

**The Graduate School and University Center**  
of the City University of New York

Affirmative Action Program  
Graduate Center: 365 Fifth Avenue, New York, NY 10016

Date: \_\_\_\_\_

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# Notice of Intent to Fill a Position

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Office or Program: \_\_\_\_\_ Effective Date: \_\_\_\_\_

Position Title or Professorial Rank: \_\_\_\_\_

Salary: \_\_\_\_\_ Line Number: \_\_\_\_\_

If new line, authorized by: \_\_\_\_\_ Date: \_\_\_\_\_

**ATTACH POSITION DESCRIPTION WITH QUALIFICATIONS. FOR NON-FACULTY POSITION,  
ATTACH ORGANIZATION CHART**

**Proposed Advertisement (attach typewritten copy)**

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In addition to being announced in the Graduate Center and sent to the Office of Faculty and Staff Relations at the City University Central Office for distribution on the CUNY personnel vacancy distribution system and the CUNY website, it is requested that the advertisement be placed in the following publication(s). (Attach cost, deadlines, name/address/phone/fax, and copy of sample of advertisement for all publications besides The New York Times and The Chronicle of Higher Education.)

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1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

The City University of New York requires that a good-faith effort be made to encourage women and minorities to apply for each available vacant position. Please indicate the steps to be taken to fulfill this guideline. (May include personal networking, targeted mailings, and other specific outreach.)

CONTINUED

Every effort will be made to conform to the Affirmative Action Guidelines as required by law.

Executive Officer or Head of Office	Date
Associate Provost	Date
Provost	Date
Vice President for Finance and Administration	Date
V.P. Student Affairs or V.P. Research & Sponsored Programs (if applicable)	Date
Director of Personnel	Date
Affirmative Action Officer	Date