

Office of Affirmative Action, Compliance and Diversity Language Hall, Room 27

P: 718.289.5151 F: 719.289.6011

Bronx Community College of The City University of New York 2155 University Avenue Bronx, New York 10453

RECRUITMENT PLAN

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

Attachments needed: Must attach CUNYFirst Position Va Notice/Template – Consult with the Office of Hun

Attachments needed. Must at Must at					r all Non-teaching Instruction			ns)
Instructions: Please comple Plan before you submit for								Recruitment
Position Description (p*After September 1, 2013, ALL requ by the HEO Screening Committee, thall other titles, you must submit budg	ests for <u>H</u> he Office o	EO series titles must be sul f Affirmative Action, Com	bmitted by your res	ity will proceed with the	review/approval process to have	the Office of Hur	nan Resources proce	ss the job posting. For
Position Status:		Newly Created P	osition*	□ Va	cant Position/Refill		Reposted Pos	ition
Contract Title:		Faculty: Prof	fessor - 🗌 As	ssociate Professor	- Assistant Professo	or - 🔲 Lectu	ırer - 🔲 İnstru	ictor
		Non-Teaching Inst	ructional:	CLT -	(aHEO) Assistant to I	HEO - 🗌 (H	IEa) Higher Edu	acation Assistant
				(HEA) H	igher Education Associa	ate 🗌 (H	EO) Higher Eo	lucation Officer
		Civil Service/Cla	assified:	Probable	Permanent Status	Pr	ovisional Statu	s
		Executive Comp	ensation Plan					
CUNYFirst Job Title/	Positio	on:						
Hiring Department/Of								
Suggested Post/Public	ation A	Area(s):						
		tions (identify)*						
Websites/Publ		` ,						
	fton oxini	lable only to associat	ion members. I	f you or any of you	r staff is a member of a pr			
information (name and contact			the College. For	faculty positions, th	e Office of Academic Affair	will reimburs	e for the cost of the	ne job posting.
	informat			faculty positions, the Days	e Office of Academic Affair			Until Filled
information (name and contact	informat	ion) for the benefit of t		•				<i>J</i> 1 <i>C</i>
Posting Period: Departmental Information Name of Hiring Mana	informat	60 Days	30) Days	Limited:15	30 Days		Until Filled
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Date Submitted: ____/___

Prepared/submitted by: _____

5. 6. 7. 8.

etermination Justification/Comments:				
For Approval by the Vice President (or interim/designated	representative):			
Division/Dept:	# of Position	on(s): Eff	fective Start Date: _	1 1
Proposed Annual Salary Range:*Please discuss with the Office of Human Resources for union/contrac	t salary information	Salary Budg	et/Maximum:	SC salary schedule)
Salary Analysis Form: List comparable staff titles and				
Comments:				
Signature:				1 1
For Approval by the College President (only for identified	ECP/HEO job postin	gs/advertisements that ar	e direct reports to the Of	fice of the President
Check for approval on: National/Regional	al Advertisements	Print Ad(s	s) 🗌 Otl	ner
Comments:				
Callana Danaidand'a Cinnadanna			Datas	1 1
College President's Signature:				/ /
For Approval by the Office of Affirmative Action, Co	_	_		
Search Type: National/Regional CUNY I Recruitment/Advertisement Source(s):	_imited	College Limited	U Other (please	list below)
BCC-CUNY Website/Personnel Announcemen	,	Inside Higher	r Ed	
HERC			Higher Education	
Professional Associations (identify) Ethnic Publications (identify)				
Websites (identify)				
Recruitment/Advertisement Type:	l(s)	Online Ad(s)	☐ Both (please	e see below)
Comments:				
Did the recruitment plan have an attached copy of the jo	b posting(s)/adve	rtisement source(s)?	No No	☐ Yes
Did the recruitment plan have an attached salary analys	is?		□ No	Yes
Did the recruitment plan have an attached organizations Only newly created positions, did the recruitment plan h		Budget Annroval Fo	$rm? \square \qquad \mathbf{No}$	☐ Yes ☐ Yes
f marked no, return date: / /		9		_
Submission date to Office of HR: / /	HR Liaisor	ı:		
Search Committee: Do you certify a good faith effort for				
No (If checked, please obtain justification fro	om hiring manger)		Yes	
Justification/Comments:				
Chief Diversity Officer's Signature:			Date:	
Date AA training invite sent:// Ch	arged by	c.	arch Committee confirm	ned: Vos
Jace 13/13 training invite sent. / / Cl	iai gcu by	Se	aren Commuee confiri	1 es