

# GUIDELINES REGARDING RECRUITMENT AND APPOINTMENT TO HEO SERIES POSITIONS

## I. BACKGROUND:

The HEO series is a part of the non-teaching instructional staff of The City University of New York. Appointments to positions in this series require that affirmative action procedures are followed in the recruitment and selection process, and that the person chosen possess at least the minimum qualifications as established by the Board of Trustees in its Bylaws. The University reviews all HEO series job descriptions at the time of *posting* and, along with the college, insures that positions have been classified properly and that essential functions are identified. At the time of *appointment* the University confirms that the selected candidate is qualified and that the pay offered is consistent with University contracts and policies. On occasion, the University may also impose and enforce hiring and wage freezes, which may affect this review process. In such event, specific guidelines will be promulgated.

The HEO series is a *non-promotional* series and any appointment of an incumbent to a **vacant** higher title is considered a new appointment subject to search guidelines. For purposes of this document, a **vacancy** is an opening that may occur when:

- an incumbent resigns
- an incumbent is terminated
- an incumbent dies
- an incumbent takes travia/retires
- a line is created for a new position
- an incumbent vacates one position for another
- an incumbent is on a substitute line

When a vacancy exists, an employee already in a HEO series title may be considered for appointment to a higher title by becoming part of the applicant pool responding to a posted Personnel Vacancy Notice (PVN). When no vacancy exists, movement of HEOs into higher HEO series titles at the same campus may be effected through reclassification or reorganization (see section IV).

The policies and procedures outlined below are set forth to assist college staff involved in recruiting, selecting, and appointing employees serving in the HEO series. Success in the implementation of these guidelines requires cooperation among a number of college offices, but in particular that of the Personnel and Affirmative Action Offices.

For policies and procedures governing posting and appointments in the Executive Compensation Plan, or in a HEO title with a REM, refer questions to the Executive Assistant to the Vice Chancellor for Faculty and Staff Relations.

## II. AFFIRMATIVE ACTION POLICIES:

The Board of Trustees of The City University of New York, has adopted numerous resolutions supporting affirmative action and has committed the University to a “vigorous

program of action: (BHE minutes 12/28/70). For affirmative action purposes the protected classes as delineated in the Federal Executive Order [Black, Hispanic (including Puerto Rican), Asian/Pacific Islander, American Indian/Alaskan Native and women] were expanded in December 1976 by the Chancellor of The City University of New York to include Italian Americans. The May 28, 1985 restatement of the Board's commitment specifically directed the Chancellory and the colleges to :reemphasize the taking of the positive steps that will lead to recruiting, hiring, retaining, tenuring and promoting increased numbers of minorities and women."” The campus Affirmative Action Officer is responsible for implementing this program and is charged with serving as a resource person to college officials, search committees, the College Affirmative Action Committee, and various college constituencies regarding the interpretation of all regulations which apply to the Affirmative Action Program. Through signing the last page of the HEO packet (Form 218) for each appointment that is put forward, the Affirmative Action Officer certifies that the selection process conformed with the University” affirmative action policies. The President shall confirm the appropriate ness of affirmative action procedures conducted at the College prior to forwarding the appointment recommendation to the Board of Trustees.

### **III. RECRUITMENT PROCEDURES:**

#### **A. Searches:**

Once the College has determined that a vacant position will be filled, the University’s Revised Affirmative Action Protocol (1988) explicitly requires that hiring departments submit a recruitment plan to the campus Affirmative Action Officer (AAO). This plan, developed in consultation with the AAO, details the outreach efforts that will be made to produce an adequate, representative pool of applicants. As a general rule, applicant numbers should approximate the availability percentages for protected class members. The recruitment plan must be approved by the campus affirmative action officer **before the search begins**. A copy of the approved plan must be kept with the search file.

Before the close of the recruitment period, the AAO should examine the applicant pool to determine if additional outreach efforts are needed. Once the posting’s closing date has passed, it is the responsibility of the campus affirmative action officer to certify that the pool is adequate and representative. If the pool is not adequate, the AAO may require that the search be reopened.

After approval of the applicant pool has been obtained, the department can begin the screening and interview process. It is often helpful to have the search committee or hiring official meet with the AAO at this point to review procedures for screening resumes and conducting interviews in an appropriate manner.

Once a final candidate is identified and **before an offer is made** the AAO must review the interview documentation and certify that appropriate procedures were followed.. The AAO’s signature on the last page of the HEO papers attests to this review.

The University Personnel Vacancy Notice form is to be used for posting of all positions. Opening and closing dates for searches are assigned by the University Personnel Office. Requests for closing listed as “until filled” will be entertained if they include a date upon

which review of applications will begin. If a closing date is listed as “until filled” it will automatically expire ninety days after the posting date. While screening of applications may begin at any time, interviews of candidates should not routinely take place before the closing date on the posting notice. Under special circumstance, it may be necessary to conduct a limited number of interviews at the same time that applications are being received (e.g. to accommodate a special conference or recruitment forum.) In these cases, prior approval from the campus affirmative action officer is needed.

### 1. Standard Search

A standard search involves posting of a PVN along with aggressive outreach to potential applicants at the national or tri-state level. The campus affirmative action officer determines the level of outreach that is appropriate. A recruitment plan which is filed with the campus affirmative action officer before the search begins usually includes:

- the University PVN
- sample wording for advertisements in public media
- a listing of the media vehicles in which advertisements will appear
- sample letters that will be sent to appropriate agencies/organizations
- authorization to search/hire.

### 2. University-level Search

A University-level search relies on the distribution of University Personnel Vacancy Notice to produce an adequate applicant pool and requires prior approval by the University Affirmative Action Office. The University Personnel Vacancy Notices are distributed to College Personnel Offices and to a variety of local and national organizations.. The PVN must include the initials of the affirmative action officer and a notation that the search is to be conducted at the University level.. Approval to conduct this type of search must be requested by the Campus Affirmative Action Officer and granted by the University Affirmative Action Officer before the search is begun. It is important to note that because immigration regulations require proof of a national recruitment effort, a University level search cannot be used to justify the hiring of a no-US worker.

### 3. College-wide Search

On limited occasions, the University Affirmative Action Office may approve a college wide search for a HEO position after receiving a request from the campus affirmative action officer. Approval will be based on 1) the likelihood that an adequate pool of candidates can be generated by the college; 2) the persuasiveness of the justification offered for requiring specific experience limited to a particular college as an essential component of a job and 3) certification that the title in which the position falls does not show any underutilization at the college. Searches of this nature require posting of a PVN form in the department where the position is being recruited, in the College Personnel Office, in the college Affirmative Action Office, and any other areas where vacancy notices are normally displayed. College wide searches are limited to college employees. It is expected that there will be at least 3 qualified candidates available to

consider after a college wide search is conducted. If the limited search does not yield 3 candidates, a University-level search will be required.

#### 4. Abbreviated Search

Standard and University-level searches require a posting period of **no less than four weeks** unless the University Affirmative Action Officer, at the request of the College Affirmative Action Officer, grants approval in writing for an abbreviated search which will last for a shorter period of time. Because outreach efforts are strengthened by adequate posting times, approvals will be granted only in cases of critical need.

**IF A SEARCH DOES NOT GENERATE AN ADEQUATE APPLICANT POOL, THE COLLEGE AND/OR UNIVERSITY AFFIRMATIVE ACTION OFFICER MAY REQUIRE THAT THE SEARCH BE REOPENED OR EXTENDED.**

#### B. Search and Bylaw Waivers

##### 1. Search Waivers

In rare circumstances approval to waive a search may be given by the University Affirmative Action Officer. Requests must come from the campus Affirmative Action Officer and will be considered on a case by case basis. Waivers require extensive justification.

Approval of a search waiver does not automatically result in approval of the candidate. A complete set of HEO papers must be submitted and will be processed through the normal channels. When a waiver of the search procedures has been obtained from the University Affirmative Action Officer, a copy of the written approval must accompany the appointment packet (Form 218);

##### 2. Bylaw Waivers

In extremely rare cases the recommended candidate for a HEO position may not meet the Bylaw requirements for the job. This circumstance should not occur often since PVNs and commercial ads must list the Bylaw requirements as the minimum qualifications. When a waiver of the published minimum qualifications (degrees or work experience) is requested a full explanation (on the required waiver form), including a justification as to why applicants meeting minimal qualifications were not chosen, must be submitted along with the appointment package; accompanying these documents must be a certification of review by the Campus Affirmative Action Officer. (Pages 7,8, of Form 218).

#### C. Substitute Appointments

Substitute status for short term, temporary or emergency appointments is appropriate. No PVNs are required to fill positions on a substitute basis in the full-time non-teaching instructional staff. If it is necessary to fill a vacancy on a substitute basis, a search to fill the position permanently must begin as soon as possible or at the minimum immediately after the first year of appointment, thus, requests for the second renewal of a substitute's appointment must include a copy of the PVN that will be issued to begin the search.

#### D. Posting Personnel Vacancy Notices (PVNs)

Personnel Vacancy Notices (PVNs) are standard notifications of openings in the University. The notices are distributed to CUNY College Personnel Offices and to a variety of local and national organizations in order to increase outreach. Each college is required to post the Personnel Vacancy Notices in a conspicuous place.

##### 1. Required Elements

All Personnel Vacancy Notices (PVNs) for full-time HEO positions MUST be written on the prescribed University form and MUST include all of the following information:

- a. a functional title that is different from the payroll title, but which is listed in the University Functional Title Code List; if the functional title desired by the college is not listed, a written request should be made to the Office Faculty Staff Relations (OFSR) to create that title; if a vacancy is “anticipated” this should be noted above the functional title.
- b. a payroll title listed in the University title code list;
- c. a statement of at least the **essential** job duties; for positions where there are established OFSR, or Bylaw specifications, those duties **MUST** be listed; **NOTE: The job duties page and the pre- and post-organization charts from the “green packet” must be attached to the PVN;**
- d. qualification specifications as listed in the Bylaws of the Board of Trustees must be listed as required;
- e. the entire salary range (all steps) OR a part of a salary range commensurate with the contractual payroll title being posted; when administrative additions to pay (e.g. REMs) are anticipated or desired, such additions must be covered in the advertised range; the five year and seven year steps on the salary schedule can only be offered to Full HEOs and must be approved by OFSR before being included in a posting notice; **When advertising a portion of a salary range, colleges must give considerable thought to the salary steps that are chosen. Requests to accommodate hiring at a salary above the range advertised will be difficult to justify.**
- f. The name and/or address of the person to whom applications, resumes, or other initial filing papers should be sent or delivered; when references are requested at the time of application the minimum number required shall be stated;
- g. The initials of the College Personnel Director AND the College Affirmative Action Officer attesting to their review of the PVN;

\*h. the University/College EEO statement, i.e. AA/EEO/ADA employer;

\*i. a statement regarding compliance with IRCA regulations.

\*Will be printed on the standard PVN form

For positions funded by the Research Foundation, a Research Foundation PVN must be used. The Research Foundation PVN should be sent directly to the Research Foundation Personnel Office. **The university personnel office does not review salary ranges, job descriptions, or job qualifications for research foundation positions.**

## 2. Optional Elements

PVNs for HEO positions MAY include the following;

- a. notations regarding future pay range changes which will occur prior to the anticipated date of appointment and which may enhance interest in the position;
- b. notations that inform potential applicants of appointment contingencies (e.g., the position is an anticipated vacancy subject to final approval at the college, OR subject to receipt of some special funding, OR subject to approval of some special legislation);
- c. closing date notations that extend the filing period beyond the minimum required period (e.g. a specified longer posting period, a continuing posting beyond the minimum period until filled etc.) but in no case longer than **ninety** days; if additional time is needed the PVN can be reissued;
- d. additional PREFERRED, job-related qualifications that may give prospective candidates an indication of skills that the college believes will allow the candidate to perform the job duties more effectively, but which are NOT REQUIRED by the Bylaws or University policy;
- e. notations giving the name and telephone number of the person to call to request accommodations for a disability; inclusion of this line is strongly encouraged.

## 3. Relationship of Advertisements to the PVN

Ads in the commercial press may be more brief than the PVN but **MUST** include: college name/CUNY, functional title, essential duties, required qualifications, pay range, closing date, the name and address of the person to whom resumes should be sent, and the AA/EEO/ADA tag line. Publication of position vacancies in the commercial press may **NOT** appear prior to the approval by the University of the PVN. The closing dates for ads must conform with the one noted on the PVN. The college is obligated to accept applications, resumes or other initial filing papers postmarked by the published closing date.

## 4. Changes to a PVN

Colleges may request to:

- a. EXTEND the closing date on an already announced posting for a minimum of two additional weeks. Such extensions will be posted anew and **should be issued PRIOR to the expiration of the old posting**; An extended posting may NOT incorporate any substantive changes on any items from the first posting and must follow the same rules as the initial posting.
- b. REOPEN a posting while keeping the candidate pool from the first posting active. A reopened search which is to be posted for at least four weeks may include changes to some of the elements of the original PVN (e.g. salary, payroll title, credentials, etc.) A reopened search which is to be posted for **less than four weeks** may NOT incorporate any substantive changes and must follow the same rules as the initial posting. Reopened searches must begin within six months of the closing date of the first search, if the original pool is to be considered;
- c. REACTIVATE a candidate pool from a previous PVN, with the approval of the University Affirmative Action Officer, provided the position is exactly the same as previously announced and all items in the PVN remain exactly the same as before. Reactivating a candidate pool must be completed (i.e., the successful candidate must be appointed) within ONE YEAR of the closing date on the original PVN;
- d. CANCEL a PVN during the posting period. A reissued PVN clearly marked CANCELLED will be posted until the original, now cancelled closing date.

#### **IV. MOVEMENT WITHIN THE HEO SERIES FOR INCUMBENTS WHEN NO VACANCY EXISTS**

While recognizing the HEO titles are not part of a promotional series, there are circumstances under which an individual's job changes significantly and consequently warrants movement of the individual to a higher title. It is important to note, however, that the addition of more or different responsibilities does not automatically justify a higher title. It is the **level** of responsibility that determines the appropriateness of a HEO title.

Salary or title changes may occur when no vacancy exists through one of the following:

- merit salary increase
- reclassification
- reorganization

**NOTE: An adverse impact analysis, along with other statistical reviews, will be conducted periodically by the campus Affirmative Action Officer to assess if salary or title changes resulting from reclassifications or reorganizations are impacting**

**negatively on any protected group. This information should be discussed with the President, HEO Committee and other campus committees as appropriate.**

A. Merit Increases Based on Performance OR Increased Responsibility:

The colleges may from time to time recognize exceptional performance and increased responsibility by granting a merit increase. The purpose of a merit increase is to relate the employee's compensation to the level of performance; when exceptional performance has been sustained over a period of time, or additional responsibilities have been assumed, a merit increase can be an appropriate way to acknowledge the employee. Section 22.5 of the 1990-96 PSC-CUNY Collective Bargaining Agreement permits the colleges to recommend an additional **Movement within Schedule** for meritorious service. In reviewing these recommendations the Vice Chancellor's Non-Teaching Instructional Staff Advisory Committee (hereafter referred to as The Advisory Committee) will be guided by the following considerations:

1. One Step Increases

While these are largely the prerogative of the college, the committee or the University Classification Director will review the request to determine if the college has properly calculated the new pay step and if the effective date is appropriate. Colleges should establish guidelines to ensure that performance standards are clear and that evaluations support the step increase recommendation. A one step increase will be processed through the college internal review committee and submitted to the University Personnel Office by the College Review Officer. Written requests must be accompanied by the front page of the HEO packet. If a change of duties is being proposed the second page of the packet is also required.

2. Two Step Increases

Two step increases will only be considered in cases of extraordinary performance and/or significant expansion of job responsibilities and will require extensive justification. Colleges wishing to recommend a two step increase will be required to do the following;

- provide with page one of the "Green Packet" a current performance evaluation conducted within the previous 12 months;
- provide a statement regarding the performance history and contributions of the employee which give specifics about the extraordinary nature of the accomplishments;
- provide a salary history of the employee at the college, including all full-time appointments and any other merit increases which the employee has received;
- provide pre- and post- job descriptions clearly identifying the new job duties when those duties are a factor in the justification for a two step increase.

3. Timing of a merit increase (one or two steps)

Effective January 1, 1995, merit increase recommendations may only be submitted to the Vice Chancellor's Advisory Committee for consideration twice a year for approval by the Board. The Vice Chancellor may establish a schedule to accommodate this provision of the guidelines. No employee may receive more

than on merit increase in any fiscal year.

## B. Reclassification

### 1. Conditions

A reclassification recognizes the accretion of new, complex duties over time that impact the scope and level of responsibility of the job which renders the current HEO title inappropriate. Under these conditions a search is not required because a vacancy does not exist.

Minimum conditions needed for consideration of a reclassification are as follows:

- the employee was selected for the original position in the HEO series as a result of an approved search and is not serving in a substitute capacity;
- the employee has at least 2 years of continuous full time active college service, in the current position within the current department and in the current HEO title. Leaves of absence shall be bridged;
- the college HEO committee agrees that at least one third of the current job duties of the employee have been added or significantly expanded since the current position was assumed;
- the college HEO committee determines and the University classification director agrees that at least on half of the current job duties are appropriate to a higher level of responsibility.

Reclassifications may, on rare occasions, occur prospectively in circumstances where substantial external changes will impact particular jobs. Such changes include:

- new legal or policy mandates that alter the substance or volume of work in a significant way without comparable additions to staffing or resources;
- reductions in force that reorder workloads in significant ways without opportunities for eliminating job functions and reordering priorities;
- significant and high priority opportunities for revenue-generating, expenditure reduction or demonstrable quality improvement activities.

In submitting a candidate the college should show why the proposed candidate represents the only person capable of assuming such responsibilities.

### 2. Procedures:

A reclassification request shall be submitted to the college HEO committee. The request will include:

- a cover letter signed by the supervisor and the appropriate Dean or Vice President;
- a justification for the higher title which includes:
  - 1) a discussion as to why the position has grown
  - 2) a description of the process used to determine the allocation of additional assignments within the unit (e.g., why did this position grow and not others; what skills/abilities were considered in the assignment of new duties?)

- 3) a description of any training that was offered to the incumbent that allowed her/him to assume the new responsibilities;
- pre- and post- organizational charts;
  - pre- and post- job duties;
  - performance evaluations of the incumbent;
  - classification history of the incumbent.

The college HEO screening committee will review the request and upon approval submit it to the University Personnel office for review and action.

The University Classification Director will review the request, make inquiries, and research prior job descriptions. Recommendations for approvals will be made to the University Personnel Director who will advise the college in writing of the approval. When approval is not recommended, the request will be referred to the Advisory Committee for action.

In unusual cases, the University Classification Director may require that the College Personnel Officer desk audit the position or may conduct such an audit, if deemed necessary; the University Classification Director will submit the findings and a recommendation to the University Personnel Director who may approve the action or refer it to the Advisory Committee.

A recommendation by the Advisory Committee that the reclassification request be denied shall be referred to the Vice Chancellor for Faculty and Staff Relations, for decision.

The college will be notified in writing of the decision made.

### 3. Salary Issues

The employee whose position is reclassified to a higher level in the HEO series may be eligible for an additional step upon reclassification at the discretion of the college President.

Regardless of the date of reclassification, the employee shall retain the same increment date in the higher title, unless a new date is appropriate based on University policy.

Reclassifications shall become effective the first day of the month following the board meeting at which they are presented and may not be retroactive to an earlier date, nor may new titles be reflected on the payroll without the prior approval of the Office of faculty and Staff Relations;

An employee with 13.3b status in the lower title will carry that status to the new reclassified title after one full year's appointment as defined in article 13 of the PSC Agreement.

## C. Reorganization of Departments/Divisions

### 1. Definition

A reorganization is a management directed redesign of work and reporting relationships that impacts in a significant way on the processing and flow of work in the unit(s) and which may result in modification of existing classification levels. In the event that a reorganization results in new vacant positions being created, those positions must be filled through established search procedures.

## 2. Procedures

When reorganization of a unit occurs, movement of non-teaching instructional staff into different titles may become necessary. In order to facilitate these title changes, requests for reorganizational title changes will be considered as a package. Requests should be sent by the College Review Officer after review and approval by the college HEO Screening Committee, to the University Personnel Office and should include:

- transmittal letter from the College Review Officer countersigned by the campus Affirmative Action Officer and (if not the College Review Officer,) the chair of the HEO Screening Committee, summarizing the total number of title change requests being submitted on the basis of the proposed reorganization;
- a narrative plan outlining the rationale for the restructuring and describing all facets of the reorganization;
- organization charts showing the departmental structure before and after the proposed reorganization;
- pre- and post- job descriptions for all positions in which duties will change, with notes as to how each position will be filled, e.g. through search, reclassification, reassignment, etc.

All reorganization requests will be reviewed by the Advisory Committee; a representative of the college may be invited to make a presentation to the committee.

Movement to a higher title as a result of a reorganization plan will be subject to the same salary criteria as described for reclassifications. Reorganizations that include functional changes but not classification changes should also be submitted to the University Personnel Office so that current job titles and descriptions are on file.

### D. Reassignments (changes in functional title)

A reassignment is a significant change in duties or responsibilities resulting in a new functional title but no change in HEO classification. Reassignments are the prerogative of the college (see Article 13 CUNY/PSC Agreement). Changes of this nature must be sent to the University Classification Director and should include:

- pre- and post- job duties
- pre and post organizational charts

- page one of the HEO packet signed by the College Review Officer and initialed by the Affirmative Action Officer.

## **V. HEO SERIES DATA FORMS (FORM 218)**

### **A. Required Elements**

HEO series data forms (“The Green Packet”, CUNY Personnel Form 218) for all CUNY employees in the HEO series, must be submitted in the prescribed University format to the University Personnel Office for review, approval, or referral to the Vice Chancellor’s Non-Teaching Instructional Staff Advisory Committee. All forms must be completed in accordance and conformance with the printed guidelines and **MUST** contain the following:

1. all required signatures; this includes the signature of the college affirmative action officer on the last page for both regular and substitute appointments;
2. an appointment salary within the range of the posted salary which is commensurate with the skills/experience of the candidate; a justification must be attached if the salary offered is in excess of 12% or two University salary steps, which ever is greater, above the candidate’s current rate of pay; only Full HEOs can be hired at the five or seven year step upon appointment (this action requires the prior approval of the Office of Faculty Staff Relations);
3. pre- and post- organizational charts of the unit that indicate the names, functional titles, and payroll titles for all employees in both classified and instructional staff titles. For a department with several parallel units, the charts should reflect the same information for these parallel units; the sheets should be clearly labeled with the college name, pre- or post- notation, department or office name and date prepared or effective;
4. a copy of the approved University PVN; NOTE: for substitute appointments it is recommended that the appointment letter state that the appointment is for a maximum of six months and that in no case may reappointments or other substitute appointments with CUNY exceed a maximum total of 24 months or 4 semesters. A vacant position filled on a substitute basis may only be subsequently filled regularly if there is a search. In such cases, requests for a second renewal must include a copy of the PVN that will be issues to begin the search process.
5. completion of the Affirmative Action search section of Form 218.

### **B. Policy Guidelines**

The following guidelines are intended to be helpful to colleges in making decisions about appointments:

1. required years of work experience in the Bylaws are interpreted to be related to the field in which the person is being employed; part time and unpaid, related work experience may be counted, if properly documented;
2. for HEO appointments, degree requirements need not be in a directly related field, unless the position is a highly technical one requiring a degree (e.g. an architect or engineer); the PVN may specify the desired degree, but may not be overly narrow if the position does not require a specific degree.
3. a degree must be conferred by the time the appointment is made; a college may require evidence of the degree at the time of application, so long as the same requirement is made of all applicants and all are made aware of the requirement in the PVN. At the time of appointment evidence that the employee holds the required degree must be presented to the designated college official. Degrees from foreign institutions should be carefully reviewed. Degrees from non-accredited schools are not acceptable in meeting degree requirements. A waiver of degree requirements is seldom approved, and then usually for positions in fields with recognized alternative routes to acquiring necessary knowledge; when a degree is not held, documentation of alternative skills and knowledge, including coursework taken in college, will be required;
4. while there is not prohibition against a person serving in one HEO title from reporting to another HEO at the same rank, it is a questionable practice. When the college believes that it has justification for such an arrangement, written reasons must be provided;
5. it is understood that when a position becomes vacant, the classification of that position may be subject to review, both at the college and at the University;
6. when originally submitted, the PVN must be accompanied by a completed job duties page and organization chart from Form 218; the classification for a PVN approved with these documents attached is not intended to be reviewed again unless the job duties deviate from those submitted on the original PVN;
7. colleges are responsible for maintaining copies of applications for three years from the closing date on the PVN in accordance with the University's record retention regulations;
8. the University Personnel Office must be told which office and which individual at the college is responsible for records retention and personnel administration.

### C. The Chancellor's/University Reports

Pending actions are subject to removal from the Chancellor's/University Reports based on a recommendation by the University Personnel Director. Appointments made prior to approval by OFSR and prior to reporting in the Chancellor's/University Report to the

Board of Trustees, must be payrolled in compliance with the board's policy on retroactivity.

## **VI. THE COLLEGE HEO SCREENING COMMITTEE**

The College HEO Screening Committee(s), whose members are named by the President, shall review and recommend to the President appointments, merit increases, reclassifications, reorganizations and such other personnel actions as may be appropriate for the non-teaching instructional staff, with the exception of CLTs. Colleges must notify the Office of Faculty and Staff Relations in writing of the name and title of the Chairperson of the College of the College HEO Screening Committee.

It is recommended that the College Affirmative Action Officer and the Labor Designee be appointed to the committee in an *ex officio* capacity. Both of these officers have knowledge which can be useful to the committee as it conducts its review of proposals. The College Personnel Officer **MUST** be an *ex officio* member of the committee, unless some other college official is charged by the President with managing the administrative processes involved with postings, appointments and records retention. The Personnel Officer (or designated official) also serves as liaison to the OFSR. Designation of someone other than the Personnel Officer should be made in writing to the University Personnel Director. In addition to the above, one member of the HEO Screening Committee must be designated as the committee's secretary. The Affirmative Action Officer, Labor Designee and Personnel Officer may be either voting or non-voting members of the committee. All appointment papers (Form 218) must be signed by the College HEO Screening Committee Chairperson, the Secretary of the HEO Screening Committee and the Affirmative Action Officer.

## **VII. THE ROLE OF THE UNIVERSITY PERSONNEL OFFICE**

The University Director of Classification in the University Personnel Office will contact the person at the college who has been designated by the College HEO Committee to resolve issues with regard to appointments; the Director will seek to rectify any errors and obtain any missing documents prior to rendering an action on an appointment; once the issues are resolved the Director will review all appointment actions with the University Personnel Director prior to final approval; The University Personnel Director may delegate approval authority in certain actions to the Classification director; approvals will be noted on the University copy of the appointment papers, and the college will be notified by phone of approved actions. Follow up correspondence may be issued. Colleges wishing to receive a copy of the University approval may include a duplicate copy of page one of the green pages (Form 218). Once approval has been received, the college can enter the appointment. Once approval has been received, the college can enter the appointment in the Chancellor's and/or University Report.

Appointments to positions that The Advisory Committee has been directed to monitor, or to positions that the Advisory Committee has determined require close scrutiny (e.g. red circled positions) will be referred to the Advisory Committee by the Classification Director. Also, actions which the Classification Director recommends not be approved and with which the University Personnel Director concurs will be referred for review to the Vice Chancellor's Advisory Committee. Upon recommendation for approval by the

Advisory Committee and with the concurrence of the Vice Chancellor, the college will be notified by phone, and may be notified in writing. Request denials will be made in writing.

The Director of Classification will be responsible for monitoring the requirements of the posting process as outlined above. When a PVN is approved, the Director of Classification will initial the PVN, assign an opening and closing date, and distribute the PVN to the University's mailing list, including all CUNY college Personnel Offices. The approval of the Director of classification must be received prior to publication of the advertisement in the commercial press.

#### A. Responsibilities of the Classification Director

The Classification Director shall be responsible for the following:

1. determining that the position is properly classified as an instructional staff title and that the level of the position is consistent with similar classifications in the system;
2. determining that all requirements of the posting regulations as outlined in the Section on PVNs, have been met;
3. returning to the college incomplete, unsigned, and illegible PVNs and appointment forms for correction;
4. recommending withdrawal of all appointments that have not been approved by the cut off date from the Chancellor's/University Reports;
5. reviewing with the University Personnel Director all PVN and Form 218 submissions and all recommended actions, unless the Classification Director has been explicitly delegated authority to take independent action;
6. reporting to the Vice Chancellor's Advisory Committee, on which the Classification Director shall sit as a voting member, all appointment actions which the University Personnel Director determines should be placed on the agenda;
7. communicating all approvals and all rejections to the designated official at the college; maintaining all official OFSR records.