



## **NEW YORK CITY COLLEGE OF TECHNOLOGY 2019-2020 AFFIRMATIVE ACTION PLAN**

Affirmative Action Plans covering Minorities and Women (Executive Order 11246), Individuals with Disabilities (Section 503) and Veterans (VEVRAA)

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This plan is available for review at the above address.

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The Appendices follow this document and pages are numbered separately.

## **PART ONE: INTRODUCTION AND BACKGROUND**

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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.

The College produces a separate Affirmative Action Plan for Italian Americans. The Chancellor of CUNY designated Italian Americans as a protected group at CUNY in 1976.

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

### History

New York City College of Technology (City Tech or the College) has been engaged in technology-based education since its founding in 1946 as the New York State Institute of Applied Arts and Sciences. In 1953, the institute was renamed New York City Community College, becoming a part of The City University of New York (CUNY) in 1964. Voorhees Technical Institute, established in 1881 as New York Trade School, was incorporated into the College in 1971. The College was designated the University's college of technology in 1980 and renamed New York City Technical College. In June 2002, it became New York City College of Technology. It is the sole college of technology of CUNY and the largest public college of technology in the Northeast.

### Accreditation

The College is authorized by the New York State Board of Regents to offer twenty-nine baccalaureate programs (bachelor of technology, bachelor of science, bachelor of science in education, and bachelor of fine arts), thirty associate programs (associate in arts, associate in science, and associate in applied science degrees), and four certificate programs, with more degree programs under development. These programs include applied mathematics and sciences, architectural technology, biomedical informatics, business, communication design, computer systems technology, data science, engineering technology, entertainment technology, health care, health sciences and administration, hospitality management, human services, law and paralegal studies, professional and technical writing, teacher education, and the liberal arts and sciences. In addition to its accreditation by the Middle States Commission on Higher Education, the College maintains individual accreditation from professional and disciplinary bodies for many of its programs.

### Mission

New York City College of Technology is a baccalaureate and associate degree-granting institution committed to providing broad access to high quality technological and professional education for a diverse urban population. City Tech's distinctive emphasis on applied skills and place-based learning, built upon a vibrant general education foundation, equips students with both problem-solving skills and an understanding of the social contexts of technology that make its graduates competitive. A multi-disciplinary approach and creative collaboration are hallmarks of the academic programs. As a community, City Tech nurtures an atmosphere of inclusion, respect, and open-mindedness in which all members can flourish.

As a result of a City Tech education, students will:

- Develop knowledge from a range of disciplinary perspectives, and hone the ability to deepen and continue learning.
- Acquire and use the tools needed for communication, inquiry, analysis, and productive work.

- Work productively within and across disciplines.

## ORGANIZATION CHARTS

**Appendix A** displays organization charts.

## RELEVANT POLICIES

As a unit of The City University of New York (CUNY), a public university system, the College follows federal, state, and city laws and regulations on non-discrimination and affirmative action. These include Executive Order 11246, as amended, Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Sections 503 and 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, Section 402 of the Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended, the Equal Pay Act of 1963, the Age Discrimination in Employment Act of 1967, as amended and the Age Discrimination Act of 1975, the New York State Human Rights Law and the New York City Human Rights Law.

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. Links are accurate as of October 2019.

[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. It is located at:

[http://policy.cuny.edu/general-policy/article-v/#policy\\_5.061](http://policy.cuny.edu/general-policy/article-v/#policy_5.061)

[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.

In addition, CUNY campuses report crime statistics, including statistics relating to sexual violence, under the federal Jeanne Clery Act. Information is available at the College from the Office of Public Safety, 300 Jay Street, Namm 109 or at:

<http://www.citytech.cuny.edu/public-safety/docs/StudentRightToKnow.pdf> .

## **Other Policies**

It is the policy of City Tech to recruit, employ, retain, promote, and provide benefits to employees and to admit and provide services for students without regard to race, color, creed, national or ethnic origin, religion, ancestry, age, sex (including pregnancy, childbirth and related conditions), sexual orientation, gender, gender identity, credit history, arrest record, marital status, legally registered domestic partnership status, caregiver status, disability, genetic predisposition or carrier status, alienage, citizenship, military or veteran status, unemployment status or status as victim of domestic violence, sexual violence or stalking.

Retaliation for reporting or opposing discrimination, or cooperating with an investigation is also prohibited.



The President reaffirms the College's non-discrimination policies annually. **Appendix B** contains a copy of the annual Reaffirmation Letter, which issued on September 21, 2018.

## **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**

The President, Russell K. Hotzler, 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 Patricia A. Cody, Esq., 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.

## **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 College has a standing committee advising the President on affirmative action policy, reviewing the impact of policies on the College governance plan, developing and implementing strategic diversity plans, and promoting College programs to reflect pluralistic values and goals.

Committee members in this Reporting Year were:

- Patricia A. Cody, Chief Diversity Officer
- Brenda Alexander, Athletic Director, Athletics & Recreation
- Justin Vazquez-Poritz, Dean, School of Arts and Sciences
- Jeannette Espinoza, Assistant Professor, Law & Paralegal Studies
- Anita Giraldo, Assistant Professor, Communication Design
- Kevin Hom, Dean, School of Technology & Design
- Iva Williams, CUNY Office Assistant to Dean of Arts & Sciences

## **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

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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's employees are invited to self-identify as members of protected groups. Employees may update their selection at any time via an Employee Self-Service portal. 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 2020.

The same choices are available to job applicants, who are invited to self-identify 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/Latino, 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.

Of a total of 982 employees, all employees have identified a gender, race and ethnicity.

Of a total of 982 employees, 966 employees did not identify a Veteran status and 977 did not identify a Disability status. Self-identification in these categories is a priority for future self-identification campaigns.

## 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.

Used for This Report	Used for 2017 and 2018 Reports	Impact
For internal candidates, CUNY-wide review of employee appointments over 2016-2017 and 2017-2018 to	Based on various reviews performed between 2011 and 2015.	Advances data by between three and seven

Used for This Report	Used for 2017 and 2018 Reports	Impact
determine weighting and feeder jobs.  Employee population based on June 1, 2018 census (start of last plan year).	Last updated in 2015.	years, depending on group.
For external candidates, the American Community Survey of the US Census (ACS), 5-year estimate, 2013-2017 (final).	American Community Survey data, 5-year estimate, 2007-2011 (final).	Advances data by six years.
Faculty discipline estimates based on the US Dept. of Education’s National Center for Education Statistics’ Integrated Post-Secondary Education Data System (IPEDS) completion data for 2015-2016 (final). Disciplines evaluated by Classification of Instructional Programs (CIP), most often at the two-digit level (major category).	IPEDS degree completion data for 2013-2014.	Advances data by two years.

## 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.

## 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), we analyze 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

We conduct an additional level of review for Faculty and College Laboratory Technicians with groupings based on discipline. With few exceptions, faculty departments are assigned to disciplines within the Classification of Instructional Programs (CIP), previously described. 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.

## Exhibit: Job Groups and Staffing 6/1/19

See following page.

## Exhibit: Workforce Summary

NYC College of Technology

Total Employees: 982

### Executive/Administrative/Managerial

Job Group	Staff	Female #	Female %	Minority #	Minority %
Administration 1 (Executive)	17	8	47.1%	10	58.8%
Administration 2 (Manager)	62	40	64.5%	36	58.1%
Facility Manager	1			1	100.0%
IT Computer Manager	2	1	50.0%	1	50.0%
Security Manager	3	1	33.3%	2	66.7%

### Professional Faculty

Job Group	Staff	Female #	Female %	Minority #	Minority %
Faculty-Professorial	363	176	48.5%	146	40.2%
Faculty Librarians	13	10	76.9%	4	30.8%
Faculty-Instructor	3	2	66.7%	2	66.7%
Faculty-Lecturer	26	12	46.2%	11	42.3%
Faculty-Developmental	16	13	81.3%	7	43.8%

### Professional Non-Faculty

Job Group	Staff	Female #	Female %	Minority #	Minority %
Accountant	7	4	57.1%	5	71.4%
Administration 3 (Professional)	119	87	73.1%	91	76.5%
Administration 5 (Engineer-Architect)	2			2	100.0%
IT Computer Professional	23	4	17.4%	21	91.3%

### Administrative Support Workers

Job Group	Staff	Female #	Female %	Minority #	Minority %
Accountant Assistant	4	4	100.0%	3	75.0%
Administrative Assistant	14	12	85.7%	11	78.6%
Office Assistant	93	83	89.2%	83	89.2%
Mail Services Worker	2			2	100.0%

### Craft Workers

Job Group	Staff	Female #	Female %	Minority #	Minority %
Basic Crafts-Buildings and Grounds	2			2	100.0%
Laborers and Helpers	8			5	62.5%
Skilled Trades-Supervisor	2				
Skilled Trades	26			11	42.3%

### Technicians

Job Group	Staff	Female #	Female %	Minority #	Minority %
Administration 4 (College Lab Tech)	37	14	37.8%	23	62.2%
Broadcast/Media	3			3	100.0%
IT Support Technician	9	6	66.7%	8	88.9%
Print Shop	4	2	50.0%	3	75.0%

### Service Workers and Others

Job Group	Staff	Female #	Female %	Minority #	Minority %
Campus Public Safety Sergeant	10	3	30.0%	10	100.0%
Campus Peace Officer	27	4	14.8%	23	85.2%
Campus Security Assistant	22	11	50.0%	22	100.0%
Custodial Supervisor	11	3	27.3%	9	81.8%
Custodial	51	19	37.3%	49	96.1%

Workforce Summary: Page1

## 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 – Federal Plan

Collegiate Faculty are assigned to the Professorial, Instructor, or Lecturer job groups. Availability for these groups in the federal plan is based on a combination of degree requirements and academic discipline.

- Degree Requirements – these are applied as follows:
  - Professorial – Doctoral Degree
  - Instructor – Master’s Degree
  - Lecturer – Bachelor’s Degree or Master’s Degree.
- Discipline -- Within each Faculty job group, we analyze utilization by academic program or discipline. The University codes its disciplines using the US Department of Education’s “Classification of Instructional Programs” (CIP). We assign an academic discipline to each academic department using the CIP coding, usually at the 2-digit level (major category). On an exception basis, we either calculate a blended labor market availability for interdisciplinary programs, or create an exception assignment of individual faculty to specific disciplines. Where multiple departments are assigned to the same discipline we may also review a break-out by department within discipline.

### 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.

## **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**

See following page.

**Exhibit: Summary of Historical Changes in Underutilization -Staff and College Lab Techs**

**NYC College of Technology**

This is a summary of underutilization of protected groups by Job Group, organized by EEO Category. Only those Job Groups with five or more staff 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, in 2019 the arrangement of job groups for security staff has changed. The 2018 figures reflect the prior organization (job groups named CPO-1 and CPO-2) and the 2019 figures reflect the new organization (Campus Security Assistant and Campus Peace Officer). The prior CPO-1 group contained Campus Security Assistant and Campus Peace Officer Level 1 only and CPO-2 contained Campus Peace Officer Level 2 only). The new groups are Campus Security Assistant and CPO (both CPO-1 and CPO-2 titles).

**Category: Executive/Administrative/Managerial**

		UNDERUTILIZATION					
		Total Staff	Female	Total Minority	Asian/Nath aw./Other Pac. Isl.	Black/ African Am.	Hispanic/ Latino
<b>Administration 1 (Executive)</b>							
	2018	18					
	2019	17					
	2019 Hypothetical using 2018 Labor Mkt	17					
<b>Administration 2 (Manager)</b>							
	2018	59					2
	2019	62					3
	2019 Hypothetical using 2018 Labor Mkt	62					

**Category: Professional Non-Faculty**

		UNDERUTILIZATION					
		Total Staff	Female	Total Minority	Asian/Nath aw./Other Pac. Isl.	Black/ African Am.	Hispanic/ Latino
<b>Accountant</b>							
	2018	7	2				1
	2019	7	2				1
	2019 Hypothetical using 2018 Labor Mkt	7	2				1
<b>Administration 3 (Professional)</b>							
	2018	114					

Exhibit: Summary of Historical Changes in Underutilization -Staff and College Lab Techs

Category: Professional Non-Faculty

		UNDERUTILIZATION					
		Total Staff	Female	Total Minority	Asian/Nath aw./Other Pac. Isl.	Black/ African Am.	Hispanic/ Latino
<b>Administration 3 (Professional)</b>							
	2019	119			6		
	2019 Hypothetical using 2018 Labor Mkt	119			2		
<b>IT Computer Professional</b>							
	2018	21	3				
	2019	23	6		1		
	2019 Hypothetical using 2018 Labor Mkt	23	2				

Category: Administrative Support Workers

		UNDERUTILIZATION					
		Total Staff	Female	Total Minority	Asian/Nath aw./Other Pac. Isl.	Black/ African Am.	Hispanic/ Latino
<b>Administrative Assistant</b>							
	2018	15			1		3
	2019	14			1		1
	2019 Hypothetical using 2018 Labor Mkt	14			1		2
<b>Office Assistant</b>							
	2018	92					
	2019	93					
	2019 Hypothetical using 2018 Labor Mkt	93					

Category: Craft Workers

		UNDERUTILIZATION					
		Total Staff	Female	Total Minority	Asian/Nath aw./Other Pac. Isl.	Black/ African Am.	Hispanic/ Latino
<b>Laborers and Helpers</b>							
	2018	7	1				
	2019	8	2				1
	2019 Hypothetical using 2018 Labor Mkt	8	1				
<b>skilled Trades</b>							
	2018	23	1				
	2019	26	1				
	2019 Hypothetical using 2018 Labor Mkt	26	1				

**Exhibit: Summary of Historical Changes in Underutilization -Staff and College Lab Techs**

**Category: Technicians**

		UNDERUTILIZATION					
		Total Staff	Female	Total Minority	Asian/Nath aw./Other Pac. Isl.	Black/ African Am.	Hispanic/ Latino
<b>Administration 4 (College Lab Tech) - Other</b>							
2018		6					
2019		6		1	1		
2019 Hypothetical using 2018 Labor Mkt		6					
<b>Administration 4 (College Lab Tech) - Sci/Tech/Eng</b>							
2018		33					
2019		31					
2019 Hypothetical using 2018 Labor Mkt		31					
<b>IT Support Technician</b>							
2018		8			1		
2019		9			2		
2019 Hypothetical using 2018 Labor Mkt		9			1		

**Category: Service Workers and Others**

		UNDERUTILIZATION					
		Total Staff	Female	Total Minority	Asian/Nath aw./Other Pac. Isl.	Black/ African Am.	Hispanic/ Latino
<b>Campus Peace Officer</b>							
2019		27	1				
2019 Hypothetical using 2018 Labor Mkt		27	2				
<b>Campus Peace Officer (2018-CPO Level 1)</b>							
2018		44					7
<b>Campus Public Safety Sergeant</b>							
2018		9			1		1
2019		10					
2019 Hypothetical using 2018 Labor Mkt		10			1		
<b>Campus Security Assistant</b>							
2019		22					2
2019 Hypothetical using 2018 Labor Mkt		22					4
<b>Custodial</b>							
2018		50			1		
2019		51			3		

**Exhibit: Summary of Historical Changes in Underutilization -Staff and College Lab Techs**

Category: Service Workers and Others

	UNDERUTILIZATION					
	Total Staff	Female	Total Minority	Asian/Nath aw./Other Pac. Isl.	Black/ African Am.	Hispanic/ Latino
<b>Custodial</b>						
2019 Hypothetical using 2018 Labor Mkt	51			1		
<b>Custodial Supervisor</b>						
2018	10					
2019	11			1		
2019 Hypothetical using 2018 Labor Mkt	11					

**Exhibit: Summary of Historical Changes in Underutilization - Faculty**

**NYC College of Technology**

This is a summary of underutilization, of protected groups by faculty Job Group and Discipline. Only those combinations of Job Group and Discipline 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).

Other Changes for 2019:

-Librarians are reported in a separate Job Group. In 2018 they were reported with Professorial faculty.

-The former discipline of Public Administration and Social Service Professions was separated into two disciplines: Public Administration and Social Service Professions. 2018 numbers are reported under the combined discipline, and 2019 numbers are reported separately.

**Faculty-Developmental**

		UNDERUTILIZATION					
		Total Staff	Female	Total Minority	Asian/Nath aw./Other Pac. Isl.	Black/ African Am.	Hispanic/ Latino
<b>Education - Developmental</b>							
2018		18					1
2019		16					
2019 Hypothetical using 2018 Labor Mkt		16					

**Faculty-Lecturer**

		UNDERUTILIZATION					
		Total Staff	Female	Total Minority	Asian/Nath aw./Other Pac. Isl.	Black/ African Am.	Hispanic/ Latino
<b>Business, Management, Marketing, Support Services</b>							
2018		5			1		
2019		5		1	1		1
2019 Hypothetical using 2018 Labor Mkt		5			1		
<b>Computer and Information Sciences and Support Servi</b>							
2018		5			1		
2019		5			1		1
2019 Hypothetical using 2018 Labor Mkt		5			1		
<b>Education - Developmental</b>							
2019		5	1	1	1		

**Exhibit: Summary of Historical Changes in Underutilization - Faculty**

**Faculty-Lecturer**

		UNDERUTILIZATION					
		Total Staff	Female	Total Minority	Asian/Nath aw./Other Pac. Isl.	Black/ African Am.	Hispanic/ Latino
2019 Hypothetical using 2018 Labor Mkt		5	1				

**Faculty-Librarian**

		UNDERUTILIZATION					
		Total Staff	Female	Total Minority	Asian/Nath aw./Other Pac. Isl.	Black/ African Am.	Hispanic/ Latino
<b>Faculty Librarians (prior to 2019 were in Professoriate)</b>							
2018		13					1
2019		13					
2019 Hypothetical using 2018 Labor Mkt		13					1

**Faculty-Professorial**

		UNDERUTILIZATION					
		Total Staff	Female	Total Minority	Asian/Nath aw./Other Pac. Isl.	Black/ African Am.	Hispanic/ Latino
<b>Architecture and Related Services</b>							
2018		20	2			2	
2019		20	3			1	
2019 Hypothetical using 2018 Labor Mkt		20	2			2	
<b>Area, Ethnic, Cultural, Gender, and Group Studies</b>							
2018		6			1		
2019		6					
2019 Hypothetical using 2018 Labor Mkt		6			1		
<b>Biological and Biomedical Sciences</b>							
2018		22	4				1
2019		21	3				2
2019 Hypothetical using 2018 Labor Mkt		21	3				1
<b>Business, Management, Marketing, Support Services</b>							
2018		27					
2019		28					
2019 Hypothetical using 2018 Labor Mkt		28					
<b>Communications, Journalism, and Related Programs</b>							
2018		16					
2019		16					
2019 Hypothetical using 2018 Labor Mkt		16					
<b>Computer and Information Sciences and Support Servi</b>							



Exhibit: Summary of Historical Changes in Underutilization - Faculty

		UNDERUTILIZATION					
		Total Staff	Female	Total Minority	Asian/Nath aw./Other Pac Isl	Black/ African Am	Hispanic/ Latino
<b>Faculty-Professorial</b>							
	2018	30				1	
	2019	30				2	
	2019 Hypothetical using 2018 Labor Mkt	30				1	
<b>Engineering Technologies and Engineering-related Fiel</b>							
	2018	41					
	2019	42	4			1	1
	2019 Hypothetical using 2018 Labor Mkt	42					
<b>English Language and Literature/Letters</b>							
	2018	36					
	2019	37					
	2019 Hypothetical using 2018 Labor Mkt	37					
<b>Health Professions and Related Programs</b>							
	2018	55					
	2019	54			5		
	2019 Hypothetical using 2018 Labor Mkt	54					
<b>Legal Professions and Studies</b>							
	2018	7					
	2019	7					
	2019 Hypothetical using 2018 Labor Mkt	7					
<b>Liberal Arts and Sciences, General Studies &amp; Humanitie</b>							
	2018	15	2				
	2019	15	3				
	2019 Hypothetical using 2018 Labor Mkt	15	2				
<b>Mathematics and Statistics</b>							
	2018	41					
	2019	39					
	2019 Hypothetical using 2018 Labor Mkt	39					
<b>Physical Sciences</b>							
	2018	20					1
	2019	20	2				1
	2019 Hypothetical using 2018 Labor Mkt	20	2				1
<b>Social Sciences</b>							
	2018	26				1	
	2019	25					
	2019 Hypothetical using 2018 Labor Mkt	25					

## Utilization, Underutilization, and Placement Goals

Staff underutilizations were reduced or eliminated in the following Job Groups:

Administrative Assistant from 3 to 1 in the Hispanic or Latino category;

Campus Public Safety Sergeant from 1 to 0 in the Asian, Hawaiian or other Pacific Islander category (hereinafter Asian);

For Faculty Professorial, as follows: Architectural Technology from 2 to 1 in the Black or African American category, Area, Ethnic, Cultural, Gender, and Group Studies from 1 to 0 in the Asian category, Biology and Biomedical Sciences from 4 to 3 in the female category, and Social Sciences from 1 to 0 in the Black or African American category.

Both Faculty Developmental and Faculty Library from 1 to 0 in the Hispanic or Latino category.

For any increases in underutilizations in Job Groups, these were in nearly all instances the result of the impact of the changes in Labor Market Availability (LMA) estimates with the University's use of more recent updates to availability data sources. (See the Labor Market Source Data Chart above). This becomes readily apparent in reviewing the hypothetical underutilization using 2018 LMA in the Exhibit Summary Charts of Historical Changes in Underutilizations for both staff, college lab techs, and faculty above.

## 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 that 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. Faculty reported here received tenure/CCE status effective September 1, 2018.

The tenure report tracks the following statuses:

- Awarded Tenure
- Hired with Tenure
- Denied Tenure (not common).

For this Reporting Year, all those faculty eligible for tenure were awarded tenure.

## **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 to attract diverse, qualified applicant pools.

Limitations on Applicant data in CUNYFirst exist in many instances due to a significant number of unidentified applicants as to race/ethnicity and gender on the reports reviewed by the CDO when applicant and interview pools are reviewed for approvals. (See Appendix G).

For faculty hires in the Reporting Year, of the 10 reported (one was a declined offer), all 10 were females and 7 were minorities.

### **Hiring from Civil Service Applicant Pools**

The College participated in 13 University-wide hiring pools for Classified Civil Service hires, with 29 total hires taking place. 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](#).

The list of pools is as follows: COA Hiring Pool- 6/15/18 (2 hires), CSA Hiring Pool- 6/28/18 (4 hires), Stationary Engineer Hiring Pool- 8/16/18 (3 hires), COA Hiring Pool- 9/28/18 (1 hire), Stationary Engineer Hiring Pool- 10/18/18 (1 hire), CSA Hiring Pool- 10/9/18 (1 hire), CSA Hiring Pool- 11/28/18 (4 hires), CSA Hiring Pool- 2/4/19 (1 hire), COA Hiring Pool- 2/20/19 (2 hires), Steamfitter Hiring Pool- 3/15/19 (1 hire), CSA Hiring Pool- 3/26/19 (3 hires), COA Hiring Pool- 4/15/19 (5 hires), and Financial Account Assistant- 5/11/19 (1 hire).

### **Compensation**

The University manages pay plans according to title and/or bargaining unit. These include an Executive Compensation Plan (ECP), Faculty and Non-Teaching Instructional Staff Pay Schedules, Classified Civil Service Plans for Managerial Personnel and Non-Managerial Staff, and Prevailing Wage schedules for Skilled Trades.

Pay plan flexibility can be limited by bargaining unit contract, Civil Service regulations, Prevailing Wage determinations, and/or University policy.

We review overall practices such as:

- Setting of Starting Salaries
- Performance-Based Pay
- Pay Increases Upon Promotion
- Tracking of Compensation Decisions
- Document Retention
- Assignment of Overtime/Additional Assignments.

We also review salaries by job group and title and evaluate areas where there is a discrepancy of 5% or more based on average salary as well as a material number of employees.

## **PART THREE: ACTION-ORIENTED PROGRAMS**

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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 2019-2020 Programs
- Ongoing Activities in Support of Affirmative Action
- Internal Audit and Reporting.

## IMPLEMENTATION OF PRIOR-YEAR PROGRAMS

Over the Reporting Year, the College undertook the following programs to support Affirmative Action and create a climate of inclusion.

### Summary of Campus Programs, Reporting Year 2018-2019

Continuation of the CDO's in-person, interactive EEO training sessions of City Tech employees, including managers and supervisors.	Educate City Tech employees, including hiring managers and potential search committee members, on the benefits of workplace diversity and the laws and policies governing fair employment practices. The trainings seem to have had a positive impact on City Tech's hiring process and inclusive climate, given the positive feedback and discussions during and after the trainings.
CDO charge of search committees – 26 in-person charges conducted by the CDO in the Reporting year	Sensitize hiring managers and search committee members to check their implicit biases; Provide guidance on laws and policies governing equal employment opportunity; Highlight focus on a candidate's qualifications for the position. The CDO charge meetings seem to have had a positive impact on City Tech's hiring process and inclusive climate, given the exchanges during these meetings.
Two faculty members selected to participate in the University's Faculty Fellowship Publication Program, including three females and one minority	Selection of minority and female faculty members for this program enhances diversity retention efforts in the workforce at the College with the department chairs supporting these efforts. In this Reporting Year, one of the two selected was female.
CDO conducted Respectful Workplace trainings for several departments upon request	Training efforts to enhance diversity and inclusion supported by positive feedback and discussions during and after the trainings.

A major gender diversity initiative was the result of the College's receiving a Minority Science and Engineering Program (MSEIP) three year grant award from the US Department of Education in 2015 (MSEIP Institutional Project – the Project). The CDO is a project team member on the Project serving as a senior personnel	This Project completed in this Program Year and will be assessed going forward.

contributor. For the Project, the CDO conducted a three-part, 8-hour workshop series focused on understanding and combatting implicit bias in the classroom and workplace. In the Reporting Year, a group of Computer Science program faculty, including both Mathematics and Computer Science Technology Department members, participated in the workshops.	
Awarding a Faculty Assessment Leadership Award to a minority faculty member. This faculty member lead a workshop related to intercultural knowledge in the engineering professions and offered faculty intercultural developmental activities during the Spring Semester 2019. This aligned with the College's Living Lab General Education Seminar for 2019.	Assessment will follow going forward.

## 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

Program	Expected Impact
Continue with the CDO's live EEO training sessions for City Tech employees.	Goal is to further reduce underutilization.
CDO charge of search committees	Goal is to further reduce underutilization.

## 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.

## **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.

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.

## **PART FOUR: INDIVIDUALS WITH DISABILITIES AND PROTECTED VETERANS**

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Federal regulations mandate Affirmative Action plans address hiring and advancement of Individuals with Disabilities and Veterans.

The sections of Part Four, as mandated by regulation, are:

- Equal Opportunity and Non-Discrimination Policy
- Review of Personnel Processes
- Review of Physical and Mental Qualifications
- Reasonable Accommodations
- Harassment Prevention Procedures
- External Dissemination of Policy
- Outreach and Positive Recruiting
- Internal Dissemination of Policy
- Responsibility for Implementation
- Training
- Audit and Reporting System
- Benchmark Comparisons

## 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.*

The City University of New York, 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. Further details on University policies are available at:

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

## REVIEW OF PERSONNEL PROCESSES

Our goal is to ensure personnel activities are consistent with providing equal employment opportunity for employees and applicants who are Individuals with Disabilities and/or Protected Veterans. We periodically review our personnel processes for potential barriers to employment, training, and promotion.

The College’s personnel processes do not stereotype Individuals with Disabilities or Protected Veterans or otherwise limit their access to jobs for which they are qualified; further, the College strives to include Individuals with Disabilities and Veterans in media such as college publications and websites.

We invite employees to self-identify through an online self-service system. We invite applicants to self-identify upon each application through CUNY’s online applicant tracking system. The University maintains this data in its system of record with appropriate security measures for confidentiality of individual information. The College last conducted a self-identification

campaign in 2018 and plans to have the next comprehensive campaign in 2020.

## REVIEW OF PHYSICAL AND MENTAL QUALIFICATIONS

We wish to ensure that physical and mental qualifications and requirements are job-related and consistent with business necessity and safety. We periodically review physical and mental qualifications as they relate to employment, training, and promotion.

We will review the requirements of a given position when there is a change in working conditions or requirements. As new job qualifications are established, the College reviews them to ensure that they would not screen out qualified Individuals with Disabilities or Protected Veterans (unless they reflect essential functions of these particular jobs).

The University's Civil Service unit reviews job requirements prior to issuing new or revised Civil Service specifications. The University also provides a checklist for planning a recruiting effort that includes a sign-off on a review of job qualifications.

## REASONABLE ACCOMMODATIONS

The College provides reasonable accommodations to Individuals with Disabilities and Disabled Veterans so they can apply for a position or perform the duties of their jobs. As per *CUNY Procedures for Implementing Reasonable Accommodation and Academic Adjustments*, the Human Resources Director is responsible for responding to requests for accommodation (by applicants, employees, contractors, visitors, and others).

The College contact for accommodation requests is:

Name: Sandra Gordon

Title: Executive Director of Instructional Staff Relations; and Labor Designee

Phone: 718-260-5353

Email: [sgordon@citytech.cuny.edu](mailto:sgordon@citytech.cuny.edu)

*CUNY Procedures for Implementing Reasonable Accommodation and Academic Adjustments* is available on CUNY's website:

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

Information for applicants for employment is provided on the Employment Page of the CUNY Website and OFSR/Job Board Page of the City Tech Website. The text of the statement is as follows:

Any applicant who requires an accommodation for a disability in order to apply for a position or proceed with the job search process should contact the Human Resources office at the College posting the position (list at [www.cuny.edu/employment/campus-hr.html](http://www.cuny.edu/employment/campus-hr.html)) or contact the Office of Recruitment and Diversity at [jobs@cuny.edu](mailto:jobs@cuny.edu) or at 395 Hudson St., New York, NY 10014.

As per University policy, the College also provides reasonable accommodations to individuals based on a disability; pregnancy, childbirth, or a medical condition related to pregnancy or childbirth; religious practices and status as a victim of domestic violence, sex offenses or stalking.

In the last year:

- While recognizing that many requests are resolved through an informal process, the College responded to 25 official requests for employee accommodations, for which the process was successfully concluded 23 times; in one instance the requesting employee resigned before a determination on the request was made, and in another the request was denied; the employee did not appeal this denial. At this time, there are no outstanding appeals.

- No job applicants requested reasonable accommodation from the College.

- As to new or upgraded College facilities:

A New Academic Building opened for classes in the Fall 2018 Semester. The building has an area of 750,000 square feet. Accessible features include, among others, entrances and exits, bathrooms and elevators.

The first floor of the Pearl Building was renovated during the Reporting Year. The space has an area of 19,000 square feet. The renovations included improved accessibility features.

- Currently, there are several projects in the planning stages that will improve accessibility on the campus. These include further renovations to the Pearl Building and a renovation to the Namm Building at 300 Jay Street.

## **HARASSMENT PREVENTION PROCEDURES**

The University has developed procedures to ensure that Individuals with Disabilities or Protected Veterans are not harassed. (See above, *Policy Statements on Equal Employment Opportunity*). The 504/ADA Coordinator, Patricia A. Cody, Esq., administers efforts to ensure access and non-discrimination for Individuals with Disabilities.

## **EXTERNAL DISSEMINATION OF POLICY**

Each job vacancy announcement has a summary of CUNY's policy.

The University also posts its Non-Discrimination Policy on its employment website, located at <https://www.cuny.edu/employment/>, and announces the policy annually in the New York Times newspaper.

The University Office of Labor Relations provides an annual notice of CUNY’s policies to labor unions.

The College sends written notice of the Affirmative Action Policy to all subcontractors, vendors, and suppliers requesting compliance with our policy.

## **OUTREACH AND POSITIVE RECRUITING**

### **Summary of 2018-2019 Outreach Efforts**

In the last Plan Year, the College undertook the following targeted efforts for outreach to Veterans and Individuals with Disabilities:

<b>Program / Effort</b>	<b>Impact/Discussion</b>
Job postings with Direct Employers, which sends job postings to various websites for, among other groups, Individuals with Disabilities and Veterans; Charge meeting emphasis on these two categories	For hires resulting from search processes over the past Reporting Year, see Exhibit on hiring rates below; impact made by positive feedback and discussions during and after the Charge meetings.

### **Planned Outreach for 2019-2020**

The College Plans to initiate the following new activities over the next Plan Year:

<b>Program / Effort</b>	<b>Goals/Expected Impact</b>
Continue with Direct Employers and Charge meeting emphasis	Goal is to increase employee representation of Veterans and Individuals with Disabilities

In addition, ongoing efforts include:

- Disseminating information concerning employment opportunities to media that reach Disabled Veterans, other Protected Veterans, and Individuals with Disabilities
- Advertising job openings with a variety of external resources, including required reporting to the New York State Labor Department and related agencies
- Filing the federal VETS-4212 report annually
- As defined by New York State statute, assisting Veterans with a passing score on a

competitive Civil Service examination to apply for additional points based on Veteran or Disabled Veteran Status

- As defined by New York State statute, assisting qualified Individuals with Disabilities to apply for, and be appointed to classified competitive Civil Service titles without an examination.

## **INTERNAL DISSEMINATION OF POLICY**

To foster positive support for the Affirmative Action Program for Protected Veterans and Individuals with Disabilities, the College has:

- Included policies in manuals and other in-house publications
- Met with senior staff and supervisors to explain the intent of the policy and individual responsibilities
- Scheduled training for employees involved in recruitment, selection, and promotion decision-making
- Discussed policies in employee orientation and management training programs
- Included articles on accomplishments of Disabled Veterans, other Veterans, and Individuals with Disabilities in College publications
- Posted *CUNY Procedures for Implementing Reasonable Accommodation and Academic Adjustments* on College bulletin boards, along with the *CUNY Policy on Non-Discrimination* (which also covers protection from harassment on the basis of disability)
- Featured persons who are Individuals with Disabilities in handbooks or similar publications

## **RESPONSIBILITY FOR IMPLEMENTATION**

As part of its efforts to ensure equal employment opportunity to Disabled Veterans, other Veterans, and Individuals with Disabilities, the College has designated specific responsibilities.

### **The President**

The President, Russell K. Hotzler, oversees Affirmative Action and compliance programs. He appoints the 504/ADA Coordinator to oversee College compliance activities and provides management support and resources to manage the implementation of Affirmative Action and compliance programs. Issues uncovered in self-audits or reviews are ultimately reported to the President who oversees implementation of appropriate responses.



## 504/ADA Coordinator

The President assigned the duties of the 504/ADA Coordinator to Patricia A. Cody, Esq. Responsibilities include:

- Monitoring the college for 504/ADA compliance
- Resolving issues before they become potential grievances; considering appeals and disputed accommodation decisions
- Maintaining information on accommodations requested and provided
- Ensuring pertinent records are stored securely and confidentiality is maintained
- Providing training as needed on issues related to Individuals with Disabilities.

## College Officials

College officials assume certain responsibilities to assure compliance with regulations, including working with the Office of Human Resources to fund, identify and implement accommodations and other improvements to promote accessibility on campus.

## University Management

The University's Office of Recruitment and Diversity reports summary statistics to senior management, including university-wide and college-specific data. The University posts these reports online at:

[Click here for University Resources:](#)

<http://www2.cuny.edu/about/administration/offices/hr/recruitment-diversity/>

## TRAINING

Employees involved with recruitment, selection, promotion, disciplinary actions, training, and related processes for Individuals with Disabilities or Veterans are acquainted with the College's Affirmative Action Program. CUNY's Office of Recruitment and Diversity and the Office of Professional Development and Learning Management provide training opportunities to help employees maximize their personal and workplace effectiveness, including Diversity Training courses.

The CDO has continued with her live training sessions for College employees, which includes information and discussion of prohibitions regarding discrimination against Individuals with Disabilities and Veterans, and the ability of these covered applicants and employees to request reasonable accommodations.

## AUDIT AND REPORTING SYSTEM

The 504/ADA Coordinator oversees College audit and reporting systems in support of Individuals with Disabilities, evaluating how the College is meeting its objectives, identifying barriers to access, and identifying the need for remedial action.

The Chief Diversity Officer audits the effectiveness of outreach and Affirmative Action programs as part of the Affirmative Action Plan process. The CDO also monitors recruitment activities and discrimination claims related to status as a Veteran or Individual with a Disability.

The individual in this dual reporting role reports findings to the President.

## BENCHMARK COMPARISONS

### Staffing

**Appendix H** details the utilization of Individuals with Disabilities by job group. The number of Individuals with Disabilities, and the percent of total staff, is listed. This should be compared with the (federal) suggested guideline of 7.0%. While there is a requirement to report staffing, there is no requirement to calculate underutilization or set placement goals.

There is no guideline for utilization of Veterans.

### Hiring Rate

The Exhibit on the next page illustrates hiring rates for Veterans and Individuals with Disabilities as compared with the previous two plans years. This is presented in the format prescribed by the Department of Labor.

In March 2019, the federal benchmark Hiring Rate for Veterans was set at 5.9%.

There is no hiring rate benchmark for Individuals with Disabilities.

## Exhibit: Benchmark Comparisons for Veterans and Individuals with Disabilities

### Veterans Hiring Benchmark

The benchmark Hiring Rate is established annually by the U.S. Department of Labor and was 5.9% as of March 2019.

Factor	2018-2019	2017-2018	2016-2017
<b>Benchmark</b>	<b>5.9%</b>	<b>6.4%</b>	<b>6.7%</b>
A. Number of applicants who self-identified as Veterans before an offer of employment is made	139	163	
B. Total number of job openings	82	123	59
C. Total number of jobs filled	81	110	54
D. Total number of applicants for all jobs	5272	6516	1595
E. Number of Veteran applicants hired	1	4	1
F. Total number of applicants hired	81	110	54
<b>Hiring Rate (E divided by F)</b>	<b>1.23%</b>	<b>3.64%</b>	<b>1.85%</b>
<b>Was Benchmark Met? (Yes/No)</b>	<b>No</b>	<b>No</b>	<b>No</b>

### Hiring Rate, Individuals with Disabilities

There is no recommended hiring benchmark for Individuals with Disabilities.

Factor	2018-2019	2017 - 2018	2016 - 2017
A. Number of applicants who self-identify as Individuals with Disabilities before an offer of employment is made	321	426	
B. Total number of job openings	82	123	59
C. Total number of jobs filled	81	110	54
D. Total number of applicants for all jobs	5272	6516	1595
E. Number of Individuals with Disabilities hired	1	4	0
F. Total number of applicants hired	81	110	54
<b>Hiring Rate (E Divided by F)</b>	<b>1.23%</b>	<b>3.64%</b>	<b>0%</b>

# APPENDICES

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- A. SUMMARY ORGANIZATION CHART
- B. RE-AFFIRMATION LETTER
- C. JOB GROUPS AND LABOR MARKET AVAILABILITY
- D. ACADEMIC DEPARTMENTS BY DISCIPLINE AND COLLEGE LAB TECHNICIAN CATEGORY
- E. UTILIZATION ANALYSIS (ADMINISTRATORS AND STAFF, COLLEGE LAB TECHNICIANS, FACULTY)
- F. SUMMARY OF PERSONNEL ACTIVITIES
- G. SUMMARY OF RECRUITMENT ACTIVITIES
- H. UTILIZATION OF INDIVIDUALS WITH DISABILITIES

**A**

## **A. SUMMARY OF ORGANIZATION CHARTS**

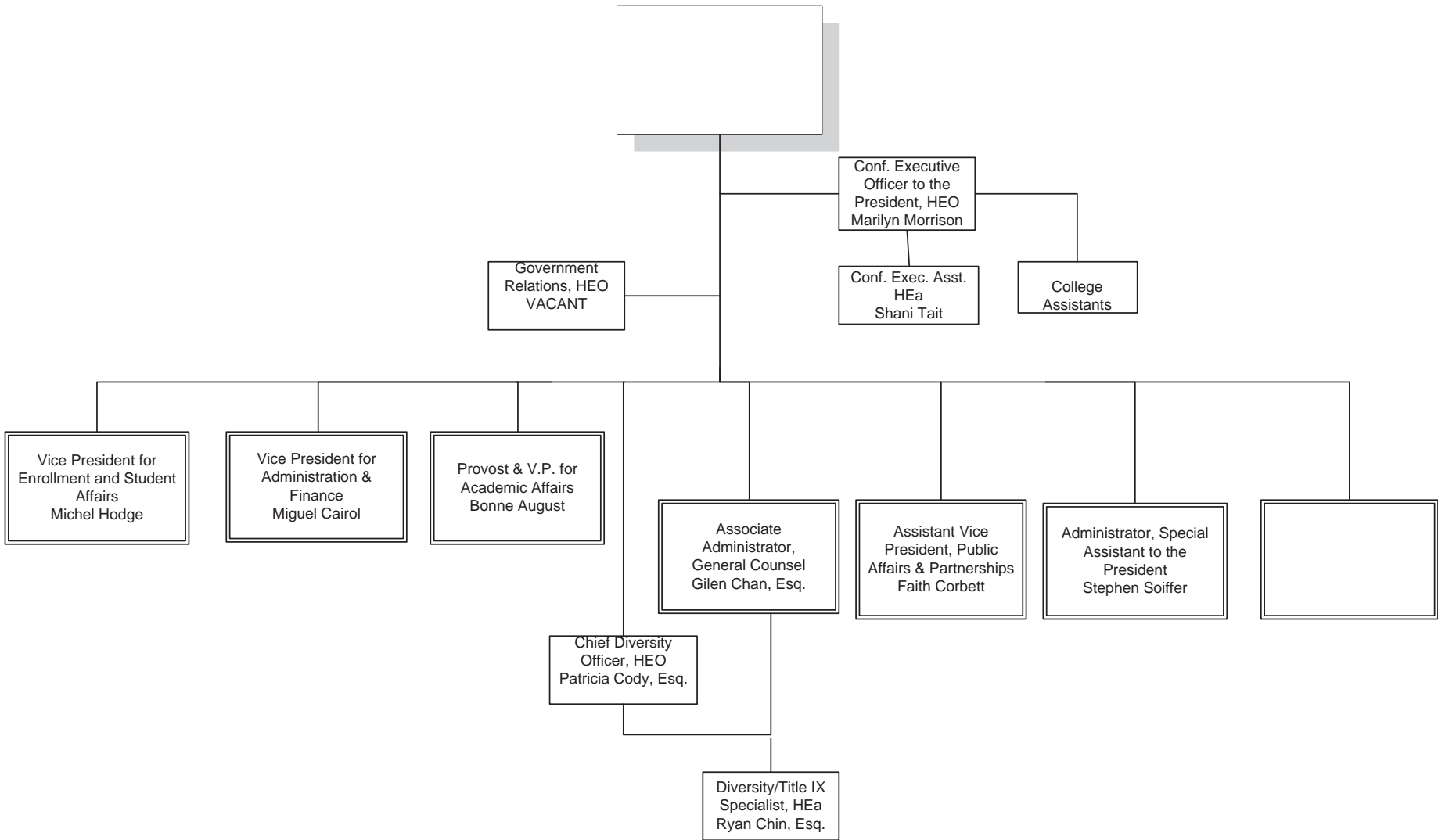
## APPENDIX A - ORGANIZATION CHART

### NYC College of Technology

This Appendix provides a high-level organization chart.

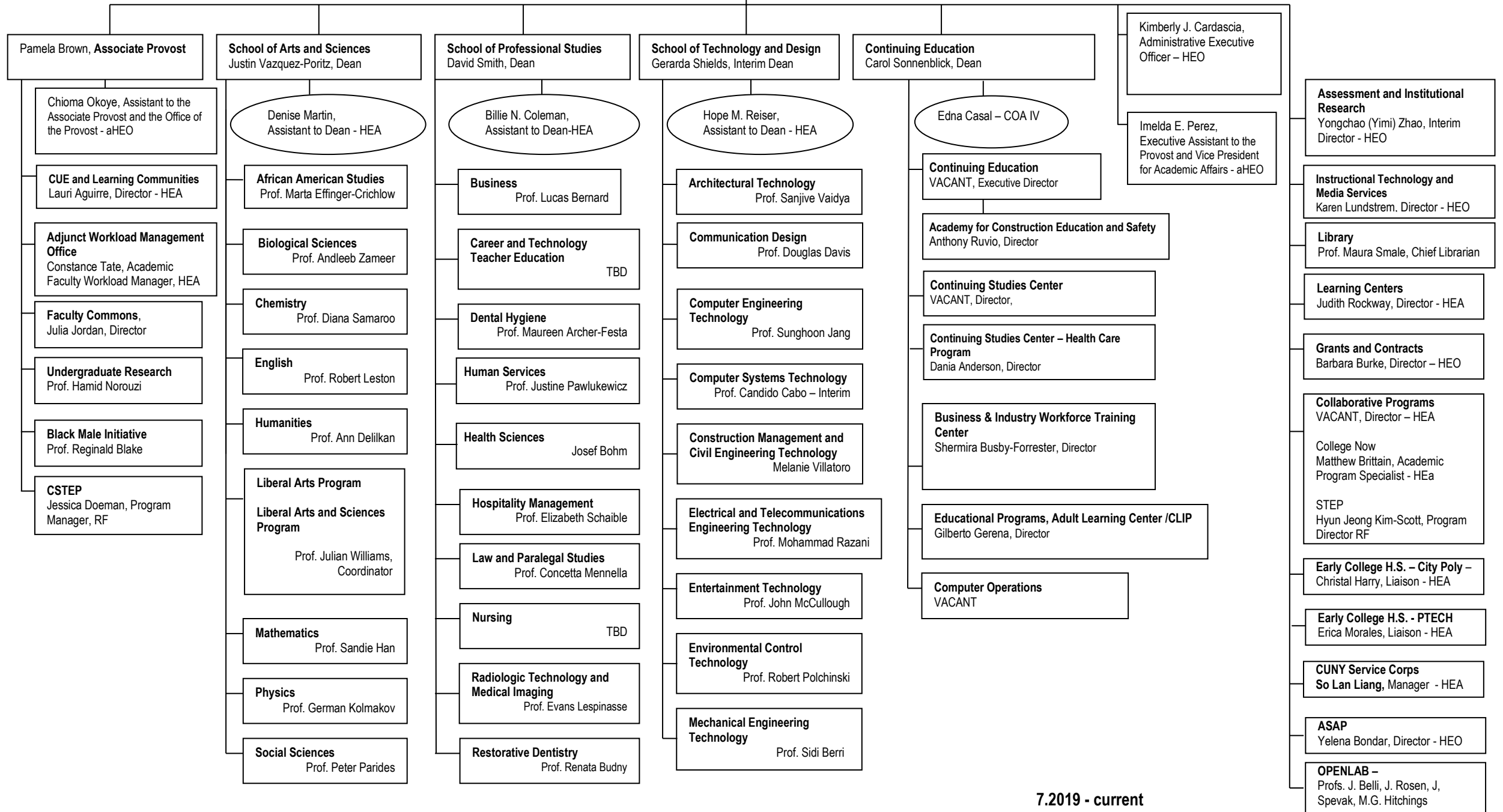
# ORGANIZATIONAL STRUCTURE

## Office of the President

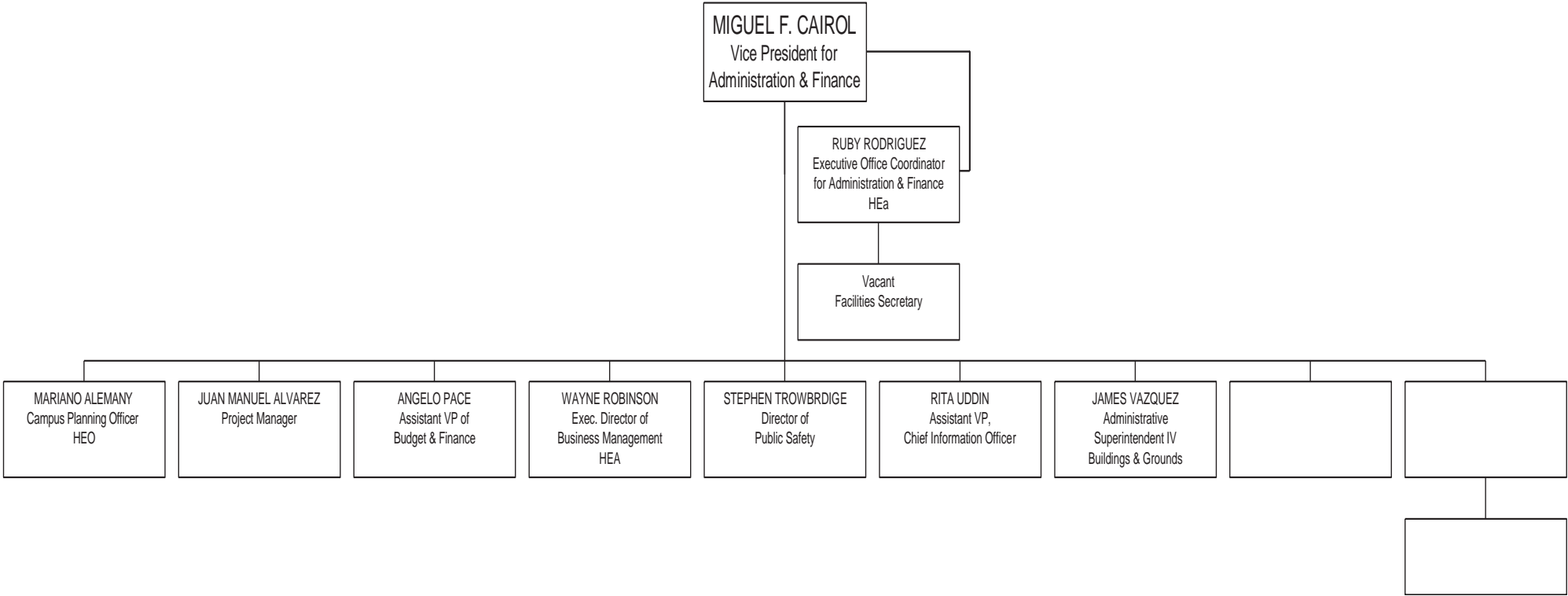




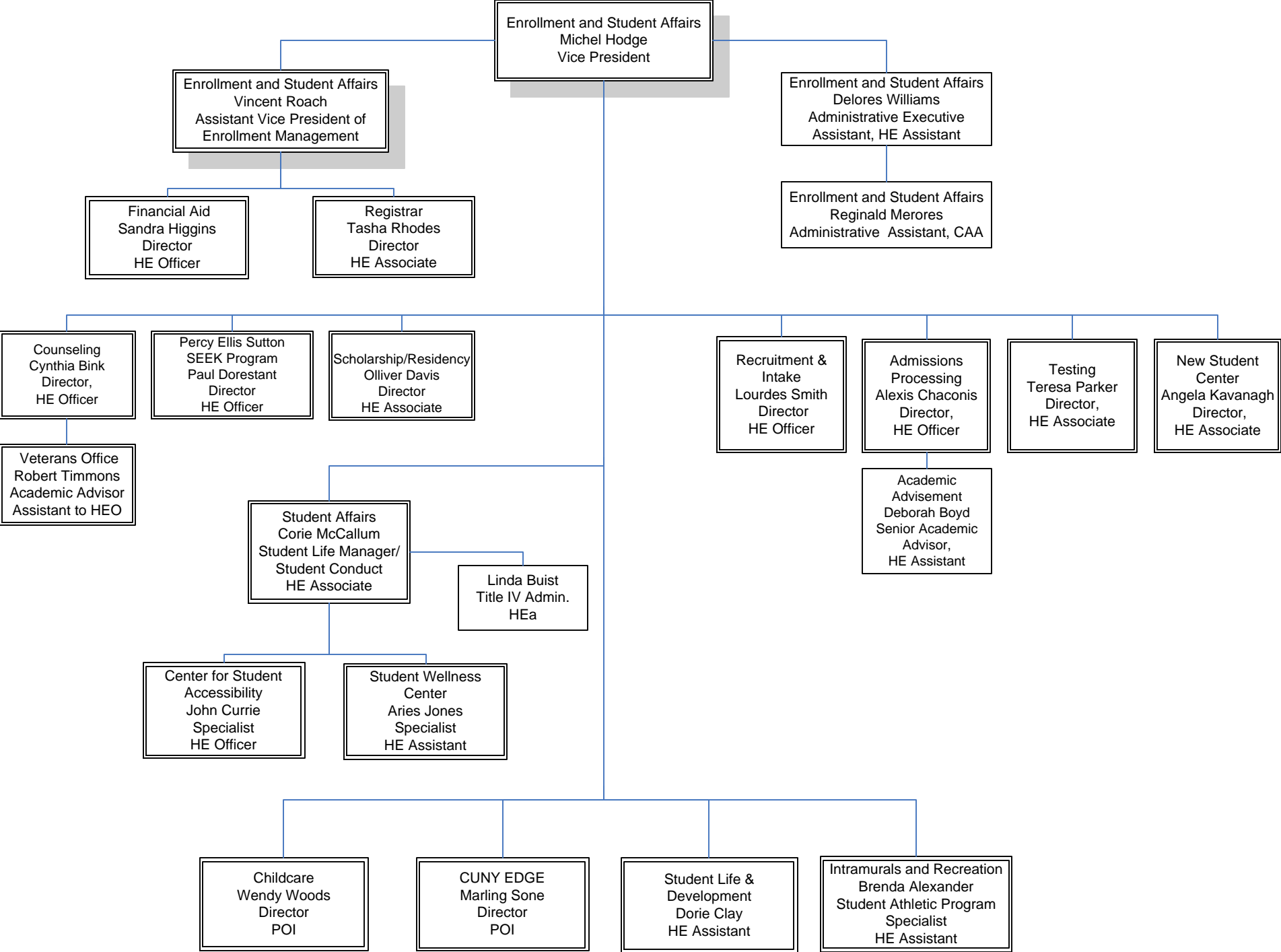
Bonne August, Provost and Vice President for Academic Affairs



# ADMINISTRATION & FINANCE



# Enrollment and Student Affairs - Current



**B**

**B. RE-AFFIRMATION LETTER**

## APPENDIX B - REAFFIRMATION LETTER

### NYC College of Technology

This Appendix contains information on reaffirmation(s) distributed this past Plan Year.



## NEW YORK CITY COLLEGE OF TECHNOLOGY

The City University of New York  
300 Jay Street, Namm Hall 319  
Brooklyn, N.Y. 11201-2983

### OFFICE OF THE PRESIDENT

Tel: 718 260 5400 Fax: 718 260 5406

September 21, 2018

Members of the College Community:

Re: Reaffirmation of Diversity and Equal Opportunity

The City University of New York and New York City College of Technology (City Tech) are dedicated to maintaining an inclusive work and learning environment, and I write to reaffirm strongly City Tech's commitment, as well as my own, to the principles of equal opportunity and diversity.

The City University of New York, as a public university system, adheres to federal, state, and city laws and regulations regarding non-discrimination and affirmative action including among others Section 1324b of the Immigration and Nationality Act (INA), Executive Order 11246, as amended, Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Sections 503 and 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, as amended, Section 402 of the Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended, the Equal Pay Act of 1963, the Age Discrimination in Employment Act of 1967, as amended and the Age Discrimination Act of 1975, the New York State Human Rights Law and the New York City Human Rights Law. The "protected classes," as delineated in Executive Order 11246 (i.e., Black, Hispanic, Asian/Pacific Islander, American Indian/Alaskan Native and Women), were expanded on December 9, 1976 by the Chancellor of The City University of New York to include Italian-Americans. The U.S. Office of Management and Budget further expanded these protected classes in 2006 to include two or more races (not Hispanic or Latino) and replaced Asian/Pacific Islander, with Asian (not Hispanic or Latino) and Native Hawaiian (not Hispanic or Latino), or other Pacific Islander, Black was renamed as Black or African American (not Hispanic or Latino) and Hispanic was renamed Hispanic or Latino.

It is the policy of The City University of New York and City Tech to recruit, employ, retain, promote, and provide benefits to employees and to admit and provide services for students without regard to race, color, creed, national origin, ethnicity, ancestry, religion, age, sex, pregnancy, sexual orientation, gender identity, credit history, arrest record, marital status, legally registered domestic partnership status, caregiver status, disability, predisposing genetic characteristics, alienage, citizenship, military or veteran status, and status as a victim of domestic violence, sexual violence or stalking. Sexual harassment, a form of sex discrimination, is also prohibited. One can reference CUNY's recently revised Policy on Sexual Misconduct for information regarding sexual harassment and sexual violence at [www.citytech.cuny.edu/about-us/docs/policy\\_on\\_sexual\\_misconduct.pdf](http://www.citytech.cuny.edu/about-us/docs/policy_on_sexual_misconduct.pdf).



Please know that I have assigned the responsibility for the implementation and monitoring of our compliance program to the College's Chief Diversity Officer, Ms. Patricia Cody, Esq. who will also serve as the 504/ADA Coordinator and the Title IX Coordinator. The vice presidents, deans, directors, managers and supervisors share responsibility for ensuring our compliance with these policies and laws. The Diversity Office is located in the Namm Building, Room 322, and Ms. Cody may be reached by phone at (718) 260-4983 or email at [pcody@citytech.cuny.edu](mailto:pcody@citytech.cuny.edu).



To build upon our achievements, and promote mutual respect in a welcoming learning and working environment, it is essential that we reject behaviors that have no place on this campus. The College denounces all manifestations of racism and will not tolerate racist language, behavior, or harassment of any kind, whether verbal, physical, or written. Please know that in responding to incidents of harassment among students, staff and faculty, the College will use all appropriate resources available to it, including, if necessary, disciplinary procedures. In addition, the College prohibits hate crimes, including bias related crimes. Accordingly, City Tech encourages members of the campus community who become aware of instances of harassment or insensitivity to reach out to the Diversity Office or to their supervisors without fear of retaliation.

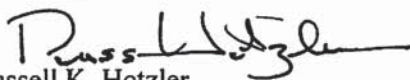
City Tech is proud of the diversity reflected in our student body, faculty and staff, and the College attempts to go beyond what is mandated by law to promote an atmosphere conducive to mutual respect in a harmonious learning and working environment. The goals of our efforts include:

- Creating a hospitable and respectful campus environment that embraces the diversity and multicultural heritage of those who comprise the student body, faculty and staff.
- Extending courtesy and assistance to everyone who visits or calls the campus.
- Ensuring that campus services are student focused, and assist all students to be successful both academically and socially.
- Providing support programs that serve multiple ethnicities and women.
- Forging relations with high schools, community groups, and religious organizations and developing alliances that foster respect for the College and make it possible for the College to serve its diverse community.
- Promoting programs that increase multicultural awareness and providing courses and educational events containing positive multicultural themes.

The College pursues these goals by means of coordinated efforts involving curriculum, student support services, staff development and multicultural training, high school and community outreach, and institutional and academic research.

To ensure that the College continues to pursue the spirit and goals of diversity and equal opportunity, I urge you to persist in the active recruitment, retention, and development of a diverse workforce, and assure you that I am committed to supporting these efforts. I ask that you join me in this endeavor, as it is through our combined efforts that we can ensure the hospitable and respectful campus environment critical to our success as an educational institution.

Sincerely,

  
Russell K. Hotzler  
President



**C**

## **C. JOB GROUPS / LABOR MARKET AVAILABILITY FACTORS**

## APPENDIX C - JOB GROUPS / LABOR MARKET AVAILABILITY FACTORS

### NYC College of Technology

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 (excludes Chief Executive): 982

**Category: Executive/Administrative/Managerial**

**Administration 1 (Executive)**

Employee Count: 17

Executive Compensation Plan (Other Than Chief Executive)

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

**Labor Market Availability Factors**

<b>LMA Factor</b>	<b>Weight</b>	<b>Explanation</b>
1-External	50.00%	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).
2-Internal	50.00%	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.

<b>Title(s)</b>	<b>Employee(s)</b>
Administrator	3
Assc Administrator	2
Asst Administrator	1
Asst Vice President	4
Dean	4
Vice President	3

**Administration 2 (Manager)**

Employee Count: 62

Manager-Level Administrators

**Labor Market Availability Factors**

<b>LMA Factor</b>	<b>Weight</b>	<b>Explanation</b>
1-External	50.00%	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).
2-Internal	50.00%	Employees in HE Assistant title as of 6/1/2018.

<b>Title(s)</b>	<b>Employee(s)</b>
EOC HE Associate	4
EOC HE Officer	3
HE Associate	34
HE Officer	21

**Category: Executive/Administrative/Managerial**

**Facility Manager**

Employee Count: 1

Facility Superintendents (Managerial)

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

**Labor Market Availability Factors**

LMA Factor	Weight	Explanation
1-External	55.00%	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 Engineerings and Boiler Operators).
2-Internal	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.

Title(s)	Employee(s)
Chief Admin Supt - Competitive	1

**IT Computer Manager**

Employee Count: 2

Information Technology Managers (Managerial)

**Labor Market Availability Factors**

LMA Factor	Weight	Explanation
1-External	60.00%	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)
2-Internal	40.00%	Employees in the title IT Senior Associate, Civil Service permanency not required, as of 6/1/2018.

Title(s)	Employee(s)
IT Computer Systems Mgr	2

**Security Manager**

Employee Count: 3

Campus Security Managers (Managerial)

**Labor Market Availability Factors**

LMA Factor	Weight	Explanation
1-External	55.00%	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).
2-Internal	45.00%	Employees with Civil Service permanency in the titles Campus Public Safety Sergeant or Campus Security Specialist as of 6/1/2018.

Title(s)	Employee(s)
Campus Security Asst Dir	2
Campus Security Dir	1

**Category: Professional Faculty**

**Faculty-Developmental**

Employee Count: 16

Development Program Faculty; i.e., faculty primarily teaching basic skills and related non-credit bearing programs such as CUNY START. In 2017, added to accommodate new CUNY START and CUNY CLIP program faculty and related programs.

**Labor Market Availability Factors**

LMA Factor	Weight	Explanation
1-External	100.00%	2013-2017 ACS, NY/NJ MSA workforce, Bachelor's degree or higher and in occupation 2430 (Other Teachers and Instructors)
2-Internal	0.00%	NA

Title(s)	Employee(s)
CLIP Instructor	9
EOC Lecturer	6
EOC Lecturer Doc Sched	1

**Faculty-Instructor**

Employee Count: 3

Instructor Faculty excluding Librarians. Instructors are term-limited faculty whose positions convert to Assistant Professor upon completion of a doctorate within five years. They are generally in the process of completing a doctorate-level degree. For utilization analysis in the Federal Plan, reviewed by academic discipline or program within job group.

**Labor Market Availability Factors**

LMA Factor	Weight	Explanation
1-External	100.00%	2016 NCES Degree Completions, Masters Level, Nationwide for selected disciplines (first and second majors), not weighted.
2-Internal	0.00%	NA

Title(s)	Employee(s)
Instructor	3

**Faculty-Lecturer**

Employee Count: 26

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**

LMA Factor	Weight	Explanation
1-External	100.00%	2016 NCES Degree Completions, Bachelor's or Masters, NY and NJ, for selected disciplines (first and second majors), not weighted.
2-Internal	0.00%	NA

Title(s)	Employee(s)
Dist Lecturer	1
Lecturer	24
Lecturer Doct Sch	1

**Category: Professional Faculty**

**Faculty-Librarian**

Employee Count: 13

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**

LMA Factor	Weight	Explanation
1-External	100.00%	2016 NCAS Degree Completions, Master's level only, Nationwide, for Library Science Discipline.
2-Internal	0.00%	NA

Title(s)	Employee(s)
Asst Professor	5
Instructor	6
Professor	1
Asst Professor	1

**Faculty-Professorial**

Employee Count: 363

Tenure-eligible faculty (excluding Librarians) for whom a terminal degree such as a Doctorate is a minimum qualification.

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

**Labor Market Availability Factors**

LMA Factor	Weight	Explanation
1-External	100.00%	2016 NCES Degree Completions, Doctoral, Nationwide for selected disciplines (first and second majors), not weighted.
2-Internal	100.00%	NA

Title(s)	Employee(s)
Asst Professor	125
Professor	161
Asst Professor	77

**Category: Professional Non-Faculty**

**Accountant**

Employee Count: 7

Accountants (Professionals)

**Labor Market Availability Factors**

LMA Factor	Weight	Explanation
1-External	0.00%	Internal Only - Promotional Title
2-Internal	100.00%	Employees with Civil Service permanency in the following titles: Accounting Assistant, Purchasing Agent Assistant or EOC Accounting Assistant; as of 6/1/2018.

Title(s)	Employee(s)
Finance Accountant	4
Purchasing Agent	3

**Administration 3 (Professional)**

Employee Count: 119

Entry and Mid-Level Administrators (Professionals)

**Labor Market Availability Factors**

LMA Factor	Weight	Explanation
1-External	70.00%	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).
2-Internal	15.00%	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.

Title(s)	Employee(s)
Asst to HEO	37
EOC Assistant to HEO	13
EOC HE Assistant	5
HE Assistant	64

**Administration 5 (Engineer-Architect)**

Employee Count: 2

Engineers, Architects and related professional staff

**Labor Market Availability Factors**

LMA Factor	Weight	Explanation
1-External	100.00%	2013-2017 ACS, NY/NJ MSA workforce, no degree requirement, in the following occupations: 0220 (Construction Managers), 0300 (Engineering Managers), 1300 (Architects, except Naval), 1360 (Civil Engineers), 1540 (Drafters), 1560 (Surveying and Mapping Technicians).
2-Internal	0.00%	NA

Title(s)	Employee(s)
Engineer	1
Project Mgr	1



**Category: Professional Non-Faculty**

**IT Computer Professional**

Employee Count: 23

Information Technology Professionals

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

**Labor Market Availability Factors**

<b>LMA Factor</b>	<b>Weight</b>	<b>Explanation</b>
1-External	75.00%	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).
2-Internal	25.00%	Employees in the IT Support Assistant and CUNY Office Assistant titles, Civil Service permanency not required, as of 6/1/2018

<b>Title(s)</b>	<b>Employee(s)</b>
EOC IT Assistant	1
EOC IT Associate	1
IT Associate	5
IT Asst	11
IT Bus Data Rep Analyst	1
IT Sr Associate	4

**Category: Administrative Support Workers**

**Accountant Assistant**

Employee Count: 4

Accounting Support Staff (Accounting and Purchasing Agent Assistants and Payroll Staff)

**Labor Market Availability Factors**

LMA Factor	Weight	Explanation
1-External	70.00%	ACS 2013-2017 NY/NJ MSA workforce with High School Diploma or Higher in the following occupations: 5140 (Payroll and Timekeeping Clerks), 5150 (Procurement Clerks), or 5120 (Bookkeeping, Accounting, and Auditing Clerks).
2-Internal	30.00%	Employees in titles CUNY Office Assistant or EOC Office Assistant, Civil Service permanency not required; as of 6/1/2018.

Title(s)	Employee(s)
Finance Accountant Asst	4

**Administrative Assistant**

Employee Count: 14

Administrative Support Staff-Senior Level

**Labor Market Availability Factors**

LMA Factor	Weight	Explanation
1-External	0.00%	Internal Only - Promotional Title
2-Internal	100.00%	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.

Title(s)	Employee(s)
CUNY Admin Asst	13
EOC Admin Asst	1

**Mail Services Worker**

Employee Count: 2

Mail Services Workers

**Labor Market Availability Factors**

LMA Factor	Weight	Explanation
1-External	100.00%	2013-2017 ACS, NY/NJ MSA workforce, no degree requirement, in the following occupation: 5850 (Mail Clerks/Mail Machine Operators, Except Postal Service).
2-Internal	0.00%	NA

Title(s)	Employee(s)
Mail Message Svcs Worker	2

**Category: Administrative Support Workers**

**Office Assistant**

Employee Count: 93

Administrative Support Staff-Entry Level

**Labor Market Availability Factors**

LMA Factor	Weight	Explanation
1-External	100.00%	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).
2-Internal	0.00%	NA

Title(s)	Employee(s)
Clerical Associate	1
CUNY Office Assistant	85
EOC Office Assistant	7

**Category: Technicians**

**Administration 4 (College Lab Tech)**

Employee Count: 37

College Laboratory Technicians (abbreviated as "CLT")

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

**Labor Market Availability Factors**

LMA Factor	Weight	Explanation
1-External	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).

2-Internal 0.00% NA

Title(s)	Employee(s)
Chief College Lab Tech	3
College Lab Tech	13
Sr College Lab Tech	21

**Broadcast/Media**

Employee Count: 3

Broadcast and Mass Media Technicians and Graphic Designers

In 2019, number of titles and scope were expanded

**Labor Market Availability Factors**

LMA Factor	Weight	Explanation
1-External	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).

2-Internal 0.00% NA

Title(s)	Employee(s)
Media Svcs Tech	3

**IT Support Technician**

Employee Count: 9

IT Technical Support Workers

In 2017, IT Technicians were split from the Professional IT Staff

**Labor Market Availability Factors**

LMA Factor	Weight	Explanation
1-External	100.00%	2013-2017 ACS, NY/NJ MSA workforce, High School Diploma or higher in the following occupation: 1050 (Computer Support Specialists).

2-Internal 0.00% NA

Title(s)	Employee(s)
EOC IT Support Asst	1

**Category: Technicians**

IT Support Asst 8

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**Print Shop**

Employee Count: 4

Print Shop and Related Tech Workers

**Labor Market Availability Factors**

LMA Factor	Weight	Explanation
1-External	100.00%	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.
2-Internal	0.00%	NA

Title(s)	Employee(s)
Graphics Designer	2
Print Shop Assistant	1
Print Shop Associate	1

**Category: Craft Workers**

**Basic Crafts-Buildings and Grounds**

Employee Count: 2

**Buildings and Grounds Workers**

In 2017, Maintenance Workers moved from Skilled Trades into this group. In 2019, Supervisor (Maintenance and Labor) moved from Skilled Trades into this group.

**Labor Market Availability Factors**

LMA Factor	Weight	Explanation
1-External	80.00%	2013-2017 ACS, NY/NJ MSA workforce, no degree requirement, in the following occupations: 4210 (First-Line Supervisors of Landscape/Lawn Service/Grounds Workers), 4250 (Grounds Maintenance Workers), 7200 (Automotive Service Technicians and Mechanics), 7340 (Maintenance and Repair Workers-General), 9140 (Tax Drivers and Chauffeurs), and 9120 (Bus Drivers).
2-Internal	20.00%	Employees in the Custodian and Custodial Supervisor job groups, and employees in Helper titles in the Laborers and Helpers job group, Civil Service permanency not required, as of 6/1/2018.

Title(s)	Employee(s)
Maintenance Worker	2

**Laborers and Helpers**

Employee Count: 8

**Entry-Level Craft Workers**

In 2017, split from Skilled Trades

**Labor Market Availability Factors**

LMA Factor	Weight	Explanation
1-External	60.00%	2013-2017 ACS, NY/NJ MSA workforce, no degree requirement, in the following occupations: 6600 (Helpers-Electricians, Helpers-Pipelayers, etc.) and 9630 (Laborers and Freight, Stock and Material Movers).
2-Internal	40.00%	Employees in the Custodial Assistant and Maintenance Worker titles, Civil Service permanency not required, as of 6/1/2018.

Title(s)	Employee(s)
Electrician Helper	1
Laborer	5
Plumber Helper	1
Stock Worker	1

**Category: Craft Workers**

**Skilled Trades**

Employee Count: 26

Skilled Tradespeople

**Labor Market Availability Factors**

LMA Factor	Weight	Explanation
1-External	75.00%	2013-2017 ACS, NY/NJ MSA workforce, no degree requirement, in the following occupations: 6230 (Carpenters), 6250 (Cement Masons/Concrete Finishers), 6335 (Electricians), 6420 (Painters and Paper Hangers), 6440 (Pipelayers, Plumbers, Pipefitters, and Steamfitters), 6460 (Plasterers and Stucco Masons), 6515 (Roofers), 6700 (Elevator Installers and Repairers), 7300 (Control and Valve Installers and Repairers), 7350 (Machinery Maintenance Workers), 7540 (Locksmiths and Safe Repairers), 8030 (Machinists), and 8610 (Stationary Engineers and Boiler Operators).
2-Internal	25.00%	Employees in the title of Maintenance Worker or in any of the Helper titles in the Laborer-Helper job group, Civil Service permanency not required, as of 6/1/2018.

Title(s)	Employee(s)
Carpenter	1
Electrician	2
Locksmith	1
Oiler	1
Painter	3
Plumber	4
Stationary Engineer	10
Steamfitter	1
Thermostat Repairer	3

**Skilled Trades-Supervisor**

Employee Count: 2

Skilled Trades Supervisors

**Labor Market Availability Factors**

LMA Factor	Weight	Explanation
1-External	0.00%	Internal Only-Promotional Title
2-Internal	100.00%	Employees with Civil Service permanency in Skilled Trade job group titles corresponding to the supervisory titles as of 6/1/2018.

Title(s)	Employee(s)
Stationary Engineer Sr	2

**Category: Service Workers and Others**

**Campus Peace Officer**

Employee Count: 27

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**

LMA Factor	Weight	Explanation
1-External	0.00%	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).
2-Internal	20.00%	Employees in the title of Campus Security Assistant, Civil Service permanency not required, as of 6/1/2018.

Title(s)	Employee(s)
Campus Peace Officer	27

**Campus Public Safety Sergeant**

Employee Count: 10

Campus Security Supervisors and Campus Security Specialists

**Labor Market Availability Factors**

LMA Factor	Weight	Explanation
1-External	0.00%	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.
2-Internal	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.

Title(s)	Employee(s)
Campus Pub Safety Sergeant	5
Campus Security Specialist	5

**Campus Security Assistant**

Employee Count: 22

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**

LMA Factor	Weight	Explanation
1-External	100.00%	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).
2-Internal	0.00%	NA

Title(s)	Employee(s)
Campus Security Asst	22



**Category: Service Workers and Others**

**Custodial**

Employee Count: 51

Custodians-Entry Level

**Labor Market Availability Factors**

LMA Factor	Weight	Explanation
1-External	100.00%	2013-2017 ACS, NY/NJ MSA workforce, no degree requirement, in the occupation 4220 (Janitors and Building Cleaners).
2-Internal	0.00%	NA

Title(s)	Employee(s)
Custodial Assistant	47
EOC Custodial Asst	4

**Custodial Supervisor**

Employee Count: 11

Custodial Supervisors

**Labor Market Availability Factors**

LMA Factor	Weight	Explanation
1-External	45.00%	2013-2017 ACS, NY/NJ MSA workforce, 8th Grade education or higher and in the occupation 4200 (First-Line Supervisors/Managers of Housekeeping and Janitorial Workers).
2-Internal	55.00%	Employees in the Custodial job group who are not temporary as of 6/1/2018.

Title(s)	Employee(s)
Custodial Asst Principal Supv	1
Custodial Sr Supervisor	3
Custodial Supervisor	6
EOC Custodial Supv	1

## APPENDIX C - JOB GROUPS / LABOR MARKET AVAILABILITY FACTORS

Note: In the 2018-2019 Academic Year, CUNY added the titles listed below (not all are used at the College).

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

**D**

**D. ACADEMIC DEPARTMENTS BY DISCIPLINE / PROGRAM AND  
COLLEGE LAB TECHNICIAN CATEGORIES**

## APPENDIX D - ACADEMIC DEPARTMENTS BY DISCIPLINE/PROGRAM

### NYC College of Technology

Appendix D lists faculty department assignments and disciplines to which they are assigned for utilization reporting. Department names and assignments are as recorded in the CUNYfirst system. Only those departments with assigned faculty are listed here. Disciplines listing fewer than five faculty in a job group are listed here but will not be included in the utilization analyses in Appendix E.

Labor Market Availability is normally obtained from the Earned Degrees Conferred data provided by the National Center for Education Statistics. Exceptions, including blended rates, are noted.

Total Faculty: 421

## APPENDIX D - ACADEMIC DEPARTMENTS BY DISCIPLINE/PROGRAM

### Architecture and Related Services

Faculty Count: 20

Department ID	Department Name	Number of Faculty
10020	Architectural Technology	20

### Area, Ethnic, Cultural, Gender, and Group Studies

Faculty Count: 7

Department ID	Department Name	Number of Faculty
10314	African-American Studies	7

### Biological and Biomedical Sciences

Faculty Count: 22

Department ID	Department Name	Number of Faculty
10030	Biology	22

### Business, Management, Marketing, Support Services

Faculty Count: 33

Department ID	Department Name	Number of Faculty
10044	Business	14
10155	Hospitality Management	19

### Communications, Journalism, and Related Programs

Faculty Count: 16

Department ID	Department Name	Number of Faculty
10009	Communication Design	16

### Computer and Information Sciences and Support Services

Faculty Count: 36

Department ID	Department Name	Number of Faculty
10065	Computer Engr. Technology	16
10064	Computer Systems Technology	20

### Education - Developmental

Faculty Count: 24

Department ID	Department Name	Number of Faculty
60201	BEOC	7
10293	Career & Technical Ed	4
10396	Continuing Education	9
75024	Counseling-Academic/Psych	2
65100	SEEK-Counseling	2

## APPENDIX D - ACADEMIC DEPARTMENTS BY DISCIPLINE/PROGRAM

### Engineering Technologies and Engineering-related Fields

Faculty Count: 42

Department ID	Department Name	Number of Faculty
10068	Construction Technology	7
10097	Electrical Technology	12
10106	Entertainment Technology	7
10108	Environment Control Technology	4
10197	Mechanical Technology	12

### English Language and Literature/Letters

Faculty Count: 38

Department ID	Department Name	Number of Faculty
10102	English	38

### Health Professions and Related Programs

Faculty Count: 58

Department ID	Department Name	Number of Faculty
10077	Dental Hygiene	14
10157	Human Services	14
10058	Nursing	16
10310	Radiologic Technology/Medical	6
10078	Restorative Dentistry	4
65133	Vision Care Technology	4

### Legal Professions and Studies

Faculty Count: 7

Department ID	Department Name	Number of Faculty
10182	Law And Paralegal Studies	7

### Liberal Arts and Sciences, General Studies & Humanities

Faculty Count: 17

Department ID	Department Name	Number of Faculty
10158	Humanities	17

### Library (Librarians/Non-Teaching)

Faculty Count: 13

Department ID	Department Name	Number of Faculty
70054	Library	13

### Mathematics and Statistics

Faculty Count: 43

Department ID	Department Name	Number of Faculty
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## APPENDIX D - ACADEMIC DEPARTMENTS BY DISCIPLINE/PROGRAM

10195	Mathematics	43
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### Physical Sciences

Faculty Count: 20

Department ID	Department Name	Number of Faculty
10050	Chemistry	7
10228	Physics	13

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### Social Sciences

Faculty Count: 25

Department ID	Department Name	Number of Faculty
10280	Social Science	25



## APPENDIX D-1 - COLLEGE LAB TECHNICIAN CATEGORIES

### NYC College of Technology

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: 37

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#### College Lab Tech-Blended Science Engineering Technical

Employees: 31

Department ID	Department Name	Number of Technicians
10020	Architectural Technology	2
10030	Biology	5
10050	Chemistry	1
10065	Computer Engr. Technology	2
10064	Computer Systems Technology	4
10068	Construction Technology	1
10077	Dental Hygiene	1
10097	Electrical Technology	3
10106	Entertainment Technology	2
10108	Environment Control Technology	1
10197	Mechanical Technology	3
10058	Nursing	1
10228	Physics	2
10310	Radiologic Technology/Medical	1
10078	Restorative Dentistry	1
65133	Vision Care Technology	1

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#### College Lab Tech-Other

Employees: 6

Department ID	Department Name	Number of Technicians
10009	Communication Design	3
10155	Hospitality Management	3

**E**

**E. UTILIZATION ANALYSIS (ADMINISTRATORS/STAFF, COLLEGE  
LAB TECHNICIANS, FACULTY)**

## APPENDIX E-1 - ADMINISTRATOR / STAFF UTILIZATION BY JOB GROUP

### NYC College of Technology

Appendix E-1 presents utilization and underutilization of protected groups by job group.

A group is reported only when five or more employees 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 for females and total minorities represent specific placement goals as prescribed for federal Affirmative Action Plans.

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-1 - ADMINISTRATOR / STAFF UTILIZATION BY JOB GROUP**

Category: Executive/Administrative/Managerial

**Job Group:** Administration 1 (Executive)

Description: Executive Compensation Plan (Other Than Chief Executive)

Full-time Employees: 17

Employees in this group hold the following titles:

Title ID	Title Name
04315	Administrator
04321	Asc Administrator
04723	Asst Administrator
04316	Asst Vice President
04314	Dean
04702	Vice President

Utilization Report					
	Female	Total Minority	Asian/Nat. Haw./Other Pac. Isl.	Black/African Am.	Hispanic/ Latino
Number of Employees	8	10	3	4	3
Underutilized (Y = Yes)					
Number Underutilized					
Actual Utilization Percent	47.1%	58.8%	17.6%	23.5%	17.6%
Labor Market Avail. Percent	44.2%	27.7%	9.8%	8.8%	7.9%

**APPENDIX E-1 - ADMINISTRATOR / STAFF UTILIZATION BY JOB GROUP**

Category: Executive/Administrative/Managerial

**Job Group:** Administration 2 (Manager)  
**Description:** Manager-Level Administrators  
**Full-time Employees:** 62

Employees in this group hold the following titles:

Title ID	Title Name
04073	EOC HE Associate
04074	EOC HE Officer
04075	HE Associate
04097	HE Officer

Utilization Report					
	Female	Total Minority	Asian/Nat. Haw./Other Pac. Isl.	Black/African Am.	Hispanic/ Latino
<b>Number of Employees</b>	40	36	6	22	7
<b>Underutilized (Y = Yes)</b>					Y
<b>Number Underutilized</b>					3
<b>Actual Utilization Percent</b>	64.5%	58.1%	9.7%	35.5%	11.3%
<b>Labor Market Avail. Percent</b>	57.4%	48.1%	11.0%	19.6%	15.7%

**APPENDIX E-1 - ADMINISTRATOR / STAFF UTILIZATION BY JOB GROUP**

Category: Professional Non-Faculty

**Job Group:** Accountant  
**Description:** Accountants (Professionals)  
**Full-time Employees:** 7

Employees in this group hold the following titles:

Title ID	Title Name
04801	Finance Accountant
12121	Purchasing Agent

Utilization Report					
	Female	Total Minority	Asian/Nat. Haw./Other Pac. Isl.	Black/African Am.	Hispanic/ Latino
<b>Number of Employees</b>	4	5	2	3	0
<b>Underutilized (Y = Yes)</b>	Y				Y
<b>Number Underutilized</b>	2				1
<b>Actual Utilization Percent</b>	57.1%	71.4%	28.6%	42.9%	0.0%
<b>Labor Market Avail. Percent</b>	83.6%	72.6%	20.5%	34.2%	17.8%

**APPENDIX E-1 - ADMINISTRATOR / STAFF UTILIZATION BY JOB GROUP**

Category: Professional Non-Faculty

**Job Group:** Administration 3 (Professional)

Description: Entry and Mid-Level Administrators (Professionals)

Full-time Employees: 119

Employees in this group hold the following titles:

Title ID	Title Name
04017	Asst to HEO
04071	EOC Assistant to HEO
04072	EOC HE Assistant
04099	HE Assistant

Utilization Report					
	Female	Total Minority	Asian/Nat. Haw./Other Pac. Isl.	Black/African Am.	Hispanic/ Latino
Number of Employees	87	91	9	46	35
Underutilized (Y = Yes)			Y		
Number Underutilized			6		
Actual Utilization Percent	73.1%	76.5%	7.6%	38.7%	29.4%
Labor Market Avail. Percent	69.0%	43.4%	12.3%	16.7%	12.5%



**APPENDIX E-1 - ADMINISTRATOR / STAFF UTILIZATION BY JOB GROUP**

Category: Professional Non-Faculty

**Job Group:** IT Computer Professional  
**Description:** Information Technology Professionals  
**Full-time Employees:** 23

Employees in this group hold the following titles:

Title ID	Title Name
04881	EOC IT Assistant
04883	EOC IT Associate
04877	IT Associate
04875	IT Asst
04029	IT Bus Data Rep Analyst
04880	IT Sr Associate

Utilization Report					
	Female	Total Minority	Asian/Nat. Haw./Other Pac. Isl.	Black/African Am.	Hispanic/ Latino
<b>Number of Employees</b>	4	21	5	7	9
<b>Underutilized (Y = Yes)</b>	Y		Y		
<b>Number Underutilized</b>	6		1		
<b>Actual Utilization Percent</b>	17.4%	91.3%	21.7%	30.4%	39.1%
<b>Labor Market Avail. Percent</b>	42.3%	55.7%	28.0%	13.3%	12.7%

**APPENDIX E-1 - ADMINISTRATOR / STAFF UTILIZATION BY JOB GROUP**

Category: Administrative Support Workers

**Job Group:** Administrative Assistant  
**Description:** Administrative Support Staff-Senior Level  
**Full-time Employees:** 14

Employees in this group hold the following titles:

Title ID	Title Name
04804	CUNY Admin Asst
04871	EOC Admin Asst

Utilization Report					
	Female	Total Minority	Asian/Nat. Haw./Other Pac. Isl.	Black/African Am.	Hispanic/ Latino
<b>Number of Employees</b>	12	11	0	8	2
<b>Underutilized (Y = Yes)</b>			Y		Y
<b>Number Underutilized</b>			1		1
<b>Actual Utilization Percent</b>	85.7%	78.6%	0.0%	57.1%	14.3%
<b>Labor Market Avail. Percent</b>	90.3%	68.0%	7.5%	36.3%	24.0%

**APPENDIX E-1 - ADMINISTRATOR / STAFF UTILIZATION BY JOB GROUP**

Category: Administrative Support Workers

**Job Group:** Office Assistant  
**Description:** Administrative Support Staff-Entry Level  
**Full-time Employees:** 93

Employees in this group hold the following titles:

Title ID	Title Name
04922	Clerical Associate
04802	CUNY Office Assistant
04870	EOC Office Assistant

Utilization Report					
	Female	Total Minority	Asian/Nat. Haw./Other Pac. Isl.	Black/African Am.	Hispanic/ Latino
<b>Number of Employees</b>	83	83	8	52	22
<b>Underutilized (Y = Yes)</b>					
<b>Number Underutilized</b>					
<b>Actual Utilization Percent</b>	89.2%	89.2%	8.6%	55.9%	23.7%
<b>Labor Market Avail. Percent</b>	87.9%	40.0%	7.8%	14.3%	16.2%

**APPENDIX E-1 - ADMINISTRATOR / STAFF UTILIZATION BY JOB GROUP**

Category: Craft Workers

**Job Group:** Laborers and Helpers  
**Description:** Entry-Level Craft Workers  
**Full-time Employees:** 8

Employees in this group hold the following titles:

Title ID	Title Name
91722	Electrician Helper
90702	Laborer
91916	Plumber Helper
12200	Stock Worker

Utilization Report					
	Female	Total Minority	Asian/Nat. Haw./Other Pac. Isl.	Black/African Am.	Hispanic/ Latino
<b>Number of Employees</b>	0	5	0	3	2
<b>Underutilized (Y = Yes)</b>	Y		Y		Y
<b>Number Underutilized</b>	2		0		1
<b>Actual Utilization Percent</b>	0.0%	62.5%	0.0%	37.5%	25.0%
<b>Labor Market Avail. Percent</b>	20.9%	72.0%	6.2%	23.7%	39.3%

**APPENDIX E-1 - ADMINISTRATOR / STAFF UTILIZATION BY JOB GROUP**

Category: Craft Workers

**Job Group:** Skilled Trades

Description: Skilled Tradespeople

Full-time Employees: 26

Employees in this group hold the following titles:

Title ID	Title Name
04899	Carpenter
91717	Electrician
04905	Locksmith
04891	Oiler
91830	Painter
91915	Plumber
04915	Stationary Engineer
91925	Steamfitter
91940	Thermostat Repairer

	Utilization Report				
	Female	Total Minority	Asian/Nat. Haw./Other Pac. Isl.	Black/African Am.	Hispanic/ Latino
<b>Number of Employees</b>	0	11	1	4	6
<b>Underutilized (Y = Yes)</b>	Y				
<b>Number Underutilized</b>	1				
<b>Actual Utilization Percent</b>	0.0%	42.3%	3.8%	15.4%	23.1%
<b>Labor Market Avail. Percent</b>	2.2%	45.1%	4.3%	13.1%	25.6%

**APPENDIX E-1 - ADMINISTRATOR / STAFF UTILIZATION BY JOB GROUP**

Category: Technicians

**Job Group:** IT Support Technician  
**Description:** IT Technical Support Workers  
**Full-time Employees:** 9

Employees in this group hold the following titles:

Title ID	Title Name
04874	EOC IT Support Asst
04865	IT Support Asst

Utilization Report					
	Female	Total Minority	Asian/Nat. Haw./Other Pac. Isl.	Black/African Am.	Hispanic/ Latino
<b>Number of Employees</b>	6	8	0	2	5
<b>Underutilized (Y = Yes)</b>			Y		
<b>Number Underutilized</b>			2		
<b>Actual Utilization Percent</b>	66.7%	88.9%	0.0%	22.2%	55.6%
<b>Labor Market Avail. Percent</b>	20.7%	50.4%	23.5%	10.6%	14.4%

**APPENDIX E-1 - ADMINISTRATOR / STAFF UTILIZATION BY JOB GROUP**

Category: Service Workers and Others

**Job Group:** Campus Public Safety Sergeant

Description: Campus Security Supervisors and Campus Security Specialists

Full-time Employees: 10

Employees in this group hold the following titles:

Title ID	Title Name
04846	Campus Pub Safety Sergeant
04845	Campus Security Specialist

Utilization Report					
	Female	Total Minority	Asian/Nat. Haw./Other Pac. Isl.	Black/African Am.	Hispanic/ Latino
Number of Employees	3	10	0	7	3
Underutilized (Y = Yes)			Y		
Number Underutilized			0		
Actual Utilization Percent	30.0%	100.0%	0.0%	70.0%	30.0%
Labor Market Avail. Percent	21.9%	88.1%	4.9%	53.8%	27.4%

**APPENDIX E-1 - ADMINISTRATOR / STAFF UTILIZATION BY JOB GROUP**

Category: Service Workers and Others

**Job Group:** Campus Peace Officer  
**Description:** Campus Security-Mid Level Staff  
**Full-time Employees:** 27

Employees in this group hold the following titles:

**Title ID**      **Title Name**  
 04844      Campus Peace Officer

Utilization Report					
	Female	Total Minority	Asian/Nat. Haw./Other Pac. Isl.	Black/African Am.	Hispanic/ Latino
<b>Number of Employees</b>	4	23	2	15	6
<b>Underutilized (Y = Yes)</b>	Y				
<b>Number Underutilized</b>	1				
<b>Actual Utilization Percent</b>	14.8%	85.2%	7.4%	55.6%	22.2%
<b>Labor Market Avail. Percent</b>	18.6%	53.8%	7.7%	24.1%	20.2%



**APPENDIX E-1 - ADMINISTRATOR / STAFF UTILIZATION BY JOB GROUP**

Category: Service Workers and Others

**Job Group:** Campus Security Assistant  
**Description:** Campus Security-Entry Level Staff  
**Full-time Employees:** 22

Employees in this group hold the following titles:

**Title ID**      **Title Name**  
 04841      Campus Security Asst

Utilization Report					
	Female	Total Minority	Asian/Nat. Haw./Other Pac. Isl.	Black/African Am.	Hispanic/ Latino
<b>Number of Employees</b>	11	22	3	17	2
<b>Underutilized (Y = Yes)</b>					Y
<b>Number Underutilized</b>					2
<b>Actual Utilization Percent</b>	50.0%	100.0%	13.6%	77.3%	9.1%
<b>Labor Market Avail. Percent</b>	19.8%	71.2%	6.9%	41.4%	20.4%

**APPENDIX E-1 - ADMINISTRATOR / STAFF UTILIZATION BY JOB GROUP**

Category: Service Workers and Others

**Job Group:** Custodial Supervisor

Description: Custodial Supervisors

Full-time Employees: 11

Employees in this group hold the following titles:

Title ID	Title Name
80560	Custodial Asst Principal Supv
80535	Custodial Sr Supervisor
04862	Custodial Supervisor
04864	EOC Custodial Supv

Utilization Report					
	Female	Total Minority	Asian/Nat. Haw./Other Pac. Isl.	Black/African Am.	Hispanic/ Latino
Number of Employees	3	9	0	3	6
Underutilized (Y = Yes)			Y		
Number Underutilized			1		
Actual Utilization Percent	27.3%	81.8%	0.0%	27.3%	54.5%
Labor Market Avail. Percent	32.7%	74.5%	5.3%	30.5%	38.0%

**APPENDIX E-1 - ADMINISTRATOR / STAFF UTILIZATION BY JOB GROUP**

Category: Service Workers and Others

**Job Group:** Custodial  
**Description:** Custodians-Entry Level  
**Full-time Employees:** 51

Employees in this group hold the following titles:

Title ID	Title Name
04861	Custodial Assistant
04863	EOC Custodial Asst

Utilization Report					
	Female	Total Minority	Asian/Nat. Haw./Other Pac. Isl.	Black/African Am.	Hispanic/ Latino
<b>Number of Employees</b>	19	49	0	31	17
<b>Underutilized (Y = Yes)</b>			Y		
<b>Number Underutilized</b>			3		
<b>Actual Utilization Percent</b>	37.3%	96.1%	0.0%	60.8%	33.3%
<b>Labor Market Avail. Percent</b>	26.9%	68.0%	5.1%	19.8%	41.5%



## APPENDIX E-2 COLLEGE LAB TECHNICIAN UTILIZATION BY CATEGORY

### NYC College of Technology

Appendix E-2 presents utilization and underutilization for College Laboratory Technicians, by general discipline and by protected demographic group.

A group is reported only when five or more employees are assigned to it.

Underutilization occurs where utilization of a given 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. When this number is zero (0), underutilization exists but not to the level of one full-time equivalent employee. Blanks represent no underutilization.

Underutilization numbers for females and total minorities represent specific placement goals as prescribed for federal Affirmative Action Plans.

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-2 COLLEGE LAB TECHNICIAN UTILIZATION BY CATEGORY**

**College Lab Tech - Science, Tech, Eng.**

Full-Time Employees: 31

Employees in this category are work in the following department(s):

Department ID	Department Name
10020	Architectural Technology
10030	Biology
10050	Chemistry
10065	Computer Engr. Technology
10064	Computer Systems Technology
10068	Construction Technology
10077	Dental Hygiene
10097	Electrical Technology
10106	Entertainment Technology
10108	Environment Control Technology
10197	Mechanical Technology
10058	Nursing
10228	Physics
10310	Radiologic Technology/Medical
10078	Restorative Dentistry
65133	Vision Care Technology

	Utilization Report				
	Female	Total Minority	Asian/Nat. Haw./Oth Pac. Isl.	Black/African Am.	Hispanic/ Latino
<b>Number of Employees</b>	11	21	7	8	6
<b>Underutilized (Y = Yes)</b>					
<b>Number Underutilized</b>					
<b>Actual Utilization Percent</b>	35.5%	67.7%	22.6%	25.8%	19.4%
<b>Labor Market Avail. Percent</b>	27.8%	49.3%	22.4%	10.6%	14.2%

**APPENDIX E-2 COLLEGE LAB TECHNICIAN UTILIZATION BY CATEGORY**

**College Lab Tech - Other**

Full-Time Employees: 6

Employees in this category are work in the following department(s):

**Department ID Department Name**

10009 Communication Design

10155 Hospitality Management

**Utilization Report**

	Female	Total Minority	Asian/Nat. Haw./Oth Pac. Isl.	Black/African Am.	Hispanic/ Latino
<b>Number of Employees</b>	3	2	0	1	1
<b>Underutilized (Y = Yes)</b>		Y	Y		
<b>Number Underutilized</b>		1	1		
<b>Actual Utilization Percent</b>	50.0%	33.3%	0.0%	16.7%	16.7%
<b>Labor Market Avail. Percent</b>	30.4%	50.7%	22.4%	10.3%	16.0%





## APPENDIX E-3 - FACULTY UTILIZATION BY DISCIPLINE/PROGRAM

### NYC College of Technology

Appendix E-3 presents utilization and underutilization, of faculty members in protected groups, by academic discipline within job group.

A group is reported 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 for females and total minorities 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 DISCIPLINE/PROGRAM**

**Architecture and Related Services**

Faculty reported in this category are assigned to the following department(s):

10020 Architectural Technology

**Job Group** Faculty-Professorial

Total Faculty: 20

	Utilization Report				
	Female	Total Minority	Asian/Nat. Haw./Other Pac. Isl.	Black/African Am.	Hispanic/Latino
Number of Faculty	7	7	3	1	3
Underutilized (Y = Yes)	Y			Y	
Number Underutilized	3			1	
Actual Utilization Percent	35.0%	35.0%	15.0%	5.0%	15.0%
Labor Market Avail. Percent	52.3%	40.4%	16.6%	10.6%	6.6%

**APPENDIX E-3 - FACULTY UTILIZATION BY DISCIPLINE/PROGRAM**

**Area, Ethnic, Cultural, Gender, and Group Studies**

Faculty reported in this category are assigned to the following department(s):

10314 African-American Studies

**Job Group** Faculty-Professorial

Total Faculty: 6

	Utilization Report				
	Female	Total Minority	Asian/Nat. Haw./Other Pac. Isl.	Black/African Am.	Hispanic/Latino
Number of Faculty	5	6	0	5	1
Underutilized (Y = Yes)			Y		Y
Number Underutilized			0		0
Actual Utilization Percent	83.3%	100.0%	0.0%	83.3%	16.7%
Labor Market Avail. Percent	61.5%	45.2%	4.8%	13.4%	22.0%

**APPENDIX E-3 - FACULTY UTILIZATION BY DISCIPLINE/PROGRAM**

**Biological and Biomedical Sciences**

Faculty reported in this category are assigned to the following department(s):

10030            Biology

**Job Group**            Faculty-Professorial

Total Faculty:    21

	Utilization Report				
	Female	Total Minority	Asian/Nat. Haw./Other Pac. Isl.	Black/African Am.	Hispanic/Latino
Number of Faculty	8	12	9	3	0
Underutilized (Y = Yes)	Y				Y
Number Underutilized	3				2
Actual Utilization Percent	38.1%	57.1%	42.9%	14.3%	0.0%
Labor Market Avail. Percent	53.3%	26.2%	11.4%	4.3%	7.8%

**APPENDIX E-3 - FACULTY UTILIZATION BY DISCIPLINE/PROGRAM**

**Business, Management, Marketing, Support Services**

Faculty reported in this category are assigned to the following department(s):

- 10044 Business
- 10155 Hospitality Management

**Job Group** Faculty-Professorial

Total Faculty: 28

	Utilization Report				
	Female	Total Minority	Asian/Nat. Haw./Other Pac. Isl.	Black/African Am.	Hispanic/Latino
Number of Faculty	16	11	3	5	3
Underutilized (Y = Yes)					
Number Underutilized					
Actual Utilization Percent	57.1%	39.3%	10.7%	17.9%	10.7%
Labor Market Avail. Percent	42.9%	37.2%	7.0%	21.6%	6.5%

**Job Group** Faculty-Lecturer

Total Faculty: 5

	Utilization Report				
	Female	Total Minority	Asian/Nat. Haw./Other Pac. Isl.	Black/African Am.	Hispanic/Latino
Number of Faculty	4	1	0	1	0
Underutilized (Y = Yes)		Y	Y		Y
Number Underutilized		1	1		1
Actual Utilization Percent	80.0%	20.0%	0.0%	20.0%	0.0%
Labor Market Avail. Percent	46.7%	39.2%	13.0%	11.1%	13.0%

**APPENDIX E-3 - FACULTY UTILIZATION BY DISCIPLINE/PROGRAM**

**Communications, Journalism, and Related Programs**

Faculty reported in this category are assigned to the following department(s):

10009                      Communication Design

**Job Group**            Faculty-Professorial

Total Faculty:    16

	Utilization Report				
	Female	Total Minority	Asian/Nat. Haw./Other Pac. Isl.	Black/African Am.	Hispanic/Latino
Number of Faculty	8	6	1	2	3
Underutilized (Y = Yes)					
Number Underutilized					
Actual Utilization Percent	50.0%	37.5%	6.3%	12.5%	18.8%
Labor Market Avail. Percent	57.5%	18.7%	4.8%	5.2%	6.8%

**APPENDIX E-3 - FACULTY UTILIZATION BY DISCIPLINE/PROGRAM**

**Computer and Information Sciences and Support Services**

Faculty reported in this category are assigned to the following department(s):

- 10065 Computer Engr. Technology
- 10064 Computer Systems Technology

**Job Group** Faculty-Professorial

Total Faculty: 30

	Utilization Report				
	Female	Total Minority	Asian/Nat. Haw./Other Pac. Isl.	Black/African Am.	Hispanic/Latino
Number of Faculty	8	20	13	1	6
Underutilized (Y = Yes)				Y	
Number Underutilized				2	
Actual Utilization Percent	26.7%	66.7%	43.3%	3.3%	20.0%
Labor Market Avail. Percent	20.8%	27.0%	10.9%	9.3%	4.5%

**Job Group** Faculty-Lecturer

Total Faculty: 5

	Utilization Report				
	Female	Total Minority	Asian/Nat. Haw./Other Pac. Isl.	Black/African Am.	Hispanic/Latino
Number of Faculty	1	3	0	3	0
Underutilized (Y = Yes)					Y
Number Underutilized			1		1
Actual Utilization Percent	20.0%	60.0%	0.0%	60.0%	0.0%
Labor Market Avail. Percent	20.5%	46.7%	22.3%	9.6%	12.1%

**APPENDIX E-3 - FACULTY UTILIZATION BY DISCIPLINE/PROGRAM**

**Education - Developmental**

Faculty reported in this category are assigned to the following department(s):

60201	BEOC
10293	Career & Technical Ed
10396	Continuing Education
75024	Counseling-Academic/Psych
65100	SEEK-Counseling

**Job Group** Faculty-Lecturer

Total Faculty: 5

	Utilization Report				
	Female	Total Minority	Asian/Nat. Haw./Other Pac. Isl.	Black/African Am.	Hispanic/Latino
Number of Faculty	2	1	0	1	0
Underutilized (Y = Yes)	Y	Y	Y		Y
Number Underutilized	1	1	1		0
Actual Utilization Percent	40.0%	20.0%	0.0%	20.0%	0.0%
Labor Market Avail. Percent	64.5%	30.7%	10.7%	9.2%	8.9%

**Job Group** Faculty-Developmental

Total Faculty: 16

	Utilization Report				
	Female	Total Minority	Asian/Nat. Haw./Other Pac. Isl.	Black/African Am.	Hispanic/Latino
Number of Faculty	13	7	2	3	1
Underutilized (Y = Yes)					Y
Number Underutilized					0
Actual Utilization Percent	81.3%	43.8%	12.5%	18.8%	6.3%
Labor Market Avail. Percent	64.5%	30.7%	10.7%	9.2%	8.9%



**APPENDIX E-3 - FACULTY UTILIZATION BY DISCIPLINE/PROGRAM**

**Engineering Technologies and Engineering-related Fields**

Faculty reported in this category are assigned to the following department(s):

10068	Construction Technology
10097	Electrical Technology
10106	Entertainment Technology
10108	Environment Control Technology
10197	Mechanical Technology

**Job Group** Faculty-Professorial

Total Faculty: 42

	Utilization Report				
	Female	Total Minority	Asian/Nat. Haw./Other Pac. Isl.	Black/African Am.	Hispanic/Latino
Number of Faculty	10	16	12	2	2
Underutilized (Y = Yes)	Y			Y	Y
Number Underutilized	4			1	1
Actual Utilization Percent	23.8%	38.1%	28.6%	4.8%	4.8%
Labor Market Avail. Percent	33.3%	24.4%	7.7%	6.4%	7.7%

**APPENDIX E-3 - FACULTY UTILIZATION BY DISCIPLINE/PROGRAM**

**English Language and Literature/Letters**

Faculty reported in this category are assigned to the following department(s):

10102 English

**Job Group** Faculty-Professorial

Total Faculty: 37

	Utilization Report				
	Female	Total Minority	Asian/Nat. Haw./Other Pac. Isl.	Black/African Am.	Hispanic/Latino
Number of Faculty	24	11	3	5	2
Underutilized (Y = Yes)					
Number Underutilized					
Actual Utilization Percent	64.9%	29.7%	8.1%	13.5%	5.4%
Labor Market Avail. Percent	63.4%	14.6%	3.6%	4.2%	4.8%

**APPENDIX E-3 - FACULTY UTILIZATION BY DISCIPLINE/PROGRAM**

**Health Professions and Related Programs**

Faculty reported in this category are assigned to the following department(s):

10077	Dental Hygiene
10157	Human Services
10058	Nursing
10310	Radiologic Technology/Medical
10078	Restorative Dentistry
65133	Vision Care Technology

**Job Group** Faculty-Professorial

Total Faculty: 54

	Utilization Report				
	Female	Total Minority	Asian/Nat. Haw./Other Pac. Isl.	Black/African Am.	Hispanic/Latino
Number of Faculty	40	20	4	11	4
Underutilized (Y = Yes)			Y		
Number Underutilized			5		
Actual Utilization Percent	74.1%	37.0%	7.4%	20.4%	7.4%
Labor Market Avail. Percent	58.8%	32.0%	17.1%	6.2%	6.1%

**APPENDIX E-3 - FACULTY UTILIZATION BY DISCIPLINE/PROGRAM**

**Legal Professions and Studies**

Faculty reported in this category are assigned to the following department(s):

10182 Law And Paralegal Studies

**Job Group** Faculty-Professorial

Total Faculty: 7

	Utilization Report				
	Female	Total Minority	Asian/Nat. Haw./Other Pac. Isl.	Black/African Am.	Hispanic/Latino
Number of Faculty	7	3	0	2	1
Underutilized (Y = Yes)			Y		
Number Underutilized			0		
Actual Utilization Percent	100.0%	42.9%	0.0%	28.6%	14.3%
Labor Market Avail. Percent	48.5%	29.6%	6.9%	8.2%	11.2%

**APPENDIX E-3 - FACULTY UTILIZATION BY DISCIPLINE/PROGRAM**

**Liberal Arts and Sciences, General Studies & Humanities**

Faculty reported in this category are assigned to the following department(s):

10158 Humanities

**Job Group** Faculty-Professorial

Total Faculty: 15

	Utilization Report				
	Female	Total Minority	Asian/Nat. Haw./Other Pac. Isl.	Black/African Am.	Hispanic/Latino
Number of Faculty	6	7	4	1	2
Underutilized (Y = Yes)	Y				
Number Underutilized	3				
Actual Utilization Percent	40.0%	46.7%	26.7%	6.7%	13.3%
Labor Market Avail. Percent	58.3%	16.7%	4.2%	3.1%	6.3%

**APPENDIX E-3 - FACULTY UTILIZATION BY DISCIPLINE/PROGRAM**

**Library (Librarians/Non-Teaching)**

Faculty reported in this category are assigned to the following department(s):

70054                  Library

**Job Group**            Faculty-Librarian

Total Faculty:    13

	Utilization Report				
	Female	Total Minority	Asian/Nat. Haw./Other Pac. Isl.	Black/African Am.	Hispanic/Latino
Number of Faculty	10	4	1	3	0
Underutilized (Y = Yes)					Y
Number Underutilized					0
Actual Utilization Percent	76.9%	30.8%	7.7%	23.1%	0.0%
Labor Market Avail. Percent	82.8%	13.6%	4.0%	4.4%	3.8%

**APPENDIX E-3 - FACULTY UTILIZATION BY DISCIPLINE/PROGRAM**

**Mathematics and Statistics**

Faculty reported in this category are assigned to the following department(s):

10195                  Mathematics

**Job Group**                  Faculty-Professorial

Total Faculty:          39

	Utilization Report				
	Female	Total Minority	Asian/Nat. Haw./Other Pac. Isl.	Black/African Am.	Hispanic/Latino
Number of Faculty	17	12	9	1	2
Underutilized (Y = Yes)				Y	
Number Underutilized				0	
Actual Utilization Percent	43.6%	30.8%	23.1%	2.6%	5.1%
Labor Market Avail. Percent	25.9%	24.2%	10.3%	3.7%	6.3%

**APPENDIX E-3 - FACULTY UTILIZATION BY DISCIPLINE/PROGRAM**

**Physical Sciences**

Faculty reported in this category are assigned to the following department(s):

- 10050 Chemistry
- 10228 Physics

**Job Group** Faculty-Professorial

Total Faculty: 20

	Utilization Report				
	Female	Total Minority	Asian/Nat. Haw./Other Pac. Isl.	Black/African Am.	Hispanic/Latino
Number of Faculty	5	6	4	2	0
Underutilized (Y = Yes)	Y				Y
Number Underutilized	2				1
Actual Utilization Percent	25.0%	30.0%	20.0%	10.0%	0.0%
Labor Market Avail. Percent	33.3%	18.5%	7.8%	3.0%	5.3%



**APPENDIX E-3 - FACULTY UTILIZATION BY DISCIPLINE/PROGRAM**

**Social Sciences**

Faculty reported in this category are assigned to the following department(s):

10280 Social Science

**Job Group** Faculty-Professorial

Total Faculty: 25

	Utilization Report				
	Female	Total Minority	Asian/Nat. Haw./Other Pac. Isl.	Black/African Am.	Hispanic/Latino
Number of Faculty	15	7	4	1	2
Underutilized (Y = Yes)				Y	
Number Underutilized				0	
Actual Utilization Percent	60.0%	28.0%	16.0%	4.0%	8.0%
Labor Market Avail. Percent	46.9%	20.7%	5.7%	5.5%	7.5%

**F**

**F. SUMMARY OF PERSONNEL ACTIVITY TABLE-EMPLOYEES**

## APPENDIX F-1 - SUMMARY OF PERSONNEL ACTIVITY

### NYC College of Technology

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

Action Type	Description
Advancement	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).
Joined Group - Hire	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.
Joined Group - Internal Move	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).
Left Group - Internal Move	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).
Left Group - Separation	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.

Job Group Detail - Select a Group from Drop-Down  
Administration 1 (Executive)

NET ADDITIONS	Joined Group - HIRE		Joined Group-INTERNAL MOVE				NET SUBTRACTIONS			Left Group - SEPARATION			Left Group-INT		
	Addition #	Additions %	Hire (Outside CUNY and Other CUNY College)	Joined Group from another Job Group	Previously in a Higher Group	Previously in a Lower Group	Other Change	Return to Faculty	Sub. #	Sub %	Separation (Left College or Left CUNY)	Left for another Job Group	Left for a Higher Group	Left for a Lower Group	
1	100%	1	1	-	-	-	-	-	(2)	0%	(2)	-	-	-	
1	100%	1	1	-	-	-	-	-	(2)	100%	(2)	-	-	-	
-	0%	-	-	-	-	-	-	-	-	0%	-	-	-	-	
-	0%	-	-	-	-	-	-	-	-	0%	-	-	-	-	
1	100%	1	1	-	-	-	-	-	(1)	50%	(1)	-	-	-	
-	0%	-	-	-	-	-	-	-	-	0%	-	-	-	-	
-	0%	-	-	-	-	-	-	-	-	0%	-	-	-	-	
1	100%	1	1	-	-	-	-	-	(1)	50%	(1)	-	-	-	
-	0%	-	-	-	-	-	-	-	-	0%	-	-	-	-	
-	0%	-	-	-	-	-	-	-	-	0%	-	-	-	-	
-	0%	-	-	-	-	-	-	-	-	0%	-	-	-	-	
-	0%	-	-	-	-	-	-	-	-	0%	-	-	-	-	
-	0%	-	-	-	-	-	-	-	-	0%	-	-	-	-	
-	0%	-	-	-	-	-	-	-	-	0%	-	-	-	-	

Job Group Detail - Select a Group from Drop-Down  
Administration 2 (Managers)

NET ADDITIONS	Joined Group - HIRE		Joined Group-INTERNAL MOVE			NET SUBTRACTIONS			Left Group - Internal			Left Group-INT		
	Addition #	Additions %	Hire (Outside CUNY and Other CUNY College)	Joined Group from another Job Group	Previously in a Higher Group	Previously in a Lower Group	Other Change	Return to Faculty	Sub. #	Sub %	Separation (Left College or Left CUNY)	Left for another Job Group	Left for a Higher Group	Left for a Lower Group
8			4	4	-	4	-	-	(5)	0%	(5)	-	-	-
2	25%	1	1	1	-	1	-	-	(1)	20%	(1)	-	-	-
6	75%	3	3	3	-	3	-	-	(4)	80%	(4)	-	-	-
-	0%	-	-	-	-	-	-	-	-	0%	-	-	-	-
5	63%	2	2	3	-	3	-	-	(5)	100%	(5)	-	-	-
-	0%	-	-	-	-	-	-	-	-	0%	-	-	-	-
4	50%	2	2	2	-	2	-	-	(5)	100%	(5)	-	-	-
1	13%	-	1	1	-	1	-	-	-	0%	-	-	-	-
-	0%	-	-	-	-	-	-	-	-	0%	-	-	-	-
3	38%	2	2	1	-	1	-	-	-	0%	-	-	-	-
-	0%	-	-	-	-	-	-	-	-	0%	-	-	-	-
-	0%	-	-	-	-	-	-	-	-	0%	-	-	-	-
-	0%	-	-	-	-	-	-	-	-	0%	-	-	-	-
-	0%	-	-	-	-	-	-	-	-	0%	-	-	-	-

	Net Group Changes
Total	3
Male	1
Female	2
Other/Unknown	-
Total Min	-
Asian	-
Black	(1)
Hispanic	1
Other Minority	-
All White	3
Unknown	-
Veterans	-
Individuals w/Disabilities	-

Job Group Detail - Select a Group from Drop-Down  
Administration 3 (Professional)

	NET ADDITIONS		Joined Group - HIRE		Joined Group-Internal		Joined Group-INTERNAL MOVE				NET SUBTRACTIONS		Left Group - SEPARATION Internal		Left Group-INT	
	Addition #	Additions %	Hire (Outside CUNY and Other CUNY Colleges)	Joined Group from another Job Group	Previously in a Higher Group	Previously in a Lower Group	Other Change	Return to Faculty	Sub. #	Sub %	Separation (Left College or Left CUNY)	Left for another Job Group	Left for a Higher Group	Left for a Lower Group		
<b>Total</b>	17		17	-	-	-	-	-	(12)		(8)	(4)	(4)	-		
Male	5	29%	5	-	-	-	-	-	(3)	25%	(2)	(1)	(1)	-		
Female	12	71%	12	-	-	-	-	-	(9)	75%	(6)	(3)	(3)	-		
Other/Unknown	-	0%	-	-	-	-	-	-	-	0%	-	-	-	-		
<b>Total Min</b>	11	65%	11	-	-	-	-	-	(8)	67%	(5)	(3)	(3)	-		
Asian	-	0%	-	-	-	-	-	-	-	0%	-	-	-	-		
Black	5	29%	5	-	-	-	-	-	(5)	42%	(3)	(2)	(2)	-		
Hispanic	6	35%	6	-	-	-	-	-	(2)	17%	(1)	(1)	(1)	-		
Other Minority	-	0%	-	-	-	-	-	-	(1)	8%	(1)	-	-	-		
All White	6	35%	6	-	-	-	-	-	(4)	33%	(3)	(1)	(1)	-		
Unknown	-	0%	-	-	-	-	-	-	-	0%	-	-	-	-		
Veterans	-	0%	-	-	-	-	-	-	-	0%	-	-	-	-		
Individuals w/Disabilities	-	0%	-	-	-	-	-	-	-	0%	-	-	-	-		

Job Group Detail - Select a Group from Drop-Down  
Faculty-Professorial

NET ADDITIONS	Joined Group - HIRE		Joined Group-INTERNAL MOVE			NET SUBTRACTIONS		Left Group - Internal		Left Group-INT				
	Addition #	Additions %	Hire (Outside CUNY and Other CUNY Colleges)	Joined Group from another Job Group	Previously in a Higher Group	Previously in a Lower Group	Other Change	Return to Faculty	Sub. #	Sub %	SEPARATION (Left College or Left CUNY)		Left for another Job Group	Left for a Higher Group
14			14	-	-	-	-	-	(19)		(18)	(1)	(1)	-
6	43%		6	-	-	-	-	-	(1)	58%	(1)	-	-	-
8	57%		8	-	-	-	-	-	(8)	42%	(7)	(1)	(1)	-
-	0%		-	-	-	-	-	-	-	0%	-	-	-	-
5	36%		5	-	-	-	-	-	(6)	32%	(5)	(1)	(1)	-
1	7%		1	-	-	-	-	-	(3)	16%	(3)	-	-	-
2	14%		2	-	-	-	-	-	(1)	5%	(1)	(1)	(1)	-
2	14%		2	-	-	-	-	-	(2)	11%	(2)	-	-	-
-	0%		-	-	-	-	-	-	-	0%	-	-	-	-
9	64%		9	-	-	-	-	-	(13)	68%	(13)	-	-	-
-	0%		-	-	-	-	-	-	-	0%	-	-	-	-
-	0%		-	-	-	-	-	-	-	0%	-	-	-	-
-	0%		-	-	-	-	-	-	-	0%	-	-	-	-
-	0%		-	-	-	-	-	-	-	0%	-	-	-	-

	Net Group Changes
Total	(5)
Male	(5)
Female	-
Other/Unknown	-
Total Min	(1)
Asian	(2)
Black	1
Hispanic	-
Other Minority	-
All White	(4)
Unknown	-
Veterans	-
Individuals w/Disabilities	-



Job Group Detail - Select a Group from Drop-Down  
Faculty-Instructor

NET ADDITIONS	Joined Group - HIRE		Joined Group-INTERNAL MOVE				Left Group - SEPARATION				Left Group-INT			
	Addition #	Additions %	Hire (Outside CUNY and Other CUNY College)	Joined Group from another Job Group	Previously in a Higher Group	Previously in a Lower Group	Other Change	Return to Faculty	Sub. #	Sub %	Separation (Left College or Left CUNY)	Left for another Job Group		Left for a Higher Group
Total	3		3	-	-	-	-	-	-	-	-	-	-	-
Male	1	33%	1	-	-	-	-	-	-	0%	-	-	-	-
Female	2	67%	2	-	-	-	-	-	-	0%	-	-	-	-
Other/Unknown	-	0%	-	-	-	-	-	-	-	0%	-	-	-	-
Total Min	2	67%	2	-	-	-	-	-	-	0%	-	-	-	-
Asian	-	0%	-	-	-	-	-	-	-	0%	-	-	-	-
Black	1	33%	1	-	-	-	-	-	-	0%	-	-	-	-
Hispanic	1	33%	1	-	-	-	-	-	-	0%	-	-	-	-
Other Minority	-	0%	-	-	-	-	-	-	-	0%	-	-	-	-
All White	1	33%	1	-	-	-	-	-	-	0%	-	-	-	-
Unknown	-	0%	-	-	-	-	-	-	-	0%	-	-	-	-
Veterans Individuals w/Disabilities	-	0%	-	-	-	-	-	-	-	0%	-	-	-	-

Job Group Detail - Select a Group from Drop-Down  
IT Computer Professional

NET ADDITIONS	Joined Group - HIRE		Joined Group-INTERNAL MOVE				NET SUBTRACTIONS			Left Group - SEPARATION			Left Group-INT		
	Addition #	Additions %	Hire (Outside CUNY and Other CUNY College)	Joined Group from another Job Group	Previously in a Higher Group	Previously in a Lower Group	Other Change	Return to Faculty	Sub. #	Sub %	Separation (Left College or Left CUNY)	Left for another Job Group	Left for a Higher Group	Left for a Lower Group	
3	67%	3	-	-	-	-	-	-	(1)	100%	(1)	-	-	-	
2	67%	2	-	-	-	-	-	-	(1)	100%	(1)	-	-	-	
1	33%	1	-	-	-	-	-	-	-	0%	-	-	-	-	
-	0%	-	-	-	-	-	-	-	-	0%	-	-	-	-	
2	67%	2	-	-	-	-	-	-	(1)	100%	(1)	-	-	-	
1	33%	1	-	-	-	-	-	-	-	0%	-	-	-	-	
-	0%	-	-	-	-	-	-	-	-	0%	-	-	-	-	
1	33%	1	-	-	-	-	-	-	(1)	100%	(1)	-	-	-	
-	0%	-	-	-	-	-	-	-	-	0%	-	-	-	-	
-	0%	-	-	-	-	-	-	-	-	0%	-	-	-	-	
-	0%	-	-	-	-	-	-	-	-	0%	-	-	-	-	
-	0%	-	-	-	-	-	-	-	-	0%	-	-	-	-	
-	0%	-	-	-	-	-	-	-	-	0%	-	-	-	-	
-	0%	-	-	-	-	-	-	-	-	0%	-	-	-	-	

Job Group Detail - Select a Group from Drop-Down  
CUNY Office Assistant

NET ADDITIONS	Joined Group - HIRE		Joined Group-INTERNAL MOVE				Left Group - SEPARATION				Left Group-INT			
	Addition #	Additions %	Hire (Outside CUNY and Other CUNY College)	Joined Group from another Job	Previously in a Higher Group	Previously in a Lower Group	Other Change	Return to Faculty	Sub. #	Sub %	Separation (Left College or Left CUNY)	Left for another Job Group	Left for a Higher Group	Left for a Lower Group
12	100%	100%	10	2	2	-	-	-	(11)	0%	(9)	(2)	(1)	-
1	8%	0%	1	-	-	-	-	-	(2)	18%	(1)	(1)	(1)	-
11	92%	0%	9	2	2	-	-	-	(9)	82%	(8)	(1)	-	-
-	0%	0%	-	-	-	-	-	-	-	0%	-	-	-	-
10	83%	0%	8	2	2	-	-	-	(10)	91%	(8)	(2)	(1)	-
-	0%	0%	-	-	-	-	-	-	(1)	9%	(1)	-	-	-
7	58%	0%	5	2	2	-	-	-	(5)	45%	(4)	(1)	-	-
3	25%	0%	3	-	-	-	-	-	(4)	36%	(3)	(1)	-	-
-	0%	0%	-	-	-	-	-	-	-	0%	-	-	-	-
2	17%	0%	2	-	-	-	-	-	(1)	9%	(1)	-	-	-
-	0%	0%	-	-	-	-	-	-	-	0%	-	-	-	-
-	0%	0%	-	-	-	-	-	-	-	0%	-	-	-	-
-	0%	0%	-	-	-	-	-	-	-	0%	-	-	-	-
-	0%	0%	-	-	-	-	-	-	-	0%	-	-	-	-

	Net Group Changes
Total	1
Male	(1)
Female	2
Other/Unknown	-
Total Min	-
Asian	(1)
Black	2
Hispanic	(1)
Other Minority	-
All White	1
Unknown	-
Veterans	-
Individuals w/Disabilities	-

Job Group Detail - Select a Group from Drop-Down  
Campus Peace Officer-Sergeant

Net Group Changes	NET ADDITIONS		Joined Group - HIRE		Joined Group-INTERNAL			Joined Group-INTERNAL MOVE				NET SUBTRACTIONS		Left Group - SEPARATION			Left Group-INTERNAL		Left Group-INT	
	Addition #	Additions %	Hire (Outside CUNY and Other CUNY College)	Joined Group from another Job	Previously in a Higher Group	Previously in a Lower Group	Other Change	Return to Faculty	Sub. #	Sub %	Separation (Left College or Left CUNY)	Left for another Job Group	Left for a Higher Group	Left for a Lower Group						
Total	3		3	-	-	-	-	-	(2)	100%	(2)	-	-	-						
Male	2	67%	2	-	-	-	-	-	(1)	50%	(1)	-	-	-						
Female	1	33%	1	-	-	-	-	-	(1)	50%	(1)	-	-	-						
Other/Unknown	-	0%	-	-	-	-	-	-	-	0%	-	-	-	-						
Total Min	3	100%	3	-	-	-	-	-	(2)	100%	(2)	-	-	-						
Asian	-	0%	-	-	-	-	-	-	-	0%	-	-	-	-						
Black	1	33%	1	-	-	-	-	-	(2)	100%	(2)	-	-	-						
Hispanic	2	67%	2	-	-	-	-	-	-	0%	-	-	-	-						
Other Minority	-	0%	-	-	-	-	-	-	-	0%	-	-	-	-						
All White	-	0%	-	-	-	-	-	-	-	0%	-	-	-	-						
Unknown	-	0%	-	-	-	-	-	-	-	0%	-	-	-	-						
Veterans	-	0%	-	-	-	-	-	-	-	0%	-	-	-	-						
Individuals w/Disabilities	-	0%	-	-	-	-	-	-	-	0%	-	-	-	-						

Job Group Detail - Select a Group from Drop-Down  
Campus Security Assistant

NET ADDITIONS	Joined Group - HIRE		Joined Group-INTERNAL MOVE				NET SUBTRACTIONS				Left Group - SEPARATION Internal				Left Group-INT			
	Addition #	Additions %	Hire (Outside CUNY and Other CUNY College)	Joined Group from another Job Group	Previously in a Higher Group	Previously in a Lower Group	Other Change	Return to Faculty	Sub. #	Sub %	Separation (Left College or Left CUNY)	Left for another Job Group	Left for a Higher Group	Left for a Lower Group				
11	100%	11	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
7	64%	7	-	-	-	-	-	-	0%	-	-	-	-	-	-	-	-	-
4	36%	4	-	-	-	-	-	-	0%	-	-	-	-	-	-	-	-	-
-	0%	-	-	-	-	-	-	-	0%	-	-	-	-	-	-	-	-	-
11	100%	11	-	-	-	-	-	-	0%	-	-	-	-	-	-	-	-	-
3	27%	3	-	-	-	-	-	-	0%	-	-	-	-	-	-	-	-	-
6	55%	6	-	-	-	-	-	-	0%	-	-	-	-	-	-	-	-	-
2	18%	2	-	-	-	-	-	-	0%	-	-	-	-	-	-	-	-	-
-	0%	-	-	-	-	-	-	-	0%	-	-	-	-	-	-	-	-	-
-	0%	-	-	-	-	-	-	-	0%	-	-	-	-	-	-	-	-	-
-	0%	-	-	-	-	-	-	-	0%	-	-	-	-	-	-	-	-	-
1	9%	1	-	-	-	-	-	-	0%	-	-	-	-	-	-	-	-	-
-	0%	-	-	-	-	-	-	-	0%	-	-	-	-	-	-	-	-	-

Job Group Detail - Select a Group from Drop-Down  
Custodial

NET ADDITIONS	Joined Group - HIRE		Joined Group-INTERNAL MOVE				NET SUBTRACTIONS		Left Group - SEPARATION			Left Group-INT		
	Addition #	Additions %	Hire (Outside CUNY and Other CUNY College)	Joined Group from another Job Group	Previously in a Higher Group	Previously in a Lower Group	Other Change	Return to Faculty	Sub. #	Sub %	Separation (Left College or Left CUNY)	Left for another Job Group	Left for a Higher Group	
1	9		9	-	-	-	-	-	(8)	0%	(8)	-	-	-
Male	7	78%	7	-	-	-	-	-	(6)	100%	(6)	-	-	-
Female	2	22%	2	-	-	-	-	-	-	0%	-	-	-	-
Other/Unknown	-	0%	-	-	-	-	-	-	-	0%	-	-	-	-
Total Min	8	89%	8	-	-	-	-	-	(8)	100%	(8)	-	-	-
Asian	-	0%	-	-	-	-	-	-	-	0%	-	-	-	-
Black	4	44%	4	-	-	-	-	-	(4)	50%	(4)	-	-	-
Hispanic	3	33%	3	-	-	-	-	-	(4)	50%	(4)	-	-	-
Other Minority	1	11%	1	-	-	-	-	-	-	0%	-	-	-	-
All White	1	11%	1	-	-	-	-	-	-	0%	-	-	-	-
Unknown	-	0%	-	-	-	-	-	-	-	0%	-	-	-	-
Veterans	1	11%	1	-	-	-	-	-	-	0%	-	-	-	-
Individuals w/Disabilities	-	0%	-	-	-	-	-	-	-	0%	-	-	-	-

Job Group Detail - Select a Group from Drop-Down  
Skilled Trades

NET ADDITIONS	Joined Group - HIRE		Joined Group-INTERNAL MOVE				NET SUBTRACTIONS			Left Group - SEPARATION Internal			Left Group-INT		
	Addition #	Additions %	Hire (Outside CUNY and Other CUNY College)	Joined Group from another Job Group	Previously in a Higher Group	Previously in a Lower Group	Other Change	Return to Faculty	Sub. #	Sub %	Separation (Left College or Left CUNY)	Left for another Job Group	Left for a Higher Group	Left for a Lower Group	
6			5	1	1	-	-	-	(3)		(2)	(1)	(1)		
100%			5	1	1	-	-	-	100%		(2)	(1)	(1)		
0%			-	-	-	-	-	-	0%		-	-	-		
0%			-	-	-	-	-	-	0%		-	-	-		
17%			1	-	-	-	-	-	0%		-	-	-		
0%			-	-	-	-	-	-	0%		-	-	-		
17%			1	-	-	-	-	-	0%		-	-	-		
0%			-	-	-	-	-	-	0%		-	-	-		
0%			-	-	-	-	-	-	0%		-	-	-		
83%			4	1	1	-	-	-	100%		(2)	(1)	(1)		
0%			-	-	-	-	-	-	0%		-	-	-		
0%			-	-	-	-	-	-	0%		-	-	-		
0%			-	-	-	-	-	-	0%		-	-	-		
0%			-	-	-	-	-	-	0%		-	-	-		





## **APPENDIX F-2 - TENURE ACTIONS BY DEPARTMENT, JOB GROUP AND TITLE (FACULTY / CLT)**

### **NYC College of Technology**

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 (FACULTY / CLT)****Architectural Technology**

Asst Professor	Gained Tenure	Tenured	Male	White
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**Biology**

Asst Professor	Gained Tenure	Tenured	Male	Asian/Nat.Haw./Other Pac. Isl.
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**Career & Technical Ed**

Asst Professor	Gained Tenure	Tenured	Male	White
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**Computer Engr. Technology**

Asst Professor	Gained Tenure	Tenured	Male	Hispanic/Latino
----------------	---------------	---------	------	-----------------

**Computer Systems Technology**

Asst Professor	Gained Tenure	Tenured	Male	Asian/Nat.Haw./Other Pac. Isl.
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**Construction Technology**

Asst Professor	Gained Tenure	Tenured	Male	White
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Asst Professor	Hired with Tenure	Tenured	Male	White
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**Dental Hygiene**

Asst Professor	Hired with Tenure	Tenured	Female	White
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**Electrical Technology**

Asst Professor	Gained Tenure	Tenured	Male	Asian/Nat.Haw./Other Pac. Isl.
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**Environment Control Technology**

Asst Professor	Gained Tenure	Tenured	Male	White
----------------	---------------	---------	------	-------

Asst Professor	Hired with Tenure	Tenured	Male	White
----------------	-------------------	---------	------	-------

**Mathematics**

Asst Professor	Gained Tenure	Tenured	Male	White
----------------	---------------	---------	------	-------

**Mechanical Technology**

Asst Professor	Gained Tenure	Tenured	Male	Asian/Nat.Haw./Other Pac. Isl.
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**Nursing**

Asst Professor	Gained Tenure	Tenured	Female	Hispanic/Latino
----------------	---------------	---------	--------	-----------------

**Physics**

Asst Professor	Gained Tenure	Tenured	Male	White
----------------	---------------	---------	------	-------

**Vision Care Technology**

College Lab Tech	Gained Tenure	Tenured	Male	Asian/Nat.Haw./Other Pac. Isl.
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**APPENDIX F-2 - TENURE ACTIONS BY DEPARTMENT, JOB GROUP AND TITLE (FACULTY / CLT)****Summary for the College**

<b>Total Staff:</b>	<b>Ttl Minority</b>	<b>Asian</b>	<b>Black/AfAm</b>	<b>Hispanic/Latino</b>	<b>White</b>	<b>Oth/Unk</b>
2 <b>Female</b>	1	0	0	1	1	0
14 <b>Male</b>	6	5	0	1	8	0
0 <b>Oth/Unk</b>	0	0	0	0	0	0
<hr/>						
16 <b>Total</b>	7	5	0	2	9	0

**G**

## **G. SUMMARY OF RECRUITMENT ACTIVITY**

## APPENDIX G - SUMMARY OF RECRUITING ACTIVITIES

### NYC College of Technology

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).

Appendix G-1 Recruiting Activity Table By Job Group and Ethnicity

JOB GROUP	ACTIVITY CATEGORY	Minority Status				Not Minority	Female	Male	Unknown	TOTAL ACTIVITY
		Asian	Black/African American	Hispanic	Total Minority					
Accounting Assistants	Applicants		1		1		1			1
	Interviews		1		1		1			1
	Offers		1		1		1			1
Admin2 - Managers	Applicants	5	30	93	128	15	87	334		143
	Interviews	3	20	6	29	13	25	5		42
	Offers		3		3	3	4			6
Admin3 - Administrators	Applicants	22	111	449	582	38	415	1610		620
	Interviews	33	29	8	70	19	64	13		89
	Offers	1	4	6	11	4	9			15
Admin4-College Lab Technicians	Applicants	2	1	5	8		3	45		8
	Interviews		3	1	4	1	4			5
	Offers					1	1			1
Campus Peace Officer - Mid Level	Applicants		1	1	2					2
	Interviews		1	1	2					2
	Offers		1	1	2					2
Campus Public Safety Sergeant	Applicants		4	2	6		2	167		6
	Interviews		4	2	6		2			6
	Offers		2	2	4		2			4
Campus Security Assistant - Entry Level	Applicants									
	Interviews			12	12	1	11	38		13
	Offers			2	2			2		2
CUNY Administrative Assistants	Applicants									
	Interviews			1	1					1
	Offers									
	Applicants									
	Interviews			2	2		1			2
	Offers			2	2		1			2

Appendix G-1 Recruiting Activity Table By Job Group and Ethnicity

JOB GROUP	ACTIVITY CATEGORY	Minority Status			Not Minority	Female	Male	Unknown	TOTAL ACTIVITY
		Asian	Black/African American	Hispanic					
CUNY Office Assistants	Applicants	3	6	2	11				11
	Interviews	3	6	2	11	10	1	329	11
	Offers	3	6	2	11	10	1		11
Custodial	Applicants	1	5	5	11	4	8	455	12
	Interviews	1	5	5	11	4	8	3	12
	Offers	1	5	5	11	4	8		12
Custodial - Supervisory	Applicants		1	2	3	3	2	444	5
	Interviews		1	2	3	3	2		5
	Offers			1	1	1	1		2
Faculty - Professional	Applicants	6	28	41	75	58	40	251	98
	Interviews	8	11	6	25	43	19	1	62
	Offers	2	3	2	7	10			10
Info Tech - Professional	Applicants	3	2	4	9	4	6	1077	13
	Interviews	3	2	4	9	4	6	7	13
	Offers	1	1	1	3	2	3		5
Info Tech - Technician	Applicants			1	1		1	342	1
	Interviews			1	1		1		1
	Offers			1	1		1		1
Skilled Trades	Applicants		1		1	1	11	156	12
	Interviews		1		1	1	11	1	12
	Offers		1		1	6	7		7
Skilled Trades - Supervisory	Applicants								
	Interviews							22	1
	Offers								1



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## **H. UTILIZATION OF INDIVIDUALS WITH DISABILITIES**

## APPENDIX H - UTILIZATION OF INDIVIDUALS WITH DISABILITIES

### NYC College of Technology

Appendix H presents utilization of Individuals with Disabilities ("IWD") by job group. It presents total staff in the job group, number of Individuals with Disabilities, and percentage of Individuals with Disabilities in the job group.

The federal guideline for staffing of Individuals with Disabilities is 7.0% for each job group. While there is a requirement to report staffing, there is no requirement to calculate underutilization or set placement goals.

Total Individual(s) with Disabilities: 5                      Percent of total reported employees: 0.5%

## APPENDIX H - UTILIZATION OF INDIVIDUALS WITH DISABILITIES

### Category: Executive/Administrative/Managerial

Job Group	Staff	Indiv. with Disabilities	Rate
Administration 1 (Executive)	17	0	0.0%
Administration 2 (Manager)	62	0	0.0%
Facility Manager	1	0	0.0%
IT Computer Manager	2	0	0.0%
Security Manager	3	0	0.0%

### Category: Professional Faculty

Job Group	Staff	Indiv. with Disabilities	Rate
Faculty-Professorial	363	2	0.6%
Faculty Librarians	13	0	0.0%
Faculty-Instructor	3	0	0.0%
Faculty-Lecturer	26	0	0.0%
Faculty-Developmental	16	0	0.0%

### Category: Professional Non-Faculty

Job Group	Staff	Indiv. with Disabilities	Rate
Accountant	7	0	0.0%
Administration 3 (Professional)	119	0	0.0%
Administration 5 (Engineer-Architect)	2	0	0.0%
IT Computer Professional	23	1	4.3%

### Category: Administrative Support Workers

Job Group	Staff	Indiv. with Disabilities	Rate
Accountant Assistant	4	0	0.0%
Administrative Assistant	14	0	0.0%
Office Assistant	93	0	0.0%
Mail Services Worker	2	0	0.0%

### Category: Craft Workers

Job Group	Staff	Indiv. with Disabilities	Rate
Basic Crafts-Buildings and Grounds	2	0	0.0%
Laborers and Helpers	8	0	0.0%
Skilled Trades-Supervisor	2	0	0.0%
Skilled Trades	26	0	0.0%

### Category: Technicians

Job Group	Staff	Indiv. with Disabilities	Rate
Administration 4 (College Lab Tech)	37	0	0.0%
Broadcast/Media	3	0	0.0%
IT Support Technician	9	2	22.2%
Print Shop	4	0	0.0%

### Category: Service Workers and Others

Job Group	Staff	Indiv. with Disabilities	Rate
Campus Public Safety Sergeant	10	0	0.0%
Campus Peace Officer	27	0	0.0%
Campus Security Assistant	22	0	0.0%
Custodial Supervisor	11	0	0.0%
Custodial	51	0	0.0%