Advance-ments	Other Changes
Total	5	18		12	6	-	3	1	2	-	-	(13)		(10)	(3)	-	(1)	(2)	-	-	6	2
Male	3	8	44%	6	2	-	1	-	1	-	-	(5)	38%	(4)	(1)	-	-	(1)	-	-	1	-
Female	2	10	56%	6	4	-	2	1	1	-	-	(8)	62%	(6)	(2)	-	(1)	(1)	-	-	5	2
Other Gender	-	-	0%	-	-	-	-	-	-	-	-	-	0%	-	-	-	-	-	-	-	-	-
Unknown Gender	-	-	0%	-	-	-	-	-	-	-	-	-	0%	-	-	-	-	-	-	-	-	-
All Protected Race/Eth Grps	4	13	72%	8	5	-	2	1	2	-	-	(9)	69%	(6)	(3)	-	(1)	(2)	-	-	4	-
Asian	-	2	11%	2	-	-	-	-	-	-	-	(2)	15%	(2)	-	-	-	-	-	-	-	-
Black	3	6	33%	3	3	-	1	1	1	-	-	(3)	23%	(1)	(2)	-	(1)	(1)	-	-	-	-
Hispanic	-	4	22%	2	2	-	1	-	1	-	-	(4)	31%	(3)	(1)	-	-	(1)	-	-	4	-
Other Protected Grp	1	1	6%	1	-	-	-	-	-	-	-	-	0%	-	-	-	-	-	-	-	-	-
White	-	4	22%	4	-	-	-	-	-	-	-	(4)	31%	(4)	-	-	-	-	-	-	2	2
Unknown Ethnicity	-	-	0%	-	-	-	-	-	-	-	-	-	0%	-	-	-	-	-	-	-	-	-
Veterans	-	1	6%	-	1	-	-	-	1	-	-	(1)	8%	-	(1)	-	-	(1)	-	-	-	-
Individuals w/Disabilities	2	3	17%	1	2	-	1	-	1	-	-	(1)	8%	-	(1)	-	-	(1)	-	-	-	-

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

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

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

Job Group Summary
Net Personnel Activity, 6/1/22 - 6/1/23
Executive/Administrative/Managerial

(Select Group from Drop-Down List Above)

	NET ADDITIONS		Additions %	Additions by Type		Detail, Internal Hires by Type						NET SUBTRACTIONS		Subtractions by Type		Detail, Internal Separations by Type					OTHER CHANGES WITHIN JOB GROUP (not counted in totals)	
	Net Group Changes	Addition #	Additions %	Outside Hires	Internal Hires into New Group	Was Part Time	Hired from Other College	Demoted	Advanced	Other Change	Return to Faculty	Sub. #	Sub %	Separation from CUNY	Internal Separation from Group	Left for Other College	Demoted	Advanced	Other Change	Return to Faculty	Advance-ments	Other Changes
Total	2	4		3	1	-	1	-	-	-	-	(2)		(2)	-	-	-	-	-	-	1	1
Male	(1)	-	0%	-	-	-	-	-	-	-	-	(1)	50%	(1)	-	-	-	-	-	-	-	-
Female	3	4	100%	3	1	-	1	-	-	-	-	(1)	50%	(1)	-	-	-	-	-	-	1	1
Other Gender	-	-	0%	-	-	-	-	-	-	-	-	-	0%	-	-	-	-	-	-	-	-	-
Unknown Gender	-	-	0%	-	-	-	-	-	-	-	-	-	0%	-	-	-	-	-	-	-	-	-
All Protected Race/Eth Grps	1	2	50%	1	1	-	1	-	-	-	-	(1)	50%	(1)	-	-	-	-	-	-	1	-
Asian	(1)	-	0%	-	-	-	-	-	-	-	-	(1)	50%	(1)	-	-	-	-	-	-	-	-
Black	2	2	50%	1	1	-	1	-	-	-	-	-	0%	-	-	-	-	-	-	-	-	-
Hispanic	-	-	0%	-	-	-	-	-	-	-	-	-	0%	-	-	-	-	-	-	-	1	-
Other Protected Grp	-	-	0%	-	-	-	-	-	-	-	-	-	0%	-	-	-	-	-	-	-	-	-
White	1	2	50%	2	-	-	-	-	-	-	-	(1)	50%	(1)	-	-	-	-	-	-	-	1
Unknown Ethnicity	-	-	0%	-	-	-	-	-	-	-	-	-	0%	-	-	-	-	-	-	-	-	-
Veterans	-	-	0%	-	-	-	-	-	-	-	-	-	0%	-	-	-	-	-	-	-	-	-
Individuals w/Disabilities	-	-	0%	-	-	-	-	-	-	-	-	-	0%	-	-	-	-	-	-	-	-	-

This chart summarizes moves of employees into and out of a single job group. Any one job group could have a net loss or net gain (additions may not equal subtractions).

Job Group Summary
Net Personnel Activity, 6/1/22 - 6/1/23
Professional Faculty
(Select Group from Drop-Down List Above)

	NET ADDITIONS	Additions by Type			Detail, Internal Hires by Type						NET SUBTRACTIONS	Subtractions by Type		Detail, Internal Separations by Type					OTHER CHANGES WITHIN JOB GROUP (not counted in totals)	
	Net Group Changes	Addition #	Additions %	Outside Hires	Internal Hires into New Group	Was Part Time	Hired from Other College	Demoted	Advanced	Other Change	Return to Faculty	Sub. #	Sub %	Separation from CUNY	Internal Separation from Group	Left for Other College	Demoted	Advanced	Other Change	Return to Faculty	Advancements	Other Changes
Total	(3)	2		2	-	-	-	-	-	-	-	(5)		(5)	-	-	-	-	-	-	3	1
Male	(1)	1	50%	1	-	-	-	-	-	-	-	(2)	40%	(2)	-	-	-	-	-	-	-	-
Female	(2)	1	50%	1	-	-	-	-	-	-	-	(3)	60%	(3)	-	-	-	-	-	-	3	1
Other Gender	-	-	0%	-	-	-	-	-	-	-	-	-	0%	-	-	-	-	-	-	-	-	-
Unknown Gender	-	-	0%	-	-	-	-	-	-	-	-	-	0%	-	-	-	-	-	-	-	-	-
All Protected Race/Eth Grps	(2)	1	50%	1	-	-	-	-	-	-	-	(3)	60%	(3)	-	-	-	-	-	-	2	-
Asian	-	1	50%	1	-	-	-	-	-	-	-	(1)	20%	(1)	-	-	-	-	-	-	-	-
Black	(1)	-	0%	-	-	-	-	-	-	-	-	(1)	20%	(1)	-	-	-	-	-	-	-	-
Hispanic	(1)	-	0%	-	-	-	-	-	-	-	-	(1)	20%	(1)	-	-	-	-	-	-	2	-
Other Protected Grp	-	-	0%	-	-	-	-	-	-	-	-	-	0%	-	-	-	-	-	-	-	-	-
White	(1)	1	50%	1	-	-	-	-	-	-	-	(2)	40%	(2)	-	-	-	-	-	-	1	1
Unknown Ethnicity	-	-	0%	-	-	-	-	-	-	-	-	-	0%	-	-	-	-	-	-	-	-	-
Veterans	-	-	0%	-	-	-	-	-	-	-	-	-	0%	-	-	-	-	-	-	-	-	-
Individuals w/Disabilities	-	-	0%	-	-	-	-	-	-	-	-	-	0%	-	-	-	-	-	-	-	-	-

This chart summarizes moves of employees into and out of a single job group. Any one job group could have a net loss or net gain (additions may not equal subtractions).

Job Group Summary
Net Personnel Activity, 6/1/22 - 6/1/23
Administrative Support Workers
(Select Group from Drop-Down List Above)

	Net Group Changes	NET ADDITIONS Addition #	Additions %	Additions by Type Outside Hires	Internal Hires into New Group	Was Part Time	Hired from Other College	Demoted	Advanced	Other Change	Return to Faculty	Sub. #	Sub %	Separation from CUNY	Internal Separation from Group	Left for Other College	Demoted	Advanced	Other Change	Return to Faculty	Advance-ments	Other Changes
Total	1	1		-	1	-	-	1	-	-	-	-		-	-	-	-	-	-	-	-	-
Male	-	-	0%	-	-	-	-	-	-	-	-	-	0%	-	-	-	-	-	-	-	-	-
Female	1	1	100%	-	1	-	-	1	-	-	-	-	0%	-	-	-	-	-	-	-	-	-
Other Gender	-	-	0%	-	-	-	-	-	-	-	-	-	0%	-	-	-	-	-	-	-	-	-
Unknown Gender	-	-	0%	-	-	-	-	-	-	-	-	-	0%	-	-	-	-	-	-	-	-	-
All Protected Race/Eth Grps	1	1	100%	-	1	-	-	1	-	-	-	-	0%	-	-	-	-	-	-	-	-	-
Asian	-	-	0%	-	-	-	-	-	-	-	-	-	0%	-	-	-	-	-	-	-	-	-
Black	1	1	100%	-	1	-	-	1	-	-	-	-	0%	-	-	-	-	-	-	-	-	-
Hispanic	-	-	0%	-	-	-	-	-	-	-	-	-	0%	-	-	-	-	-	-	-	-	-
Other Protected Grp	-	-	0%	-	-	-	-	-	-	-	-	-	0%	-	-	-	-	-	-	-	-	-
White	-		0%	-	-	-	-	-	-	-	-	-	0%	-	-	-	-	-	-	-	-	-
Unknown Ethnicity	-	-	0%	-	-	-	-	-	-	-	-	-	0%	-	-	-	-	-	-	-	-	-
Veterans	-	-	0%	-	-	-	-	-	-	-	-	-	0%	-	-	-	-	-	-	-	-	-
Individuals w/Disabilities	-	-	0%	-	-	-	-	-	-	-	-	-	0%	-	-	-	-	-	-	-	-	-

NET ADDITIONS | **Additions by Type** | **Detail, Internal Hires by Type** | **NET SUBTRACTIONS** | **Subtractions by Type** | **Detail, Internal Separations by Type** | **OTHER CHANGES WITHIN JOB GROUP (not counted in totals)**

This chart summarizes moves of employees into and out of a single job group. Any one job group could have a net loss or net gain (additions may not equal subtractions).

Job Group Summary
Net Personnel Activity, 6/1/22 - 6/1/23
Administrative Support Workers
(Select Group from Drop-Down List Above)

	Net Group Changes	Addition #	Additions %	Outside Hires	Internal Hires into New Group	Was Part Time	Hired from Other College	Demoted	Advanced	Other Change	Return to Faculty	Sub. #	Sub %	Separation from CUNY	Internal Separation from Group	Left for Other College	Demoted	Advanced	Other Change	Return to Faculty	Advance-ments	Other Changes
	NET ADDITIONS			**Additions by Type**		**Detail, Internal Hires by Type**						**NET SUBTRACTIONS**		**Subtractions by Type**		**Detail, Internal Separations by Type**					**OTHER CHANGES WITHIN JOB GROUP (not counted in totals)**	
Total	1	1		-	1	-	-	1	-	-	-	-		-	-	-	-	-	-	-	-	-
Male	-	-	0%	-	-	-	-	-	-	-	-	-	0%	-	-	-	-	-	-	-	-	-
Female	1	1	100%	-	1	-	-	1	-	-	-	-	0%	-	-	-	-	-	-	-	-	-
Other Gender	-	-	0%	-	-	-	-	-	-	-	-	-	0%	-	-	-	-	-	-	-	-	-
Unknown Gender	-	-	0%	-	-	-	-	-	-	-	-	-	0%	-	-	-	-	-	-	-	-	-
All Protected Race/Eth Grps	1	1	100%	-	1	-	-	1	-	-	-	-	0%	-	-	-	-	-	-	-	-	-
Asian	-	-	0%	-	-	-	-	-	-	-	-	-	0%	-	-	-	-	-	-	-	-	-
Black	1	1	100%	-	1	-	-	1	-	-	-	-	0%	-	-	-	-	-	-	-	-	-
Hispanic	-	-	0%	-	-	-	-	-	-	-	-	-	0%	-	-	-	-	-	-	-	-	-
Other Protected Grp	-	-	0%	-	-	-	-	-	-	-	-	-	0%	-	-	-	-	-	-	-	-	-
White	-	-	0%	-	-	-	-	-	-	-	-	-	asw	-	-	-	-	-	-	-	-	-
Unknown Ethnicity	-	-	0%	-	-	-	-	-	-	-	-	-	0%	-	-	-	-	-	-	-	-	-
Veterans	-	-	0%	-	-	-	-	-	-	-	-	-	0%	-	-	-	-	-	-	-	-	-
Individuals w/Disabilities	-	-	0%	-	-	-	-	-	-	-	-	-	0%	-	-	-	-	-	-	-	-	-

This chart summarizes moves of employees into and out of a single job group. Any one job group could have a net loss or net gain (additions may not equal subtractions).

Job Group Summary
Net Personnel Activity, 6/1/22 - 6/1/23
Service Workers
(Select Group from Drop-Down List Above)

	Net Group Changes	Addition #	Additions %	Outside Hires	Internal Hires into New Group	Was Part Time	Hired from Other College	Demoted	Advanced	Other Change	Return to Faculty	Sub. #	Sub %	Separation from CUNY	Internal Separation from Group	Left for Other College	Demoted	Advanced	Other Change	Return to Faculty	Advancements	Other Changes
Total	(1)	1		-	1	-	-	-	1	-	-	(2)		(1)	(1)	-	-	(1)	-	-	-	-
Male	-	-	0%	-	-	-	-	-	-	-	-	-	0%	-	-	-	-	-	-	-	-	-
Female	(1)	1	100%	-	1	-	-	-	1	-	-	(2)	100%	(1)	(1)	-	-	(1)	-	-	-	-
Other Gender	-	-	0%	-	-	-	-	-	-	-	-	-	0%	-	-	-	-	-	-	-	-	-
Unknown Gender	-	-	0%	-	-	-	-	-	-	-	-	-	0%	-	-	-	-	-	-	-	-	-
All Protected Race/Eth Grps	(1)	1	100%	-	1	-	-	-	1	-	-	(2)	100%	(1)	(1)	-	-	(1)	-	-	-	-
Asian	-	-	0%	-	-	-	-	-	-	-	-	-	0%	-	-	-	-	-	-	-	-	-
Black	-	1	100%	-	1	-	-	-	1	-	-	(1)	50%	-	(1)	-	-	(1)	-	-	-	-
Hispanic	(1)	-	0%	-	-	-	-	-	-	-	-	(1)	50%	(1)	-	-	-	-	-	-	-	-
Other Protected Grp	-	-	0%	-	-	-	-	-	-	-	-	-	0%	-	-	-	-	-	-	-	-	-
White	-	-	0%	-	-	-	-	-	-	-	-	-	0%	-	-	-	-	-	-	-	-	-
Unknown Ethnicity	-	-	0%	-	-	-	-	-	-	-	-	-	0%	-	-	-	-	-	-	-	-	-
Veterans	-	1	100%	-	1	-	-	-	1	-	-	(1)	50%	-	(1)	-	-	(1)	-	-	-	-
Individuals w/Disabilities	-	1	100%	-	1	-	-	-	1	-	-	(1)	50%	-	(1)	-	-	(1)	-	-	-	-

This chart summarizes moves of employees into and out of a single job group. Any one job group could have a net loss or net gain (additions may not equal subtractions).

Appendix F   **Summary of Recruiting Activities**   APP

This Appendix provides details of candidate pools and outcomes of searches.

The spreadsheets provide detail on applicants, interviews, and offers. The scope of this report includes searches which officially concluded during the previous plan year (June 1, 2022 through May 31, 2023).

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Summary - All Searches

Total: 21

	Records	Applicants	Appl%	Interviews	Selection Rate %	Offers	Selection Rate %	Hires	Selection Rate %
Total + Total Selection Rate	2,074	1,778	86%	91	5.1%	17	1.0%	17	1.0%
Male	922	826	46%	41	5.0%	5	0.6%	5	0.6%
Female	1,033	845	48%	47	5.6%	12	1.4%	12	1.4%
Other	16	14	1%	-	0.0%	-	0.0%	-	0.0%
Unknown	103	92	5%	3	3.3%	-	0.0%	-	0.0%
Total Not Female	1,041	932	52%	44	4.7%	5	0.5%	5	0.5%
Total Minorities	1,635	1,405	79%	76	5.4%	11	0.8%	11	0.8%
Asian	303	259	15%	17	6.6%	1	0.4%	1	0.4%
Black	692	596	34%	26	4.4%	6	1.0%	6	1.0%
Hispanic	567	493	28%	29	5.9%	3	0.6%	3	0.6%
Other inc 2 or more	73	57	3%	4	7.0%	1	1.8%	1	1.8%
White	345	292	16%	14	4.8%	6	2.1%	6	2.1%
Unknown Ethnicity	94	80	4%	1	1.3%	-	0.0%	-	0.0%
White+Unknown	439	372	21%	15	4.0%	6	1.6%	6	1.6%
Veterans	41	38	2%	1	2.6%	1	2.6%	1	2.6%
Indiv. w Disabilities	145	123	7%	9	7.3%	4	3.3%	4	3.3%

		Least Selected:		Least Selected:		Least Selected:	
		Male+Oth	*OK Sel*	Male+Oth	*Adverse*	Male+Oth	*Adverse*
		White+Unk	*Adverse*	Ttl Minorities	*Adverse*	Ttl Minorities	*Adverse*
Percent Female		48%	51.6%		70.6%		70.6%
Percent Total Minorities		79%	83.5%		64.7%		64.7%
Percentage Veterans		2%	1.1%		5.9%		5.9%
Percentage w Disabil.		7%	9.9%		23.5%		23.5%

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Job Group Summary

Administration 1 (Executive)

	Records	Applicants	Appl%		Interviews	Selection Rate %	Offers	Selection Rate %	Hires	Selection Rate %
Total + Total Selection Rate	171	163	95.3%		15	9.2%	2	1.2%	2	1.2%
Male	64	60	36.8%		9	15.0%	-	0.0%	-	0.0%
Female	95	91	55.8%		4	4.4%	2	2.2%	2	2.2%
Other	2	2	1.2%		-	0.0%	-	0.0%	-	0.0%
Unknown	10	10	6.1%		2	20.0%	-	0.0%	-	0.0%
Total Min	120	114	69.9%		9	7.9%	-	0.0%	-	0.0%
Asian	22	20	12.3%		5	25.0%	-	0.0%	-	0.0%
Black	68	64	39.3%		3	4.7%	-	0.0%	-	0.0%
Hispanic	23	23	14.1%		1	4.3%	-	0.0%	-	0.0%
Other inc 2 or more	7	7	4.3%		-	0.0%	-	0.0%	-	0.0%
White	44	42	25.8%		5	11.9%	2	4.8%	2	4.8%
Unknown Ethnicity	7	7	4.3%		1	14.3%	-	0.0%	-	0.0%
White+Unknown	51	49	30.1%		6	12.2%	2	4.1%	2	4.1%
Veterans	3	3	1.8%		-	0.0%	-	0.0%	-	0.0%
Indiv. w Disabilities	12	11	6.7%		-	0.0%	-	0.0%	-	0.0%

		Least Selected:		Least Selected:		Least Selected:	
		Female	*Adverse*	Male+Oth	*Adverse*	Male+Oth	*Adverse*
		Ttl Minorities	*Adverse*	Ttl Minorities	*Adverse*	Ttl Minorities	*Adverse*
Percent Female		55.8%		26.7%		100.0%		100.0%
Percent Total Minorities		69.9%		60.0%		0.0%		0.0%
Percentage Veterans		1.8%		0.0%		0.0%		0.0%
Percentage w Disabil.		6.7%		0.0%		0.0%		0.0%

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Job Group Summary

Administration 2 (Managers)

	Records	Applicants	Appl%		Interviews	Selection Rate %	Offers	Selection Rate %	Hires	Selection Rate %
Total + Total Selection Rate	312	197	63.1%		17	8.6%	4	2.0%	4	2.0%
Male	72	44	22.3%		1	2.3%	-	0.0%	-	0.0%
Female	226	141	71.6%		15	10.6%	4	2.8%	4	2.8%
Other	2	2	1.0%		-	0.0%	-	0.0%	-	0.0%
Unknown	12	10	5.1%		1	10.0%	-	0.0%	-	0.0%
Total Min	237	150	76.1%		13	8.7%	2	1.3%	2	1.3%
Asian	36	22	11.2%		3	13.6%	-	0.0%	-	0.0%
Black	132	86	43.7%		6	7.0%	2	2.3%	2	2.3%
Hispanic	57	35	17.8%		3	8.6%	-	0.0%	-	0.0%
Other inc 2 or more	12	7	3.6%		1	14.3%	-	0.0%	-	0.0%
White	62	38	19.3%		4	10.5%	2	5.3%	2	5.3%
Unknown Ethnicity	13	9	4.6%		-	0.0%	-	0.0%	-	0.0%
White+Unknown	75	47	23.9%		4	8.5%	2	4.3%	2	4.3%
Veterans	1	-	0.0%		-	0.0%	-	0.0%	-	0.0%
Indiv. w Disabilities	24	13	6.6%		2	15.4%	1	7.7%	1	7.7%

		Least Selected:		Least Selected:		Least Selected:	
		Male+Oth	*Adverse*	Male+Oth	*Adverse*	Male+Oth	*Adverse*
		White+Unk	*OK Sel*	Ttl Minorities	*Adverse*	Ttl Minorities	*Adverse*
Percent Female		71.6%		88.2%		100.0%		100.0%
Percent Total Minorities		76.1%		76.5%		50.0%		50.0%
Percentage Veterans		0.0%		0.0%		0.0%		0.0%
Percentage w Disabil.		6.6%		11.8%		25.0%		25.0%

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Job Group Summary

Administration 3 (Professional)

	Records	Applicants	Appl%		Interviews	Selection Rate %	Offers	Selection Rate %	Hires	Selection Rate %
Total + Total Selection Rate	859	741	86.3%		36	4.9%	7	0.9%	7	0.9%
Male	211	183	24.7%		9	4.9%	2	1.1%	2	1.1%
Female	602	519	70.0%		27	5.2%	5	1.0%	5	1.0%
Other	8	7	0.9%		-	0.0%	-	0.0%	-	0.0%
Unknown	38	32	4.3%		-	0.0%	-	0.0%	-	0.0%
Total Min	671	577	77.9%		31	5.4%	5	0.9%	5	0.9%
Asian	115	95	12.8%		4	4.2%	1	1.1%	1	1.1%
Black	270	239	32.3%		12	5.0%	2	0.8%	2	0.8%
Hispanic	261	222	30.0%		13	5.9%	1	0.5%	1	0.5%
Other inc 2 or more	25	21	2.8%		2	9.5%	1	4.8%	1	4.8%
White	151	131	17.7%		5	3.8%	2	1.5%	2	1.5%
Unknown Ethnicity	37	33	4.5%		-	0.0%	-	0.0%	-	0.0%
White+Unknown	188	164	22.1%		5	3.0%	2	1.2%	2	1.2%
Veterans	7	6	0.8%		-	0.0%	-	0.0%	-	0.0%
Indiv. w Disabilities	73	65	8.8%		4	6.2%	2	3.1%	2	3.1%

		Least Selected:		Least Selected:		Least Selected:	
		Male+Oth	*Adverse*	Male+Oth	*OK Sel*	Male+Oth	*OK Sel*
		White+Unk	*Adverse*	Ttl Minorities	*Adverse*	Ttl Minorities	*Adverse*
Percent Female		70.0%		75.0%		71.4%	71.4%
Percent Total Minorities		77.9%		86.1%		71.4%	71.4%
Percentage Veterans		0.8%		0.0%		0.0%	0.0%
Percentage w Disabil.		8.8%		11.1%		28.6%	28.6%

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Job Group Summary

IT Computer Professional

	Records	Applicants	Appl%		Interviews	Selection Rate %	Offers	Selection Rate %	Hires	Selection Rate %
Total + Total Selection Rate	544	520	95.6%		19	3.7%	3	0.6%	3	0.6%
Male	449	430	82.7%		19	4.4%	3	0.7%	3	0.7%
Female	58	55	10.6%		-	0.0%	-	0.0%	-	0.0%
Other	3	3	0.6%		-	0.0%	-	0.0%	-	0.0%
Unknown	34	32	6.2%		-	0.0%	-	0.0%	-	0.0%
Total Min	453	432	83.1%		19	4.4%	3	0.7%	3	0.7%
Asian	117	110	21.2%		5	4.5%	-	0.0%	-	0.0%
Black	139	135	26.0%		3	2.2%	1	0.7%	1	0.7%
Hispanic	172	168	32.3%		10	6.0%	2	1.2%	2	1.2%
Other inc 2 or more	25	19	3.7%		1	5.3%	-	0.0%	-	0.0%
White	64	63	12.1%		-	0.0%	-	0.0%	-	0.0%
Unknown Ethnicity	27	25	4.8%		-	0.0%	-	0.0%	-	0.0%
White+Unknown	91	88	16.9%		-	0.0%	-	0.0%	-	0.0%
Veterans	17	17	3.3%		-	0.0%	-	0.0%	-	0.0%
Indiv. w Disabilities	23	23	4.4%		1	4.3%	-	0.0%	-	0.0%

		Least Selected:		Least Selected:		Least Selected:	
		Female	*Adverse*	Female	*Adverse*	Female	*Adverse*
		White+Unk	*Adverse*	White+Unk	*Adverse*	White+Unk	*Adverse*
Percent Female		10.6%		0.0%		0.0%	0.0%
Percent Total Minorities		83.1%		100.0%		100.0%	100.0%
Percentage Veterans		3.3%		0.0%		0.0%	0.0%
Percentage w Disabil.		4.4%		5.3%		0.0%	0.0%

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Job Group Summary

Campus Peace Officer-Sergeant

	Records	Applicants	Appl%		Interviews	Selection Rate %	Offers	Selection Rate %	Hires	Selection Rate %
Total + Total Selection Rate	153	140	91.5%		4	2.9%	1	0.7%	1	0.7%
Male	118	106	75.7%		3	2.8%	-	0.0%	-	0.0%
Female	28	27	19.3%		1	3.7%	1	3.7%	1	3.7%
Other	-	-	0.0%		-	0.0%	-	0.0%	-	0.0%
Unknown	7	7	5.0%		-	0.0%	-	0.0%	-	0.0%
Total Min	134	123	87.9%		4	3.3%	1	0.8%	1	0.8%
Asian	10	10	7.1%		-	0.0%	-	0.0%	-	0.0%
Black	77	70	50.0%		2	2.9%	1	1.4%	1	1.4%
Hispanic	45	41	29.3%		2	4.9%	-	0.0%	-	0.0%
Other inc 2 or more	2	2	1.4%		-	0.0%	-	0.0%	-	0.0%
White	13	11	7.9%		-	0.0%	-	0.0%	-	0.0%
Unknown Ethnicity	6	6	4.3%		-	0.0%	-	0.0%	-	0.0%
White+Unknown	19	17	12.1%		-	0.0%	-	0.0%	-	0.0%
Veterans	12	12	8.6%		1	8.3%	1	8.3%	1	8.3%
Indiv. w Disabilities	9	9	6.4%		2	22.2%	1	11.1%	1	11.1%

			Least Selected:		Least Selected:		Least Selected:	
			Male+Oth	*Adverse*	Male+Oth	*Adverse*	Male+Oth	*Adverse*
			White+Unk	*Adverse*	White+Unk	*Adverse*	White+Unk	*Adverse*
Percent Female		19.3%	25.0%		100.0%		100.0%	
Percent Total Minorities		87.9%	100.0%		100.0%		100.0%	
Percentage Veterans		8.6%	25.0%		100.0%		100.0%	
Percentage w Disabil.		6.4%	50.0%		100.0%		100.0%	

Appendix G   **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 to set placement goals.

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

Total Individual(s) with Disabilities: 9   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	25	1	4.0%
Admin 2: Managerial Adjunct	20	0	0.0%
Managerial: Info Tech	1	0	0.0%
Managerial: Security	1	0	0.0%

Category: **Professional Faculty**

	Staff	Indiv. with Disabilities	Rate
Faculty: Professoriate	44	1	2.3%
Faculty: Lecturer	4	0	0.0%
Faculty: Lecturer Adjunct	20	0	0.0%
Faculty: Professoriate Adjunct	22	1	4.5%

Category: **Professional Non-Faculty**

	Staff	Indiv. with Disabilities	Rate
Admin 3: Professional	24	4	16.7%
Info Tech: Professional	8	0	0.0%

Category: **Administrative Support Workers**

	Staff	Indiv. with Disabilities	Rate
Office Assistant	1	0	0.0%
Office Assistant Adjunct	30	0	0.0%

Category: **Technicians**

	Staff	Indiv. with Disabilities	Rate
Admin 4: College Lab Technician Adjunct	3	0	0.0%
Engineering Technician	1	0	0.0%

Category: **Service Workers**

	Staff	Indiv. with Disabilities	Rate
Campus Public Safety Sergeant	1	1	100.0%
Campus Peace Officer	5	0	0.0%
Campus Security Assistant	2	0	0.0%
Custodial: Supervisory	1	0	0.0%
Custodial: Assistant	1	0	0.0%
Custodial: Assistant Adjunct	1	0	0.0%