The Graduate School and University Center
2019-2020 Affirmative Action Plan
For Italian Americans

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Room 8201 or the GC Library, Reference Desk (1st Floor)
New York, NY  10016
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The Appendices follow this document and pages are numbered separately.
PART ONE: INTRODUCTION AND BACKGROUND

This report is the annual update of the Affirmative Action Plan (AAP) for federal contractors as required by federal regulations related to:

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

The U.S. Department of Labor’s Office of Federal Contract Compliance Programs (OFCCP) oversees Affirmative Action Plan requirements for federal contractors. Some aspects of this plan are also informed by New York State and New York City regulations and guidelines for public agencies.


Part One (this section) describes the College and those individuals and groups with responsibility for Affirmative Action and Diversity programs.

The Census Date for employees is June 1, 2019. The Plan Reporting Year (basis for historical data) is June 1, 2018–May 31, 2019. The Program Year is September 1, 2019–August 31, 2020.

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

The Graduate School and University Center (GC) is the focal point for advanced teaching and research at the City University of New York (CUNY), the nation’s largest urban public university. Devoted exclusively to graduate education, the GC fosters pioneering research and scholarship in the arts and sciences, and trains students for careers in universities and the private, nonprofit, and government sectors. With more than 40 doctoral and master’s programs of the highest caliber, and more than 40 research centers, institutes, and initiatives combined, the GC benefits from highly ambitious and diverse students and alumni—who in turn teach hundreds of thousands of undergraduates every year. Through its public programs, the GC enhances New York City’s intellectual and cultural life.

The school enrolled more than 3,543 students from across the United States and approximately eighty foreign countries. Faculty members consists of 173 GC appointments (which includes library, lecturers and visiting titles) and 1800 additional faculty members that are drawn from CUNY’s senior colleges and New York City’s leading cultural and scientific institutions.

Research and the creation of theoretical and applied knowledge stand at the heart of the GC. In addition to more than thirty centers that foster research and programming in the humanities, social sciences, and sciences, the Advanced Research Collaborative (ARC) extends the GC’s global reach and prominence as an international hub of advanced study by promoting interdisciplinary research, facilitating collaboration, and supporting students, postdoctoral appointments, and visiting scholars.

At CUNY, the sciences is exemplified by the Advanced Science Research Center (ASRC), the University’s premier scientific research institute which formally joined GC in 2017. The ASRC facility, a 200,000-square-foot, state-of-the-art building in Upper Manhattan designed to specifically foster collaboration across disciplines and enhance potential for groundbreaking research. It houses five dynamic initiatives of applied science — Nanoscience, Photonics, Structural Biology, Neuroscience, and Environmental Sciences — and promises to catalyze the sciences across CUNY and New York City. Additional information is available at: http://www.asrc.cuny.edu/

The Graduate Center also provides an administrative home for The CUNY University Center Schools. Further information on the GC and its programs are available at www.gc.cuny.edu.

History

Founded in 1961, The GC is devoted primarily to doctoral study and awards most of CUNY’s doctoral degrees. This nationally unique consortium of approximately 1800 faculty members including a core faculty of 173, and 3,543 doctoral/masters students as of fall 2019 pursue a shared enterprise of expanding the boundaries of knowledge in over thirty doctoral programs and seven master’s programs in the humanities, social sciences, and sciences. A wide range of rankings regularly places GC doctoral programs among the best in the country.

Augmenting this enterprise are more than thirty research centers and institutes focused on areas of compelling social, civic, cultural, and scientific concerns. Also affiliated with the institution are two University Center programs: the CUNY Baccalaureate Program, through which undergraduates can earn bachelor’s degrees by taking courses at any of the CUNY colleges, and the Macaulay Honors College.

Between 1965 and Spring 2019, approximately 15,024 students earned doctorates from the GC, and they are now among the leaders in our nation's teaching and research efforts, whether at universities, in the nonprofit sector, in business, or in government. By preparing a group of highly qualified professionals from diverse backgrounds to assume leadership roles in a variety of fields, the Graduate Center, through its faculty...
members, programs, and research centers, is filling an urgent need in the city, the state, and the nation.

Since 1999, the GC’s vibrant campus is located in a nine-story landmark building at 365 Fifth Avenue in midtown Manhattan. Formerly home to the B. Altman Department Store, the building was redesigned as a new, state-of-the-art facility to meet the specific needs of a twenty-first century institution of advanced learning.

Because of the consortial nature of doctoral study at the Graduate Center, courses take place at the Graduate Center and CUNY colleges. For the most part, courses in the social sciences, humanities, and mathematics, as well as courses in the sciences that require no laboratory work meet at the Graduate Center. Science courses requiring laboratory work, courses for the clinical doctorates, and courses in business, criminal justice, engineering, and social welfare convene on other CUNY college campuses.

**Mission**

The GC is located in the heart of Manhattan and set within the large and multi-campus City University of New York. It fosters advanced graduate education, original research and scholarship, innovative university-wide programs, and vibrant public events that draw upon and contribute to the complex communities in New York City and beyond. Through a broad range of nationally prominent doctoral programs, the Graduate Center prepares students to be scholars, teachers, experts, and leaders in the academy, the arts and in the private, nonprofit, and government sectors. Committed to CUNY’s historic mission of educating the “children of the whole people,” we work to provide access to doctoral education for diverse groups of highly talented students, including those who have been under-represented in higher education.

**ORGANIZATION CHART**

Appendix A displays an organization chart.

**RELEVANT POLICIES**


The protected classes, delineated in Executive Order 11246 and updates are: American Indian or Alaska Native, Asian, Black or African American, Hispanic or Latino, Native Hawaiian or Other Pacific Islander, Two or More Races, and Women. Additionally, the Chancellor of CUNY designated Italian Americans as a protected group in 1976 and CUNY prepares a separate Italian American Affirmative Action Plan.
CUNY posts its policies on non-discrimination, sexual misconduct, and affirmative action on its website.

https://www.cuny.edu/about/administration/offices/hr/policies-and-procedures/

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

The University’s original Affirmative Action Policy of May 28, 1985 is part of CUNY’s 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. The policy states:

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.

Further information is available using the links below (accurate as of May, 2019).

CUNY’s Policy on Sexual Misconduct prohibits sexual harassment, gender based harassment or sexual violence against any CUNY student, employee or visitor.

The CUNY Policy on Equal Opportunity and Nondiscrimination prohibits discrimination on the basis of a number of protected characteristics as per federal, state and local law, and addresses sex discrimination other than sexual misconduct.

The CUNY Campus and Workplace Violence Policy addresses workplace violence.

The CUNY Domestic Violence and the Workplace Policy addresses domestic violence in or
affecting employees in the workplace.

The CUNY Procedures for Implementing Reasonable Accommodations and Academic Adjustments addresses the procedures CUNY will follow when there is a request for a reasonable accommodation or academic adjustment.


Other Policies

It is the policy of the College 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.

The College’s non-discrimination policy is reaffirmed by the President annually. Appendix B contains a copy of the annual Reaffirmation Letter issued on August 28, 2019.

RESPONSIBILITY FOR IMPLEMENTATION

While the entire College community participates in promoting diversity and inclusion, the College has assigned certain responsibilities as noted below.

The President

Interim President, James Muyskens, oversees implementation of Affirmative Action and diversity programs to assure compliance with federal, state, and city laws, rules and regulations as well as University policies. Additionally, the President:

• Designates personnel responsible for managing Affirmative Action, diversity, and compliance efforts, including a Chief Diversity Officer (CDO), 504/Americans with Disabilities Act (ADA) Coordinator and Title IX Coordinator

• Ensures responsible personnel have the authority, staff, and other resources to successfully fulfill their assigned responsibilities

• Communicates a commitment to equal employment opportunity programs and issues an Annual Re-Affirmation supporting affirmative action, diversity and equal opportunity (see copy of Re-Affirmation Letter in Appendix B.)

• Approves and releases required reports, including this Affirmative Action Plan
Chief Diversity Officer

The President has designated Pinar Ozgu as the Chief Diversity Officer (CDO) and primary designee who:

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

- Pinar Ozgu also serves as Chief Diversity Officer for Macaulay Honors College

College Officials

College executives, department chairpersons, managers, and supervisors are critical partners in the equal employment/affirmative action program. They help ensure compliance with regulations and policies, foster an inclusive environment, and help develop, and implement the Affirmative Action Plan.

Committee on Diversity and Inclusion

The President is currently finalizing new members (by November 7, 2019). The invitation memorandum outlines the “charge” to the Committee as follows:

- Provide advice to the President on matters and issues of diversity and inclusion;
- To propose initiatives that will strengthen the recruitment and retention of a diverse and inclusive student body;
- To ensure that the Graduate School and University Center’s Faculty Diversity Strategic Plan 2013-2019, is up-to-date and implemented, as appropriate, as well as other responsibilities that may be proposed by the Committee or the President; and,
- To recommend ideas for discussions, the dissemination of information, procedures and
other measures that will reinforce, facilitate, and strengthen a diversity of community and a community of diverse and inclusive ideas.

Proposed Graduate Center committee members:

- Martin D. Ruck  Chair and Professor of Psychology & Urban Education
- Justin Brown  Executive Director, Center for Lesbian and Gay Studies (CLAGS)
- Kandice Chuh  Professor, Ph.D. Program in English
- Dana-Ain Davis  Director, MA Program in Women’s and Gender Studies
- Brian Gibney  Executive Officer and Professor of Chemistry
- Allison Guess  Student, Ph.D. Program in Earth and Environmental Sciences (EES)
- Jennifer Tang  Student, Ph.D. Program in Psychology
- Elizabeth Che  Student, Ph.D. Program in Educational Psychology
- Victoria Stone-Cadena  Associate Director, Center for Latin American, Caribbean, and Latino Studies
- Sara Mazes  Administrative Executive Coordinator, Macaulay Honors College
- Pinar Ozgu  Interim Vice President for Institutional Equity and Human Resources
- Matthew Schoengood  Vice President for Student Affairs

University Management

The University’s Office of Recruitment and Diversity (ORD) establishes job groups and other report parameters and prepares summary statistics. ORD also reports on overall progress to senior management and sponsors several diversity programs to be described later in this document. Details of University reports and diversity programs are provided here: 

Click for University Diversity Resources
PART TWO: DATA AND ANALYSIS

The College analyzes workforce data to reflect regulations and best practices. No one method provides a complete picture, and none should be used exclusively. Methods include:

- Workforce Analysis of employees within organizational units
- Establishment of Job Groups and relevant academic Disciplines
- Development of Labor Market Availability measures
- Utilization Analysis for Job Groups and Disciplines
- Review of Personnel Actions (e.g., Hiring, Separation, Promotion)
- Review of Recruitment Activity
- Review of Hiring from Civil Service applicant pools
- Review of Compensation.

Details on these prescribed methods are provided in by the U.S. Department of Labor’s Office of Contract Compliance Programs (OFCCP) at: Click for U.S. Department of Labor Website

DATA SOURCES FOR THIS REPORT

Employee Data

The main data source for current employees is an extract from CUNY’s system of record, CUNYFirst, of full-time active employees as of June 1, 2019 (downloaded in early July). The population includes individuals on selected paid leaves, such as medical leave or fellowship/sabbatical leave. We do not include individuals on retirement/terminal leaves, student workers or individuals employed by CUNY’s separate Research Foundation.

CUNY employees self-identify as members of protected groups when annually invited by the campus administration. The Chief Diversity Officer collaborated with the Office of Human Resources and canvassed all employees during fall 2018 and spring 2019. Employees may update their selection at any time via an Employee Self-Service portal, and the College last conducted a self-identification canvas in May 2018. It contacted employees via email, providing instructions and a Question and Answer document explaining the reasons behind collecting self-identification data, and stressing that providing this information was voluntary. The next comprehensive canvas is scheduled for fall 2020.

All job applicants also self-identify as members of protected groups using the job application portal in CUNYFirst.
Self-Identification Categories

To evaluate representation by race/ethnicity, we use federally-mandated categories:

- Total Minority – total of all groups other than White, reported as a single category
- Asian – consolidates choices of Asian, Hawaiian, and Other Pacific Islander
- Black/African American
- Hispanic/Latino
- White (not a protected group).

American Indian/Alaska Native and Two or More Races are included under Total Minority but not separately reported. Hispanic/Latino is a choice that has priority, so, if for example a person identifies as both Hispanic/Latino and Asian, they are recorded as Hispanic/ and not as Two or More Races.

We also ask for identification of Italian American ethnicity consistent with University legal settlements dating to the 1990’s. Information on Italian Americans is analyzed in a separate Italian American Affirmative Action Plan. To retain overall comparisons to individuals in federal categories and to prevent double-counting, Italian Americans are not included in the Total Minority category in either plan. If an individual identifies in a federally-protected race/ethnicity and as Italian American, we default to the federally-protected race/ethnicity, again to prevent double counting.

To evaluate representation by gender, we use federally-mandated categories of Male and Female. Our system captures non-binary general identification but only individuals identifying as “female” are included in the protected gender category.

Out of 551 employees, one employee did not identify a gender and three employees identified as Two or More Races without specifying a specific ethnicity but counted in the Total Minority category. Employees who did not specify a gender and/or ethnicity is included in the Workforce Analysis but not assigned to a protected group for further analyses.

Finally, out of 551 employees, 164 employees did not identify a Veteran status and 418 did not identify a Disability status. Self-identification in these categories is a priority for future self-identification campaigns but remains voluntary for employees.

Labor Market Source Data

One of the required reviews is a comparison of the employee population with the Labor Market from which the college would reasonably recruit, train, or promote. The University re-calculated availability for this year’s report. Given that estimates were substantially updated for this cycle, some availability estimates are materially different from those in prior plans. The following is a general summary of data sources for this year’s report as compared to the previous plans.
<table>
<thead>
<tr>
<th>Used for This Report</th>
<th>Used for 2017 and 2018 Reports</th>
<th>Impact</th>
</tr>
</thead>
<tbody>
<tr>
<td>For internal candidates, CUNY-wide review of employee appointments over 2016-2017 and 2017-2018 to determine weighting and feeder jobs. Employee population based on June 1, 2018 census (start of last plan year).</td>
<td>Based on various reviews performed between 2011 and 2015. Last updated in 2015.</td>
<td>Advances data by three and seven years, depending on group.</td>
</tr>
</tbody>
</table>

**WORKFORCE ANALYSIS**

The Workforce Analysis is a review of overall representation of females and minorities by division, department and title/rank. It is presented by job title in a hierarchical order so that higher paid/higher ranked jobs are listed first. It is used to evaluate diversity by organizational unit rather than job group.

Due to length, Workforce Analysis charts are not included here but the Exhibit: Workforce Summary on pages 14 through 16 captures all employees by Job Group.

**JOB GROUPS, DISCIPLINES, AND MARKET DATA**

This section summarizes design issues underlying the analyses.

**Job Groups**

With the exception of the Workforce Analysis (reviewed by department), the GC analyzed data by job group (jobs with similar duties, qualifications, and other conditions of employment). The University establishes the job groups and reviews them annually. These are detailed in Appendix C, with a summary at the end of this section.

Each employer defines its own job groups, but all groups can be summarized into larger, standard categories which are referred to as EEO-1 categories.
This year, the University made the following updates:

- The Peace Officer groups were adjusted so that there is a Campus Security Assistant job group and a Campus Peace Officer job group. Previously, Campus Peace Officer-1 was comprised of Campus Security Assistant and Campus Peace Officer Level 1, and Campus Peace Officer Level 2 was in a separate group. It was determined by consulting with the University’s Civil Service Unit that the adjusted groupings more closely reflected duties and qualification requirements.

- The title of Supervisor – Maintenance and Labor was moved from “Skilled Trades Supervisory” to “Craft-Buildings and Grounds” recognizing that this title does not supervise titles in the Skilled Trades and has different qualification requirements.

- The University introduced three new titles to the Broadcast/Media Job Group related to Media and Production.

- The University introduced other titles, most in the executive ranks, assigned to job groups as appropriate.

Disciplines

At the GC we conduct an additional level of review for Faculty and College Laboratory Technicians with groupings based on discipline. The GC assigns faculty departments to disciplines within the Classification of Instructional Programs. Discipline for College Laboratory Technicians was determined by assigning departments to either a Scientific/Engineering/Technical group or a General group.

This year, the discipline of “Public Administration and Social Work” was split into its component parts at the request of units with large departments in these disciplines.

Appendix D presents a listing of faculty disciplines with the underlying academic departments at the College, noting any necessary exceptions.

When comparing Workforce Summaries for 2018 and 2019 - accounting for separations or movement to a higher Job Group. The Graduate Center’s Exhibit: Workforce Summary Table on the next page reflects that it’s workforce increased from 524 in 2018 to 550 (Excludes the Interim President) in 2019. Representation of Total Minorities and Females increased or decreased when referencing those job groups with the highest number of employees. For instance, in the Faculty Professorial Job Group that includes Librarians, total employees decreased from 179 in 2018 to 170 in 2019. As such, Total Minority representation decreased from 21.8% (39) to 18.0% (30) and Female representation decreased from 40.8% (73) to 38.0% (65) respectively. Italian American (IA) representation decreased slightly due to a one separation in the Professorial Job Group from 3.4% (6) in 2018 to 3.1% (5) in 2019. However, within the Lecturer Job Group there were 4 separations this year that deleted IA representation from 14.3% during 2018. Due to the current budgetary limitations, searches in the Lecturer Job Group may not occur next year.
In the Administration 1 (Executive) group, total employees increased from 22 in 2018 to 23 in 2019 reflecting an overall Total Minority increase from 9.1% to 21.7%; Female representation—when comparing both years—slightly decreased from 54.5% to 52.2%. Italian American (IA) representation decreased from 9.1% (2) in 2018 to 4.3% (1) this year.

In the Administration 2 (Managers) group, total employees also increased from 89 in 2018 to 94 in 2019 reflecting an increase of Total Minorities from 37.1% (33) to 38.3% (36). Female representation in this group also increased from 69.7% (62) to 72.3% (68) when comparing both years. IA representation increased from 4.5% (4) last year to 5.3% (5) this year.

In the Administration 3 Job Group (Professional Non-Faculty) total employees increased from 114 in 2018 to 151 during 2019 representing a decrease in Total Minorities from 66.7% (76) to 64.2% (97), Female representation increased from 71.1% (81) to 73.5% (111). IA representation increased from 4 in 2018 to 5 employees this year although the percentage representation decreased from 3.5% to 3.1% respectively.

Further, IT Computer Professionals increased from 40 in 2018 to 43 in 2019 with increases and a slight decrease in Female and Total Minority hires respectively when comparing both years. In 2018, Female hires were 40.0% (16) and increased to 44.2% (19) in 2019 and Total Minority hires slightly decreased from 72.5% (29) to 72.1% (31). Italian American representation remains at 0% for both years. However, current IT searches provides the GC with additional outreach opportunities for Italian Americans.

Finally, the Service Workers and Others Job Group covering Campus Security Assistants is representative of 15 total employees with 46.7% (7) Females and 100% (15) Total Minorities. As stated above, the Peace Officer Job Groups separated the Campus Security Assistants this year. As such, a comparative analysis of these employee groups will be more relevant in next year’s plan. Currently, Italian Americans are not present but Civil Service Regulations governs this job group.
### Exhibit: Job Groups and Staffing 6/1/19

#### Exhibit: Workforce Summary (IA)

<table>
<thead>
<tr>
<th>Graduate Center</th>
<th>Total Employees: 550</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Executive/Administrative/Managerial</strong></td>
<td></td>
</tr>
<tr>
<td>Job Group</td>
<td>Staff</td>
</tr>
<tr>
<td>Administration 1 (Executive)</td>
<td>23</td>
</tr>
<tr>
<td>Administration 2 (Manager)</td>
<td>94</td>
</tr>
<tr>
<td>Facility Manager</td>
<td>3</td>
</tr>
<tr>
<td>IT Computer Manager</td>
<td>6</td>
</tr>
<tr>
<td>Security Manager</td>
<td>1</td>
</tr>
<tr>
<td><strong>Professional Faculty</strong></td>
<td></td>
</tr>
<tr>
<td>Job Group</td>
<td>Staff</td>
</tr>
<tr>
<td>Faculty-Professorial</td>
<td>160</td>
</tr>
<tr>
<td>Faculty Librarians</td>
<td>10</td>
</tr>
<tr>
<td>Faculty-Lecturer</td>
<td>3</td>
</tr>
<tr>
<td><strong>Professional Non-Faculty</strong></td>
<td></td>
</tr>
<tr>
<td>Job Group</td>
<td>Staff</td>
</tr>
<tr>
<td>Accountant</td>
<td>1</td>
</tr>
<tr>
<td>Administration 3 (Professional)</td>
<td>151</td>
</tr>
<tr>
<td>IT Computer Professional</td>
<td>43</td>
</tr>
<tr>
<td><strong>Administrative Support Workers</strong></td>
<td></td>
</tr>
<tr>
<td>Job Group</td>
<td>Staff</td>
</tr>
<tr>
<td>Administrative Assistant</td>
<td>8</td>
</tr>
<tr>
<td>Office Assistant</td>
<td>7</td>
</tr>
<tr>
<td>Mail Services Worker</td>
<td>7</td>
</tr>
<tr>
<td><strong>Technicians</strong></td>
<td></td>
</tr>
<tr>
<td>Job Group</td>
<td>Staff</td>
</tr>
<tr>
<td>Administration 4 (College Lab Tech)</td>
<td>4</td>
</tr>
<tr>
<td>Broadcast/Media</td>
<td>2</td>
</tr>
<tr>
<td>Print Shop</td>
<td>2</td>
</tr>
<tr>
<td><strong>Service Workers and Others</strong></td>
<td></td>
</tr>
<tr>
<td>Job Group</td>
<td>Staff</td>
</tr>
<tr>
<td>Campus Public Safety Sergeant</td>
<td>3</td>
</tr>
<tr>
<td>Campus Peace Officer</td>
<td>5</td>
</tr>
<tr>
<td>Campus Security Assistant</td>
<td>15</td>
</tr>
</tbody>
</table>

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**Workforce Summary**
Labor Market Availability Calculations

Labor Market Availability is an estimate used to benchmark utilization of protected groups. It represents the proportion of each protected group available for employment in the labor market from which we recruit (internal or external). CUNY typically reviews Labor Market Availability every other year, and revised the estimates for this plan.

Appendix C and Appendix D referenced above provide details about the basis of availability calculations for each job group and discipline.

Internal Labor Market
The internal labor market is considered to be University-wide and currently reflects the full-time employee population. Estimates were based on a review of 2016-2017 and 2017-2018 job moves of CUNY employees. The result is an estimated weighting of internal hiring by job group and identification of feeder jobs and conditions (such as permanency status). We identified feeder jobs regardless of the official promotional path. Outliers were excluded.

The availability calculations are based on the Census Date of the last plan year, June 1, 2018, a reasonable estimate of the available internal market between June 1, 2018 and June 1, 2019. This June 1, 2018 census consisted of 20,504 full-time employees.

External Labor Market
Estimates for the external markets vary by job group. The following factors are used:

Internal/External Weighting
The external weighting is based on the review of internal hiring as described above.

Geography
Geography varies by job group and is based on CUNY policy as well as a review of CUNY experience. One of the following geographic labor markets is used:

- A national labor market is applied to the following groups: Administration 1 – Executive, Faculty – Professorial, and Faculty – Instructor Rank. This is consistent with CUNY policies that it should recruit as broadly as possible in these groups; CUNY also can offer relocation assistance for hires in these groups.

- For Faculty in the Lecturer group, a two-state region of New York and New Jersey is utilized because IPEDS completion data is only available by State and recruiting is regional rather than national.

- A New York State-only labor market is applied to the following groups, as due to statute, New York State residency is required for appointments to titles in these groups:
  - College Security Assistant
  - Campus Peace Officer
  - Campus Public Safety Sergeant
  - Security Manager
The New York/New Jersey Metropolitan Statistical Area (MSA) is utilized as the labor market for all remaining job groups. A review of hires in the past year indicates that 98.6% of new hires in these groups reside within this MSA. This area represents a large and highly diverse population.

Qualifications – Other than Collegiate Faculty

- Occupational Group – CUNY compared the Standard Occupational Classification assigned to every job title with the available Census Occupational Codes and determined those codes that would best represent the labor market.

- Degree Requirements – Degree requirements were applied based on the minimum degree requirement for the lowest-ranked job in the job group. These range from No Educational Requirement through Master's Level degrees for non-faculty.

- Experience Level – in a few cases where there is a requirement for a specific number of years of experience following a degree, we used age as a proxy, utilizing standards created for Census data; for example, a Bachelor’s degree assumes a standard age of 21, so a Bachelor’s degree plus four years of experience would correspond to a minimum age of 25.

Qualifications – Collegiate Faculty - Italian American Plan

Discipline-specific data is not available for Italian-American ancestry and instead we utilize American Community Survey data for Professorial Faculty, Instructor Faculty, and Lecturer Faculty in consolidated groupings.

Italian American Ancestry

In the American Community Survey, respondents are asked to write in up to two ancestries in the survey. The major categories coded for Italian American ancestry are either Italian (051) or Sicilian (068).

Italian American availability indicates people who indicated Italian American ancestry exclusively and in combination with another ancestry. The current calculation takes into account the order in which respondents enter ancestry data. The currently agreed-upon method for calculating Italian American availability for CUNY from the American Community Survey data is:

- 100% of the first answers to the question (e.g., someone answers, “Italian”, then “Irish” and is counted at 100%)
- 50% of the second answers to the question (e.g., someone answers, “Irish”, then “Italian” and is counted at 50%).
- Individuals answering with Italian and/or Sicilian as both choices are counted only once (at 100%).

UTILIZATION ANALYSIS

We evaluate utilization of females and total minorities by job group as compared with the
estimated labor market. While required only for the Total Minority category, CUNY has traditionally included a review by protected ethnicity. The resulting groups are:

- Female
- Total Minority
- Asian/Hawaiian/Other Pacific Islander
- Black/African American
- Hispanic/Latino
- Italian American (Italian American Plan only).

There must be at least five incumbents in order to evaluate a job group. Job groups with 30 or fewer employees produce results that are less reliable, and more variable, than job groups with larger populations.

We report underutilization where the utilization of individuals in a protected group is more than 20% below labor market and where the difference can be expressed as at least one full-time equivalent employee.

Job groups and disciplines for which there is underutilization are considered priorities for placement goals and enhanced outreach when there are hiring opportunities.

**Appendix E** details the utilization/underutilization of each individual Job Group/Affirmative Action Unit and Academic Program/Category (Faculty and College Laboratory Technicians).

Changes in utilization from year to year may arise from multiple factors. Obviously, updates to availability calculations and job groups will have significant impact, but other factors include actual hires, promotions, and separations. It is usually not possible to pinpoint a single, direct cause. In job groups with small numbers of employees, utilization may change substantially even if only single employee is replaced.

The following factors in updating Labor Market Availability may have an impact on underutilization results:

- Change in timing of external data – moving our basis for comparison to more recent years
- Change in internal/external hiring patterns – including the ratio of internal to external hires and the types of jobs from which we recruit internally
- Change in composition of job groups and the mapping of occupational codes to job groups.
- Change in designated geography.

The following Exhibit summarizes staffing and underutilization for each job group at the College with a comparison to the previous year.
Exhibit: Summary of Underutilization and Goals

Exhibit: Summary of Historical Changes in Underutilization - Staff and College Lab Techs (Italian American Plan)

Graduate Center

This is a summary of utilization, and underutilization, of protected groups by staff Job Group. Only those groups with five or more employees are included here. If an entry is missing, this means there was no cohort of five or more employees for that job group in that year.

This version compares underutilization for this report (2019) to two other benchmarks.

The first benchmark is the hypothetical underutilization calculated using 2019 staffing and 2018 Labor Market Availability. This would have been the underutilization were there no changes to Labor Market Calculations.

The second benchmark is the actual underutilization reported in 2013.

<table>
<thead>
<tr>
<th>UNDERUTILIZATION</th>
<th>Total Staff</th>
<th>Female</th>
<th>Total Minority</th>
<th>Asian/Hispan/Haw./Other Pac. Isl.</th>
<th>Black/African Am</th>
<th>Hispanic/Latino</th>
<th>Italian American</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Category: Executive/Administrative/Managerial</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Administration 1 (Executive)</td>
<td>25</td>
<td>5</td>
<td>10</td>
<td>4</td>
<td>6</td>
<td>2</td>
<td>0</td>
</tr>
<tr>
<td>2019 Hypothetical using 2018 Labor Mit</td>
<td>25</td>
<td>5</td>
<td>10</td>
<td>4</td>
<td>6</td>
<td>2</td>
<td>0</td>
</tr>
<tr>
<td>Administration 2 (Manager)</td>
<td>69</td>
<td>15</td>
<td>30</td>
<td>9</td>
<td>12</td>
<td>4</td>
<td>2</td>
</tr>
<tr>
<td>2019 Hypothetical using 2018 Labor Mit</td>
<td>64</td>
<td>15</td>
<td>29</td>
<td>9</td>
<td>12</td>
<td>4</td>
<td>2</td>
</tr>
<tr>
<td>IT Computer Manager</td>
<td>5</td>
<td>1</td>
<td>2</td>
<td>1</td>
<td>1</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>2019 Hypothetical using 2018 Labor Mit</td>
<td>5</td>
<td>1</td>
<td>2</td>
<td>1</td>
<td>1</td>
<td>0</td>
<td>0</td>
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<td><strong>Category: Professional Non-Faculty</strong></td>
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</tr>
<tr>
<td>Administration 3 (Professional)</td>
<td>134</td>
<td>33</td>
<td>42</td>
<td>12</td>
<td>24</td>
<td>8</td>
<td>4</td>
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<tr>
<td>2019 Hypothetical using 2018 Labor Mit</td>
<td>132</td>
<td>33</td>
<td>42</td>
<td>12</td>
<td>24</td>
<td>8</td>
<td>4</td>
</tr>
<tr>
<td>IT Computer Professional</td>
<td>40</td>
<td>10</td>
<td>12</td>
<td>3</td>
<td>6</td>
<td>2</td>
<td>1</td>
</tr>
<tr>
<td>2019 Hypothetical using 2018 Labor Mit</td>
<td>40</td>
<td>10</td>
<td>12</td>
<td>3</td>
<td>6</td>
<td>2</td>
<td>1</td>
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<td><strong>Category: Administrative Support Workers</strong></td>
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<td></td>
</tr>
<tr>
<td>Administrative Assistant</td>
<td>5</td>
<td>1</td>
<td>2</td>
<td>1</td>
<td>1</td>
<td>0</td>
<td>0</td>
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<tr>
<td>2019 Hypothetical using 2018 Labor Mit</td>
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<td>1</td>
<td>1</td>
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<td>0</td>
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<td>Category: Mail Services Worker</td>
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<td></td>
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<tr>
<td>2013</td>
<td>7</td>
<td>2</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>2019</td>
<td>4</td>
<td>2</td>
<td>2</td>
<td>2</td>
<td>2</td>
<td>2</td>
<td>2</td>
</tr>
<tr>
<td>2019 Hypothetical using 2018 Labor Mix</td>
<td>5</td>
<td>5</td>
<td>5</td>
<td>5</td>
<td>5</td>
<td>5</td>
<td>5</td>
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<table>
<thead>
<tr>
<th>Category: Office Assistant</th>
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</thead>
<tbody>
<tr>
<td>2011</td>
</tr>
<tr>
<td>2019</td>
</tr>
<tr>
<td>2019 Hypothetical using 2018 Labor Mix</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Category: Service Workers and Others</th>
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<tbody>
<tr>
<td>Administration 4 (college Lab Tech) - Sci/Tech/Eng</td>
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<td>2011</td>
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<table>
<thead>
<tr>
<th>Category: Campus Police Officer</th>
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<tbody>
<tr>
<td>2019</td>
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<tr>
<td>2019 Hypothetical using 2018 Labor Mix</td>
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</table>

<table>
<thead>
<tr>
<th>Category: Campus Police Officer (2018-CPO Level 1)</th>
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</thead>
<tbody>
<tr>
<td>2013</td>
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<table>
<thead>
<tr>
<th>Category: Campus Security Assistant</th>
</tr>
</thead>
<tbody>
<tr>
<td>2019</td>
</tr>
<tr>
<td>2019 Hypothetical using 2018 Labor Mix</td>
</tr>
</tbody>
</table>
Exhibit: Summary of Historical Changes in Underutilization - Faculty (Italian American Plan)

Graduate Center

This is a summary of underutilization of protected groups by faculty job Group. Only those groups with five or more faculty are reported.

This summary provides three measurements:

-2018: Underutilization reported in the previous plan (i.e., last year, calculated with last year’s staffing and last year’s Labor Market Availability estimates).

-2019: Underutilization reported in the current year (i.e., this plan, calculated with this year’s staffing and updated Labor Market Availability estimates).

-A hypothetical underutilization were CUNY still using last year’s Labor Market Availability estimates with this year’s staffing. This measurement provides insight into the impact of changes in Labor Market Availability estimates on underutilization calculations (i.e., changes which are not due to outreach, employee turnover, or other college-specific factors).

Also note that Librarians are reported in a separate job Group. In 2018 they were reported with Professorial faculty.

Faculty-Lecturer

<table>
<thead>
<tr>
<th>Year</th>
<th>Total Staff</th>
<th>Female</th>
<th>Total Minority</th>
<th>Asian/Rast/Black/Other Pac/Island</th>
<th>Black/African American</th>
<th>Hispanic/Latino</th>
<th>Italian American</th>
</tr>
</thead>
<tbody>
<tr>
<td>2011</td>
<td>7</td>
<td>7</td>
<td>7</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
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</tbody>
</table>

Faculty-Librarian

<table>
<thead>
<tr>
<th>Year</th>
<th>Total Staff</th>
<th>Female</th>
<th>Total Minority</th>
<th>Asian/Rast/Black/Other Pac/Island</th>
<th>Black/African American</th>
<th>Hispanic/Latino</th>
<th>Italian American</th>
</tr>
</thead>
<tbody>
<tr>
<td>2019 Hypothetical using 2018 Labor Mit</td>
<td>10</td>
<td>10</td>
<td>10</td>
<td>10</td>
<td>10</td>
<td>10</td>
<td>10</td>
</tr>
</tbody>
</table>

Faculty-Professoriate-Grad

<table>
<thead>
<tr>
<th>Year</th>
<th>Total Staff</th>
<th>Female</th>
<th>Total Minority</th>
<th>Asian/Rast/Black/Other Pac/Island</th>
<th>Black/African American</th>
<th>Hispanic/Latino</th>
<th>Italian American</th>
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</thead>
<tbody>
<tr>
<td>2013</td>
<td>179</td>
<td>44</td>
<td>44</td>
<td>44</td>
<td>44</td>
<td>44</td>
<td>44</td>
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<tr>
<td>2019</td>
<td>160</td>
<td>47</td>
<td>47</td>
<td>47</td>
<td>47</td>
<td>47</td>
<td>47</td>
</tr>
</tbody>
</table>

2019 Hypothetical using 2018 Labor Mit | 160 | 47 | 47 | 47 | 47 | 47 | 47 |
Utilization, Underutilization, and Placement Goals

Executive/Administrative/Managerial (Administration 1)

A comparative analysis of 2018 and 2019 in the above GC Summary of Historical Changes in Underutilization Staff Table shows that underutilization remains absent for Females and Hispanics, was deleted for Asians, and reduced from 2 to 1 for Black/African Americans and Total Minorities from 5 to 1. Total employees increased from 22 last year to 23 this year. Finally, Italian American underutilization increased from 0 last year to 1 this year, due to a change in labor market availability data used this year. Please note that the hypothetical underutilization demonstrates the impact of changing labor market availability this year as compared to last year. For instance, for this job group although the total number of employees remained the same, underutilization using last year’s labor market availability would have increased underutilization for Total Minorities and Hispanic/Latinos.

Managers (Administration 2)

In the Administration 2 Job Group, total employees increased from 89 in 2018 to 94 in 2019. Underutilization remains absent for Females, Asian, Native Hawaiian/Other Pacific Islander but increased for Black/African Americans and Hispanic/Latinos due to a change in labor market availability data as discussed above. As one can see, had the same availability data used in 2018 remained constant, underutilization would have continued to remain absent for all protected groups and reduced for Black/African Americans and Hispanic/Latinos. Italian American underutilization remains the same at 4 since last year but current open searches in this job group with budgetary approval, allows the Graduate Center additional opportunities to decrease this number for next year reporting.

In the IT Computer Manager Job Group, staff slightly decreased from 7 last year to 6 this year. Nonetheless, underutilization continues to be absent for all protected groups and Italian Americans.

Professional Non-Faculty (Administration 3)

In the Administration 3 Job group staffing significantly increased from 114 to 151 but underutilization continues to be absent for all protected groups. Italian American underutilization significantly increased from 9 in 2018 to 14 this year, impacted by changes in labor market availability data. Nonetheless, current open searches within this job group -with budgetary approval- allows the Graduate Center additional opportunities to decrease underutilization for next year.

Staffing in the IT Computer Professional Job Group increased from 40 in 2018 to 43 in 2019 and underutilization for all protected groups was absent last year and remains absent this year. Italian American underutilization decreased from 5 during 2018 to 4 this reporting year.
Administrative Support Workers

The Administrative Support Workers Job Group is inclusive of Administrative Assistants, Italian American and Asian/Native Hawaiian/Other Pacific Islander underutilization increased from 0 in 2018 to 1 in 2019 for both groups due to revised labor market availability data for this year but titles within this job group come under NYS/CUNY Civil Service Regulations.

Faculty – Lecturers

Underutilization was not present last year for Italian Americans. However, because this job group has less than 5 active employees this year, an underutilization analysis is not provided nor are any anticipated hires expected within this job group due to current budgetary constraints.

Non-Teaching Faculty – Librarians

This job group increased from 8 in 2018 to 10 this year and underutilization that existed for Black/African Americans (1) was deleted and continues to remain absent for all other federally protected groups and Italian Americans.

Faculty - Professoriate

Underutilization continues to be absent for all protected groups since last year but remains the same for Italian Americans at 4. However, current ongoing faculty searches allows additional opportunities to increase diversity hires (includes Italian Americans) during the 2019-2020 reporting year.

Please refer to Appendix E3-3 through E3-11 that demonstrates Faculty Utilization and Labor Market Availability Percentages for this year.

OTHER ANALYSES

Personnel Activity

We review personnel actions for adverse impact (personnel decisions made at substantially different rates for different groups). We report activity for those groups which have a material number of actions and/or applicants over the previous plan year.

Appendix F provides detail on personnel activity by Job Group, rolling up to larger EEO-1 categories:

- Job Actions by Gender and Ethnicity

- Faculty Tenure Actions by Gender and Ethnicity (by department and by job group).
We compared employee title changes between reference dates (i.e., June 1, 2018 and June 1, 2019). The reports track hires, moves to a higher or lower Job Group, moves within a Job Group, and Separations.

Personnel actions involving employees who leave one Job Group to take a position in another are reported as two actions (separated from one group and joined another group). Personnel actions taking place across CUNY colleges are likewise treated as a separation from one college and a hire in the other.

Tenure is a permanent status granted to Professorial Faculty and College Laboratory Technicians. Lecturers are eligible for a similar status, Certificate of Continuous Employment (CCE). Individuals are eligible after meeting service requirements. There is an additional review process for Professorial Faculty, involving department and College-wide Personnel and Budget Committees making recommendations to the President. It is also possible for a faculty member to be hired with Tenure. Graduate Center faculty reported here were hired or received tenure effective September 1, 2018.

The tenure report tracks the following statuses:
- Awarded Tenure
- Hired with Tenure
- Denied Tenure (not common).

During this reporting year, Appendix F2 shows an overall summary of 5 faculty hires with tenure representing 40% (2) Total Minorities in the EEO Category of Black/African Americans (1 Male and 1 Female); and 40% (2) White Females. Only 1 Male White or 17% gained tenure. Italian American faculty representation is not present for this year.

**Recruiting Activity**

Recruiting and selection should promote diversity as well as operational effectiveness.

Prior to posting a job vacancy, the Chief Diversity Officer reviews posting language from the standpoint of language or requirements that could impose bias. In most cases, the Chief Diversity Officer also reviews a Recruiting Plan for intended outreach.

Many hiring efforts are conducted by a diverse Search Committee, particularly searches for faculty, administrators, and executives. The Chief Diversity Officer provides an orientation, or “charge”, to committee members on effective selection practices, including practices aimed at reducing the potential for bias. The CDO reviews the applicant pool for sufficient representation and certifies the pool prior to a review by the committee. The CDO reviews the list of individuals selected for interviews, and at the end of the recruiting process, approves the entire search.

The standard in evaluating recruiting data is referred to as Impact Analysis. Federal guidelines are that “Adverse Impact” may occur when any one group has a selection rate less than 80% of the selection rate of the most-selected group.

**Appendix G** summarizes recruiting and selection by job group based on available data about
searches that were concluded with a job offer between June 1, 2018 and May 31, 2019. We report all searches resulting in an offer regardless of whether the search was cancelled at some point after an offer was made.

For some job groups, notably faculty, there is a significant gap between offer and start dates (sometimes six months or more). We track the conclusion of a search based on accepted job offer, not start date, in order to avoid a lag in reporting search results. The impact, however, is that the number of offers reported may not match the number of hires in the personnel exhibits.

Applicant categories follow the federal guidelines for Internet Applicants:

- Applicant (Qualified individual submitting an application for a specific position)
- Interview (Selected for an interview, and interviewed)
- Offer/Hire (Selected for the position)

The Chief Diversity Officer reviews applicant self-identification data and determines if there is a need to adjust recruiting and outreach plans in attract diverse, qualified applicant pools. Following are recruitment summaries all Job Groups:

**Executive/Administrative/Managerial**

Applicants: Total applicants came in at 1,392. Male and Female representation was 46% and 40% respectively. Applicants who chose to identify their gender as “Other” was 14%. Total Minorities represented 51% and non-minority representation was 43%. Applicants who registered their ethnicity as “Unknown” was 6%. Italian American applicants represented 4% (61).

Interviews: 87 interviews occurred of which 37% were Male; 55% Female and 7% selected “Other” regarding gender orientation. Italian American interviews totaled 7% (6).

Hires: Of 17 proposed Offers, 15 final candidates were hired and represented 33% Males and 67% Females, 27% Total Minorities and 73% Non-Minorities. Italian American hires reflected 7%.

**Professional Faculty**

Applicants: Total applicants was 917. Male and Female representation was 62% and 22% respectively. Applicants who chose to identify their gender as “Other” was 16%. Total Minorities represented 49% and non-minority representation was 46%. Applicants who registered their ethnicity as “Unknown” was 4%. Italian Americans represented 2%.

Interviews: 56 interviews occurred of which 52% were Male; 38% Female and 11%
selected “Other” regarding gender orientation. The number of Italian American interviews was 2%.

Hires: Of 17 proposed Offers, 16 final candidates were hired and represented 69% Males and 31% Females, 25% Total Minorities and 75% Non-Minorities. No Italian American hires occurred.

Professional Non-Faculty

Applicants: Total applicants came in at 4,213. Male and Female representation was 40% and 46% respectively. Applicants who chose to identify their gender as “Other” was 13%. Total Minorities represented 67% and non-minority representation was 27%. Applicants who registered their ethnicity as “Unknown” was 5%. Italian Americans represented 3%.

Interviews: 160 interviews occurred of which 39% were Male; 53% Female and 8% selected “Other” regarding gender orientation. Italian Americans interviews represented 2%.

Hires: Of 51 proposed Offers, all 51 final candidates were hired and represented 31% Males and 65% Females and 4% Other regarding gender orientation, 59% Total Minorities, 39% Non-Minorities and 2% selected “Unknown”. Italian American hires was 4%.

Administrative Support Workers

Applicants: Only 1 hire, interview and offer occurred of a Male Hispanic/Latino due to the CUNY Civil Service Hiring Pool for CUNY Office Assistants, a Classified Title Series. Italian Americans where not represented in the applicant pool and as such no interviews or hires occurred. Please note that all CUNY Classified Titles are subject to the NYS/CUNY Civil Service Regulations.

Service Workers and Others

Applicants: Only 4 hires, interviews and offers occurred of which 50% were Male and 50% were Females from a CUNY Civil Service Hiring Pool of Campus Security Assistants that represented 50% Asian/Native Hawaiian/Other Pacific Islander and 50% Black/African Americans. Italian Americans where not represented in the applicant pool and as such no interviews or hires occurred. Please note that all CUNY Classified Titles are subject to the NYS/CUNY Civil Service Regulations.

Hiring from Civil Service Applicant Pools

The College participated in two University-wide hiring pools for Classified Civil Service hires. At a hiring pool, applicants who are pre-qualified based on a Civil Service examination score
indicate their interest in working at one or more Colleges, and colleges make selections as per Civil Service regulations. These hires are included in the counts of employees hired in Appendix F and the counts of applicants in Appendix G.
PART THREE: ACTION-ORIENTED PROGRAMS

This section provides a qualitative assessment, evaluates how the College has, or has not, achieved its goals, and details activities aimed at achieving the coming year’s goals.

Part Three contains:

- Implementation of Prior-Year Programs
- Implementation of 2018-2019 Programs
- Ongoing Activities in Support of Affirmative Action
- Internal Audit and Reporting.
IMPLEMENTATION OF PRIOR-YEAR PROGRAMS

Over the prior plan year, the College undertook the following programs to support Affirmative Action and create a climate of inclusion.

Summary of Campus Programs, 2018-2019

<table>
<thead>
<tr>
<th>Program</th>
<th>Impact</th>
</tr>
</thead>
<tbody>
<tr>
<td>HR Training and Professional Development (PDLM &amp; EAP Opportunities) Workshops</td>
<td>Retention and promotional opportunities for employees</td>
</tr>
<tr>
<td></td>
<td><a href="https://www.gc.cuny.edu/About-the-GC/Administrative-Services/Human-Resources/Training-Professional-Development">https://www.gc.cuny.edu/About-the-GC/Administrative-Services/Human-Resources/Training-Professional-Development</a></td>
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<td>Public Programs and Events</td>
<td>Public Programs and Events</td>
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<td></td>
<td><a href="https://www.gc.cuny.edu/All-GC-Events/GC-Presents">https://www.gc.cuny.edu/All-GC-Events/GC-Presents</a></td>
</tr>
<tr>
<td>GC SUM</td>
<td>SUM is a CUNY-wide initiative that conveys the collective impact of research at CUNY’s 25 campuses, a collaborative based at The Graduate Center, who helped conceive and carry out this exciting initiative@ <a href="sum.cuny.edu">sum.cuny.edu</a></td>
</tr>
<tr>
<td>Faculty Diversity Strategic Plan 2018 Update</td>
<td>Increased minority faculty hires</td>
</tr>
<tr>
<td>GC Diversity and Inclusion Website Enhancement</td>
<td>Extended outreach to current News and Events, Faculty Publications and Student Spotlights. <a href="https://www.gc.cuny.edu/About-the-GC/Diversity-and-Inclusion">https://www.gc.cuny.edu/About-the-GC/Diversity-and-Inclusion</a></td>
</tr>
<tr>
<td>GC Self-ID Campaign For Veterans and Individuals with Disabilities</td>
<td>Compliance with Federal legal mandate and afford employees opportunities to review and revise all CUNYFirst personal data (gender, ethnicity, military and disability status).</td>
</tr>
<tr>
<td>GC Fall 2018 and Spring 2019 Compliance and Diversity Programming</td>
<td>Provided Compliance, Diversity and Inclusion Training Workshops to Employees in areas of EEO Non Discrimination and Title IX Workshops on CUNY’S Sexual Misconduct Policy.</td>
</tr>
<tr>
<td>GC Extended Recruiting Outreach to Women, Minorities, Veterans and Individuals with Disabilities (IWD)</td>
<td>Increased Italian American applicant pools. See Appendix G</td>
</tr>
</tbody>
</table>
Program Impact

Human Resources Council Meetings Every fall and spring semester the GC’s Office of Human Resources hosts HR Council Meetings for MHC/SOJ’s administrators to inform and discuss University HR processes, procedures and policy changes and or implementation.

<table>
<thead>
<tr>
<th>Program</th>
<th>Expected Impact</th>
</tr>
</thead>
<tbody>
<tr>
<td>GC Presents <a href="https://www.gc.cuny.edu/All-GC-Events/GC-Presents">https://www.gc.cuny.edu/All-GC-Events/GC-Presents</a></td>
<td>To host panel discussions, diverse performances and unique perspectives on timely topics to internal and external constituencies.</td>
</tr>
<tr>
<td>HR Connects @ <a href="https://www.gc.cuny.edu/About-the-GC/Administrative-Services/Human-Resources/HR-Connect">https://www.gc.cuny.edu/About-the-GC/Administrative-Services/Human-Resources/HR-Connect</a></td>
<td>Bi-Monthly Employee Newsletter that shares important announcements and events related to the Graduate Center and CUNY Life.</td>
</tr>
<tr>
<td>Discovery Time @ <a href="https://www.gc.cuny.edu/About-the-GC/Administrative-Services/Human-Resources/Training-Professional-Development">https://www.gc.cuny.edu/About-the-GC/Administrative-Services/Human-Resources/Training-Professional-Development</a></td>
<td>A program created by the GC Office of Human Resources for its employees and affiliated</td>
</tr>
</tbody>
</table>

IMPLEMENTATION OF 2019-2020 PROGRAMS

In this section, we affirm the College’s placement goals and key initiatives for the coming year.

Planned Campus Programs, 2019-2020
<table>
<thead>
<tr>
<th>Program</th>
<th>Expected Impact</th>
</tr>
</thead>
<tbody>
<tr>
<td>professional schools, designed to enhance employee knowledge, skills and competencies.</td>
<td></td>
</tr>
<tr>
<td>Compliance and Diversity Office Training workshops on Title IX Awareness, EEO and Diversity and Inclusion in the Workplace</td>
<td>To implement mandated Title IX compliance and employee engagement trainings in areas of diversity and inclusion and non-discrimination.</td>
</tr>
<tr>
<td>Diversity and Inclusion Committee</td>
<td>Increase diversity of students, faculty, and staff hires based on current open searches relative to underutilization and budgetary considerations</td>
</tr>
</tbody>
</table>

**ONGOING ACTIVITIES IN SUPPORT OF AFFIRMATIVE ACTION**

The College’s programs benefit from additional University-wide recruitment, diversity, and compliance programs. The University:

- Sends job postings to State Workforce Agencies and Veterans’ career centers
- Maintains consolidated advertising programs, including job boards serving Veterans, Individuals with Disabilities, women, and protected minority groups
- Maintains social media accounts for recruitment and employment branding
- Advertises and administers Civil Service examinations
- Publishes guides and training materials on effective recruiting and selection
- Publishes an annual notice of non-discrimination in the New York Times newspaper
- Provides training and ongoing updates to Chief Diversity Officers.
In 2018-2019, the University implemented a University-wide on-line training program for faculty and staff on sexual harassment prevention. The College is in the process of assuring that all employees benefit from this training.

Recruitment policies support developing 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
- Collection of all applications into a single automated system where pre-established screening practices relevant to the specific function may be applied
- A job application process where candidates are automatically invited to self-identify race/ethnicity, gender, veteran status, and disability status; data is kept confidentially and used to analyze the composition of applicant pools
- For many positions, a committee recruiting process by which a diverse team evaluates candidates according to consistent criteria and job-related interview questions
- An annual survey of newly appointed employees to identify potential areas of concern in how the College communicates with its candidates.

The Compliance and Diversity of Compliance located at the Graduate Center makes available all training programs to the Macaulay Honors College community via in person workshops or Livestream accessibility. Campus employees participated in the following workshops during fall 2018 and spring 2019:

**Fall 2018**

*EEO and University Compliance Trainings for Campus Search Committees*

- Bi-weekly January 2018 through October 2018, 11:00 am and 2:30 pm

*Sexual Misconduct Policy Training (SPARK) Rollout (Covers student employees)*

- August 28, 2018 to all New and Transfer Students
- August 22, 2018 International Student Orientation 11:00 am and 3:00 pm
- Graduate Center One Stop Orientation Session/Workshops

**Spring 2019**

*Responsible Employees (Joint Training w/NYC Alliance against Sexual Assault)*

Live Stream Dates:

- Wednesday, March 6th at 11:00 am
- Wednesday, March 27th at 2:00 pm
- Monday, April 1st at 3:00 pm
- Wednesday, April 24th at 11:00 am
- Wednesday, May 1st at 11:00 am
- Wednesday, May 15th at 11:00 am
Cultivating Cultural Humility in Our Workplace

- Thursday, March 28th at 11:00 am (LIVE STREAM)
- Wednesday, May 29th at 10:30 am (Re-Scheduled for Fall 2019) or upon request

Sexual Misconduct Policy Training

- Thursday, March 14th at 11:00 am
- Wednesday, May 22nd at 11:00 am

Disability Awareness (Joint Training W/ Office of Disability Services)

Supervisors & Managers Only

- Wednesday, April 10th at 3:00 pm (LIVE STREAM)

Diversity & Inclusion in the Workplace

- Monday, April 1st at 3:00 pm
- Wednesday, April 3rd at 11:00 am
- Wednesday, April 17th at 11:00 am
- Wednesday, May 1st at 11:00 am

Finally, the Office of Human Resources rolled out NYS mandated Title IX employee training (E-SPARC) to all campus employees during spring 2019.

INTERNAL AUDIT AND REPORTING

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

The Chief Diversity Officer is responsible for audits and reviews of the effectiveness of College programs. This includes:

- Monitoring records of personnel activities, including new hires, transfers, promotions, and terminations
- Monitoring the status of employee self-identification programs
- Reviewing the effectiveness of recruiting outreach and advertising
- Monitoring complaints or incident reports which may indicate underlying trends
- Reviewing personnel activities and the Affirmative Action Plan with senior level officers
• Advising management of program effectiveness and provide recommendations for improvement.

Annually, the Compliance and Diversity Office conducts two major audit and reporting activities. The first involves auditing the affirmative action centralized filing system in accordance with University documentation retention guidelines. The office also engages in an employee voluntary Self-Identification Campaign during fall 2018 and spring 2019 to comply with affirmative action and civil rights regulations, and for use in institutional planning. Specifically, the University collected information related to gender, ethnicity, ancestry, veteran status, and disability status from its full and part time CUNY’s tax-levy employee population.

The College maintains employment records in the central CUNYFirst system used to provide the data underlying Affirmative Action Plans. The Chief Diversity Officer works with Human Resources staff to assure College records are complete, accurate, and timely.

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

A. SUMMARY ORGANIZATION CHART

B. RE-AFFIRMATION LETTER

C. JOB GROUPS AND LABOR MARKET AVAILABILITY

E-1. ADMINISTRATOR/STAFF UTILIZATION BY JOB GROUP

E-3. FACULTY UTILIZATION BY DISCIPLINE/PROGRAM

F-1. SUMMARY OF PERSONNEL ACTIVITIES

F-2. TENURE ACTIONS

G. SUMMARY OF RECRUITMENT ACTIVITIES
This Appendix provides a high-level organization chart.
Graduate Center

This Appendix contains information on reaffirmation(s) distributed this past Plan Year.
August 28, 2019

Memorandum

To: Graduate Center Campus Community

From: Interim President James Muyskens

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

The City University of New York (CUNY) and The Graduate Center are dedicated to maintaining an inclusive work and learning environment. I write to reaffirm that commitment and the principles of affirmative action, equal opportunity, and diversity in accordance with CUNY Policies and Procedures on Equal Opportunity, Non-Discrimination, and on Sexual Misconduct.

Diversity within the University community advances the academic purposes of the University, and an affirmative action policy is essential to achieving such diversity. The University endorses the goals of equal employment opportunity and affirmative action as supportive of University values and of the values of a democratic and pluralistic society. As such, we are committed to recruit, employ, retain, promote, and provide benefits to employees regardless of race, color, creed, national origin, ethnicity, ancestry, religion, age, sex, sexual orientation, gender, gender identity, marital status, partnership status, disability, genetic information, alienage, citizenship, military or veteran status, unemployment status, pregnancy, or status as a victim of domestic violence, stalking, sex offenses, or any other legally prohibited basis in accordance with federal, state and city laws. The University’s commitment further extends to all Graduate Center Italian American employees who are included among CUNY’s protected groups.

The Graduate Center’s Compliance and Diversity Office in collaboration with the Office of Human Resources provides a central focus for implementation goals of equal employment opportunity, contract compliance, affirmative action programming, and diversity and inclusion. I invite you to view CUNY’s Equal Opportunity and Non-Discrimination Policy in its entirety, including the complaint procedures and prohibition against retaliation at: http://www1.cuny.edu/sites/title-ix/campus-websites/cuny-policies/campus/the-graduate-center/
August 28, 2019
Page 2
Reaffirmation of Commitment to Diversity/Equal Opportunity/Affirmative Action

Members of our campus community who become aware of allegations of discrimination, retaliation or sexual misconduct are encouraged to report the alleged behavior. I ask for your continued support to ensure the continuation of equal opportunity, affirmative action, diversity and inclusion practices at the Graduate Center.

The following administrators are responsible for implementing the Graduate Center’s Diversity/Equal Opportunity/Affirmative Action Program:

Executive Director of Institutional Equity
Chief Diversity Officer/Title IX Coordinator
Pinar Ozgu (Room 8204.03, 212-817-7101)

504/ADA Coordinator, Vice President for Student Affairs
Matthew Schoengood (Room 7301, 212-817-7400)

Executive Director of Human Resources
David Boxill (Room 8403, 212-817-7700)

In addition, Professor Martin R. Gitterman, Ombudsman Officer, offers a neutral place for all students and employees to discuss formal or informal approaches to employment or academic matters in strict confidence. His contact number is 212-817-7190.
APPENDIX C - JOB GROUPS / LABOR MARKET AVAILABILITY FACTORS (ITALIAN AMERICAN PLAN)

Graduate Center

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

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

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

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

Full Time Employee Count: 550
APPENDIX C - JOB GROUPS / LABOR MARKET AVAILABILITY FACTORS (ITALIAN AMERICAN PLAN)

Category: Executive/Administrative/Managerial

Administration 1 (Executive)
Employee Count: 23

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

Labor Market Availability Factors

<table>
<thead>
<tr>
<th>LMA Factor</th>
<th>Weight</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-External</td>
<td>50.00%</td>
<td>ACS 2013-2017 Nationwide workforce with Bachelors Degree or Higher and age of 29 or above (proxy for eight years' of post-Bachelor's experience) and in selected occupations: 0010 (Chief Executives), 0020 (General and Operations Managers), 0060 (Public Relations and Fundraising Managers), 0100 (Administrative Services Managers), 0110 (Computer and Information Systems Managers), 0120 (Financial Managers), 0136 (Human Resources Managers), and 0230 (Education Administrators).</td>
</tr>
<tr>
<td>1-Ext Italian-Amer.</td>
<td></td>
<td>ACS 2013-2017 Nationwide workforce with Bachelors Degree or Higher and age of 29 or above (proxy for eight years' of post-Bachelor's experience) and in selected occupations: 0010 (Chief Executives), 0020 (General and Operations Managers), 0060 (Public Relations and Fundraising Managers), 0100 (Administrative Services Managers), 0110 (Computer and Information Systems Managers), 0120 (Financial Managers), 0136 (Human Resources Managers), and 0230 (Education Administrators). Italian American = 100% of First Ancestry and 50% of Second Ancestry for 051 (Italian) and 068 (Sicilian).</td>
</tr>
<tr>
<td>2-Internal (all groups)</td>
<td>50.00%</td>
<td>Employees in the following titles: HE Officer, Professor, Associate Professor, IT Computer Systems Manager (Levels 5 and higher), or Chief Administrative Superintendent (Levels 4 and higher) as of 6/1/2018.</td>
</tr>
</tbody>
</table>

Title(s) | Employee(s)
--- | ---
Administrator | 4
Assc Administrator | 3
Assc Dean | 1
Asst Administrator | 2
Asst Vice President | 3
Dean | 4
Sr Vice President | 2
Vice President | 4
**APPENDIX C - JOB GROUPS / LABOR MARKET AVAILABILITY FACTORS (ITALIAN AMERICAN PLAN)**

**Category: Executive/Administrative/Managerial**

### Administration 2 (Manager)

**Employee Count:** 94

**Manager-Level Administrators**

#### Labor Market Availability Factors

<table>
<thead>
<tr>
<th>LMA Factor</th>
<th>Weight</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-External</td>
<td>50.00%</td>
<td>ACS 2013-2017 NY/NJ MSA workforce with Bachelors Degree or Higher and age of 25 or above (proxy for four years’ post-Bachelor’s experience) and in selected occupations: 0020 (General and Operations Managers), 0060 (Public Relations and Fundraising Managers), 0200 (Administrative Services Managers), 0110 (Computer and Information Systems Managers), 0120 (Financial Managers), 0136 (Human Resources Managers), 0230 (Education Administrators), 0710 (Management Analysts), 2000 (Counselors), and 2100 (Lawyers).</td>
</tr>
</tbody>
</table>

1-Ext Italian-Amer.  
ACS 2013-2017 NY/NJ MSA workforce with Bachelors Degree or Higher and age of 25 or above (proxy for four years’ post-Bachelor’s experience) and in selected occupations: 0020 (General and Operations Managers), 0060 (Public Relations and Fundraising Managers), 0200 (Administrative Services Managers), 0110 (Computer and Information Systems Managers), 0120 (Financial Managers), 0136 (Human Resources Managers), 0230 (Education Administrators), 0710 (Management Analysts), 2000 (Counselors), and 2100 (Lawyers). Italian American = 100% of First Ancestry and 50% of Second Ancestry for 051 (Italian) and 068 (Sicilian).

2-Internal  
(all groups)  
50.00%  
Employees in HE Assistant title as of 6/1/2018.

<table>
<thead>
<tr>
<th>Title(s)</th>
<th>Employee(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>HE Associate</td>
<td>55</td>
</tr>
<tr>
<td>HE Officer</td>
<td>39</td>
</tr>
</tbody>
</table>

### Facility Manager

**Employee Count:** 3

**Facility Superintendents (Managerial)**

In 2017, Admin Superintendent and Chief Admin Superintendent groups were combined.

#### Labor Market Availability Factors

<table>
<thead>
<tr>
<th>LMA Factor</th>
<th>Weight</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-External</td>
<td>55.00%</td>
<td>2013-2017 ACS, NY/NJ MSA, Bachelor's Degree or higher plus four years of Post-Bachelor's experience (proxy minimum age of 25) and in the following occupations: 0410 (Real Estate and Property Managers), 1300 (Architects), 1360 (Civil Engineers), and 8620 (Stationary Engineeings and Boiler Operators).</td>
</tr>
</tbody>
</table>

1-Ext Italian-Amer.  
2013-2017 ACS, NY/NJ MSA, Bachelor's Degree or higher plus four years of Post-Bachelor's experience (proxy minimum age of 25) and in the following occupations: 0410 (Real Estate and Property Managers), 1300 (Architects), 1360 (Civil Engineers), and 8620 (Stationary Engineeings and Boiler Operators). Italian American = 100% of First Ancestry and 50% of Second Ancestry for 051 (Italian) and 068 (Sicilian).

2-Internal  
(all groups)  
45.00%  
Employees in the titles of Sr Stationary Engineer, Project Manager, Principal Park Supervisor, Principal Custodial Supervisor, or Supervisor of Laborers and Maintenance Workers, Civil Service permanency not required, as of 6/1/2018.

<table>
<thead>
<tr>
<th>Title(s)</th>
<th>Employee(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Admin Supt Builds Grds</td>
<td>2</td>
</tr>
<tr>
<td>Chief Admin Supt - Competitive</td>
<td>1</td>
</tr>
</tbody>
</table>
## Category: Executive/Administrative/Managerial

### IT Computer Manager

**Employee Count:** 6

Information Technology Managers (Managerial)

### Labor Market Availability Factors

<table>
<thead>
<tr>
<th>LMA Factor</th>
<th>Weight</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-External</td>
<td>60.00%</td>
<td>2013-2017 ACS, NY/NJ MSA workforce, no degree requirement; six years' work experience (proxy minimum age of 23) and in the following occupation: 0110 (Computer and Information Systems Managers)</td>
</tr>
<tr>
<td>1-Ext Italian-Amer.</td>
<td></td>
<td>2013-2017 ACS, NY/NJ MSA workforce, no degree requirement; six years' work experience (proxy minimum age of 23) and in the following occupation: 0110 (Computer and Information Systems Managers). Italian American = 100% of First Ancestry and 50% of Second Ancestry for 051 (Italian) and 068 (Sicilian).</td>
</tr>
</tbody>
</table>

2-Internal (all groups) | 40.00% | Employees in the title IT Senior Associate, Civil Service permanency not required, as of 6/1/2018. |

<table>
<thead>
<tr>
<th>Title(s)</th>
<th>Employee(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>IT Computer Systems Mgr</td>
<td>6</td>
</tr>
</tbody>
</table>

### Security Manager

**Employee Count:** 1

Campus Security Managers (Managerial)

### Labor Market Availability Factors

<table>
<thead>
<tr>
<th>LMA Factor</th>
<th>Weight</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-External</td>
<td>55.00%</td>
<td>2013-2017 ACS, NY/NJ MSA workforce, High School Diploma or higher with seven years' experience (proxy minimum age of 24) in the following occupations: 0425 (Emergency Management Directors) and 3710 (First-Line Supervisors of Police and Detectives).</td>
</tr>
<tr>
<td>1-Ext Italian-Amer.</td>
<td></td>
<td>2013-2017 ACS, NY/NJ MSA workforce, High School Diploma or higher with seven years' experience (proxy minimum age of 24) in the following occupations: 0425 (Emergency Management Directors) and 3710 (First-Line Supervisors of Police and Detectives). Italian American = 100% of First Ancestry and 50% of Second Ancestry for 051 (Italian) and 068 (Sicilian).</td>
</tr>
</tbody>
</table>

2-Internal (all groups) | 45.00% | Employees with Civil Service permanency in the titles Campus Public Safety Sergeant or Campus Security Specialist as of 6/1/2018. |

<table>
<thead>
<tr>
<th>Title(s)</th>
<th>Employee(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Campus Security Asst Dir</td>
<td>1</td>
</tr>
</tbody>
</table>
APPENDIX C - JOB GROUPS / LABOR MARKET AVAILABILITY FACTORS (ITALIAN AMERICAN PLAN)

Category: Professional Faculty

Faculty-Lecturer
Employee Count:  3

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

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

Labor Market Availability Factors

<table>
<thead>
<tr>
<th>LMA Factor</th>
<th>Weight</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-External</td>
<td>100.00%</td>
<td>2016 NCES Degree Completions, Bachelor's or Masters, NY and NJ, for selected disciplines (first and second majors), not weighted.</td>
</tr>
<tr>
<td>1-Ext Italian-Amer.</td>
<td></td>
<td>2013-2017 ACS, NY/NJ MSA workforce with Bachelor's Degree or Master's Degree.</td>
</tr>
<tr>
<td>2-Internal (all groups)</td>
<td>0.00%</td>
<td>NA</td>
</tr>
</tbody>
</table>

Title(s)  | Employee(s)
---|---
Dist Lecturer | 2
Visiting Lecturer | 1

Faculty-Librarian
Employee Count:  10

CUNY Librarians with faculty appointments

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

Labor Market Availability Factors

<table>
<thead>
<tr>
<th>LMA Factor</th>
<th>Weight</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-External</td>
<td>100.00%</td>
<td>2016 NCAS Degree Completions, Master’s level only, Nationwide, for Library Science Discipline.</td>
</tr>
<tr>
<td>1-Ext Italian-Amer.</td>
<td></td>
<td>2013-2017 ACS, Nationwide workforce with Master’s Degree in the occupation Librarian (2430).</td>
</tr>
<tr>
<td>2-Internal (all groups)</td>
<td>0.00%</td>
<td>NA</td>
</tr>
</tbody>
</table>

Title(s)  | Employee(s)
---|---
Asst Professor | 4
Asst Professor | 5
Instructor | 1
**APPENDIX C - JOB GROUPS / LABOR MARKET AVAILABILITY FACTORS (ITALIAN AMERICAN PLAN)**

**Category: Professional Faculty**

**Faculty-Professorial**

**Employee Count:** 160

Senior Graduate Center Faculty (excluding Librarians). Graduate Center professorial faculty are evaluated against availability data of a more experienced workforce.

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

**Labor Market Availability Factors**

<table>
<thead>
<tr>
<th>LMA Factor</th>
<th>Weight</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-External</td>
<td>100.00%</td>
<td>NCES Degree Completions, Doctoral, 2006, Nationwide for selected disciplines weighted according to Graduate Center faculty assignments.</td>
</tr>
<tr>
<td>2-Internal (all groups)</td>
<td>0.00%</td>
<td>NA</td>
</tr>
</tbody>
</table>

**Title(s) | Employee(s)**
---|---
Assc Professor | 14
Asst Professor | 8
Dist Professor | 46
Einstein Professor | 2
Professor | 59
Research Assistant Professor | 11
Research Associate Professor | 5
Research Professor | 1
Visiting Assc Professor | 3
Visiting Professor | 11
Category: Professional Non-Faculty

**Accountant**
Employee Count: 1

Accountants (Professionals)

**Labor Market Availability Factors**

<table>
<thead>
<tr>
<th>LMA Factor</th>
<th>Weight</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-External</td>
<td>0.00%</td>
<td>Internal Only - Promotional Title</td>
</tr>
<tr>
<td>1-Ext Italian-Amer.</td>
<td></td>
<td>Internal Only</td>
</tr>
<tr>
<td>2-Internal</td>
<td>100.00%</td>
<td>Employees with Civil Service permanency in the following titles: Accounting Assistant, Purchasing Agent Assistant or EOC Accounting Assistant; as of 6/1/2018.</td>
</tr>
</tbody>
</table>

**Title(s) Employee(s)**

<table>
<thead>
<tr>
<th>Title(s)</th>
<th>Employee(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Purchasing Agent</td>
<td>1</td>
</tr>
</tbody>
</table>

**Administration 3 (Professional)**
Employee Count: 151

Entry and Mid-Level Administrators (Professionals)

**Labor Market Availability Factors**

<table>
<thead>
<tr>
<th>LMA Factor</th>
<th>Weight</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-External</td>
<td>70.00%</td>
<td>ACS 2013-2017 NY/NJ MSA workforce with Bachelor’s Degree or Higher and in the following occupations: 0630 (Human Resources Workers), 0740 (Business Operations Specialists), 0820 (Budget Analysts), 2000 (Counselors), 2550 (Education/Training/Library Workers), 2825 (Public Relations Specialists), 5000 (Supervisors of Office and Admin Support Workers), and 5250 (Customer Service Representatives).</td>
</tr>
<tr>
<td>1-Ext Italian-Amer.</td>
<td></td>
<td>ACS 2013-2017 NY/NJ MSA workforce with Bachelor’s Degree or Higher and in the following occupations: 0630 (Human Resources Workers), 0740 (Business Operations Specialists), 0820 (Budget Analysts), 2000 (Counselors), 2550 (Education/Training/Library Workers), 2825 (Public Relations Specialists), 5000 (Supervisors of Office and Admin Support Workers), and 5250 (Customer Service Representatives). Italian American = 100% of First Ancestry and 50% of Second Ancestry for 051 (Italian) and 068 (Sicilian).</td>
</tr>
<tr>
<td>2-Internal</td>
<td>15.00%</td>
<td>Employees who hold BA degrees and are in the following job groups: CUNY Office Assistant, CUNY Administrative Assistant, Accountant Technician or Accountant Professional as of 6/1/2018.</td>
</tr>
</tbody>
</table>

**Title(s) Employee(s)**

<table>
<thead>
<tr>
<th>Title(s)</th>
<th>Employee(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Asst to HEO</td>
<td>69</td>
</tr>
<tr>
<td>HE Assistant</td>
<td>48</td>
</tr>
<tr>
<td>Research Assc</td>
<td>27</td>
</tr>
<tr>
<td>Research Asst</td>
<td>7</td>
</tr>
</tbody>
</table>
Category: Professional Non-Faculty

IT Computer Professional
Employee Count: 43

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

Labor Market Availability Factors

<table>
<thead>
<tr>
<th>LMA Factor</th>
<th>Weight</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-External</td>
<td>75.00%</td>
<td>2013-2017 ACS, NY/NJ MSA, High School Diploma or higher plus four years of Post-High School experience (proxy minimum age of 21) in the following occupations: 0740 (Business Operations Specialists), 1006 (Computer Systems Analysts), 1010 (Computer Programmers), 1020 (Software Developers, Applications and Systems Software), 1030 (Web Developers), 1060 (Database Administrators), and 1105 (Network and Computer Systems Administrators).</td>
</tr>
<tr>
<td>1-Ext Italian-Amer.</td>
<td>25.00%</td>
<td>2013-2017 ACS, NY/NJ MSA, High School Diploma or Higher plus four years of Post-High School experience (proxy minimum age of 21) in the following occupations: 0740 (Business Operations Specialists), 1006 (Computer Systems Analysts), 1010 (Computer Programmers), 1020 (Software Developers, Applications and Systems Software), 1030 (Web Developers), 1060 (Database Administrators), and 1105 (Network and Computer Systems Administrators). Italian American = 100% of First Ancestry and 50% of Second Ancestry for 051 (Italian) and 068 (Sicilian).</td>
</tr>
</tbody>
</table>

Title(s)          

<table>
<thead>
<tr>
<th>Title(s)</th>
<th>Employee(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>IT Associate</td>
<td>9</td>
</tr>
<tr>
<td>IT Asst</td>
<td>6</td>
</tr>
<tr>
<td>IT Bus Data Rep Analyst</td>
<td>5</td>
</tr>
<tr>
<td>IT Sr Associate</td>
<td>23</td>
</tr>
</tbody>
</table>
Category: Administrative Support Workers

Administrative Assistant
Employee Count: 8
Administrative Support Staff-Senior Level

Labor Market Availability Factors

<table>
<thead>
<tr>
<th>LMA Factor</th>
<th>Weight</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-External</td>
<td>0.00%</td>
<td>Internal Only - Promotional Title</td>
</tr>
<tr>
<td>1-Ext Italian-Amer.</td>
<td></td>
<td>Internal Only</td>
</tr>
<tr>
<td>2-Internal</td>
<td>100.00%</td>
<td>Population of employees on the active CUNY Administrative Assistant Civil Service list #2055 (413 CUNY employees). CUNY Office Assistant Levels 3 or 4 with Civil Service permanency were eligible to take this examination.</td>
</tr>
</tbody>
</table>

Title(s)       Employee(s)
CUNY Admin Asst 8

Mail Services Worker
Employee Count: 7
Mail Services Workers

Labor Market Availability Factors

<table>
<thead>
<tr>
<th>LMA Factor</th>
<th>Weight</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-External</td>
<td>100.00%</td>
<td>2013-2017 ACS, NY/NJ MSA workforce, no degree requirement, in the following occupation: 5850 (Mail Clerks/Mail Machine Operators, Except Postal Service).</td>
</tr>
<tr>
<td>1-Ext Italian-Amer.</td>
<td></td>
<td>2013-2017 ACS, NY/NJ MSA workforce, no degree requirement, in occupation 5850 (Mail Clerks/Mail Machine Operators, Except Postal Service). Italian American = 100% of First Ancestry and 50% of Second Ancestry for 051 (Italian) and 068 (Sicilian).</td>
</tr>
<tr>
<td>2-Internal</td>
<td>0.00%</td>
<td>NA</td>
</tr>
</tbody>
</table>

Title(s)       Employee(s)
Mail Message Svcs Worker 7
## Category: Administrative Support Workers

Office Assistant  
**Employee Count:** 7

**Administrative Support Staff-Entry Level**

### Labor Market Availability Factors

<table>
<thead>
<tr>
<th>LMA Factor</th>
<th>Weight</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-External</td>
<td>100.00%</td>
<td>2013-2017 ACS, NY/NJ MSA workforce, individuals with a High School Diploma or higher and in the following occupations: 5700 (Secretaries and Administrative Assistants), 5820 (Word Processors and Typists), 5860 (Office Clerks, General), and 5940 (Office Administrative Support Workers, all other).</td>
</tr>
<tr>
<td>1-Ext Italian-Amer.</td>
<td></td>
<td>2013-2017 ACS, NY/NJ MSA workforce, individuals with a High School Diploma or higher and in the following occupations: 5700 (Secretaries and Administrative Assistants), 5820 (Word Processors and Typists), 5860 (Office Clerks, General), and 5940 (Office Administrative Support Workers, all other). Italian American = 100% of First Ancestry and 50% of Second Ancestry for 051 (Italian) and 068 (Sicilian).</td>
</tr>
<tr>
<td>2-Internal</td>
<td>0.00%</td>
<td>NA</td>
</tr>
</tbody>
</table>

(all groups)

<table>
<thead>
<tr>
<th>Title(s)</th>
<th>Employee(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>CUNY Office Assistant</td>
<td>7</td>
</tr>
</tbody>
</table>
# Category: Technicians

## Administration 4 (College Lab Tech)

**Employee Count:** 4

College Laboratory Technicians (abbreviated as "CLT")

For utilization analyses reviewed by sub-group: Science/Technical/Engineering; Other Lab Techs.

### Labor Market Availability Factors

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

| 1-Ext Italian-Amer. | 100.00% | 2013-2017 ACS, NY/NJ MSA workforce with High School Diploma or Higher. For the Scientific/Technical/IT specialty, in the following occupations: 1050 (Computer Support Specialists), 1965 (Other Life Physical and Social Science Technicians), 1910 (Biological Technicians), 1920 (Chemical Technicians), 1550 (Engineering Technicians), 2860 (Miscellaneous Media and Communications Workers). For the "Other" Specialty, 1050 (Computer Support Specialists), 1950 (Social Science Research Assistants), 2440 (Library Technicians), and 2860 (Miscellaneous Media and Communications Workers). Italian American = 100% of First Ancestry and 50% of Second Ancestry for 051 (Italian) and 068 (Sicilian). |

| 2-Internal | 0.00% | NA |

| (all groups) |

### Title(s) Employee(s)

<table>
<thead>
<tr>
<th>Title(s)</th>
<th>Employee(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chief College Lab Tech</td>
<td>2</td>
</tr>
<tr>
<td>Sr College Lab Tech</td>
<td>2</td>
</tr>
</tbody>
</table>

## Broadcast/Media

**Employee Count:** 4

Broadcast and Mass Media Technicians and Graphic Designers

In 2019, number of titles and scope were expanded

### Labor Market Availability Factors

<table>
<thead>
<tr>
<th>LMA Factor</th>
<th>Weight</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-External</td>
<td>100.00%</td>
<td>2013-2017 ACS, NY/NJ MSA workforce, High School Diploma or higher in the following occupations: 2900 (Broadcast and Sound Engineering Technicians and Radio Operators and Other Workers), 2920 (Television, Video, and Motion Picture Camera Operators and Editors), 2710 (Producers and Directors).</td>
</tr>
</tbody>
</table>

| 1-Ext Italian-Amer. | 100.00% | 2013-2017 ACS, NY/NJ MSA workforce, High School Diploma or higher in the following occupations: 2900 (Broadcast and Sound Engineering Technicians and Radio Operators and Other Workers), 2920 (Television, Video, and Motion Picture Camera Operators and Editors), 2710 (Producers and Directors). Italian American = 100% of First Ancestry and 50% of Second Ancestry for 051 (Italian) and 068 (Sicilian). |

| 2-Internal | 0.00% | NA |

| (all groups) |

### Title(s) Employee(s)

<table>
<thead>
<tr>
<th>Title(s)</th>
<th>Employee(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Media Svcs Tech</td>
<td>4</td>
</tr>
</tbody>
</table>
## Category: Technicians

### Print Shop

**Employee Count:** 2

Print Shop and Related Tech Workers

### Labor Market Availability Factors

<table>
<thead>
<tr>
<th>LMA Factor</th>
<th>Weight</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-External</td>
<td>100.00%</td>
<td>2013-2017 ACS, NY/NJ MSA workforce, no degree requirement, in the following occupations: 5900 (Office Machine Operators except Computers), 8250 (Pre-Press Technicians), 8255 (Printing Press Operators), and 8256 (Binding and Finishing Workers). Note: 2630 (Graphic Designers) was not included given small population at CUNY and very large population in the workforce.</td>
</tr>
<tr>
<td>1-Ext Italian-Amer.</td>
<td>100.00%</td>
<td>2013-2017 ACS, NY/NJ MSA workforce, no degree requirement, in the following occupations: 5900 (Office Machine Operators except Computers), 8250 (Pre-Press Technicians), 8255 (Printing Press Operators), and 8256 (Binding and Finishing Workers). Note: 2630 (Graphic Designers) was not included given small population at CUNY and very large population in the workforce. Italian American = 100% of First Ancestry and 50% of Second Ancestry for 051 (Italian) and 068 (Sicilian).</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Title(s)</th>
<th>Employee(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Graphics Designer</td>
<td>1</td>
</tr>
<tr>
<td>Print Shop Associate</td>
<td>1</td>
</tr>
</tbody>
</table>
Category: Service Workers and Others

Campus Peace Officer
Employee Count: 5

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

Labor Market Availability Factors

<table>
<thead>
<tr>
<th>LMA Factor</th>
<th>Weight</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-External</td>
<td>0.00%</td>
<td>2013-2017 ACS, New York State residents within the NY/NJ MSA workforce, with one year or more of College and in the occupation of 3850 (Police and Sheriffs Patrol Officers).</td>
</tr>
<tr>
<td>1-Ext Italian-Amer.</td>
<td></td>
<td>2013-2017 ACS, New York State residents within the NY/NJ MSA workforce with one year or more of College and in the occupation of 3850 (Police and Sheriffs Patrol Officers). Italian American = 100% of First Ancestry and 50% of Second Ancestry for 051 (Italian) and 068 (Sicilian).</td>
</tr>
</tbody>
</table>

2-Internal (all groups) 20.00% Employees in the title of Campus Security Assistant, Civil Service permanency not required, as of 6/1/2018.

<table>
<thead>
<tr>
<th>Title(s)</th>
<th>Employee(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Campus Peace Officer</td>
<td>5</td>
</tr>
</tbody>
</table>

Campus Public Safety Sergeant
Employee Count: 3

Campus Security Supervisors and Campus Security Specialists

Labor Market Availability Factors

<table>
<thead>
<tr>
<th>LMA Factor</th>
<th>Weight</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-External</td>
<td>0.00%</td>
<td>For Campus Public Safety Sergeant, Internal only (promotional title). For Campus Security Specialist, candidates on a Civil Service list as of 6/1/2018; however not calculated as demographic data was not available and a small number were hired externally.</td>
</tr>
<tr>
<td>1-Ext Italian-Amer.</td>
<td></td>
<td>For Campus Public Safety Sergeant, Internal only (promotional title). For Campus Security Specialist, candidates on a Civil Service list as of 6/1/2018; however not calculated as demographic data was not available and a small number were hired externally.</td>
</tr>
</tbody>
</table>

2-Internal (all groups) 100.00% For Campus Public Safety Sergeant, employees in the title of Campus Peace Officer with Civil Service permanency and two years of permanent service as of 6/1/2018.

<table>
<thead>
<tr>
<th>Title(s)</th>
<th>Employee(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Campus Pub Safety Sergeant</td>
<td>3</td>
</tr>
</tbody>
</table>
Category: Service Workers and Others

Campus Security Assistant
Employee Count: 15

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

Labor Market Availability Factors

<table>
<thead>
<tr>
<th>LMA Factor</th>
<th>Weight</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-External</td>
<td>100.00%</td>
<td>2013-2017 ACS, New York State residents within the NY/NJ MSA workforce with High School Diploma or higher and one year of work experience (using proxy of minimum age of 18) and in the occupation of 3930 (Security Guards and Gaming Surveillance Officers).</td>
</tr>
<tr>
<td>1-Ext Italian-Amer.</td>
<td></td>
<td>2013-2017 ACS, New York State residents within the NY/NJ MSA with High School Diploma or higher and one year of work experience (using proxy of minimum age of 18) and in the occupation of 3930 (Security Guards and Gaming Surveillance Officers). Italian American ~ 100% of First Ancestry and 50% of Second Ancestry for 051 (Italian) and 068 (Sicilian).</td>
</tr>
<tr>
<td>2-Internal</td>
<td>0.00%</td>
<td>NA</td>
</tr>
</tbody>
</table>

Title(s) | Employee(s)
-------------|-------------|
Campus Security Asst | 15
Note: In the 2018-2019 Academic Year, CUNY added the titles listed below (not all are used at the College).

<table>
<thead>
<tr>
<th>Job Code and Title Name</th>
<th>Job Group</th>
</tr>
</thead>
<tbody>
<tr>
<td>200537 PSch Exec Director Strategic Initiatives and Ext Rel-Pasc</td>
<td>ADMIN1-EXEC</td>
</tr>
<tr>
<td>200539 Assistant VP Institutional Effectiveness</td>
<td>ADMIN1-EXEC</td>
</tr>
<tr>
<td>200562 University Executive Director-University Benefits</td>
<td>ADMIN1-EXEC</td>
</tr>
<tr>
<td>200563 PSch Sr Associate Dean Strategic Initiatives</td>
<td>ADMIN1-EXEC</td>
</tr>
<tr>
<td>200565 PSch Chief of Staff-AstAdm</td>
<td>ADMIN1-EXEC</td>
</tr>
<tr>
<td>200566 PSch Assistant Dean External Affairs</td>
<td>ADMIN1-EXEC</td>
</tr>
<tr>
<td>200567 University Executive Director-University Payroll</td>
<td>ADMIN1-EXEC</td>
</tr>
<tr>
<td>200568 University Senior University Dean</td>
<td>ADMIN1-EXEC</td>
</tr>
<tr>
<td>200569 University Associate Vice Chancellor Legal Affairs</td>
<td>ADMIN1-EXEC</td>
</tr>
<tr>
<td>200570 University Executive Chief Litigation Counsel-UAsAdm</td>
<td>ADMIN1-EXEC</td>
</tr>
<tr>
<td>200571 PSch Executive Director Alumni Engagement</td>
<td>ADMIN1-EXEC</td>
</tr>
<tr>
<td>200572 University Dean Special Programs</td>
<td>ADMIN1-EXEC</td>
</tr>
<tr>
<td>200573 VP Campus Planning and Facilities Management</td>
<td>ADMIN1-EXEC</td>
</tr>
<tr>
<td>200574 PSch Assistant Dean for Institutional Effectiveness</td>
<td>ADMIN1-EXEC</td>
</tr>
<tr>
<td>200575 PSch Executive Counsel and Labor Designee</td>
<td>ADMIN1-EXEC</td>
</tr>
<tr>
<td>200576 PSch Executive Director Bar Preparation Programs</td>
<td>ADMIN1-EXEC</td>
</tr>
<tr>
<td>200577 Univ Executive Deputy to Vice Chancellor</td>
<td>ADMIN1-EXEC</td>
</tr>
<tr>
<td>200578 Univ Senior Vice Chancellor InstAffair Strat Adv &amp; Speci Cou</td>
<td>ADMIN1-EXEC</td>
</tr>
<tr>
<td>200579 Executive Counsel (AstAdm)</td>
<td>ADMIN1-EXEC</td>
</tr>
<tr>
<td>200580 Univ Executive Director Recruitment and Diversity</td>
<td>ADMIN1-EXEC</td>
</tr>
<tr>
<td>200581 Univ Vice Chancellor Communications and Marketing</td>
<td>ADMIN1-EXEC</td>
</tr>
<tr>
<td>200582 University Assistant Vice Chancellor OHRM</td>
<td>ADMIN1-EXEC</td>
</tr>
<tr>
<td>200583 University Associate Vice Chancellor &amp; Chief of Staff</td>
<td>ADMIN1-EXEC</td>
</tr>
<tr>
<td>200584 PSch Assistant Dean</td>
<td>ADMIN1-EXEC</td>
</tr>
<tr>
<td>200585 Univ Senior Director IT Business -UAsAdm</td>
<td>ADMIN1-EXEC</td>
</tr>
<tr>
<td>200586 University Executive Director Tax Policy</td>
<td>ADMIN1-EXEC</td>
</tr>
<tr>
<td>500286 Television Media Engineering and Operations Technician 1</td>
<td>BCAST-TECH</td>
</tr>
<tr>
<td>500288 Television Media Engineering and Operations Technician 2</td>
<td>BCAST-TECH</td>
</tr>
<tr>
<td>500292 Television Media Production Specialist 1</td>
<td>BCAST-TECH</td>
</tr>
<tr>
<td>500294 Television Media Production Specialist 2</td>
<td>BCAST-TECH</td>
</tr>
<tr>
<td>500296 Television Media Production Specialist 3</td>
<td>BCAST-TECH</td>
</tr>
<tr>
<td>500298 Television Media Design Specialist 1</td>
<td>BCAST-TECH</td>
</tr>
<tr>
<td>500300 Television Media Design Specialist 2</td>
<td>BCAST-TECH</td>
</tr>
</tbody>
</table>
APPENDIX D-1 - COLLEGE LAB TECHNICIAN CATEGORIES

**Graduate Center**

Appendix D-1 lists categories assigned to College Laboratory Technicians (Administration 4 Group) based on the academic department to which they are assigned (either "Science Technology and Engineering" or "All Other").

Groups of less than five employees total will not be included in the utilization analyses in Appendix E.

Full-Time Employee Count: 4

<table>
<thead>
<tr>
<th>College Lab Tech-Blended Science Engineering Technical</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employees: 4</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Department ID</th>
<th>Department Name</th>
<th>Number of Technicians</th>
</tr>
</thead>
<tbody>
<tr>
<td>80033</td>
<td>Audio Visual Services</td>
<td>4</td>
</tr>
</tbody>
</table>
## Graduate Center

Appendix E-3 presents utilization and underutilization, of faculty members in protected groups by faculty job group. A group is displayed only when five or more faculty are assigned to it.

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

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

Total Minority is comprised of Asian/Hawaiian/Other Pacific Islander, Black/African American, Hispanic/Latino, American Indian/Alaska Native and Two or More Races.
### APPENDIX E-3 - FACULTY UTILIZATION BY JOB GROUP (ITALIAN AMERICAN PLAN)

#### Faculty-Professorial

**Total Faculty:** 160

<table>
<thead>
<tr>
<th>Job Group</th>
<th>Utilization Report</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Female</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>Number of Faculty</td>
<td>58</td>
</tr>
<tr>
<td>Underutilized (Y = Yes)</td>
<td>Y</td>
</tr>
<tr>
<td>Number Underutilized</td>
<td>20</td>
</tr>
<tr>
<td>Actual Utilization Percent</td>
<td>36.3%</td>
</tr>
<tr>
<td>Labor Market Avail. Percent</td>
<td>48.8%</td>
</tr>
</tbody>
</table>

#### Faculty-Librarian

**Total Faculty:** 10

<table>
<thead>
<tr>
<th>Job Group</th>
<th>Utilization Report</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Female</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>Number of Faculty</td>
<td>7</td>
</tr>
<tr>
<td>Underutilized (Y = Yes)</td>
<td>Y</td>
</tr>
<tr>
<td>Number Underutilized</td>
<td>0</td>
</tr>
<tr>
<td>Actual Utilization Percent</td>
<td>70.0%</td>
</tr>
<tr>
<td>Labor Market Avail. Percent</td>
<td>82.8%</td>
</tr>
</tbody>
</table>
**Graduate Center**

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

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

**Personnel Action Categories**

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

<table>
<thead>
<tr>
<th>Category</th>
<th>Subcategories</th>
<th>% of Category</th>
<th>Subcategory %</th>
<th>Subcategory #</th>
<th>Subcategory #</th>
<th>Subcategory #</th>
<th>Subcategory #</th>
</tr>
</thead>
<tbody>
<tr>
<td>White</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hispanic</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Native American</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Black</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
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</table>

### Other Changes

- Other (not counted in totals)
This chart summarizes moves of employees into and out of an EEO job category, which may appear in the "Internal Advancement" column. Normally includes more than one job group. Moves between job groups within a category only. Individuals who are not counted in totals.

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</table>
The chart summarizes moves of employees into and out of an EEO job category, which may appear in the "Internal Advancement" column. Normally includes more than one job group, shows position/job groups within a category.

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<td>Service Workers and Others</td>
<td>Other Changes Within Category</td>
<td>Other Changes (not counted in totals)</td>
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<td></td>
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<td>Other/Unknown</td>
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</table>
APPENDIX F-2 - TENURE ACTIONS BY DEPARTMENT, JOB GROUP AND TITLE (ITALIAN AMER. PLAN)

Graduate Center

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

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

Tenure is effective on September 1 of each academic year. Individuals listed here were awarded tenure effective September 1, 2018 (during this past plan year).

The Total Minority category is comprised of Asian/Hawaiian/Other Pacific Islander, Black/African American, Hispanic/Latino, American Indian/Alaska Native and Two or More Races.
### APPENDIX F-2 - TENURE ACTIONS BY DEPARTMENT, JOB GROUP AND TITLE (ITALIAN AMER. PLAN)

**Library**
- **Assoc Professor**
  - Hired with Tenure
  - Tenured
  - Female
  - White

**MA/Ph.D. Prgm in Linguistics**
- **Assoc Professor**
  - Gained Tenure
  - Tenured
  - Male
  - White

**NeuroScience Initiative**
- **Professor**
  - Hired with Tenure
  - Tenured
  - Male
  - White

**Ph.D. Program In Economics**
- **Professor**
  - Hired with Tenure
  - Tenured
  - Female
  - White

**Ph.D. Program In French**
- **Assoc Professor**
  - Hired with Tenure
  - Tenured
  - Female
  - Black/African Am.

**Ph.D. Program In Music**
- **Professor**
  - Hired with Tenure
  - Tenured
  - Male
  - Black/African Am.

### Summary for the College

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<thead>
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<th>Total Staff:</th>
<th>Ttl Minority</th>
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<th>Black/AfAm</th>
<th>Hispanic</th>
<th>Ital Amer</th>
<th>White Not Ital</th>
<th>Oth/Unk</th>
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<td>1</td>
<td>0</td>
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<td>2</td>
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<tr>
<td>3 Male</td>
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<td>0</td>
</tr>
<tr>
<td>0 Oth/Unk</td>
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APPENDIX G - SUMMARY OF RECRUITING ACTIVITIES

Graduate Center

This appendix provides detail on searches performed by job group, ethnicity, and gender. Detail is provided on applicants, interviews, and offers. The scope of this report includes searches which officially concluded by a job offer during the previous plan year (June 1, 2018 through May 31, 2019).
## Category Summary

### Executive-Administrative-Managerial

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<td>1</td>
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### Veterans

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<th>Off%</th>
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<th>Hire%</th>
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### Indiv. w Disabilities

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## Category Summary
### Professional Faculty

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<tr>
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<td>76%</td>
<td>12</td>
<td>75%</td>
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### Recruiting Summary

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## Category Summary

### Professional Non-Faculty

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<th>Interview</th>
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<td><strong>Female</strong></td>
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<td>53%</td>
<td>33</td>
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<td>33</td>
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**Veterans**

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Category Summary

Administrative Support Workers

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## Category Summary

### Service Workers and Others

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### Recruiting Summary

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