



Office of Affirmative Action
RECRUITMENT PLAN APPROVAL FORM

The Equal Opportunity and Affirmative Action Policies of the City University of New York and of the City College mandate that equal opportunity be offered to all qualified applicants and that a good faith effort be made to recruit qualified women and minority applicants.

Type of Position:

- Faculty
Non-Teaching Instructional Staff (CLT, HEO, Registrar, and Research Series)
ECP
Classified Staff
Research Foundation or Other Non-Tax Levy Position

A. Please attach a Draft PVN and Unit Organizational chart (non-faculty positions only)

(1) Title/Position To Be Filled (2) Hiring Department/Office

(3) Chair/Director of Hiring Department (4) Job Requisition Number (J.R.#)

(5) Department/Office Demographics: Total Employees: # Women # Minorities

(6) (a) Has the AAO established an annual goal requiring a special efforts search? No Yes

(b) If yes: For Women? For Total Minorities? For Specific minority group(s)? (If so please check):
Black Hispanic Asian Nat. Hawaiian Pac. Isl Amer. Ind/ Alsk. Nat. Italian American White

(7) Prepared By: Tele.: Date:

B. Recruitment/Search Process:

(1) List the members of the search committee and the designated chair by gender, ethnicity, professional area/ department. Attach additional sheet if necessary. [For AAO purposes only]

Table with 4 columns: Name, Professional Area/Dept., Gender, Ethnicity. Rows 1-7 for search committee members.

C. Search Type:

- National/Regional Local Limited University Limited College Limited

D. Posting Period:

- 60 Days 30 Days 2 Weeks Until Filled

E. Recruitment Resources/Methods Committee will employ. Please be specific in naming publications, organizations, etc.

(1) Professional:

- Discipline journals/professional publications: _____

- Professional meetings/conferences (include dates): _____

- On-line bulletin boards/job listing services: _____

- Institutions/organizations/associations/Placement Services to receive announcements: _____

(2) Women/Minority/Veterans/Disability Outreach

- Organizations/Caucuses, etc.: _____

- Publications: _____

(3) Other: _____

AA Plan Review/Approval and AAO Certification

Chair/Director of Hiring Department _____ **Date:** _____

Dean _____ **Date:** _____

AAO Approval: _____ **Date:** _____

If not approved by AAO, approval to go forward with the search must be obtained from the President or designee.

President/designee approval _____ **Date:** _____

NOTE: The original copy of this form will be retained in the AAO with Search File. All department Search File documents, including but not limited to, preliminary evaluation sheets, interview ranking forms, committee minutes, etc., must be submitted to AAO and will be retained for a minimum three year period, or longer if agency action is taken to review/audit the search.

REMINDER: An EEO Demographic Survey card must be included in every acknowledgement letter sent to applicants.