



NEW YORK CITY COLLEGE OF TECHNOLOGY 2018-2019 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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PART ONE: INTRODUCTION AND BACKGROUND

This report is the annual update of the Affirmative Action Plan (AAP) required by federal regulations:

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

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

Part One provides an overview of New York City College of Technology (City Tech or the College) and those individuals and groups who share responsibility for the College's Affirmative Action and Diversity programs.

The Census Date for employees is June 1, 2018. The Plan Reporting Year (basis for historical data) is June 1, 2017–May 31, 2018. The Program Year is September 1, 2018–August 31, 2019.

This Plan is available for public review at the location listed on the front cover.

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-six baccalaureate programs (bachelor of technology, bachelor of science, bachelor of science in education, bachelor of fine arts, and University bachelor's degrees), twenty-nine associate programs (associate in arts, associate in science, and associate in applied science degrees), and six 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, engineering technology, entertainment technology, health care, health services 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 part of The City University of New York (CUNY), a public university system, the College adheres to federal, state, and city laws and regulations regarding non-discrimination and affirmative action including among others, 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 has posted its policies and procedures on non-discrimination, sexual misconduct, and affirmative action on its website.

[Click for CUNY's Policies \(www.cuny.edu/about/administration/offices/ohrm/policies-procedures.html\)](http://www.cuny.edu/about/administration/offices/ohrm/policies-procedures.html)

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 overall policy on Affirmative Action 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 text of the policy statement follows:

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.

CUNY has established the following policies. Links are accurate as of June 2018.

[The CUNY Policy on Equal Opportunity and Nondiscrimination](#) prohibits discrimination based on numerous protected characteristics in accordance with federal, state and local law, and addresses sex discrimination other than Sexual Misconduct covered by this policy.

[The CUNY Campus and Workplace Violence Policy](#) addresses workplace violence.

[The CUNY Domestic Violence and the Workplace Policy](#) addresses domestic violence in or affecting employees in the workplace.

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

In addition, CUNY campuses are required to 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 policy annually. **Appendix B** contains a copy of the annual Reaffirmation Letter, which issued on October 4, 2017.

RESPONSIBILITY FOR IMPLEMENTATION

While the entire College community participates in promoting diversity and inclusion, the College has assigned certain responsibilities in implementing Affirmative Action programs.

The President

The President, Russell K. Hotzler, oversees implementation of Affirmative Action and diversity programs and ensuring 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 (A.D.A.) 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 Letter supporting affirmative action, diversity and equal opportunity (see copy of Re-Affirmation Letter in **Appendix B**.)
- Approves and submits required reports, including this Affirmative Action Plan.

Chief Diversity Officer

The President has designated Patricia A. Cody, Eq., as the Chief Diversity Officer

(CDO). As the President's primary designee, the CDO:

- Provides confidential consultation for, investigates and resolves internal discrimination/sexual misconduct complaints
- Distributes relevant policies, notices and revisions, and assures integration into training programs, search committee orientations, websites, and other media
- Prepares and communicates Affirmative Action Plan reports and evaluates the impact of specific initiatives and Affirmative Action programs overall
- Consults with search committees and hiring managers on recruitment and selection and oversees search 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 assist in developing, maintaining, and implementing the Affirmative Action Plan.

Committee(s) on Diversity and Inclusion

The College has a standing committee advising the President in formulating and implementing affirmative action policy; reviewing the impact of any 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
- Vera Amaral, Executive Director, Human Resources
- 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 reports summary statistics to senior management on a quarterly basis and provides periodic data files to the colleges. Details of University reports and diversity programs are provided here: [Click for University Diversity Resources](#)

PART TWO: DATA AND ANALYSIS

The College analyzes data using multiple methods prescribed by regulations and best practices in preparing Affirmative Action Plans. No one method provides a complete picture, and none should be used as a sole measurement. 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

Individuals interested in learning more about data analysis in Affirmative Action Plans may wish to refer to resources provided by the U.S. Department of Labor's Office of Contract Compliance Programs (OFCCP) at: [Click for U.S. Department of Labor Website](#)

The source for this review and all subsequent data is an extract from CUNY's system of record, CUNYFirst, of full-time active employees and employees on selected paid leaves (such as medical leave or fellowship/sabbatical leave) as of June 1, 2018. The population does not include student workers or individuals employed by CUNY's Research Foundation. We created this extract in July 2018.

To evaluate representation by race/ethnicity, we use federally mandated categories of Asian, Black/African American, and Hispanic. Employees who identify as American Indian/Alaska Native and employees who identify as "Two or More Races" are not listed separately, but are included in the Total Minority category. Employees identifying as Hawaiian/Native Pacific Islander are listed with the Asian category.

To evaluate representation by gender, we use federally mandated categories of Male and Female.

WORKFORCE ANALYSIS

The Workforce Analysis is a review of protected groups (gender and ethnicity) organized by department/unit and presented by job title in descending hierarchical order.

The Workforce Analysis is intended to review overall representation of females or minorities by organizational unit and title/rank within these units.

Due to length, the Workforce Analysis charts are not included in the Plan.

The College conducted a self-identification canvas in May 2018 by contacting employees via email, encouraging them to update self-identification data. The College provided instructions and a Question and Answer document explaining the reasons behind collecting self-identification data, and stressing that providing this information was voluntary.

In the Reporting Year, all employees have identified a gender, race and ethnicity.

JOB GROUPS, DISCIPLINES, AND MARKET DATA

We base further analyses on creating job groups consisting of job titles with similar responsibilities and opportunities for advancement. We conduct additional analyses for Faculty and College Laboratory Technicians with groupings based on instructional program (discipline) and academic department.

Appendix C presents further details of the titles included in each Job Group.

Job Groups

Job Groups are comprised of similar job titles based on duties, qualifications, and other conditions of employment. The University reviews groupings annually. The Exhibit on the following page lists the Job Groups and summarizes College staffing in each group.

Exhibit: Workforce Summary

NYC College of Technology

Total Employees: 964

Executive/Administrative/Managerial

Job Group	Staff	Female #	Female %	Minority #	Minority %
Administration 1 (Executive)	18	10	55.6%	10	55.6%
Administration 2 (Manager)	59	38	64.4%	36	61.0%
Facility Manager	1	0	0.0%	1	100.0%
IT Computer Manager	2	1	50.0%	1	50.0%
Security Manager	4	2	50.0%	3	75.0%

Professional Faculty

Job Group	Staff	Female #	Female %	Minority #	Minority %
Faculty-Professorial	378	183	48.4%	149	39.4%
Faculty-Developmental	18	14	77.8%	9	50.0%
Faculty-Lecturer	26	12	46.2%	10	38.5%

Professional Non-Faculty

Job Group	Staff	Female #	Female %	Minority #	Minority %
Accountant	7	4	57.1%	5	71.4%
Administration 3 (Professional)	114	84	73.7%	88	77.2%
Administration 5 (Engineer-Architect)	2	0	0.0%	2	100.0%
IT Computer Professional	21	3	14.3%	20	95.2%

Administrative Support Workers

Job Group	Staff	Female #	Female %	Minority #	Minority %
Accountant Assistant	3	3	100.0%	2	66.7%
Administrative Assistant	15	14	93.3%	12	80.0%
Office Assistant	92	81	88.0%	83	90.2%
Mail Services Worker	2	0	0.0%	2	100.0%

Craft Workers

Job Group	Staff	Female #	Female %	Minority #	Minority %
Basic Crafts-Buildings and Grounds	3	0	0.0%	2	66.7%
Laborers and Helpers	7	0	0.0%	5	71.4%
Skilled Trades-Supervisor	2	0	0.0%	0	0.0%
Skilled Trades	23	0	0.0%	10	43.5%

Technicians

Job Group	Staff	Female #	Female %	Minority #	Minority %
Administration 4 (College Lab Tech)	39	15	38.5%	25	64.1%
Broadcast/Media	3	0	0.0%	3	100.0%
IT Support Technician	8	6	75.0%	7	87.5%
Print Shop	4	2	50.0%	3	75.0%

Service Workers and Others

Job Group	Staff	Female #	Female %	Minority #	Minority %
Campus Peace Officer-Sergeant	9	3	33.3%	9	100.0%
Campus Peace Officer-Level 1	44	12	27.3%	40	90.9%
Custodial Supervisor	10	3	30.0%	9	90.0%
Custodial	50	17	34.0%	49	98.0%

Disciplines for Faculty and College Laboratory Technicians

Within each Faculty job group, we analyze utilization by academic program or discipline. The University codes its disciplines using the U.S. Dept. of Education “Classification of Instructional Programs” (CIP) and each College assigns its academic departments to the disciplines. On an exception basis, we calculate a blended labor market availability for interdisciplinary programs. Where multiple departments are assigned to the same discipline, Chief Diversity Officers may review a break-out by department.

We assign College Laboratory Technicians to one of two groups, based on assigned department: College Laboratory Technicians-Science, Technology, and Engineering, and College Laboratory Technicians-Other.

Appendix D details the academic program assignments used at the College for Faculty and College Laboratory Technicians.

Labor Market Availability

Labor Market Availability is the measurement 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.

The University calculates availability by job group and discipline, based on internal and external factors. The internal labor market is an estimate of eligible employees on a promotional path into a job group and has been calculated based on employee data in either fall 2013 or spring 2014. The external labor market uses location and qualifications of individuals available for employment, typically an education factor and a geographic factor. Educational data comes from “Earned Degrees Conferred” reports from the U.S. Department of Education (2013-2014 figures) and other information comes from the *American Community Survey of the U.S. Census* (2007-2011). Geographic factors may be National (generally for highest-level positions and faculty), Regional (the four-state region of New York, New Jersey, Pennsylvania, and Connecticut), or Local (New York City).

CUNY reviews and updates Labor Market Availability figures every other year. There were no updates made to the availability data this past year.

Appendix C (previously referenced) lists availability factors and weightings.

UTILIZATION ANALYSIS

Discussion

The College reviewed its employee population by Job Group and protected class in comparison to Labor Market Availability for groups where there are five or more employees.

We report underutilization when significantly fewer minorities or women are employed than would be reasonably expected given availability. We report underutilization where the utilization is more than 20% below availability and 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 College Affirmative Action programs.

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

Changes in underutilization from year to year may arise from multiple factors. These include hires, separations (including voluntary separations and retirements), updated Labor Market Availability and changes to the composition of Job Groups or Disciplines. It is often not possible to pinpoint a single, direct cause, and it may not always be possible to anticipate and/or prevent increases in underutilization in borderline situations.

The following Exhibit summarizes staffing and underutilization for each job group with a comparison to the two previous years.

Exhibit 2: Summary of Historical Changes in Underutilization

Exhibit: Summary of Historical Changes in Underutilization -Staff

NYC College of Technology

This is a summary of utilization, and underutilization, of protected groups by staff Job Group. Only those groups with five or more employees are included here.

This version compares underutilization for this report (2018) to that reported in the 2017 Affirmative Action Plan. If there is no entry under Total Staff, this means that the discipline was not reported in the Affirmative Action Plan in one of the years.

Boxes in red represent increases in underutilization (negative progress); boxes in green represent decreases in underutilization (positive progress).

Job Group	UNDERUTILIZATION											
	Total Staff		Female		Total Minority		Asian/Nat. Haw./Other Pac. Isl.		Black/African Am.		Hispanic/Latino	
	2018	2017	2018	2017	2018	2017	2018	2017	2018	2017	2018	2017
Category: Executive/Administrative/Managerial												
Administration 1 (Executive)	18	18										
Administration 2 (Manager)	59	61									2	
Category: Professional Non-Faculty												
Accountant	7	7	2	2							1	1
Administration 3 (Professional)	114	115					3					
IT Computer Professional	21	20	3	2								
Category: Administrative Support Workers												
Administrative Assistant	15	14					1	1			3	3
Office Assistant	92	97										
Category: Craft Workers												
Laborers and Helpers	7	6	1	1								
Skilled Trades	23	14	1									
Category: Technicians												
IT Support Technician	8	8					1	1				
Category: Service Workers and Others												
Campus Peace Officer-Level 1	44	36									7	5
Campus Peace Officer-Sergeant	9	8					1				1	
Custodial	50	43					1	1				
Custodial Supervisor	10	7										

Exhibit: Summary of Historical Changes in Underutilization - Faculty

NYC College of Technology

This is a summary of utilization, and underutilization, of protected groups by job group and a specified faculty program (or "discipline"). Only those groups with five or more employees are included here.

This version compares underutilization for this report (2018) to that reported in the 2017 Affirmative Action Plan. Differences in assigning faculty to disciplines mean that year-to-year comparisons are approximate.

Boxes in red represent increases in underutilization (negative progress); boxes in green represent decreases in underutilization (positive progress).

Job Group: Faculty-Professorial

Discipline	UNDERUTILIZATION											
	Total Staff		Female		Total Minority		Asian/Nat. Haw./Other Pac. Isl.		Black/African Am.		Hispanic/Latino	
	2018	2017	2018	2017	2018	2017	2018	2017	2018	2017	2018	2017
Architecture and Related Services	20	20	2	2					2	2		
Area, Ethnic, Cultural, Gender, and Group Studies	6	7					1	1				1
Biological and Biomedical Sciences	22	21	4	3							1	1
Business, Management, Marketing, Support Services	27	30										
Communications, Journalism, and Related Programs	16	17										
Computer and Information Sciences and Support Services	30	28							1	1		
English Language and Literature/Letters	36	38										
Engineering Technologies and Engineering-related Fields	41	43										
Health Professions and Related Programs	55	59										
Legal Professions and Studies	7	7										
Liberal Arts and Sciences, General Studies & Humanities	15	15	2							1		
Library (Librarians/Non-Teaching)	13	13									1	1
Mathematics and Statistics	41	42										
Physical Sciences	20	19		1							1	1
Social Sciences	26	27							1	1		

Exhibit: Summary of Historical Changes in Underutilization - Faculty

Job Group: Faculty-Lecturer

Discipline	Total Staff		UNDERUTILIZATION									
			Female		Total Minority		Asian/Nat. Haw./Other Pac. Isl.		Black/African Am.		Hispanic/Latino	
	2018	2017	2018	2017	2018	2017	2018	2017	2018	2017	2018	2017
Business, Management, Marketing, Support Services	5	3					1					
Computer and Information Sciences and Support Services	5	6					1	1				

Exhibit: Summary of Historical Changes in Underutilization - Faculty

Job Group: Faculty-Developmental

Discipline	Total Staff		UNDERUTILIZATION									
			Female		Total Minority		Asian/Nat. Haw./Other Pac. Isl.		Black/African Am.		Hispanic/Latino	
	2018	2017	2018	2017	2018	2017	2018	2017	2018	2017	2018	2017
Education - Developmental	18	19									1	1

Exhibit: Summary of Historical Changes in Underutilization - Lab Techs

NYC College of Technology

This is a summary of utilization, and underutilization, of protected groups by functional grouping for College Laboratory Technicians (CLTs). Only those groups with five or more employees are included here.

This version compares underutilization for this report (2018) to that reported in the 2017 Affirmative Action Plan. If there is no entry under Total Staff, this means that the discipline was not reported in the Affirmative Action Plan in one of the years.

Boxes in red represent increases in underutilization (negative progress); boxes in green represent decreases in underutilization (positive progress).

Job Group: Administration 4 (College Lab Tech)

Job Category	Total Staff		UNDERUTILIZATION									
			Female		Total Minority		Asian/Nat. Haw./Other Pac. Isl.		Black/African Am.		Hispanic/Latino	
	2018	2017	2018	2017	2018	2017	2018	2017	2018	2017	2018	2017
College Lab Tech - Other	6	6		1								
College Lab Tech - Science, Tech, Eng.	33	30										

Utilization, Underutilization, and Placement Goals

Staff underutilizations were reduced in the following Job Groups:

Administration 3 from 3 to 0 in the Asian, Hawaiian or Other Pacific Islander category, thus **eliminating** the underutilization;

Faculty/Professorial Job Groups, Specified Programs of: Area, Ethnic, Cultural, Gender, and Group Studies from 1 to 0 in the Hispanic/Latino category, thus **eliminating** the underutilization; and, Liberal Arts and Sciences, General Studies & Humanities from 1 to 0 in the Black/African American category, thus **eliminating** the underutilization; and Physical Sciences from 1 to 0 females, thus **eliminating** the underutilization.

Administration 4 (College Lab Techs), in the Other sub-group of those outside of Sciences, Technology and Engineering from 1 to 0 females, thus **eliminating** the underutilization.

For those Job Groups, five staff and three faculty where an increase in underutilization occurred, as stated on page 16 above, there were multiple factors including hiring and separations or only separations.

OTHER ANALYSES

Personnel Activity

We review personnel actions for potential adverse impact, meaning personnel selections at different rates for different groups.

Appendix F provides detail on personnel activity by Job Group:

- Job Actions by Job Group and Ethnicity
- Job Actions by Job Group and Gender
- Faculty Tenure Actions by Department, Title, and Ethnicity
- Faculty Tenure Actions by Department, Title, and Gender

We compared employee title changes between reference dates (i.e., July 1, 2017 and June 1, 2018). 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 and are listed as having separated from one group and joining another group.

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 departmental and College-wide Personnel and Budget Committees making recommendations to the President. The President reports approved candidates to the CUNY Board of Trustees. It is also possible in rare cases for a senior individual to be hired with Tenure. Faculty reported here received tenure/CCE status effective September 1, 2017.

The tenure report tracks the following statuses:

- Awarded Tenure
- Hired with Tenure
- Denied Tenure.

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

Recruiting Activity

Recruiting and selection take place within a process designed to promote both effectiveness and diversity. Prior to posting a position, the Chief Diversity Officer reviews and approves the posting language from the standpoint of any requirements that may impose bias. In most cases, the Chief Diversity Officer also reviews a Search Plan outlining intended methods of outreach for the position.

A diverse Search Committee conducts many hiring projects, 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 also 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 recommend that “Adverse Impact” may occur when any one group has a selection rate, which is less than 80% of the selection rate of the group, which is most frequently selected.

Appendix G summarizes recruiting, by job group, data based on currently available information about searches that were noted as officially concluded with a job offer

between June 1, 2017 and May 31, 2018.

For some job groups, notably faculty, there is a time gap between offers and start dates. For recruiting reviews, we track timing based on the close of the search (accepted job offer). Also, we report on all searches resulting in an offer, regardless of whether the search is cancelled at some point after an offer is made.

Currently, applicant categories follow the *Internet Applicant Rule* and consist of:

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

As with many higher education institutions, there may be a gap in time between offer and hire for faculty members, as they are generally selected in the spring to teach the following fall. This time period can span two academic years. We report recruiting data based upon the date the search closes, and we report personnel activity data based on the employee's hire date. Thus, the number of hires in recruiting exhibits may not match the number of hires in the personnel exhibits.

In the normal conduct of business, the Chief Diversity Officer reviews applicant self-identification data and determines whether there is a need for real-time adjustments to recruiting and outreach plans in order to assure diverse, qualified applicant pools. The Chief Diversity Officer may require additional outreach prior to proceeding with selection and/or interviews should there be a concern that applicant pools are not sufficiently diverse.

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).

Hiring from Civil Service Applicant Pools

The College participated in 22 University-wide hiring pools for Classified Civil Service hires. At a hiring pool, applicants who are pre-qualified based on a Civil Service examination score indicate their interest in working at one or more Colleges, and colleges make selections as per Civil Service regulations. These hires are included in the counts of employees hired in Appendix F and the counts of applicants in Appendix G.

Compensation

The University develops and 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, and Classified Civil Service Plans for Managerial Personnel, Non-Managerial Staff, and Skilled Trades. Plans are subject to bargaining unit contracts, Civil Service regulations, New York City Comptroller's Determinations, and/or University policy, and these factors sometimes limit the flexibility of the pay plans.

We review policies such as:

- Setting of Starting Salaries
- Performance-Based Pay
- Pay Increases Upon Promotion
- Tracking of Compensation Decisions
- Document Retention Practices
- 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

This section details a qualitative assessment of programs over the prior year, evaluates how the College has, or has not, achieved its goals, and identifies planned activities aimed at achieving the coming year’s goals.

Part Three contains:

- Implementation of Prior-Year Programs
- Implementation of 2018-2019 Programs
- Ongoing Activities in Support of Affirmative Action
- Internal Audit and Reporting.

IMPLEMENTATION OF PRIOR-YEAR PROGRAMS

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

Exhibit 3: Summary of Campus Programs, Reporting Year 2017-2018

Program	Impact
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. With reduction and/or elimination of underutilization in various AAUs during the past year, the trainings seem to have had a positive impact on City Tech’s hiring process and inclusive climate.
CDO charge of search committees	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. With reduction and/or elimination of underutilization in various AAUs during the past year, the CDO charge meetings

Program	Impact
	seem to have had a positive impact on City Tech's hiring process and inclusive climate.
Targeted outreach for faculty departments conducting searches with underutilizations with department chairs submitting individual outreach plans	Data will be reported in next year's AAP on whether or not this outreach has been successful, since the majority of these searches are either still open or were completed after the close of the Reporting Year.
Four 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.
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.

IMPLEMENTATION OF 2018-2019 PROGRAMS

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

Exhibit 4: Planned Campus Programs, Reporting Year 2018-2019

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 and compliant search practices
- Publishes an annual notice of non-discrimination in the New York Times
- Provides training and ongoing updates to Chief Diversity Officers.

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 all candidates are automatically invited to self-identify race/ethnicity, gender, veteran status, or disability status; information is kept confidentially and used to analyze the composition of applicant pools
- 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 non-discrimination policies, changes in regulations, and similar compliance information, and makes the Affirmative Action Plan available for public inspection. 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 periodically throughout the year audits data quality further.

The University reports statistics and diversity metrics to the University Community and the CUNY Board of Trustees on a quarterly basis.

PART FOUR: INDIVIDUALS WITH DISABILITIES AND PROTECTED VETERANS

Federal regulations mandate that Affirmative Action plans be prepared to address the hiring and advancement of Individuals with Disabilities and Veterans. The topics covered in Part Four are similar to those covered in the other sections except that we analyze data in a simpler format and make comparisons based on federally-recommended benchmarks.

The sections of Part Four are mandated by regulation. They are:

- Policy Statement
- 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 based on 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: [Click for CUNY's Policies.](#)

REVIEW OF PERSONNEL PROCESSES

Our goal is to ensure all personnel activities are consistent with the goal of providing equal employment opportunity for employees and applicants who are Individuals with Disabilities and/or Protected Veterans. To that end, 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 limits 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 system available in CUNY's Employee Self-Service Portal. We invite applicants to self-identify through CUNY's online recruiting system with each application. The University maintains this data in its system of record with appropriate security measures for confidentiality of individual information. As was described in Part Two, the College conducted a self-identification campaign in 2018.

REVIEW OF PHYSICAL AND MENTAL QUALIFICATIONS

Our goal is to ensure that all physical and mental qualifications and requirements are job-related and consistent with business necessity and safe performance of the job. We periodically review the College's physical and mental qualifications and requirements as they relate to employment, training, and promotion.

We will repeat a review of a given position when there is a change in working conditions that may influence the job's physical or mental requirements. Examples may include new work requirements or new equipment. As new job qualifications are established, the College will review them to ensure that they would not screen out qualified Individuals with Disabilities or Protected Veterans. To the extent that such a situation might occur, the College takes steps to ensure the requirements are essential functions of these particular jobs.

The University's Civil Service unit reviews job requirements for potential issues at prior to issuing 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 physical and mental limitations of applicants and employees who are Individuals with Disabilities or Disabled Veterans. As per *CUNY Procedures for Implementing Reasonable Accommodation and Academic Adjustments*, the Human Resources Director is responsible for responding to requests by applicants for employment, current employees and visitors. Anyone may request an accommodation by contacting the Human Resources Office.

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

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

[Click for CUNY's Policies](#)

www.cuny.edu/about/administration/offices/ohrm/policies-procedures.html

Applicants for employment may request accommodations to physical and mental limitations during the recruiting and interviewing process. The procedure is provided on the Employment Page of the CUNY Website and the College's Office of Faculty and Staff Relations Job Board Webpage. 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) or contact the Office of Recruitment and Diversity at 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 offense or stalking.

In the last Reporting Year:

While recognizing that many requests are resolved through an informal process, the College responded to 17 official requests for employee accommodations, for which the process successfully concluded 17 times. At this time, there are no outstanding appeals.

New Facilities

- The College's seven floor newly opened building at 285 Jay Street complies with accessibility requirements under applicable laws. Accessible features include, among others, entrances and exits, bathrooms and elevators.

The College upgraded campus facilities in the Reporting Year to improve access on the first floor of its Pearl Building.

In the Program Year, the College plans to upgrade the main entrance to its Namm Building. The work is expected to begin in early Spring 2019.

Individual requests for accommodations were addressed with, in some instances, upgraded technology or acquired equipment.

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/A.D.A. 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 ([Click for CUNY's Employment Page \(www.cuny.edu/employment.html\)](http://www.cuny.edu/employment.html)) and advertises the policy annually in the New York Times newspaper.

The University Office of Labor Relations provides an annual notice of our policies to labor unions.

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

OUTREACH AND POSITIVE RECRUITING

Summary of Prior Year Outreach Efforts

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

Exhibit 5: Summary of IDW Outreach Efforts, Reporting Year 2017-2018

Program / Effort	Impact/Discussion
Job postings with Direct Employers, which sends job postings to various websites for, among other groups, Individuals with Disabilities and Veterans	For hires resulting from search processes over the past Reporting Year, the College saw improved hiring rates for Individuals with Disabilities and Veterans – see Exhibit 7 below

Planned Outreach for 2018-2019

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

Exhibit 6: Planned Outreach IWD, Reporting Year 2018-2019

Program / Effort	Goals/Expected Impact
Continue with Direct Employers and charge meeting instructions	Goal is to increase employee representation of Individuals with Disabilities

In addition, general, ongoing efforts to disseminate the *CUNY Policy on Non-Discrimination* and conduct outreach and positive recruitment include the following:

- 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
- Veterans who received a passing score on a competitive Civil Service examination may apply for additional points to be added to their score based on Veteran or Disabled Veteran Status as defined by New York State statute.
- The University may appoint qualified disabled individuals 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 implemented the following measures:

- Including policies in the manuals and other in-house publications
- Meeting with senior staff and other supervisors to explain the intent of the policy and individual responsibility for effective implementation
- Scheduling training sessions for employees involved in recruitment, selection, and promotion decision-making

- Discussing policies thoroughly in both employee orientation and management training programs
- Including articles on accomplishments of Disabled Veterans, other Veterans, and Individuals with Disabilities in College publications
- Posting the *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)
- Featuring 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 to various staff.

The President

The President, Russell K. Hotzler, oversees Affirmative Action and compliance programs. He appoints the 504/A.D.A. 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/A.D.A Coordinator

The President assigned the duties of the 504/A.D.A. Coordinator to Patricia A. Cody, Esq. Her responsibilities include:

- Monitoring the College for 504/A.D.A. 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

In their direct, day-to-day contact, Supervisors and Managers assume certain responsibilities to help the College comply with disability regulations, including working with the Office of Human Resources to provide reasonable accommodations.

University Management

The University's Office of Recruitment and Diversity reports summary statistics to senior management on a quarterly basis. These reports include both 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 the recruitment, selection, promotion, disciplinary actions, training, and related processes of 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 employees to request reasonable accommodations.

AUDIT AND REPORTING SYSTEM

The 504/A.D.A. Coordinator is responsible for the College's audit and reporting system to monitor the College's overall programs in support of Individuals with Disabilities, measuring the degree to which the College is meeting its objectives and identifying the need for remedial action. The Coordinator also determines whether there are any undue hurdles for both Individuals with Disabilities and Protected Veterans in gaining access to college programs and activities of all kinds.

The Chief Diversity Officer is responsible for monitoring recruitment outreach, as well as claims of discrimination related to status as a Veteran or an Individual with a Disability. The CDO audits the effectiveness of outreach and Affirmative Action programs as part of the Affirmative Action Plan process.

The Coordinator reports Findings to the President.

BENCHMARK COMPARISONS

The federal guideline for utilization of Individuals with Disabilities is 7.0%.

Appendix H details the utilization of Individuals with Disabilities by Job Group. There is no guideline for utilization of Veterans.

In March 2018, the federal benchmark Hiring Rate for Veterans was set at 6.4%. The exhibit on the next page illustrates College hiring rates for Veterans. While we calculated a Hiring Rate for Individuals with Disabilities, there is no recommended benchmark.

We monitor recruitment, application and appointment processes to assure representation of Protected Veterans and Individuals with Disabilities.

Exhibit 7: Benchmark Comparisons for Veterans and Individuals with Disabilities

Veterans Hiring Benchmark

The benchmark Hiring Rate is 6.4% as established in March 2018 by the U.S. Department of Labor.

Factor	2017-2018	2016-2017	2015-2016
A. Number of applicants who self-identified as Veterans before an offer of employment is made	163		44
B. Total number of job openings	123	59	100
C. Total number of jobs filled	110	54	100
D. Total number of applicants for all jobs	6516	1595	3278
E. Number of Veteran applicants hired	4	1	1
F. Total number of applicants hired	110	54	100
Hiring Rate (E divided by F)	3.64%	1.85%	1%
Was Benchmark Met? (Yes/No)	No	No	No

Hiring Rate, Individuals with Disabilities

There currently is no benchmark rate for Individuals with Disabilities.

Factor	2017-2018	2016-2017	2015-2016
A. Number of applicants who self-identify as Individuals with Disabilities before an offer of employment is made	426		276
B. Total number of job openings	123	59	100
C. Total number of jobs filled	110	54	100
D. Total number of applicants for all jobs	6516	1595	3278
E. Number of Individuals with Disabilities hired	4	0	0
F. Total number of applicants hired	110	100	100
Hiring Rate (E Divided by F)	3.64%	0%	0%

APPENDICES

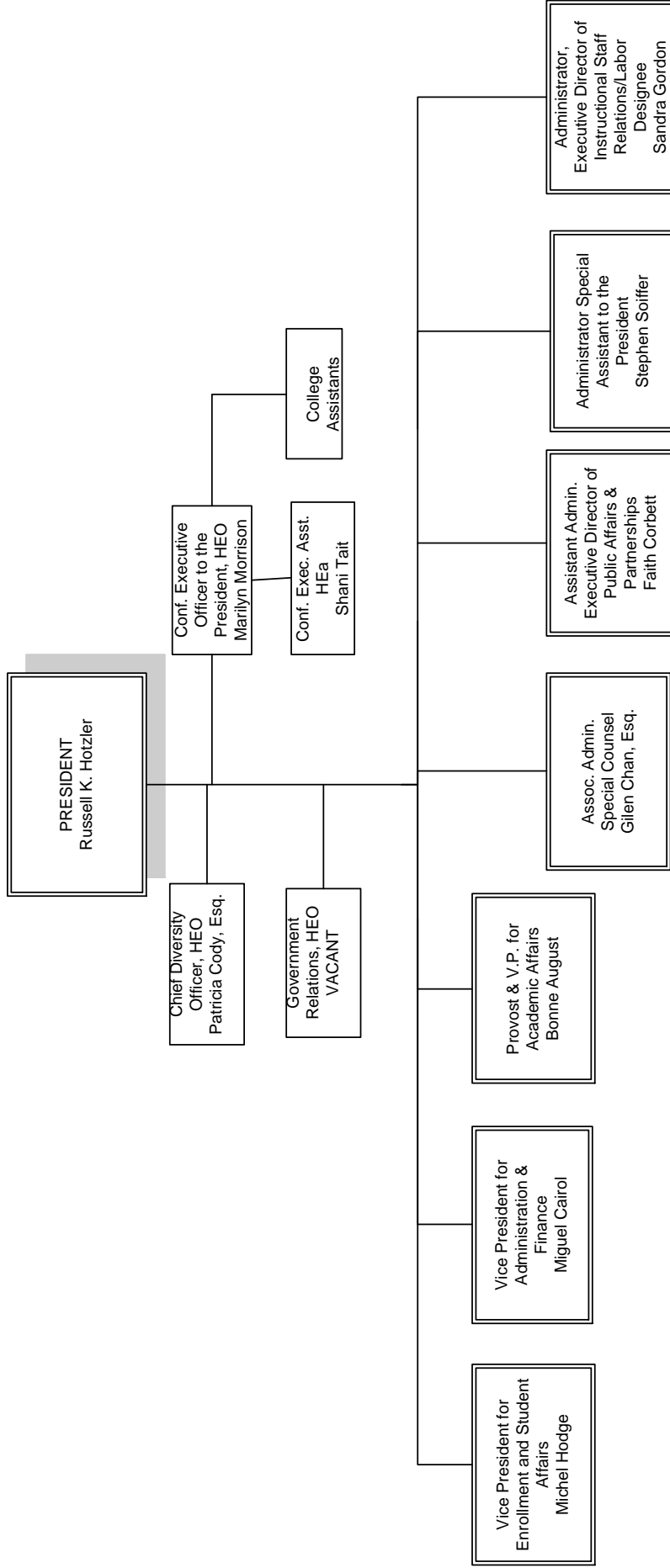
- A. SUMMARY ORGANIZATION CHART
- B. RE-AFFIRMATION LETTER
- C. JOB GROUPS AND LABOR MARKET AVAILABILITY FACTORS
- D. ACADEMIC DEPARTMENTS BY DISCIPLINE AND COLLEGE LAB TECHNICIAN CATEGORIES
- E. UTILIZATION ANALYSIS (ADMINISTRATORS AND STAFF, COLLEGE LAB TECHNICIANS, FACULTY)
- F. SUMMARY OF PERSONNEL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

A

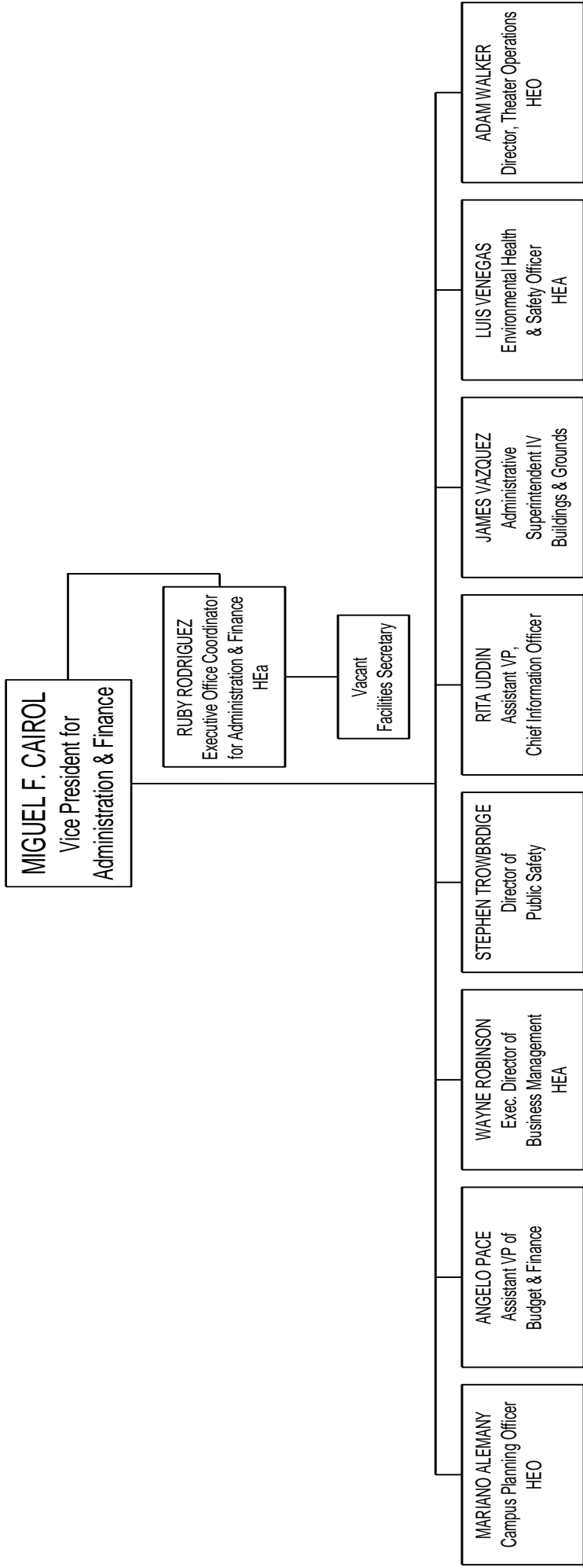
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ORGANIZATIONAL STRUCTURE

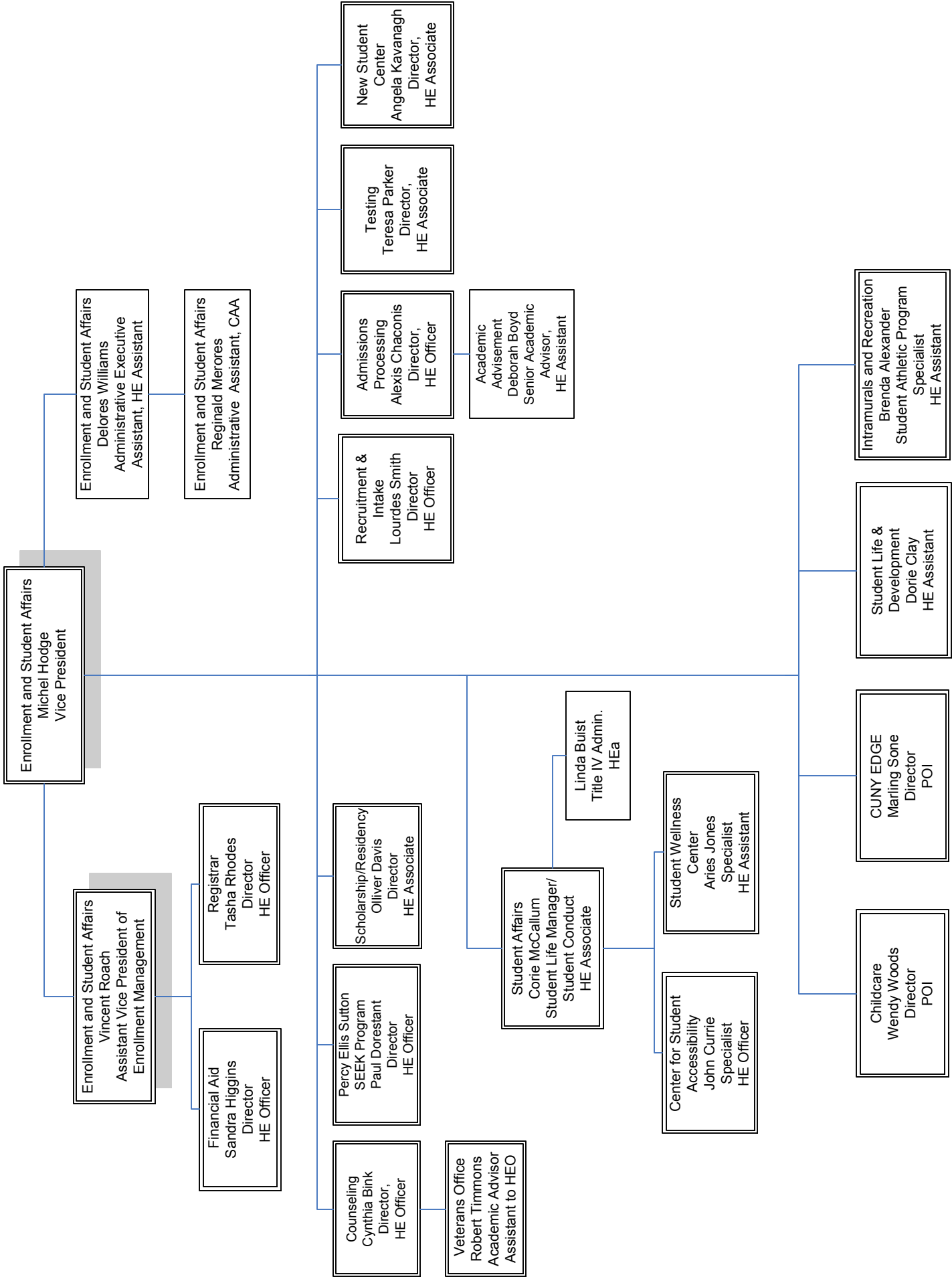
Office of the President



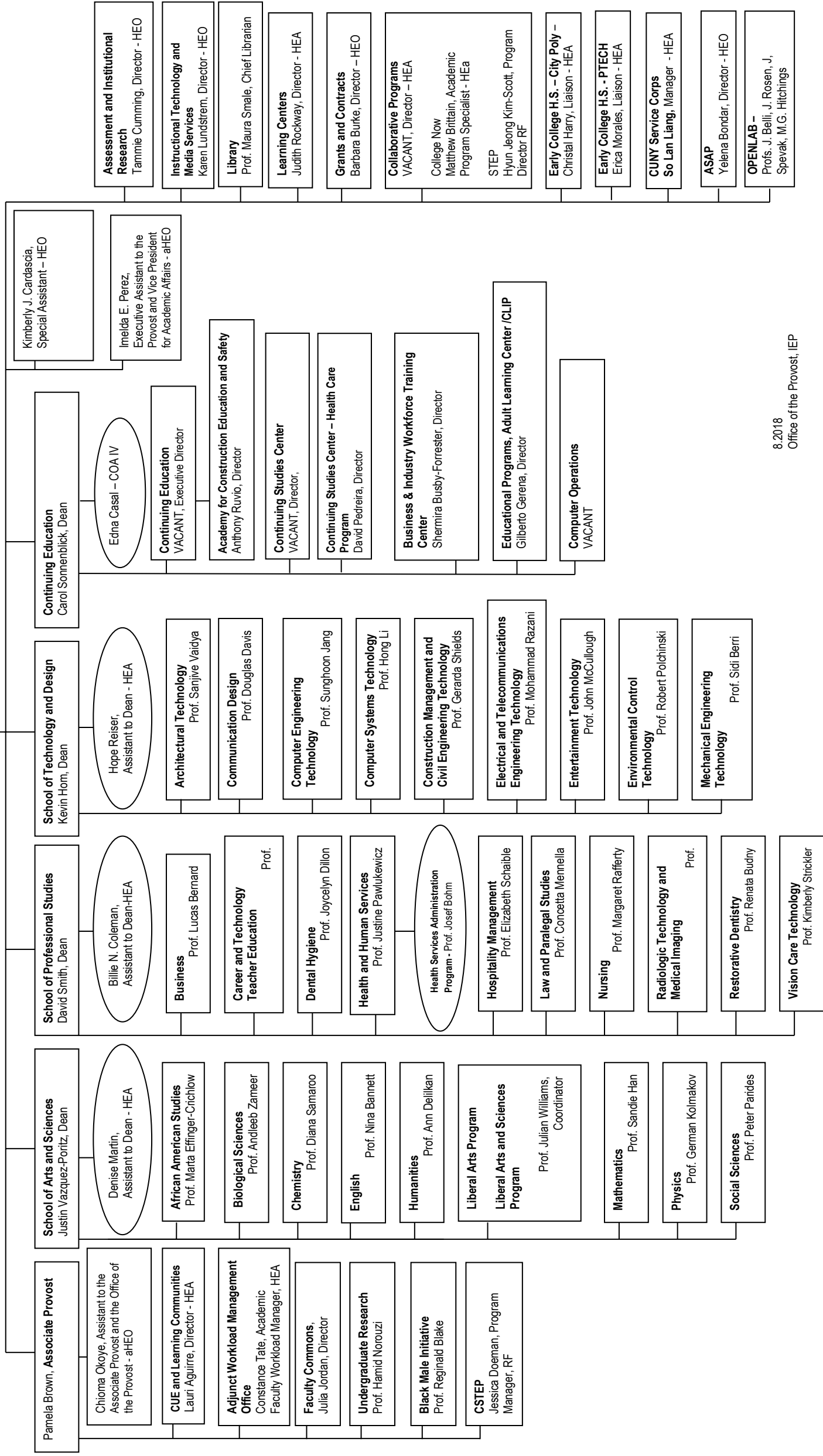
ADMINISTRATION & FINANCE



Enrollment and Student Affairs



Bonne August, Provost and Vice President for Academic Affairs



B

B. RE-AFFIRMATION LETTER



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.



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.

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.

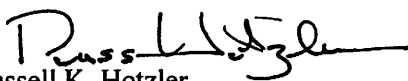
City Tech is proud of the diversity reflected in our student body, faculty and staff, and the College attempts to go beyond what is mandated by law to promote an atmosphere conducive to mutual respect in a harmonious learning and working environment. The goals of our efforts include:

- 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. Groups with fewer than five employees are listed here but will not be included in Utilization Analysis worksheets. Titles added to CUNY's job system in the past year are listed at the end of this Appendix.

Individuals in the Chief Executive role are not included in this report.

Labor Market Availability factors (LMA) are listed for each group. LMA Factor 1 is an external Labor Market measure. LMA Factor 2 is an internal factor (i.e., employee eligible for promotion into the group).

Full Time Employee Count: 964

Category: Executive/Administrative/Managerial

Administration 1 (Executive)

Employee Count: 18

Executive Compensation Plan (Other Than Chief Executive)

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

Labor Market Availability Factors

LMA Factor	Weight	Explanation
1-External	40.00%	Earned Degrees Conferred (EDC) US - Ph.D., M.A., B.A., 2013-14
2-Internal	60.00%	Promotable, Transferable, Trainable employees within contractors organization. - CUNY Survey - selected titles, service requirement and criteria -Source Spring 2013.

Title(s)	Employee(s)
Administrator	3
Assc Administrator	2
Asst Administrator	3
Asst Vice President	3
Dean	4
Vice President	3

Administration 2 (Manager)

Employee Count: 59

Manager-Level Administrators

Labor Market Availability Factors

LMA Factor	Weight	Explanation
1-External	40.00%	Earned Degrees Conferred (ECD) 4-State (NY/NJ/CT/PA); B.A., 2013-2014
2-Internal	60.00%	Promotable, Transferable, Trainable employees within contractors organization. - CUNY Survey - selected titles, service requirement and criteria -Source Spring 2014.

Title(s)	Employee(s)
EOC HE Associate	4
EOC HE Officer	2
HE Associate	36
HE Officer	17

Facility Manager

Employee Count: 1

Facility Superintendents (Managerial)

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

Labor Market Availability Factors

LMA Factor	Weight	Explanation
1-External	100.00%	2007-2011 US Census-American Community Survey (ACS) 4-State (NY/NJ/CT/PA), First Line Supervisor/Managers of Housekeeping and Janitorial Workers (4200)
2-Internal	0.00%	NA

Title(s)	Employee(s)
Admin Supt Builds Grds	1

Category: Executive/Administrative/Managerial

IT Computer Manager

Employee Count: 2

Information Technology Managers (Managerial)

Labor Market Availability Factors

LMA Factor	Weight	Explanation
1-External	100.00%	2007-2011 US Census-American Community Survey (ACS) 4-State (NY/NJ/CT/PA), Computer and Information Systems Managers (1110)
2-Internal	0.00%	NA

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

Security Manager

Employee Count: 4

Campus Security Managers (Managerial)

Labor Market Availability Factors

LMA Factor	Weight	Explanation
1-External	100.00%	2007-2011 US Census-American Community Survey (ACS) - Residence Geography, New York City - Police and Sheriffs Patrol Officer (3850)
2-Internal	0.00%	NA

Title(s)	Employee(s)
Campus Security Asst Dir	3
Campus Security Dir	1

Category: Professional Faculty

Faculty-Developmental

Employee Count: 18

Development Program Faculty; i.e., faculty primarily teaching basic skills and related non-credit bearing programs. 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%	Earned Degrees Conferred B.A. 2013-14, 4-State (NY/NJ/CT/PA) weighted at 50% and US Non-4-State weighted at 50% in all fields
2-Internal	0.00%	NA

Title(s)	Employee(s)
CLIP Instructor	9
EOC Lecturer	8
EOC Lecturer Doc Sched	1

Faculty-Lecturer

Employee Count: 26

Lecturer Faculty, excluding Lecturer 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%	Earned Degrees Conferred B.A. 2013-14, 4-State (NY/NJ/CT/PA) weighted at 50% and US Non-4-State weighted at 50% in all fields
2-Internal	0.00%	NA

Title(s)	Employee(s)
Lecturer	25
Lecturer Doct Sch	1

Faculty-Professorial

Employee Count: 378

Professorial Faculty and Librarians (includes Instructor Librarians and Lecturer Librarians). Tenure-eligible faculty for whom a terminal degree is a minimum qualification. Graduate Center faculty are evaluated against a more experienced cohort. 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%	With the exception of the Graduate Center: Earned Degrees Conferred Ph.D. 2013-14, 4-State (NY/NJ/CT/PA) weighted at 20% and US Non-4-State weighted at 80% in all fields. For Library, availability calculation blends Master's and Doctorate degrees weighted as 50% 4-State and 50% US Non-4-State.
2-Internal	100.00%	Graduate Center Only: recipients of new research doctorates in relevant fields awarded by 406 U.S. universities 7/1/1999 - 6/30/2000 using the 2000 Survey of Earned Doctorates (SED), an annual census.

Title(s)	Employee(s)
Assc Professor	123

Category: Professional Faculty

Asst Professor	178
Instructor	1
Lecturer	1
Professor	75

Category: Professional Non-Faculty

Accountant

Employee Count: 7

Accountants (Professionals)

Labor Market Availability Factors

LMA Factor	Weight	Explanation
1-External	0.00%	Internal Only
2-Internal	100.00%	CUNY Survey Fall 2013, Permanent College Accounting Assistants. On September 19, 2013 College Accounting Assistants received an opportunity for promotion based on service and educational qualifications.

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

Administration 3 (Professional)

Employee Count: 114

Administrators (Professionals)

Labor Market Availability Factors

LMA Factor	Weight	Explanation
1-External	70.00%	Earned Degrees Conferred (ECD) 4-State (NY/NJ/CT/PA); B.A., 2013-2014
2-Internal	30.00%	Promotable, Transferable, Trainable employees within contractors organization. - CUNY Survey - selected titles, service requirement and criteria -Source Spring 2014.

Title(s)	Employee(s)
Asst to HEO	35
EOC Assistant to HEO	14
EOC HE Assistant	4
HE Assistant	61

Administration 5 (Engineer-Architect)

Employee Count: 2

Engineers and Architects and related professional staff

Labor Market Availability Factors

LMA Factor	Weight	Explanation
1-External	100.00%	2007-2011 American Community Survey (ACS) for NY State only; Engineering Managers (300) and Architects, Except Naval (1300)
2-Internal	0.00%	NA

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

Category: Professional Non-Faculty

IT Computer Professional

Employee Count: 21

Information Technology Professionals

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

Labor Market Availability Factors

LMA Factor	Weight	Explanation
1-External	100.00%	2007-2011 US Census-American Community Survey (ACS) 4-State (NY/NJ/CT/PA), Computer Scientist Systems Analyst (1000); Computer Programmer (1010); Computer Software Engineers (1020); Database Administrator (1060); Network Systems & Data Communication Analysts (1110); Computer Hardware Engineers (1400); Computer Operators (5800); and Computer Control Programmers and Operators (7900)
2-Internal	0.00%	NA

Title(s)	Employee(s)
EOC IT Assistant	1
EOC IT Associate	1
IT Associate	5
IT Asst	10
IT Sr Associate	4

Category: Administrative Support Workers

Accountant Assistant

Employee Count: 3

Accounting Support Staff

In 2017, incorporated new CUNY Payroll Clerk title

Labor Market Availability Factors

LMA Factor	Weight	Explanation
1-External	100.00%	2007-2011 US Census-American Community Survey (ACS)-NY/NJ/CT/PA, Accountants and Auditors (code 800) and Purchasing Managers (150)
2-Internal	0.00%	NA

Title(s)	Employee(s)
Finance Accountant Asst	3

Administrative Assistant

Employee Count: 15

Administrative Support Staff-Senior Level

Labor Market Availability Factors

LMA Factor	Weight	Explanation
1-External	0.00%	Internal Only
2-Internal	100.00%	CUNY Survey Spring 2011 - CUNY Administrative Assistant title is strictly promotional from the Permanent CUNY Office Assistant (level 3 or above).

Title(s)	Employee(s)
CUNY Admin Asst	14
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%	2007-2011 US Census-American Community Survey (ACS) 4-State (NY/NJ/CT/PA), Mail Clerks/Mail Machine Operators, Except Postal Service (5850)
2-Internal	0.00%	NA

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

Category: Administrative Support Workers

Office Assistant

Employee Count: 92

Administrative Support Staff-Entry Level

Labor Market Availability Factors

LMA Factor	Weight	Explanation
1-External	100.00%	2007-2011 US Census-American Community Survey (ACS) 4-State (NY/NJ/CT/PA), Secretaries, and Administrative Assistants (5700); Word Processors and Typists (5820); and Office Administrative Support Workers, all other (5940), Office Clerks, General (5860)
2-Internal	0.00%	NA

Title(s)	Employee(s)
Clerical Associate	1
CUNY Office Assistant	83
EOC Office Assistant	8

Category: Technicians

Administration 4 (College Lab Tech)

Employee Count: 39

College Laboratory Technicians (abbrev 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%	2007-2011 American Community Survey (ACS) - 4-State (NY/NJ/CT/PA), weighted by function weighted at 90% and 4STATES Earned Degrees Conferred (EDC) - Bachelors 2013-14 weighted at 10%
2-Internal	0.00%	NA

Title(s)	Employee(s)
Chief College Lab Tech	2
College Lab Tech	16
Sr College Lab Tech	21

Broadcast/Media

Employee Count: 3

Broadcast and Mass Media Technicians

Labor Market Availability Factors

LMA Factor	Weight	Explanation
1-External	100.00%	2007-2011 US Census-American Community Survey (ACS) 4-State (NY/NJ/CT/PA), Broadcast and Sound Engineer Technicians and Radio Operators and Other Media and Communications Equipment Workers (2900)
2-Internal	0.00%	NA

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

IT Support Technician

Employee Count: 8

IT Technical Support Workers

In 2017, split from the Professional IT Staff

Labor Market Availability Factors

LMA Factor	Weight	Explanation
1-External	100.00%	2007-2011 US Census-American Community Survey (ACS) 4-State (NY/NJ/CT/PA), Computer Support Specialists (1050)
2-Internal	0.00%	NA

Title(s)	Employee(s)
EOC IT Support Asst	1
IT Support Asst	7

Category: Technicians

Print Shop

Employee Count: 4

Print Shop and Related Tech Workers

Labor Market Availability Factors

LMA Factor	Weight	Explanation
1-External	100.00%	2007-2011 US Census-American Community Survey (ACS) 4-State (NY/NJ/CT/PA), Miscellaneous Media & Communication Workers (2860) and Printing Machine Operators (8255)
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: 3

Buildings and Grounds Workers

In 2017, Maintenance Workers moved from Skilled Trades into this group

Labor Market Availability Factors

LMA Factor	Weight	Explanation
1-External	100.00%	2007-2011 US Census-American Community Survey (ACS) 4-State (NY/NJ/PA/CT), Grounds Maintenance (4250), Janitors and Buildings and Grounds (4220), Motor Vehicle Operators (9150), Maintenance and Repair Workers, General (7340)
2-Internal	0.00%	NA

Title(s)	Employee(s)
Maintenance Worker	3

Laborers and Helpers

Employee Count: 7

Entry-Level Craft Workers

In 2017, split from Skilled Trades

Labor Market Availability Factors

LMA Factor	Weight	Explanation
1-External	100.00%	2007-2011 US Census-American Community Survey (ACS) 4-State (NY/NJ/CT/PA), Laborers (53-7062) and Helpers (47-3010)
2-Internal	0.00%	NA

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

Skilled Trades

Employee Count: 23

Skilled Tradespeople

Labor Market Availability Factors

LMA Factor	Weight	Explanation
1-External	100.00%	2007-2011 US Census-American Community Survey (ACS) 4-State (NY/NJ/CT/PA), Stationary Engineer & Boiler Operator (8610), Carpenters (6230), Electricians (6355), Painters, Construction Maintenance (6420), Pipelayers, Plumbers, Pipefitters (6440), Machinist (8030), Construction Manager (220), Automotive Service Technicians & Mechanics (7200), Elevator Installer & Repairer (6700), Roofer (6515), Cement Mason, Concrete Finishers & Terrazzo Worker (6250), Locksmith and Safe Repairers (7540), Plasterers and Stucco Masons (6460), Maintenance Workers, Machinery (7350)
2-Internal	0.00%	NA

Title(s)	Employee(s)
Carpenter	1
Electrician	3

Category: Craft Workers

Locksmith	1
Oiler	2
Painter	3
Plumber	4
Stationary Engineer	6
Steamfitter	1
Thermostat Repairer	2

Skilled Trades-Supervisor

Employee Count: 2

Skilled Trades Supervisors

Labor Market Availability Factors

LMA Factor	Weight	Explanation
1-External	0.00%	Internal Only
2-Internal	100.00%	CUNY Survey Spring 2011, Skilled Trades - selected titles with permanency and appointment to title with years of service requirement.

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

Category: Service Workers and Others

Campus Peace Officer-Level 1

Employee Count: 44

Campus Security-Entry Level Staff

Labor Market Availability Factors

LMA Factor	Weight	Explanation
1-External	100.00%	2007-2011 US Census-American Community Survey (ACS) - Residence Geography, New York City - Police and Sheriffs Patrol Officer (3850)

2-Internal	0.00%	NA
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Title(s)	Employee(s)
Campus Peace Officer	31
Campus Security Asst	13

Campus Peace Officer-Sergeant

Employee Count: 9

Campus Security Supervisors

Labor Market Availability Factors

LMA Factor	Weight	Explanation
1-External	0.00%	Internal Only
2-Internal	100.00%	CUNY Permanent Campus Peace Officer Level 1 and 2

Title(s)	Employee(s)
Campus Pub Safety Sergeant	6
Campus Security Specialist	3

Custodial

Employee Count: 50

Custodians-Entry Level

Labor Market Availability Factors

LMA Factor	Weight	Explanation
1-External	100.00%	2007-2011 US Census-American Community Survey (ACS) 4-State (NY/NJ/CT/PA), Janitors and Building Cleaners (4220)

2-Internal	0.00%	NA
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Title(s)	Employee(s)
Custodial Assistant	46
EOC Custodial Asst	4

Category: Service Workers and Others

Custodial Supervisor

Employee Count: 10

Custodial Supervisors

Labor Market Availability Factors

LMA Factor	Weight	Explanation
1-External	100.00%	2007-2011 US Census-American Community Survey (ACS) 4-State (NY/NJ/CT/PA), First Line Supervisors/Managers of Housekeeping/Janitorial Workers (4200)
2-Internal	0.00%	NA

Title(s)	Employee(s)
Custodial Asst Principal Supv	1
Custodial Sr Supervisor	2
Custodial Supervisor	6
EOC Custodial Supv	1

APPENDIX C - JOB GROUPS / LABOR MARKET AVAILABILITY FACTORS

Note: In the 2017-2018 Academic Year, CUNY added the titles listed below (not all are used at the College).

Job Code	Title Name	Job Group
200444	University Senior Vice Chancellor for Design and Construction	Administration 1 (Executives)
200544	University Associate Vice Chancellor for Research	Administration 1 (Executives)
200545	Exec Dir Labor Relations-Assistant Administrator	Administration 1 (Executives)
200546	Dean School Prof Stds-Senior University Dean	Administration 1 (Executives)
200547	University Associate Vice Chancellor for Academic Strategy	Administration 1 (Executives)
200548	University Executive Director of Procurement	Administration 1 (Executives)
200549	Associate Dean Research	Administration 1 (Executives)
200550	University Assistant Vice Chancellor Academic Affairs	Administration 1 (Executives)
200551	University Deputy Secretary to the Board-University Associate Administrator	Administration 1 (Executives)
200552	Exec Chief Librarian - Dean	Administration 1 (Executives)
200553	University Executive Director of Technology Strategy-University Administrator	Administration 1 (Executives)
200554	University Vice Chancellor University Advancement	Administration 1 (Executives)
200555	University Associate Vice Chancellor for Academic Affairs	Administration 1 (Executives)
200556	Assistant Dean Institutional Research and Strategic Planning	Administration 1 (Executives)
200557	University Assistant Vice Chancellor Enrollment Management	Administration 1 (Executives)
200558	Assistant VP Enroll Management Student Success	Administration 1 (Executives)
200559	University Dean Health and Human Services	Administration 1 (Executives)
200560	Dean School of Labor and Urban Studies	Administration 1 (Executives)
200561	Executive Director Financial Services-AstAdm	Administration 1 (Executives)
400697	Associate Legal Counsel-Higher Education Officer	Administration 2 (Managers)
500086	Elevator Mechanic (previous title re-activated)	Skilled Trades
500282	University Senior Payroll Analyst 1	Accountant Assistant
500283	University Senior Payroll Analyst 2	Accountant Assistant
200564	Univ Exec Gen Counsel-Uadm	Administration 1 (Executives)

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 HRIS System. Only those departments with assigned faculty are listed here. Disciplines listing fewer than five faculty total 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: 422

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: 6

Department ID	Department Name	Number of Faculty
10314	African-American Studies	6

Biological and Biomedical Sciences

Faculty Count: 23

Department ID	Department Name	Number of Faculty
10030	Biology	23

Business, Management, Marketing, Support Services

Faculty Count: 32

Department ID	Department Name	Number of Faculty
10044	Business	13
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: 35

Department ID	Department Name	Number of Faculty
10065	Computer Engr. Technology	15
10064	Computer Systems Technology	20

Education - Developmental

Faculty Count: 25

Department ID	Department Name	Number of Faculty
60201	BEOC	9
10293	Career & Technical Ed	3
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: 43

Department ID	Department Name	Number of Faculty
10068	Construction Technology	8
10097	Electrical Technology	11
10106	Entertainment Technology	8
10108	Environment Control Technology	4
10197	Mechanical Technology	12

English Language and Literature/Letters

Faculty Count: 37

Department ID	Department Name	Number of Faculty
10102	English	37

Health Professions and Related Programs

Faculty Count: 58

Department ID	Department Name	Number of Faculty
10077	Dental Hygiene	14
10157	Human Services	13
10058	Nursing	15
10310	Radiologic Technology/Medical	6
10078	Restorative Dentistry	6
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: 16

For the Graduate Center, this group is used for Lecturers only.

Department ID	Department Name	Number of Faculty
10158	Humanities	16

Library (Librarians/Non-Teaching)

Faculty Count: 13

Unlike other faculty, weighted at MA+PhD US at 50% and MA+PhD 4-State at 50%

Department ID	Department Name	Number of Faculty
70054	Library	13

APPENDIX D - ACADEMIC DEPARTMENTS BY DISCIPLINE/PROGRAM

Mathematics and Statistics

Faculty Count: 45

Department ID	Department Name	Number of Faculty
10195	Mathematics	45

Physical Sciences

Faculty Count: 20

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

Social Sciences

Faculty Count: 26

Department ID	Department Name	Number of Faculty
10280	Social Science	26

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: 39

College Lab Tech-Blended Science Engineering Technical

Employees: 33

Department ID	Department Name	Number of Technicians
10020	Architectural Technology	2
10030	Biology	5
10050	Chemistry	2
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	2
65133	Vision Care Technology	1

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 displayed only when there are five or more employees assigned to it.

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

Underutilization numbers represent specific placement goals as prescribed for federal Affirmative Action Plans.

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 18

Employees in this group hold the following titles:

Title ID	Title Name
04315	Administrator
04321	Assc 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	10	10	3	4	3
Underutilized (Yes/No)?					
Number Underutilized					
Actual Utilization Percent	55.6%	55.6%	16.7%	22.2%	16.7%
Labor Market Avail. Percent	49.3%	29.7%	8.5%	11.1%	8.9%

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 59

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
Number of Employees	38	36	6	23	6
Underutilized (Yes/No)?					Y
Number Underutilized					2
Actual Utilization Percent	64.4%	61.0%	10.2%	39.0%	10.2%
Labor Market Avail. Percent	59.9%	41.4%	10.6%	16.3%	13.5%

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
Number of Employees	4	5	2	3	0
Underutilized (Yes/No)?	Y				Y
Number Underutilized	2				1
Actual Utilization Percent	57.1%	71.4%	28.6%	42.9%	0.0%
Labor Market Avail. Percent	82.4%	70.6%	29.4%	26.5%	11.8%

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

Category: Professional Non-Faculty

Job Group: Administration 3 (Professional)

Description: Administrators (Professionals)

Full-time Employees 114

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	84	88	9	46	31
Underutilized (Yes/No)?					
Number Underutilized					
Actual Utilization Percent	73.7%	77.2%	7.9%	40.4%	27.2%
Labor Market Avail. Percent	61.1%	37.6%	9.6%	14.3%	12.0%

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 21

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
04880	IT Sr Associate

Utilization Report					
	Female	Total Minority	Asian/Nat. Haw./Other Pac. Isl.	Black/African Am.	Hispanic/ Latino
Number of Employees	3	20	4	7	9
Underutilized (Yes/No)?	Y				
Number Underutilized	3				
Actual Utilization Percent	14.3%	95.2%	19.0%	33.3%	42.9%
Labor Market Avail. Percent	26.4%	33.6%	19.7%	7.1%	5.4%

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 15

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
Number of Employees	14	12	0	10	1
Underutilized (Yes/No)?			Y		Y
Number Underutilized			1		3
Actual Utilization Percent	93.3%	80.0%	0.0%	66.7%	6.7%
Labor Market Avail. Percent	91.1%	74.0%	8.0%	38.1%	27.0%

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 92

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
Number of Employees	81	83	9	51	22
Underutilized (Yes/No)?					
Number Underutilized					
Actual Utilization Percent	88.0%	90.2%	9.8%	55.4%	23.9%
Labor Market Avail. Percent	89.9%	26.5%	3.7%	11.6%	9.8%

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 7

Employees in this group hold the following titles:

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

Utilization Report					
	Female	Total Minority	Asian/Nat. Haw./Other Pac. Isl.	Black/African Am.	Hispanic/ Latino
Number of Employees	0	5	0	3	2
Underutilized (Yes/No)?	Y		Y		
Number Underutilized	1		0		
Actual Utilization Percent	0.0%	71.4%	0.0%	42.9%	28.6%
Labor Market Avail. Percent	17.0%	33.7%	2.6%	11.6%	18.2%

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

Category: Craft Workers

Job Group: Skilled Trades

Description: Skilled Tradespeople

Full-time Employees 23

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
Number of Employees	0	10	1	3	6
Underutilized (Yes/No)?	Y				
Number Underutilized	1				
Actual Utilization Percent	0.0%	43.5%	4.3%	13.0%	26.1%
Labor Market Avail. Percent	2.5%	29.7%	2.6%	7.0%	18.7%

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

Category: Technicians

Job Group: IT Support Technician
Description: IT Technical Support Workers
Full-time Employees 8

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
Number of Employees	6	7	0	2	4
Underutilized (Yes/No)?			Y		
Number Underutilized			1		
Actual Utilization Percent	75.0%	87.5%	0.0%	25.0%	50.0%
Labor Market Avail. Percent	29.0%	32.6%	10.4%	11.7%	9.0%

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

Category: Service Workers and Others

Job Group: Campus Peace Officer-Sergeant

Description: Campus Security Supervisors

Full-time Employees 9

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	9	0	8	1
Underutilized (Yes/No)?			Y		Y
Number Underutilized			1		1
Actual Utilization Percent	33.3%	100.0%	0.0%	88.9%	11.1%
Labor Market Avail. Percent	22.6%	85.9%	6.1%	55.1%	23.8%

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

Category: Service Workers and Others

Job Group: Campus Peace Officer-Level 1
Description: Campus Security-Entry Level Staff
Full-time Employees 44

Employees in this group hold the following titles:

Title ID	Title Name
04844	Campus Peace Officer
04841	Campus Security Asst

Utilization Report					
	Female	Total Minority	Asian/Nat. Haw./Other Pac. Isl.	Black/African Am.	Hispanic/ Latino
Number of Employees	12	40	3	31	6
Underutilized (Yes/No)?					Y
Number Underutilized					7
Actual Utilization Percent	27.3%	90.9%	6.8%	70.5%	13.6%
Labor Market Avail. Percent	28.4%	66.7%	7.1%	28.1%	29.3%

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

Category: Service Workers and Others

Job Group: Custodial Supervisor

Description: Custodial Supervisors

Full-time Employees 10

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	4	5
Underutilized (Yes/No)?			Y		
Number Underutilized			0		
Actual Utilization Percent	30.0%	90.0%	0.0%	40.0%	50.0%
Labor Market Avail. Percent	29.0%	40.0%	2.4%	13.8%	22.1%

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

Category: Service Workers and Others

Job Group: Custodial

Description: Custodians-Entry Level

Full-time Employees 50

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
Number of Employees	17	49	0	31	18
Underutilized (Yes/No)?			Y		
Number Underutilized			1		
Actual Utilization Percent	34.0%	98.0%	0.0%	62.0%	36.0%
Labor Market Avail. Percent	27.3%	48.9%	2.8%	15.6%	28.8%

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 displayed only when there are five or more employees 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 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: 33

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
Number of Employees	12	23	7	9	7
Underutilized (Yes/No)					
Number Underutilized					
Actual Utilization Percent	36.4%	69.7%	21.2%	27.3%	21.2%
Labor Market Avail. Percent	27.8%	30.0%	12.9%	8.0%	7.0%

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
Number of Employees	3	2	0	1	1
Underutilized (Yes/No)			Y		
Number Underutilized			0		
Actual Utilization Percent	50.0%	33.3%	0.0%	16.7%	16.7%
Labor Market Avail. Percent	39.2%	23.9%	4.4%	5.2%	13.7%

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 withing job group. A group is displayed only when there are five or more faculty assigned to it.

Underutilization occurs where the utilization of a protected group is less than 80% of Labor Market Availability. We calculate a number approximating the number of full-time employees that would be needed to make utilization equal to the labor market. Where utilization is zero (0), underutilization exists but not to the level of one full-time equivalent employee.

Blanks indicate no underutilization.

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

Total Minority is comprised of Asian/Hawaiian/Other Pacific Islander, Black/African American, Hispanic/Latino, American Indian/Alaska Native and Two or More Races.

APPENDIX E-3 - FACULTY UTILIZATION BY 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/N)	Y			Y	
Number Underutilized	2			2	
Actual Utilization Percent	35.0%	35.0%	15.0%	5.0%	15.0%
Labor Market Avail. Percent	44.8%	30.0%	8.1%	13.8%	8.2%

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/N)			Y		
Number Underutilized			1		
Actual Utilization Percent	83.3%	100.0%	0.0%	83.3%	16.7%
Labor Market Avail. Percent	61.3%	39.9%	9.4%	16.4%	8.5%

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: 22

	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/N)	Y				Y
Number Underutilized	4				1
Actual Utilization Percent	36.4%	54.5%	40.9%	13.6%	0.0%
Labor Market Avail. Percent	53.3%	23.5%	11.2%	4.5%	5.7%

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: 27

		Utilization Report				
		Female	Total Minority	Asian/Nat. Haw./Other Pac. Isl.	Black/African Am.	Hispanic/Latino
Number of Faculty		15	11	3	5	3
Underutilized (Y/N)						
Number Underutilized						
Actual Utilization Percent		55.6%	40.7%	11.1%	18.5%	11.1%
Labor Market Avail. Percent		43.9%	33.6%	7.1%	20.8%	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		4	1	0	1	0
Underutilized (Y/N)			Y	Y		Y
Number Underutilized			0	1		0
Actual Utilization Percent		80.0%	20.0%	0.0%	20.0%	0.0%
Labor Market Avail. Percent		45.5%	28.6%	11.1%	9.9%	6.2%

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/N)					
Number Underutilized					
Actual Utilization Percent	50.0%	37.5%	6.3%	12.5%	18.8%
Labor Market Avail. Percent	57.0%	17.7%	3.3%	6.2%	6.6%

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/N)				Y	
Number Underutilized				1	
Actual Utilization Percent	26.7%	66.7%	43.3%	3.3%	20.0%
Labor Market Avail. Percent	21.0%	23.4%	12.1%	6.3%	3.4%

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/N)	Y		Y		Y
Number Underutilized	0		1		0
Actual Utilization Percent	20.0%	60.0%	0.0%	60.0%	0.0%
Labor Market Avail. Percent	28.9%	29.3%	14.4%	6.7%	6.3%

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-Developmental

Total Faculty: 18

	Utilization Report				
	Female	Total Minority	Asian/Nat. Haw./Other Pac. Isl.	Black/African Am.	Hispanic/Latino
Number of Faculty	14	9	2	5	1
Underutilized (Y/N)					Y
Number Underutilized					1
Actual Utilization Percent	77.8%	50.0%	11.1%	27.8%	5.6%
Labor Market Avail. Percent	61.7%	24.9%	6.6%	6.6%	9.3%

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: 41

	Utilization Report				
	Female	Total Minority	Asian/Nat. Haw./Other Pac. Isl.	Black/African Am.	Hispanic/Latino
Number of Faculty	8	14	11	2	1
Underutilized (Y/N)					
Number Underutilized					
Actual Utilization Percent	19.5%	34.1%	26.8%	4.9%	2.4%
Labor Market Avail. Percent	20.4%	14.7%	9.9%	1.6%	0.0%

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: 36

	Utilization Report				
	Female	Total Minority	Asian/Nat. Haw./Other Pac. Isl.	Black/African Am.	Hispanic/Latino
Number of Faculty	23	11	3	5	2
Underutilized (Y/N)					
Number Underutilized					
Actual Utilization Percent	63.9%	30.6%	8.3%	13.9%	5.6%
Labor Market Avail. Percent	60.0%	12.6%	3.5%	3.4%	3.9%

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: 55

		Utilization Report				
		Female	Total Minority	Asian/Nat. Haw./Other Pac. Isl.	Black/African Am.	Hispanic/Latino
Number of Faculty		40	20	4	10	5
Underutilized (Y/N)						
Number Underutilized						
Actual Utilization Percent		72.7%	36.4%	7.3%	18.2%	9.1%
Labor Market Avail. Percent		73.9%	25.2%	8.6%	10.3%	4.5%

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/N)			Y		
Number Underutilized			0		
Actual Utilization Percent	100.0%	42.9%	0.0%	28.6%	14.3%
Labor Market Avail. Percent	39.7%	18.8%	2.4%	11.8%	1.2%

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/N)	Y				
Number Underutilized	2				
Actual Utilization Percent	40.0%	46.7%	26.7%	6.7%	13.3%
Labor Market Avail. Percent	54.2%	12.2%	3.8%	4.7%	0.9%

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-Professorial**

Total Faculty: 13

	Utilization Report				
	Female	Total Minority	Asian/Nat. Haw./Other Pac. Isl.	Black/African Am.	Hispanic/Latino
Number of Faculty	9	5	3	2	0
Underutilized (Y/N)					Y
Number Underutilized					1
Actual Utilization Percent	69.2%	38.5%	23.1%	15.4%	0.0%
Labor Market Avail. Percent	79.4%	14.3%	1.6%	6.8%	5.4%

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: 41

	Utilization Report				
	Female	Total Minority	Asian/Nat. Haw./Other Pac. Isl.	Black/African Am.	Hispanic/Latino
Number of Faculty	18	12	9	1	2
Underutilized (Y/N)					
Number Underutilized					
Actual Utilization Percent	43.9%	29.3%	22.0%	2.4%	4.9%
Labor Market Avail. Percent	28.8%	16.4%	8.5%	2.7%	3.6%

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	6	6	4	2	0
Underutilized (Y/N)					Y
Number Underutilized					1
Actual Utilization Percent	30.0%	30.0%	20.0%	10.0%	0.0%
Labor Market Avail. Percent	33.2%	17.6%	7.5%	3.6%	4.5%

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: 26

	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/N)				Y	
Number Underutilized				1	
Actual Utilization Percent	57.7%	26.9%	15.4%	3.8%	7.7%
Labor Market Avail. Percent	48.4%	21.0%	6.8%	5.8%	6.5%

F

F. SUMMARY OF PERSONNEL ACTIVITY TABLE-EMPLOYEES

APPENDIX F - SUMMARY OF PERSONNEL ACTIVITY

NYC College of Technology

This Appendix provides tables with detail on personnel activities and faculty tenure actions by ethnicity and gender.

Index to Personnel Actions

Action Type	Description
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 individuals appointed through Civil Service Transfer Rosters.
Left to Advance to Higher Group + Advanced from a Lower	Employee took a new job that represents a career advancement. This is counted as a hire in the new group and a separation in the old group.
Left Faculty to Move to Executives + Joined Executives from Faculty	A faculty member left a faculty appointment to join the Executive ranks. Normally he/she retains tenure in the faculty appointment.
Left Executives to Return to Faculty + Joined Faculty from Executives	A faculty member returned to a faculty appointment after serving in Executive ranks.
Left Group-Other + Transferred from Other Group	Other change in Job Group where there is no stated or implied career advancement.
Separation or Separation within Plan Year	Employee left employment in the College. If occurred within single Plan Year, may be counted as both a Hire and Separation from the same Job Group.
Advanced Within Group	Employee took a higher title (or higher level of the same job title) within the same group.
Title Change Within Group-Other	Employee took another title within the same job group with no stated or implied career advancement.
Awarded Tenure	Awarded Tenure or CCE following a review process.
Hired with Tenure	Granted tenure upon initial hire, generally due to having a tenured status at a previous institution.
Denied Tenure	Tenure denied after a review process. If a job title is not provided, this indicates employee has left CUNY employment (was not counted in the Census).

Category Summary
Executive/Administrative/Managerial

	NET ADDITIONS		Joined Group - HIRE		Joined Group-INTERNAL MOVE				NET SUBTRACTIONS		Left Group-INTERNAL MOVE				TITLE CHANGES WITHIN GROUP	
	Addition #	Additions %	Hire (Outside CUNY and Other CUNY College)	Move from a Higher Group	Move from a Lower Group	Other Change of Group	Return to Faculty from Other Title	Sub. #	Sub %	Separation (Left College or Left CUNY)	Move to Higher Group	Move to Lower Group	Other Change of Group	Return to Faculty Title	Title Change Within Group	Title Change %
Total	9		6	-	3	-	-	(11)		(10)	-	-	(1)	-	-	0%
Male	2	22%	2	-	-	-	-	(5)	45%	(5)	-	-	-	-	-	0%
Female	7	78%	4	-	3	-	-	(6)	55%	(5)	-	-	(1)	-	-	0%
Other/Unknown	-	0%	-	-	-	-	-	-	0%	-	-	-	-	-	-	0%
Total Min	6	67%	4	-	2	-	-	(7)	64%	(7)	-	-	-	-	-	0%
Asian	-	0%	-	-	-	-	-	(1)	9%	(1)	-	-	-	-	-	0%
Black	4	44%	3	-	1	-	-	(3)	27%	(3)	-	-	-	-	-	0%
Hispanic	2	22%	1	-	1	-	-	(3)	27%	(3)	-	-	-	-	-	0%
Other Minority	-	0%	-	-	-	-	-	-	0%	-	-	-	-	-	-	0%
All White	3	33%	2	-	1	-	-	(4)	36%	(3)	-	-	(1)	-	-	0%
Unknown	-	0%	-	-	-	-	-	-	0%	-	-	-	-	-	-	0%
Veterans	1	11%	-	-	1	-	-	-	0%	-	-	-	-	-	-	0%
Individuals w/Disabilities	-	0%	-	-	-	-	-	-	0%	-	-	-	-	-	-	0%

Job Group Summary
Administration 2 (Managers)

	NET ADDITIONS		Joined Group - HIRE		Joined Group-INTERNAL MOVE				NET SUBTRACTIONS		Left Group - SEPARATION				Left Group-INTERNAL MOVE			TITLE CHANGES WITHIN GROUP	
	Addition #	Additions %	Hire (Outside CUNY and Other CUNY College)		Move from a Higher Group	Move from a Lower Group	Other Change of Group	Return to Faculty from Other Title	Sub. #	Sub %	Separation (Left College or Left CUNY)	Move to Higher Group	Move to Lower Group	Other Change of Group	Return to Faculty Title	Title Change Within Group	Title Change %		
Total	7		5		-	2	-	-	(9)		(8)	-	-	(1)	-	-			
Male	1	14%	1		-	-	-	-	(3)	33%	(3)	-	-	-	-	-	0%		
Female	6	86%	4		-	2	-	-	(6)	67%	(5)	-	-	(1)	-	-	0%		
Other/Unknown	-	0%	-		-	-	-	-	-	0%	-	-	-	-	-	-	0%		
Total Min	5	71%	4		-	1	-	-	(5)	56%	(5)	-	-	-	-	-	0%		
Asian	-	0%	-		-	-	-	-	-	0%	-	-	-	-	-	-	0%		
Black	4	57%	3		-	1	-	-	(2)	22%	(2)	-	-	-	-	-	0%		
Hispanic	1	14%	1		-	-	-	-	(3)	33%	(3)	-	-	-	-	-	0%		
Other Minority	-	0%	-		-	-	-	-	-	0%	-	-	-	-	-	-	0%		
All White	2	29%	1		-	1	-	-	(4)	44%	(3)	-	-	(1)	-	-	0%		
Unknown	-	0%	-		-	-	-	-	-	0%	-	-	-	-	-	-	0%		
Veterans Individuals w/Disabilities	1	14%	-		-	1	-	-	-	0%	-	-	-	-	-	-	0%		
	-	0%	-		-	-	-	-	-	0%	-	-	-	-	-	-	0%		

Category Summary
Professional Faculty

Net Group Changes	NET ADDITIONS		Joined Group - HIRE		Joined Group-INTERNAL MOVE				NET SUBTRACTIONS		Left Group - SEPARATION		Left Group-INTERNAL MOVE				TITLE CHANGES WITHIN GROUP	
	Addition #	Additions %	Hire (Outside CUNY and Other CUNY College)	Move from a Higher Group	Move from a Lower Group	Other Change of Group	Return to Faculty from Other Title	Sub. #	Sub %	Separation (Left College or Left CUNY)	Move to Higher Group	Move to Lower Group	Other Change of Group	Return to Faculty Title	Title Change Within Group	Title Change %		
Total	17	59%	16	-	-	1	-	(31)	32%	(31)	-	-	-	-	22	36%		
Male	8	47%	8	-	-	-	-	(10)	32%	(10)	-	-	-	-	8	64%		
Female	9	53%	8	-	-	1	-	(21)	68%	(21)	-	-	-	-	14	0%		
Other/Unknown	-	0%	-	-	-	-	-	-	0%	-	-	-	-	-	-	0%		
Total Min	10	59%	10	-	-	-	-	(10)	32%	(10)	-	-	-	-	6	27%		
Asian	2	12%	2	-	-	-	-	(4)	13%	(4)	-	-	-	-	2	9%		
Black	6	35%	6	-	-	-	-	(4)	13%	(4)	-	-	-	2	9%			
Hispanic	2	12%	2	-	-	-	-	(2)	6%	(2)	-	-	-	1	5%			
Other Minority	-	0%	-	-	-	-	-	-	0%	-	-	-	-	1	5%			
All White	7	41%	6	-	-	1	-	(21)	68%	(21)	-	-	-	16	73%			
Unknown	-	0%	-	-	-	-	-	-	0%	-	-	-	-	-	-	0%		
Veterans	-	0%	-	-	-	-	-	-	0%	-	-	-	-	-	-	0%		
Individuals w/Disabilities	-	0%	-	-	-	-	-	(1)	3%	(1)	-	-	-	-	-	0%		

Job Group Summary
Faculty-Professorial

	NET ADDITIONS		Joined Group - HIRE		Joined Group-INTERNAL MOVE				NET SUBTRACTIONS		Left Group - SEPARATION				Left Group-INTERNAL MOVE			TITLE CHANGES WITHIN GROUP	
	Addition #	Additions %	Hire (Outside CUNY and Other CUNY College)		Move from a Higher Group	Move from a Lower Group	Other Change of Group	Return to Faculty from Other Title	Sub. #	Sub %	Separation (Left College or Left CUNY)	Move to Higher Group	Move to Lower Group	Other Change of Group	Return to Faculty Title	Title Change Within Group	Title Change %		
Total	13		12				1		(26)		(26)					22			
Male	6	46%	6						(10)	38%	(10)					8	36%		
Female	7	54%	6				1		(16)	62%	(16)					14	64%		
Other/Unknown	-	0%	-				-		-	0%	-					-	0%		
Total Min	9	69%	9				-		(8)	31%	(8)					6	27%		
Asian	2	15%	2				-		(3)	12%	(3)					2	9%		
Black	5	38%	5				-		(3)	12%	(3)					2	9%		
Hispanic	2	15%	2				-		(2)	8%	(2)					1	5%		
Other Minority	-	0%	-				-		-	0%	-					1	5%		
All White	4	31%	3				1		(18)	69%	(18)					16	73%		
Unknown	-	0%	-				-		-	0%	-					-	0%		
Veterans	-	0%	-				-		-	0%	-					-	0%		
Individuals w/Disabilities	-	0%	-				-		(1)	4%	(1)					-	0%		

Job Group Summary
Faculty-Lecturer

	NET ADDITIONS		Joined Group - HIRE		Joined Group-INTERNAL MOVE				NET SUBTRACTIONS		Left Group - SEPARATION				Left Group-INTERNAL MOVE			TITLE CHANGES WITHIN GROUP	
	Addition #	Additions %	Hire (Outside CUNY and Other CUNY College)		Move from a Higher Group	Move from a Lower Group	Other Change of Group	Return to Faculty from Other Title	Sub. #	Sub %	Separation (Left College or Left CUNY)	Move to Higher Group	Move to Lower Group	Other Change of Group	Return to Faculty Title	Title Change Within Group	Title Change %		
Total	4		4						(4)		(4)								
Male	2	50%	2														0%		
Female	2	50%	2						(4)	100%	(4)						0%		
Other/Unknown	-	0%	-						-	0%	-						0%		
Total Min	1	25%	1						(1)	25%	(1)						0%		
Asian	-	0%	-														0%		
Black	1	25%	1						(1)	25%	(1)						0%		
Hispanic	-	0%	-						-	0%	-						0%		
Other Minority	-	0%	-						-	0%	-						0%		
All White		75%	3						(3)	75%	(3)						0%		
Unknown	-	0%	-						-	0%	-						0%		
Veterans	-	0%	-						-	0%	-						0%		
Individuals w/Disabilities	-	0%	-						-	0%	-						0%		

Category Summary
Professional Non-Faculty

Net Group Changes	NET ADDITIONS		Joined Group - HIRE		Joined Group-INTERNAL MOVE				NET SUBTRACTIONS		Left Group - SEPARATION		Left Group-INTERNAL MOVE				TITLE CHANGES WITHIN GROUP	
	Addition #	Additions %	Hire (Outside CUNY and Other CUNY College)	Move from a Higher Group	Move from a Lower Group	Other Change of Group	Return to Faculty from Other Title	Sub. #	Sub %	Separation (Left College or Left CUNY)	Move to Higher Group	Move to Lower Group	Other Change of Group	Return to Faculty Title	Title Change Within Group	Title Change %		
Total	13	92%	11	-	2	-	-	(13)		(11)	(2)	-	-	-	6	17%		
Male	8	62%	8	-	-	-	-	(7)	54%	(7)	-	-	-	-	1	17%		
Female	5	38%	3	-	2	-	-	(6)	46%	(4)	(2)	-	-	-	5	83%		
Other/Unknown	-	0%	-	-	-	-	-	-	0%	-	-	-	-	-	-	0%		
Total Min	12	92%	10	-	2	-	-	(8)	62%	(7)	(1)	-	-	-	3	50%		
Asian	1	8%	1	-	-	-	-	-	0%	-	-	-	-	-	-	0%		
Black	4	31%	2	-	2	-	-	(5)	38%	(4)	(1)	-	-	-	1	17%		
Hispanic	6	46%	6	-	-	-	-	(3)	23%	(3)	-	-	-	-	2	33%		
Other Minority	1	8%	1	-	-	-	-	-	0%	-	-	-	-	-	-	0%		
All White	1	8%	1	-	-	-	-	(5)	38%	(4)	(1)	-	-	-	3	50%		
Unknown	-	0%	-	-	-	-	-	-	0%	-	-	-	-	-	-	0%		
Veterans	-	0%	-	-	-	-	-	(1)	8%	-	(1)	-	-	-	1	17%		
Individuals w/Disabilities	-	0%	-	-	-	-	-	-	0%	-	-	-	-	-	-	0%		

Job Group Summary
Administration 3 (Professional)

	NET ADDITIONS		Joined Group - HIRE		Joined Group-INTERNAL MOVE				NET SUBTRACTIONS		Left Group - SEPARATION		Left Group-INTERNAL MOVE				TITLE CHANGES WITHIN GROUP	
	Addition #	Additions %	Hire (Outside CUNY and Other CUNY College)	Move from a Higher Group	Move from a Lower Group	Other Change of Group	Return to Faculty from Other Title	Sub. #	Sub %	Separation (Left College or Left CUNY)	Move to Higher Group	Move to Lower Group	Other Change of Group	Return to Faculty Title	Title Change Within Group	Title Change %		
Total	10		8	-	2	-	-	(11)		(9)	(2)	-	-	-	6			
Male	5	50%	5	-	-	-	-	(5)	45%	(5)	-	-	-	-	1	17%		
Female	5	50%	3	-	2	-	-	(6)	55%	(4)	(2)	-	-	-	5	83%		
Other/Unknown	-	0%	-	-	-	-	-	-	0%	-	-	-	-	-	-	0%		
Total Min	9	90%	7	-	2	-	-	(7)	64%	(6)	(1)	-	-	-	3	50%		
Asian	1	10%	1	-	-	-	-	-	0%	-	-	-	-	-	-	0%		
Black	4	40%	2	-	2	-	(5)	(5)	45%	(4)	(1)	-	-	-	1	17%		
Hispanic	3	30%	3	-	-	-	(2)	(2)	18%	(2)	-	-	-	-	2	33%		
Other Minority	1	10%	1	-	-	-	-	-	0%	-	-	-	-	-	-	0%		
All White	1	10%	1	-	-	-	(4)	(4)	36%	(3)	(1)	-	-	-	3	50%		
Unknown	-	0%	-	-	-	-	-	-	0%	-	-	-	-	-	-	0%		
Veterans	-	0%	-	-	-	-	(1)	(1)	9%	-	(1)	-	-	-	1	17%		
Individuals w/Disabilities	-	0%	-	-	-	-	-	-	0%	-	-	-	-	-	-	0%		

Job Group Summary
IT Computer Professional

	Net Group Changes	NET ADDITIONS		Joined Group - HIRE		Joined Group-INTERNAL MOVE				NET SUBTRACTIONS		Left Group - SEPARATION		Left Group-INTERNAL MOVE				TITLE CHANGES WITHIN GROUP	
		Addition #	Additions %	Hire (Outside CUNY and Other CUNY College)	Move from a Higher Group	Move from a Lower Group	Other Change of Group	Return to Faculty from Other Title	Sub. #	Sub %	Separation (Left College or Left CUNY)	Move to Higher Group	Move to Lower Group	Other Change of Group	Return to Faculty Title	Title Change Within Group	Title Change %		
Total	1	3	100%	3	-	-	-	-	(2)	100%	(2)	-	-	-	-	-	0%		
Male	1	3	100%	3	-	-	-	-	(2)	100%	(2)	-	-	-	-	-	0%		
Female	-	-	0%	-	-	-	-	-	-	0%	-	-	-	-	-	-	0%		
Other/Unknown	-	-	0%	-	-	-	-	-	-	0%	-	-	-	-	-	-	0%		
Total Min	2	3	100%	3	-	-	-	-	(1)	50%	(1)	-	-	-	-	-	0%		
Asian	-	-	0%	-	-	-	-	-	-	0%	-	-	-	-	-	-	0%		
Black	-	-	0%	-	-	-	-	-	-	0%	-	-	-	-	-	-	0%		
Hispanic	2	3	100%	3	-	-	-	-	(1)	50%	(1)	-	-	-	-	-	0%		
Other Minority	-	-	0%	-	-	-	-	-	-	0%	-	-	-	-	-	-	0%		
All White	(1)	-	0%	-	-	-	-	-	(1)	50%	(1)	-	-	-	-	-	0%		
Unknown	-	-	0%	-	-	-	-	-	-	0%	-	-	-	-	-	-	0%		
Veterans	-	-	0%	-	-	-	-	-	-	0%	-	-	-	-	-	-	0%		
Individuals w/Disabilities	-	-	0%	-	-	-	-	-	-	0%	-	-	-	-	-	-	0%		

Category Summary
Administrative Support Workers

	NET ADDITIONS		Joined Group - HIRE		Joined Group-INTERNAL MOVE				NET SUBTRACTIONS		Left Group-INTERNAL MOVE				Left Group - SEPARATION		TITLE CHANGES WITHIN GROUP	
	Addition #	Additions %	Hire (Outside CUNY and Other CUNY College)		Move from a Higher Group	Move from a Lower Group	Other Change of Group	Return to Faculty from Other Title	Sub. #	Sub %	Separation (Left College or Left CUNY)	Move to Higher Group	Move to Lower Group	Other Change of Group	Return to Faculty Title	Title Change Within Group	Title Change %	
Total	14		13		-	1	-	-	(19)		(16)	(3)	-	-	-	-	0%	
Male	1	7%	1		-	-	-	-	(5)	26%	(5)	-	-	-	-	-	0%	
Female	13	93%	12		-	1	-	-	(14)	74%	(11)	(3)	-	-	-	-	0%	
Other/Unknown	-	0%	-		-	-	-	-	-	0%	-	-	-	-	-	-	0%	
Total Min	13	93%	12		-	1	-	-	(15)	79%	(12)	(3)	-	-	-	-	0%	
Asian	2	14%	2		-	-	-	-	-	0%	-	-	-	-	-	-	0%	
Black	8	57%	7		-	1	-	-	(13)	68%	(10)	(3)	-	-	-	-	0%	
Hispanic	3	21%	3		-	-	-	-	(2)	11%	(2)	-	-	-	-	-	0%	
Other Minority	-	0%	-		-	-	-	-	-	0%	-	-	-	-	-	-	0%	
All White	1	7%	1		-	-	-	-	(4)	21%	(4)	-	-	-	-	-	0%	
Unknown	-	0%	-		-	-	-	-	-	0%	-	-	-	-	-	-	0%	
Veterans	-	0%	-		-	-	-	-	-	0%	-	-	-	-	-	-	0%	
Individuals w/Disabilities	-	0%	-		-	-	-	-	-	0%	-	-	-	-	-	-	0%	

**Job Group Summary
CUNY Office Assistant**

	NET ADDITIONS		Joined Group - HIRE		Joined Group-INTERNAL MOVE				NET SUBTRACTIONS		Left Group - SEPARATION				Left Group-INTERNAL MOVE			TITLE CHANGES WITHIN GROUP	
	Addition #	Additions %	Hire (Outside CUNY and Other CUNY College)		Move from a Higher Group	Move from a Lower Group	Other Change of Group	Return to Faculty from Other Title	Sub. #	Sub %	Separation (Left College or Left CUNY)	Move to Higher Group	Move to Lower Group	Other Change of Group	Return to Faculty Title	Title Change Within Group	Title Change %		
Total	12	92%	12	(5)	-	-	-	-	(17)		(14)	(3)	-	-	-	-	0%		
Male	1	8%	1	(3)	-	-	-	-	(4)	24%	(4)	-	-	-	-	-	0%		
Female	11	92%	11	(2)	-	-	-	-	(13)	76%	(10)	(3)	-	-	-	-	0%		
Other/Unknown	-	0%	-	-	-	-	-	-	-	0%	-	-	-	-	-	-	0%		
Total Min	11	92%	11	(2)	-	-	-	-	(13)	76%	(10)	(3)	-	-	-	-	0%		
Asian	1	8%	1	1	-	-	-	-	-	0%	-	-	-	-	-	-	0%		
Black	7	58%	7	(5)	-	-	-	-	(12)	71%	(9)	(3)	-	-	-	-	0%		
Hispanic	3	25%	3	2	-	-	-	-	(1)	6%	(1)	-	-	-	-	-	0%		
Other Minority	-	0%	-	-	-	-	-	-	-	0%	-	-	-	-	-	-	0%		
All White	1	8%	1	(3)	-	-	-	-	(4)	24%	(4)	-	-	-	-	-	0%		
Unknown	-	0%	-	-	-	-	-	-	-	0%	-	-	-	-	-	-	0%		
Veterans	-	0%	-	-	-	-	-	-	-	0%	-	-	-	-	-	-	0%		
Individuals w/Disabilities	-	0%	-	-	-	-	-	-	-	0%	-	-	-	-	-	-	0%		

Category Summary
Craft Workers

	NET ADDITIONS		Joined Group - HIRE		Joined Group-INTERNAL MOVE				NET SUBTRACTIONS		Left Group-INTERNAL MOVE				Left Group - SEPARATION		TITLE CHANGES WITHIN GROUP	
	Addition #	Additions %	Hire (Outside CUNY and Other CUNY College)		Move from a Higher Group	Move from a Lower Group	Other Change of Group	Return to Faculty from Other Title	Sub. #	Sub %	Separation (Left College or Left CUNY)	Move to Higher Group	Move to Lower Group	Other Change of Group	Return to Faculty Title	Title Change Within Group	Title Change %	
Total	11		14		2	2			(5)		(3)	(2)	-	-	-	-	0%	
Male	11	100%	14		2	2			(5)	100%	(3)	(2)	-	-	-	-	0%	
Female	-	0%	-		-	-			-	0%	-	-	-	-	-	-	0%	
Other/Unknown	-	0%	-		-	-			-	0%	-	-	-	-	-	-	0%	
Total Min	7	50%	7		1	1			(1)	20%		(1)	-	-	-	-	0%	
Asian	-	0%	-		-	-			-	0%	-	-	-	-	-	-	0%	
Black	5	31%	5		-	-			-	0%	-	-	-	-	-	-	0%	
Hispanic	2	19%	2		1	1			(1)	20%	-	(1)	-	-	-	-	0%	
Other Minority	-	0%	-		-	-			-	0%	-	-	-	-	-	-	0%	
All White	-	50%	7		1	1			(4)	80%	(3)	(1)	-	-	-	-	0%	
Unknown	-	0%	-		-	-			-	0%	-	-	-	-	-	-	0%	
Veterans	-	0%	-		-	-			-	0%	-	-	-	-	-	-	0%	
Individuals w/Disabilities	-	0%	-		-	-			-	0%	-	-	-	-	-	-	0%	

Job Group Summary
Skilled Trades

	NET ADDITIONS		Joined Group - HIRE		Joined Group-INTERNAL MOVE				NET SUBTRACTIONS		Left Group - SEPARATION				Left Group-INTERNAL MOVE			TITLE CHANGES WITHIN GROUP	
	Addition #	Additions %	Hire (Outside CUNY and Other CUNY College)		Move from a Higher Group	Move from a Lower Group	Other Change of Group	Return to Faculty from Other Title	Sub. #	Sub %	Separation (Left College or Left CUNY)	Move to Higher Group	Move to Lower Group	Other Change of Group	Return to Faculty Title	Title Change Within Group	Title Change %		
Total	12	100%	11	1	-	1	-	-	(3)	100%	(2)	(1)	-	-	-	-	0%		
Male	12	100%	11	1	-	1	-	-	(3)	100%	(2)	(1)	-	-	-	-	0%		
Female	-	0%	-	-	-	-	-	-	-	0%	-	-	-	-	-	-	0%		
Other/Unknown	-	0%	-	-	-	-	-	-	-	0%	-	-	-	-	-	-	0%		
Total Min	5	42%	4	1	-	1	-	-	-	0%	-	-	-	-	-	-	0%		
Asian	-	0%	-	-	-	-	-	-	-	0%	-	-	-	-	-	-	0%		
Black	2	17%	2	-	-	-	-	-	-	0%	-	-	-	-	-	-	0%		
Hispanic	3	25%	2	1	-	1	-	-	-	0%	-	-	-	-	-	-	0%		
Other Minority	-	0%	-	-	-	-	-	-	-	0%	-	-	-	-	-	-	0%		
All White	-	58%	7	-	-	-	-	-	(3)	100%	(2)	(1)	-	-	-	-	0%		
Unknown	-	0%	-	-	-	-	-	-	-	0%	-	-	-	-	-	-	0%		
Veterans	-	0%	-	-	-	-	-	-	-	0%	-	-	-	-	-	-	0%		
Individuals w/Disabilities	-	0%	-	-	-	-	-	-	-	0%	-	-	-	-	-	-	0%		

Category Summary
Technicians

	Net Group Changes	NET ADDITIONS		Joined Group - HIRE		Joined Group-INTERNAL MOVE				NET SUBTRACTIONS		Left Group-INTERNAL MOVE				Left Group - SEPARATION		TITLE CHANGES WITHIN GROUP	
		Addition #	Additions %	Hire (Outside CUNY and Other CUNY College)	Move from a Higher Group	Move from a Lower Group	Other Change of Group	Return to Faculty from Other Title	Sub. #	Sub %	Separation (Left College or Left CUNY)	Move to Higher Group	Move to Lower Group	Other Change of Group	Return to Faculty Title	Title Change Within Group	Title Change %		
Total	3	8		8	-	-	-	-	(5)		-	-	-	-	-	-	-	-	
Male	(2)	3	38%	3	-	-	-	-	(5)	100%	-	-	-	-	-	-	-	0%	
Female	5	5	63%	5	-	-	-	-	-	0%	-	-	-	-	-	-	-	0%	
Other/Unknown	-	-	0%	-	-	-	-	-	-	0%	-	-	-	-	-	-	-	0%	
Total Min	5	6	75%	6	-	-	-	-	(1)	20%	-	-	-	-	-	-	-	0%	
Asian	-	-	0%	-	-	-	-	-	-	0%	-	-	-	-	-	-	-	0%	
Black	1	2	25%	2	-	-	-	-	(1)	20%	-	-	-	-	-	-	-	0%	
Hispanic	4	4	50%	4	-	-	-	-	-	0%	-	-	-	-	-	-	-	0%	
Other Minority	-	-	0%	-	-	-	-	-	-	0%	-	-	-	-	-	-	-	0%	
All White	(2)	2	25%	2	-	-	-	-	(4)	80%	-	-	-	-	-	-	-	0%	
Unknown	-	-	0%	-	-	-	-	-	-	0%	-	-	-	-	-	-	-	0%	
Veterans	-	-	0%	-	-	-	-	-	-	0%	-	-	-	-	-	-	-	0%	
Individuals w/Disabilities	(1)	-	0%	-	-	-	-	-	(1)	20%	-	-	-	-	-	-	-	0%	

Job Group Summary
Administration 4 (College Lab Tech)

	Net Group Changes	NET ADDITIONS		Joined Group - HIRE		Joined Group-INTERNAL MOVE				NET SUBTRACTIONS		Left Group - SEPARATION		Left Group-INTERNAL MOVE				TITLE CHANGES WITHIN GROUP	
		Addition #	Additions %	Hire (Outside CUNY and Other CUNY College)	Move from a Higher Group	Move from a Lower Group	Other Change of Group	Return to Faculty from Other Title	Sub. #	Sub %	Separation (Left College or Left CUNY)	Move to Higher Group	Move to Lower Group	Other Change of Group	Return to Faculty Title	Title Change Within Group	Title Change %		
Total	3	6	67%	6	-	-	-	-	(3)	100%	(3)	-	-	-	-	-	-		
Male	(1)	2	33%	2	-	-	-	-	(3)	100%	(3)	-	-	-	-	-	0%		
Female	4	4	67%	4	-	-	-	-	-	0%	-	-	-	-	-	-	0%		
Other/Unknown	-	-	0%	-	-	-	-	-	-	0%	-	-	-	-	-	-	0%		
Total Min	4	4	67%	4	-	-	-	-	-	0%	-	-	-	-	-	-	0%		
Asian	-	-	0%	-	-	-	-	-	-	0%	-	-	-	-	-	-	0%		
Black	2	2	33%	2	-	-	-	-	-	0%	-	-	-	-	-	-	0%		
Hispanic	2	2	33%	2	-	-	-	-	-	0%	-	-	-	-	-	-	0%		
Other Minority	-	-	0%	-	-	-	-	-	-	0%	-	-	-	-	-	-	0%		
All White	(1)	2	33%	2	-	-	-	-	(3)	100%	(3)	-	-	-	-	-	0%		
Unknown	-	-	0%	-	-	-	-	-	-	0%	-	-	-	-	-	-	0%		
Veterans	-	-	0%	-	-	-	-	-	-	0%	-	-	-	-	-	-	0%		
Individuals w/Disabilities	-	-	0%	-	-	-	-	-	-	0%	-	-	-	-	-	-	0%		

Category Summary
Service Workers and Others

	Net Group Changes	NET ADDITIONS		Joined Group - HIRE		Joined Group-INTERNAL MOVE				NET SUBTRACTIONS		Left Group - SEPARATION		Left Group-INTERNAL MOVE			TITLE CHANGES WITHIN GROUP	
		Addition #	Additions %	Hire (Outside CUNY and Other CUNY College)	Move from a Higher Group	Move from a Lower Group	Other Change of Group	Return to Faculty from Other Title	Sub. #	Sub %	Separation (Left College or Left CUNY)	Move to Higher Group	Move to Lower Group	Other Change of Group	Return to Faculty Title	Title Change Within Group	Title Change %	
Total	19	30		28	-	2	-	-	(11)	(8)	(3)	-	-	-	2			
Male	11	20	67%	19	-	1	-	-	(9)	(8)	(1)	-	-	-	1	50%		
Female	6	8	27%	7	-	1	-	-	(2)	-	(2)	-	-	-	1	50%		
Other/Unknown	2	2	7%	2	-	-	-	-	-	-	-	-	-	-	-	0%		
Total Min	17	28	93%	26	-	2	-	-	(11)	(8)	(3)	-	-	-	2	100%		
Asian	-	-	0%	-	-	-	-	-	-	-	-	-	-	-	-	0%		
Black	13	18	60%	16	-	2	-	-	(5)	(3)	(2)	-	-	-	1	50%		
Hispanic	4	10	33%	10	-	-	-	-	(6)	(5)	(1)	-	-	-	1	50%		
Other Minority	-	-	0%	-	-	-	-	-	-	-	-	-	-	-	-	0%		
All White	-	-	7%	-	-	-	-	-	-	-	-	-	-	-	-	0%		
Unknown	-	-	0%	-	-	-	-	-	-	-	-	-	-	-	-	0%		
Veterans	-	-	0%	-	-	-	-	-	-	-	-	-	-	-	-	0%		
Individuals w/Disabilities	-	-	0%	-	-	-	-	-	-	-	-	-	-	-	-	0%		

Job Group Summary
Custodial

	Net Group Changes	NET ADDITIONS		Joined Group - HIRE		Joined Group-INTERNAL MOVE				NET SUBTRACTIONS		Left Group - SEPARATION				Left Group-INTERNAL MOVE			TITLE CHANGES WITHIN GROUP	
		Addition #	Additions %	Hire (Outside CUNY and Other CUNY College)	Move from a Higher Group	Move from a Lower Group	Other Change of Group	Return to Faculty from Other Title	Sub. #	Sub %	Separation (Left College or Left CUNY)	Move to Higher Group	Move to Lower Group	Other Change of Group	Return to Faculty Title	Title Change Within Group	Title Change %			
Total	7	14	100%	14	-	-	-	-	(7)	100%	(6)	(1)	-	-	-	-	-	-	0%	
Male	4	11	79%	11	-	-	-	-	(7)	100%	(6)	(1)	-	-	-	-	-	-	0%	
Female	3	3	21%	3	-	-	-	-	-	0%	-	-	-	-	-	-	-	-	0%	
Other/Unknown	-	-	0%	-	-	-	-	-	-	0%	-	-	-	-	-	-	-	-	0%	
Total Min	7	14	100%	14	-	-	-	-	(7)	100%	(6)	(1)	-	-	-	-	-	-	0%	
Asian	-	-	0%	-	-	-	-	-	-	0%	-	-	-	-	-	-	-	-	0%	
Black	4	7	50%	7	-	-	-	-	(3)	43%	(2)	(1)	-	-	-	-	-	-	0%	
Hispanic	3	7	50%	7	-	-	-	-	(4)	57%	(4)	-	-	-	-	-	-	-	0%	
Other Minority	-	-	0%	-	-	-	-	-	-	0%	-	-	-	-	-	-	-	-	0%	
All White	-	-	0%	-	-	-	-	-	-	0%	-	-	-	-	-	-	-	-	0%	
Unknown	-	-	0%	-	-	-	-	-	-	0%	-	-	-	-	-	-	-	-	0%	
Veterans Individuals w/Disabilities	-	-	0%	-	-	-	-	-	-	0%	-	-	-	-	-	-	-	-	0%	

Job Group Summary
Custodial Supervisor

	NET ADDITIONS		Joined Group - HIRE				Joined Group-INTERNAL MOVE				NET SUBTRACTIONS		Left Group - SEPARATION				Left Group-INTERNAL MOVE			TITLE CHANGES WITHIN GROUP	
	Addition #	Additions %	Hire (Outside CUNY and Other CUNY College)	Move from a Higher Group	Move from a Lower Group	Other Change of Group	Return to Faculty from Other Title	Sub. #	Sub %	Separation (Left College or Left CUNY)	Move to Higher Group	Move to Lower Group	Other Change of Group	Return to Faculty Title	Title Change Within Group	Title Change %					
Total	3		2	-	1	-	-	-	0%	-	-	-	-	1	0%						
Male	3	100%	2	-	1	-	-	-	0%	-	-	-	-	-	0%						
Female	-	0%	-	-	-	-	-	-	0%	-	-	-	-	1	100%						
Other/Unknown	-	0%	-	-	-	-	-	-	0%	-	-	-	-	-	0%						
Total Min	3	100%	2	-	1	-	-	-	0%	-	-	-	-	1	100%						
Asian	-	0%	-	-	-	-	-	-	0%	-	-	-	-	-	0%						
Black	1	33%	-	-	1	-	-	-	0%	-	-	-	-	-	0%						
Hispanic	2	67%	2	-	-	-	-	-	0%	-	-	-	-	1	100%						
Other Minority	-	0%	-	-	-	-	-	-	0%	-	-	-	-	-	0%						
All White	-	0%	-	-	-	-	-	-	0%	-	-	-	-	-	0%						
Unknown	-	0%	-	-	-	-	-	-	0%	-	-	-	-	-	0%						
Veterans	-	0%	-	-	-	-	-	-	0%	-	-	-	-	-	0%						
Individuals w/Disabilities	-	0%	-	-	-	-	-	-	0%	-	-	-	-	-	0%						

Job Group Summary
Campus Peace Officer-Level 1

	NET ADDITIONS		Joined Group - HIRE		Joined Group-INTERNAL MOVE				NET SUBTRACTIONS		Left Group - SEPARATION				Left Group-INTERNAL MOVE				TITLE CHANGES WITHIN GROUP	
	Addition #	Additions %	Hire (Outside CUNY and Other CUNY College)	Move from a Higher Group	Move from a Lower Group	Other Change of Group	Return to Faculty from Other Title	Sub. #	Sub %	Separation (Left College or Left CUNY)	Move to Higher Group	Move to Lower Group	Other Change of Group	Return to Faculty Title	Title Change Within Group	Title Change %				
Total	11		11	-	-	-	-	(3)		(2)	(1)	-	-	1	100%					
Male	5	45%	5	-	-	-	-	(2)	67%	(2)	-	-	-	1	100%					
Female	4	36%	4	-	-	-	-	(1)	33%	-	(1)	-	-	-	0%					
Other/Unknown	2	18%	2	-	-	-	-	-	0%	-	-	-	-	-	0%					
Total Min	9	82%	9	-	-	-	-	(3)	100%	(2)	(1)	-	-	1	100%					
Asian	-	0%	-	-	-	-	-	-	0%	-	-	-	-	-	0%					
Black	8	73%	8	-	-	-	-	(2)	67%	(1)	(1)	-	-	1	100%					
Hispanic	1	9%	1	-	-	-	-	(1)	33%	(1)	-	-	-	-	0%					
Other Minority	-	0%	-	-	-	-	-	-	0%	-	-	-	-	-	0%					
All White	-	18%	-	-	-	-	-	-	0%	-	-	-	-	-	0%					
Unknown	-	0%	-	-	-	-	-	-	0%	-	-	-	-	-	0%					
Veterans	-	0%	-	-	-	-	-	-	0%	-	-	-	-	-	0%					
Individuals w/Disabilities	-	0%	-	-	-	-	-	-	0%	-	-	-	-	-	0%					

**Tenure Report
By Department and Title**

Department and Title	Total Minority Status		Total Minority Status Total	Not Minority Status	Not Minority Status Total	Grand Total
	Female	Male				
Biology			1			1
Asst Professor		1	1			1
Business			1			1
Asst Professor	1		1			1
Communication Design				1	2	3
Asst Professor	2			1	1	2
Asst Professor		1			1	1
Computer Engr. Technology			1			1
Asst Professor		1	1			1
English				1	2	3
Asst Professor	1	1			2	2
Asst Professor	1			1		1
Entertainment Technology			1			1
Asst Professor		1	1			1
Hospitality Management					3	3
Asst Professor	2	1			3	3
Mathematics					1	1
Asst Professor		1			1	1
Physics					1	1
Asst Professor		1			1	1
Grand Total	7	8	4	2	6	9

**Tenure Report
By Job Group and Title**

Department and Title	Female	Male
	FAC-PROF	7
Asst Professor	3	4
Asst Professor	4	4
Grand Total	7	8

Total Minority Status		Total Minority Status Total	Not Minority Status	Not Minority Status Total	Grand Total
Asian/Nat Haw/ Oth Pac Isl	Hispanic/Latino		White		
4	2	6	9	9	15
1	1	2	5	5	7
3	1	4	4	4	8
4	2	6	9	9	15

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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, 2017 through May 31, 2018).

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		2					2
	Interviews	1	1		2				3	2
	Offers	1			1					1
Admin1 - Executives	Applicants	1	7	9	17					21
	Interviews		4	2	6					7
	Offers		1		1					1
Admin2 - Managers	Applicants	9	64	96	169	21	123	67	359	190
	Interviews	3	24	8	35	9	27	17		44
	Offers		4		4	1	5			5
Admin3 - Administrators	Applicants	24	136	316	476	32	329	179	1223	508
	Interviews	20	69	18	109	36	99	46	3	145
	Offers		6	1	7	4	8	3		11
Admin4-College Lab Technicians	Applicants	6	2	45	53	3	24	32		56
	Interviews	8	4	2	15	8	11	12		23
	Offers		1	2	3	1	2	2		4
Basic Crafts - Buildings & Grounds	Applicants		2		2	3				5
	Interviews		2		2	3				5
	Offers		2		2					2
Broadcast-Media Technicians	Applicants									
	Interviews									
	Offers									
Campus Peace Officer-L-1	Applicants					1	11	2	38	13
	Interviews									
	Offers									
Campus Peace Officer-L-1	Applicants	7	17	3	27	5	13	19	8	32
	Interviews	7	17	3	27	5	13	19	8	32
	Offers		11	1	12	2	4	10	3	14

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					
Campus Public Safety Sergeant	Applicants		6	18	24	1		22	33	25
	Interviews		5		5		2	2	9	5
	Offers		3		3		1	1		3
CUNY Office Assistants	Applicants									
	Interviews	2	13	3	18	7	4	4	5	25
	Offers	2	13	3	18	7	4	4	5	25
Custodial	Applicants									
	Interviews	2	111	454	567	9	460	21	492	576
	Offers		15	11	26		5	16		26
Custodial - Supervisory	Applicants									
	Interviews		32	127	159	2	129	11	225	161
	Offers		4	8	12		4	10		12
Faculty - Professorial	Applicants									
	Interviews	8	16	34	58	30	40	370		88
	Offers	17	20	7	45	40	33			85
Info Tech - Professional	Applicants									
	Interviews	2	3		5	6	4			11
	Offers									
Info Tech - Technician	Applicants									
	Interviews	23	29	143	195	8	176	467	203	
	Offers		2	6	8		8	5		8
Laborers & Helpers	Applicants									
	Interviews			3	3					
	Offers									
Security - Managerial	Applicants									
	Interviews	13	17	93	123	5	105	23	334	128
	Offers	1	2	1	3	1	2	3		3
TOTAL	Applicants									
	Interviews	1	2	1	4	2	6	5		11
	Offers	1	2	1	4	2	6	5		11
TOTAL	Applicants	3	8	28	40	5	36	75		45

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

JOB GROUP	ACTIVITY CATEGORY	Minority Status				Total Minority	Not Minority	Female	Male	Unknown	TOTAL ACTIVITY
		Asian	Black/African American	Hispanic							
	Interviews		1	3	5	3	1	7	2	8	
	Offers			1	1	1	1	1		2	
Skilled Trades											
	Applicants	2	19	155	176	16	189	3	402	192	
	Interviews	1	1	8	11	12		23	24	23	
	Offers	1	2	2	6	12		18	1	18	
Skilled Trades - Supervisory											
	Applicants										
	Interviews					3		3		3	
	Offers					3		3		3	
						1		1		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.

The federal benchmark for Individuals with Disabilities is 7.0% for each Job Group. However, there is no requirement to set placement goals.

Total Individual(s) with Disabilities: 3 Percent of total reported employees: 0.3%

APPENDIX H - UTILIZATION OF INDIVIDUALS WITH DISABILITIES

Category: Executive/Administrative/Managerial

Job Group	Staff	Indiv. with Disabilities	Rate
Administration 1 (Executive)	18	0	0.0%
Administration 2 (Manager)	59	0	0.0%
Facility Manager	1	0	0.0%
IT Computer Manager	2	0	0.0%
Security Manager	4	0	0.0%

Category: Professional Faculty

Job Group	Staff	Indiv. with Disabilities	Rate
Faculty-Professorial	378	1	0.3%
Faculty-Developmental	18	0	0.0%
Faculty-Lecturer	26	0	0.0%

Category: Professional Non-Faculty

Job Group	Staff	Indiv. with Disabilities	Rate
Accountant	7	0	0.0%
Administration 3 (Professional)	114	0	0.0%
Administration 5 (Engineer-Architect)	2	0	0.0%
IT Computer Professional	21	1	4.8%

Category: Administrative Support Workers

Job Group	Staff	Indiv. with Disabilities	Rate
Accountant Assistant	3	0	0.0%
Administrative Assistant	15	0	0.0%
Office Assistant	92	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	3	0	0.0%
Laborers and Helpers	7	0	0.0%
Skilled Trades-Supervisor	2	0	0.0%
Skilled Trades	23	0	0.0%

Category: Technicians

Job Group	Staff	Indiv. with Disabilities	Rate
Administration 4 (College Lab Tech)	39	0	0.0%
Broadcast/Media	3	0	0.0%
IT Support Technician	8	1	12.5%
Print Shop	4	0	0.0%

Category: Service Workers and Others

Job Group	Staff	Indiv. with Disabilities	Rate
Campus Peace Officer-Sergeant	9	0	0.0%
Campus Peace Officer-Level 1	44	0	0.0%
Custodial Supervisor	10	0	0.0%
Custodial	50	0	0.0%