NEW YORK CITY COLLEGE OF TECHNOLOGY
2021-2022 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 during normal business hours.

TABLE OF CONTENTS

PART ONE: INTRODUCTION AND BACKGROUND 3

OVERVIEW 3
ORGANIZATION CHART 4
RELEVANT POLICIES 5
RESPONSIBILITY FOR IMPLEMENTATION 7
IMPACT OF COVID-RELATED EVENTS 9

PART TWO: DATA AND ANALYSIS 10

DATA SOURCES 10
WORKFORCE ANALYSIS 12
JOB GROUPS, DISCIPLINES, AND MARKET DATA 12
UTILIZATION ANALYSIS 15
OTHER ANALYSES 23

PART THREE: ACTION-ORIENTED PROGRAMS 26

PRIOR-YEAR PROGRAMS 26
2021-2022 PLANNED PROGRAMS 27
ONGOING ACTIVITIES 27
INTERNAL AUDIT AND REPORTING 28

PART FOUR: INDIVIDUALS WITH DISABILITIES AND PROTECTED VETERANS 29

EQUAL OPPORTUNITY AND NON-DISCRIMINATION POLICY 29
REVIEW OF PERSONNEL PROCESSES 30
REVIEW OF PHYSICAL AND MENTAL QUALIFICATIONS 30
REASONABLE ACCOMMODATIONS 31
HARASSMENT PREVENTION 32
EXTERNAL POLICY DISSEMINATION 32
OUTREACH AND POSITIVE RECRUITING 32
INTERNAL POLICY DISSEMINATION 33
IMPLEMENTATION RESPONSIBILITY 34
TRAINING 35
AUDIT AND REPORTING SYSTEM 35
BENCHMARK COMPARISONS 35

APPENDICES 38

PART ONE: INTRODUCTION AND BACKGROUND

This report is an annual update of the Affirmative Action Plan (AAP) for federal contractors. The U.S. Department of Labor's Office of Federal Contract Compliance Programs (OFCCP) oversees Affirmative Action Plan requirements for federal contractors. This unit is one of CUNY's Affirmative Action Establishments.

This plan reflects requirements for implementing:

- Presidential Executive Order (EO) 11246, addressing gender and federally protected racial/ethnic groups
- The Vietnam Era Veterans' Readjustment Assistance Act of 1974 (VEVRAA), as amended, for protected Veterans
- Section 503 of the Rehabilitation Act of 1973, as amended, for Individuals with Disabilities.

Some aspects of this plan also reflect state and local regulations, guidelines for public entities, CUNY Board resolutions, and CUNY policy.

The employee census date is June 1, 2021. The previous reporting year was June 1, 2020 – May 31, 2021. The program year for this plan is September 1, 2021 – August 31, 2022.

We address disruptions due to the 2020-2021 COVID-19 outbreak later in this report.

This Plan is available for public review as described on the title page.

We produce a separate Affirmative Action Plan for Italian Americans. CUNY's Chancellor designated Italian Americans as a protected group in 1976.

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

Mission

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

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

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

ORGANIZATION CHART

Appendix A displays organizational charts.

RELEVANT POLICIES

As a unit of The City University of New York (CUNY), we adhere to federal, state, and city laws and regulations on non-discrimination and affirmative action, including: 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, the Age Discrimination Act of 1975, New York State Human Rights Law and New York City Human Rights Law.

Protected groups identified in Executive Order 11246 are American Indian or Alaska Native, Asian, Black or African American, Hispanic or Latino, Native Hawaiian or Other Pacific Islander, Two or More Races, and Women. Additionally, the Chancellor of CUNY designated Italian Americans as a protected group in 1976 and CUNY prepares a separate Italian American Affirmative Action Plan.

CUNY posts its policies on non-discrimination, sexual misconduct, and affirmative action on its website.

https://www.cuny.edu/about/administration/offices/legal-affairs/policies-resources/

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

CUNY's original Affirmative Action Policy of May 28, 1985 is part of its 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.
>
> 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.

Other Policies

It is our policy to recruit, employ, retain, promote, and provide benefits to employees and to admit

and provide services for students without regard to race, color, national or ethnic origin, religion, age, sex, sexual orientation, gender identity, marital status, disability, genetic predisposition or carrier status, alienage, citizenship, military or veteran status, unemployment status or status as victim of domestic violence.

Management reaffirms its non-discrimination policies annually. **Appendix B** contains the most recent reaffirmation letter, issued on October 22, 2021**.**

Other important policies available on CUNY's "Policies and Resources" webpage include:

- Campus and Workplace Violence Policy
- Domestic Violence and the Workplace Policy
- Procedures for Implementing Reasonable Accommodations and Academic Adjustments

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

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

RESPONSIBILITY FOR IMPLEMENTATION

While the entire community participates in promoting diversity and inclusion, we have assigned certain specific responsibilities.

The President

President Russell Hotzler oversees Affirmative Action and diversity programs to assure compliance with federal, state, and city laws, rules and regulations and university policies.

The President designates personnel to manage Affirmative Action, diversity and compliance, including a Chief Diversity Officer (CDO), 504/Americans with Disabilities Act (ADA) Coordinator and Title IX Coordinator. The President ensures these personnel have authority, staffing, and other resources to fulfill their assigned responsibilities.

The President communicates commitment to equal employment opportunity, issuing an annual reaffirmation of this commitment, and issues required reports, including this Affirmative Action Plan.

Chief Diversity Officer

The President has designated Patricia A. Cody as Chief Diversity Officer (CDO) and Responsible Official who:

- Provides confidential consultation for, investigates and resolves discrimination/harassment complaints

- Distributes policies, notices and revisions, and integrates them into training programs, search committee orientations, websites, and other communications

- Evaluates Affirmative Action programs and initiatives

- Prepares and communicates Affirmative Action Plan reports

- Consults with hiring teams and managers on recruitment and selection, overseeing recruitment plans and effective recruitment/selection strategies

- Participates in CUNY initiatives promoting diversity and inclusion.

Officials

Executives, department chairpersons, managers, and supervisors are critical partners in Equal Employment and Affirmative Action programs. They help ensure compliance with regulations and policies, foster an inclusive environment, and help develop and implement the Affirmative Action Plan.

Committee(s) on Diversity and Inclusion

A standing committee advises the President on diversity and affirmative action, reviews the impact of policies on the governance plan, develops and implements strategic diversity plans, and promotes programs to reflect pluralistic values and goals.

Committee members in this Reporting Year were:

- Patricia A. Cody, Chief Diversity Officer

- Brenda Alexander, Athletic Director, Athletics & Recreation

- Justin Vazquez-Poritz, Dean, School of Arts and Sciences

- Jeannette Espinoza, Assistant Professor, Law & Paralegal Studies

- Anita Giraldo, Assistant Professor, Communication Design

- Ryan Chin, Deputy Title IX Coordinator and Diversity Specialist

- Iva Williams, CUNY Office Assistant to Dean of Arts & Sciences

University Management

CUNY's University Office of Recruitment and Diversity (ORD) establishes job groups and report parameters, and reports summary statistics. ORD sponsors university-wide diversity programs described in this plan. ORD also maintains systems support for data collection (including self-identification data) and job posting.

IMPACT OF COVID-RELATED EVENTS

On March 15, 2020, CUNY Chancellor Felix Matos-Rodriguez announced that CUNY campuses and non-essential personnel were transitioning to remote learning and work for the remainder of the academic year. Remote learning continued at the College for the entirety of the Reporting Year. CUNY began a partial return in late summer 2021. The transition and resulting shifts in priorities affected the university's operations in many ways. Many hiring plans at the College were canceled or postponed. At the College, public events and other activities which were unable to be conducted remotely were also canceled.

Certain practices have continued unchanged. The Chief Diversity Officer has continued work on all major functions including:

- Complaint intake and investigation
- Accommodations for Individuals with Disabilities
- Recruitment advertising and outreach
- Oversight of hiring, advancement and separation practices
- Consulting to management

PART TWO: DATA AND ANALYSIS

We analyze workforce data as mandated to promote a complete assessment, covering:

- Workforce Analysis (Evaluating employment within organizational units/departments)
- Analysis of job groups and academic disciplines
- Comparisons with labor market availability measures (utilization analysis)
- Reviews of Personnel Actions, Recruitment and Hiring, and Compensation.

We rely on methodologies provided by the US Department of Labor's Office of Contract Compliance Programs (OFCCP), in particularly, the *Educational Institutions Technical Assistance Guide*.

DATA SOURCES

This section describes how CUNY prepares data for this report.

Employee Data

On June 28, 2021, we extracted data on full-time employees active as of June 1, 2021 from CUNY's system of record, CUNYfirst. We include individuals on most paid leaves, including medical leave and fellowship/sabbatical leave. We do not include individuals on terminal leaves such as retirement leave, student workers (including Graduate Assistants) or individuals employed separately by CUNY's Research Foundation.

We invite employees to self-identify gender, race/ethnicity, veteran status, and disability status. Employees may update selections at any time on an Employee Self-Service portal. We last conducted a self-identification canvas in May 2018 via email. We provided an FAQ document to explain the reasons for collecting this data, and stressed that providing it is voluntary.

We also invite job applicants to self-identify on the job application portal.

Self-Identification Categories

We use the following categories to evaluate representation by race/ethnicity for the federal Affirmative Action plan:

- Total Minorities (all groups other than White, reported as a single category)
- Asian (consolidates Asian, Hawaiian, and Other Pacific Islander)
- Black/African American
- Hispanic/Latino
- White (not a protected group).

American Indian/Alaska Native and Two or More Races are included under Total Minorities but not separately reported.

If a person identifies as both Hispanic/Latino and some another group, they are recorded as Hispanic/Latino, and not as Two or More Races.

Consistent with long-standing agreements, we ask employees to self-identify Italian American status, and create a separate Italian American Affirmative Action Plan.

To retain overall comparisons to individuals in federal categories and to prevent double counting, Italian Americans are not included in Total Minorities in either plan. If individuals indicate both Italian American and federally protected ethnicity categories, we default to the federally protected category, to prevent double counting.

We use federally mandated gender categories of male and female for purposes of this plan. Our system captures non-binary general identification, but only individuals specifically identifying as "female" are included in the federally protected gender category.

Of 922 employees, 0 employees did not identify a gender and 0 employees did not identify a valid race/ethnicity category. Anyone who did not specify a gender and/or ethnicity is included in the Workforce Analysis but not assigned to a protected group. 912 employees did not identify a veteran status and 916 did not identify a disability status. Disability and veteran status are priorities for future self-identification campaigns.

Labor Market Source Data

We compare the employee population with the Labor Market from which CUNY would reasonably recruit, train, or promote, by job group. We last updated Labor Market estimates in May 2019.

For internal candidates, we utilized lists of CUNY-wide appointments over the 2017-2018 and 2018 - 2019 periods for weighting and lists of feeder jobs, using the demographics of the candidate groups as of the June 1, 2018 employee census.

For external candidates, we utilized the US Census American Community Survey (ACS), 5-year estimate, 2013-2017 (final), extracted from University of Minnesota's Integrated Public User Microdata Sample (iPUMS).

For faculty discipline-based estimates, we utilized the US Department of Education's National Center for Education Statistics' Integrated Post-Secondary Education Data System (IPEDS) completion data, 2015-2016 (final). We use the Classification of Instructional Programs (CIP) to identify disciplines.

WORKFORCE ANALYSIS

Workforce Analysis is a review of the representation of females and minorities by division, department and title, evaluating diversity by organizational unit rather than job group. We review the data organized by job title in order of rank or salary grade. We also review professorial faculty by tenure status within department. Due to length, Workforce Analysis charts are not included here.

JOB GROUPS, DISCIPLINES, AND MARKET DATA

Job Groups

We analyze data according to groups of jobs with similar duties and qualifications. CUNY establishes job groups and reviews them annually, as detailed in **Appendix C**. A major input is the federal Standard Occupational Classification (SOC) system. We also combine job groups into categories based on the federal EEO-1 categories for some summary reports.

The next two pages provide a summary of staffing by job group, followed by a summary of professorial faculty by rank and tenure status.

Workforce Summary by Job Group and Category (excludes Chief Executive) June, 2021

NYC College of Technology Total Employees: 921

Executive/Administrative/Managerial

Job Group	Ttl Empls	Female #	Female %	Minority #	Minority %
Admin 1: Executive	16	8	50.0%	10	62.5%
Admin 2: Managerial	64	42	65.6%	41	64.1%
Managerial: Facilities	1	0	0.0%	1	100.0%
Managerial: Info Tech	2	1	50.0%	1	50.0%
Managerial: Security	4	1	25.0%	3	75.0%

Professional Faculty

Job Group	Ttl Empls	Female #	Female %	Minority #	Minority %
Faculty: Professoriate	338	166	49.1%	141	41.7%
Faculty: Librarian	12	9	75.0%	4	33.3%
Faculty: Lecturer	19	8	42.1%	8	42.1%
Faculty: Developmental	17	13	76.5%	8	47.1%

Professional Non-Faculty

Job Group	Ttl Empls	Female #	Female %	Minority #	Minority %
Accountant: Professional	7	4	57.1%	5	71.4%
Admin 3: Professional	115	82	71.3%	93	80.9%
Admin 5: Engineer-Architect	2	0	0.0%	2	100.0%
Info Tech: Professional	24	4	16.7%	22	91.7%

Administrative Support Workers

Job Group	Ttl Empls	Female #	Female %	Minority #	Minority %
Accountant: Assistant	4	4	100.0%	3	75.0%
Administrative Assistant	12	10	83.3%	10	83.3%
Office Assistant	93	81	87.1%	80	86.0%
Mail Services Worker	2	0	0.0%	2	100.0%

Technicians

Job Group	Ttl Empls	Female #	Female %	Minority #	Minority %
Admin 4: College Lab Technician	35	13	37.1%	24	68.6%
Broadcast-Media	3	0	0.0%	3	100.0%
Info Tech: Technician	9	6	66.7%	8	88.9%
Print Media Technician	4	2	50.0%	3	75.0%

Craft Workers

Job Group	Ttl Empls	Female #	Female %	Minority #	Minority %
Skilled Trades: Supervisory	3	0	0.0%	1	33.3%
Skilled Trades: Not Supervisory	23	0	0.0%	9	39.1%
Laborers and Helpers	6	0	0.0%	3	50.0%
Basic Crafts-Buildings and Grounds	2	0	0.0%	2	100.0%

Service Workers

Job Group	Ttl Empls	Female #	Female %	Minority #	Minority %
Campus Public Safety Sergeant	12	3	25.0%	12	100.0%
Campus Peace Officer	24	6	25.0%	21	87.5%
Campus Security Assistant	16	7	43.8%	16	100.0%
Custodial: Supervisory	10	3	30.0%	9	90.0%
Custodial: Assistant	42	15	35.7%	40	95.2%

Summary for Professorial Rank Faculty by TItle and Tenure Status June, 2021

NYC College of Technology

Total Professorial Faculty: 338

Status categories are: Tenure, Track Tenure, Substitute, and "Instructors or Others PSC" (not eligible for tenure).

Title	Ttl Empls	Female #	Female %	Minority #	Minority %
Asst Professor	115	59	51.3%	54	47.0%
Tenured	55	22	40.0%	24	43.6%
Track Tenure	60	37	61.7%	30	50.0%
Assc Professor	138	65	47.1%	54	39.1%
Tenured	121	57	47.1%	47	38.8%
Track Tenure	17	8	47.1%	7	41.2%
Professor	84	41	48.8%	33	39.3%
Tenured	84	41	48.8%	33	39.3%
Dist Professor	1	1	100.0%	0	0.0%
Instructors and others PSC	1	1	100.0%	0	0.0%

Workforce Summary

Academic Disciplines

With few exceptions, CUNY assigns faculty departments to disciplines as per the US Department of Education's Classification of Instructional Programs (CIP).

CUNY analyzes data about College Laboratory Technicians by assigning departments to either a Scientific/Engineering/Technical group or a General group.

Appendix D lists these assignments. This past year, there were no material changes to the discipline assignments.

Labor Market Availability

Labor Market Availability is an estimate used to benchmark utilization of protected groups, by job group. It represents the proportion of each protected group available for employment in the labor market from which CUNY recruits (both internally and externally). CUNY last updated Labor Market Availability estimates in May 2019. **Appendix C** and **Appendix D** provide the basis for each calculation and details the factors we use. They cover the weighting of internal and external labor markets, geography, occupational qualifications, degree requirements, and academic discipline assignments.

UTILIZATION ANALYSIS

We compare CUNY's workforce with estimated Labor Market Availability by job group. We evaluate utilization for females, major federal ethnicity categories (Asian, Black/African American, and Hispanic/Latino and Total Minorities).

We evaluate job groups with a minimum of five incumbents, with the caveat that analyzing groups of less than 30 employees may generate less reliable results.

The President's position reports outside of our establishment and is not included.

We report underutilization where the percent of individuals belonging to a protected group is less than 80% below the labor market estimate, and the difference is equal to at least one full-time equivalent employee.

Appendix E details utilization/underutilization in each category (job group and/or academic discipline). We consider job groups and disciplines for which there is underutilization as priorities for placement goals and enhanced outreach when there are hiring opportunities.

Year-to-year variations in underutilization arise from a combination of changes in availability, hires, advancements, and separations. It is usually not possible to pinpoint a single, direct cause. In job groups with small numbers of employees, results may change substantially with small staffing changes.

The following pages summarize staffing and underutilization for each job group.

Exhibit: Summary of Historical Changes in Underutilization - Staff/College Lab Tech **2021 - 2022**

NYC College of Technology

This is a summary of underutilization of protected groups by Job Group, organized by EEO Category. Only those Job Groups with five or more staff are reported.

This summary compares three measurements, each calculated using the Labor Market Availability estimates in place at that time.

2019: Underutilization in the 2019 - 2020 Plan (i.e., based on employee census as of 6/1/2019)
2020: Underutilization in the 2020 - 2021 Plan (i.e., based on employee census as of 6/1/2020)
2021: Underutilization in the 2021 - 2022 Plan (this plan).

When underutilization does not change year-to-year, the most common reason is that there has not been an opportunity to hire or promote into that particular group.

Executive/Administrative/Managerial

		Total Staff	Female	Total Minority	Asian/Nat Haw./OPI	Black/ AfricanAm	Hispanic/ Latino
Admin 1: Executive							
	2021	16					
	2020	17					
	2019	17					
Admin 2: Managerial							
	2021	64					
	2020	66					
	2019	62					3

Professional Non-Faculty

		Total Staff	Female	Total Minority	Asian/Nat Haw./OPI	Black/ AfricanAm	Hispanic/ Latino
Accountant: Professional							
	2021	7	2				1
	2020	7	2				1
	2019	7	2				1
Admin 3: Professional							
	2021	115					
	2020	118					
	2019	119			6		
Info Tech: Professional							
	2021	24	6				
	2020	24	6				
	2019	23	6		1		

Administrative Support Workers

		Total Staff	Female	Total Minority	Asian/Nat Haw./OPI	Black/ AfricanAm	Hispanic/ Latino
Administrative Assistant							
	2021	12			1		1
	2020	14			1		1
	2019	14			1		1

Underutilization Summary

Exhibit: Summary of Historical Changes in Underutilization - Staff/College Lab Tech **2021 - 2022**
NYC College of Technology

Administrative Support Workers

	Total Staff	Female	Total Minority	Asian/Nat Haw./OPI	Black/ AfricanAm	Hispanic/ Latino
Office Assistant						
2021	93					
2020	94					
2019	93					

Technicians

	Total Staff	Female	Total Minority	Asian/Nat Haw./OPI	Black/ AfricanAm	Hispanic/ Latino
Admin 4: College Lab Technician	*College Lab Tech: Other*					
2021	6					
2020	7			1		
2019	6		1	1		
Admin 4: College Lab Technician	*College Lab Tech: Science, Tech, Eng.*					
2021	29					
2020	31					
2019	31					
Info Tech: Technician						
2021	9			2		
2020	9			2		
2019	9			2		

Craft Workers

	Total Staff	Female	Total Minority	Asian/Nat Haw./OPI	Black/ AfricanAm	Hispanic/ Latino
Laborers and Helpers						
2021	6	1	1			
2020	7	1	1			1
2019	8	2				1
Skilled Trades: Not Supervisory						
2021	23	1				3
2020	24	1				3
2019	26	1				

Service Workers

	Total Staff	Female	Total Minority	Asian/Nat Haw./OPI	Black/ AfricanAm	Hispanic/ Latino
Campus Peace Officer						
2021	24					
2020	24					
2019	27	1				

Underutilization Summary

Exhibit: Summary of Historical Changes in Underutilization - Staff/College Lab Tech **2021 - 2022**
NYC College of Technology

Service Workers

		Total Staff	Female	Total Minority	Asian/Nat Haw./OPI	Black/ AfricanAm	Hispanic/ Latino
Campus Public Safety Sergeant							
	2021	12			1		
	2020	11			1		
	2019	10					
Campus Security Assistant							
	2021	16					1
	2020	18					2
	2019	22					2
Custodial: Assistant							
	2021	42			2		5
	2020	44			2		5
	2019	51			3		
Custodial: Supervisory							
	2021	10			1		
	2020	11			1		
	2019	11			1		

Underutilization Summary

Exhibit: Summary of Historical Changes in Underutilization - Faculty and College Lab Techs **2021 - 2022**
NYC College of Technology

This is a summary of underutilization, of protected groups by Job Group and Discipline. Only those combinations of Job Group and Discipline with five or more incumbents are reported.

This summary compares three measurements, eachcalculated against the Labor Market Availability estimates in place at that time.

2019: Underutilization in the 2019 - 2020 Plan (i.e., based on employee census as of 6/1/2019)
2020: Underutilization in the 2020 - 2021 Plan (i.e., based on employee census as of 6/1/2020)
2021: Underutilization in the 2021 - 2022 Plan (i.e., this plan).

When underutilization does not change year-to-year, the most common reason is that there has not been an opportunity to hire or promote into that particular group.

Faculty: Professoriate

		Total Staff	Female	Total Minority	Asian/Nat Haw./OPI	Black/ African Am.	Hispanic/ Latino
Architecture and Related							
	2021	20	3			1	
	2020	21	4			1	
	2019	20	3			1	
Area, Ethnic, Cultural, Gender, and Group Studies							
	2021	5					
	2020	6					
	2019	6					
Biological and Biomedical Sciences							
	2021	17	2				1
	2020	20	3				2
	2019	21	3				2
Business, Management, Marketing and Support							
	2021	26					
	2020	30				1	
	2019	28					
Communications, Journalism, and Related							
	2021	16					
	2020	16					
	2019	16					
Computer and Information Sciences and Support							
	2021	29				2	
	2020	30				2	
	2019	30				2	
Engineering and Related Technologies							
	2021	36	4				2
	2020	40	4			1	1
	2019	42	4			1	1

Underutilization Summary

Exhibit: Summary of Historical Changes in Underutilization - Faculty and College Lab Techs **2021 - 2022**
NYC College of Technology

Faculty: Lecturer

		Total Staff	Female	Total Minority	Asian/Nat Haw./OPI	Black/ African Am.	Hispanic/ Latino
Business, Management, Marketing and Support							
	2019	5		1	1		1
Computer and Information Sciences and Support							
	2019	5			1		1
Education - Developmental							
	2021	5	1	1	1		
	2020	5	1	1	1		
	2019	5	1	1	1		

Faculty: Developmental

		Total Staff	Female	Total Minority	Asian/Nat Haw./OPI	Black/ African Am.	Hispanic/ Latino
Education - Developmental							
	2021	17					1
	2020	18					1
	2019	16					

Underutilization Summary

Exhibit: Summary of Historical Changes in Underutilization - Faculty and College Lab Techs **2021 - 2022**
NYC College of Technology

Faculty: Professoriate		Total Staff	Female	Total Minority	Asian/Nat Haw./OPI	Black/ African Am.	Hispanic/ Latino
English Language and Literature/Letters							
	2021	36					
	2020	37					
	2019	37					
Health Professions and Related Programs							
	2021	47			3		
	2020	50			4		
	2019	54			5		
Legal Professions and Studies							
	2021	7					
	2020	7					
	2019	7					
Liberal Arts and Sciences, General Studies & Humanities							
	2021	14	2				
	2020	14	2				
	2019	15	3				
Mathematics and Statistics							
	2021	38					
	2020	39					
	2019	39					
Physical Sciences							
	2021	18					1
	2020	19	1				1
	2019	20	2				1
Social Sciences							
	2021	25					
	2020	25					
	2019	25					

Faculty: Librarian		Total Staff	Female	Total Minority	Asian/Nat Haw./OPI	Black/ African Am.	Hispanic/ Latino
Library (Librarians/Non-Teaching)							
	2021	12					
	2020	13					
	2019	13					

Faculty: Lecturer		Total Staff	Female	Total Minority	Asian/Nat Haw./OPI	Black/ African Am.	Hispanic/ Latino

Underutilization Summary

Utilization, Underutilization, and Placement Goals

Due to budget and COVID-related factors, there was a mandated hiring freeze in place at CUNY for most of the Reporting Year. Accordingly, in compliance with this hiring freeze, the College had de minimis searches and recruiting activities take place. Also, a CUNY Central Office Vacancy Review Board had to approve any searches before they were permitted to proceed. These factors contributed to the College having no full-time faculty hires, only 3 administrative staff hires, and 8 classified staff hires in the Reporting year.

Accordingly, the College's predominantly small amount of underutilization numbers remained mostly the same as those reported in the previous AAP's Reporting Year because of the lack of hiring opportunities. Nevertheless, there was a reduction in underutilization in the following staff and CLT categories: CLT – Other reduced from 1 to 0 in the Asian, Hawaiian or Other Pacific Islander category, Craft workers, Laborer & Helpers reduced from 1 to 0 in the Hispanic or Latino category, and Campus Security Assistant reduced from 2 to 1 in the Hispanic or Latino category.

For Faculty Professoriate categories, there was a reduction in Underutilization in the following disciplines: Biology and Biomedical Sciences, from 2 to 1 in the Hispanic and Latino category, and Health Programs and Related Programs from 4 to 3 in the Asian, Hawaiian or Other Pacific Islander category.

OTHER ANALYSES

Personnel Activity

We review personnel actions for adverse impact. This means that we compare rates of hiring, promotion and termination of employees by gender and ethnicity and note material differences. We review activity for all job groups and report the results here for those groups with a material number of actions and/or applicants. **Appendix F** summarizes job actions, including tenure, by Gender and Ethnicity.

To estimate net changes by job group, we compare employee title changes between two reference dates (June 1, 2020 and June 1, 2021). We use this method to accommodate timing and issues in interpreting system data. This method produces a reasonable estimate but may leave out some actions, such as an employee changing job groups more than once over the year. We note hires, moves to a higher or lower job group, moves within a job group, and separations

Similar to procedures in financial accounting, employees who leave one job group to take a position in another are reported as separated from one group and joining another. We consider transfers between CUNY units as a separation from one campus and a hire in the other.

Federal guidelines state adverse selection may occur when any one group (protected or not) has a selection rate less than 80% of the selection rate of the most-selected 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). Lecturers and College Laboratory Technicians are eligible after meeting service requirements. For professorial faculty, there are extensive reviews resulting in tenure recommendations to the President. We may hire some senior faculty with tenured status.

Appendix F provides details of faculty receiving tenure/CCE status effective during the past plan year, covering those awarded tenure, hired with tenure (includes faculty rehired after long-term leaves), and denied tenure.

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

Recruiting Activity

CUNY is committed to equitable practices to recruit a diverse and highly qualified workforce. The Chief Diversity Officer reviews applicant data and recruiting outcomes to determine if there is a need to adjust recruiting and outreach plans.

Prior to posting a job vacancy, the Chief Diversity Officer reviews Physical and Mental Qualifications and posting language in general. They also review Recruiting Plans for intended outreach. We post open positions and Civil Services Notices of Exam on our careers page (for faculty, 30-60 days and for staff, 14-30 days).

We invite candidates to self-identify gender, race/ethnicity, disability status, and veteran status and inform them that self-identification is voluntary.

We conduct most faculty and administrative hiring by appointing a diverse Search Committee for initial screening. The Chief Diversity Officer provides an orientation, or “charge”, to committee members on effective selection practices, including practices aimed at reducing potential for bias. The Chief Diversity Officer reviews applicant pools for sufficient representation and certifies pools prior to committee review, and reviews selections again as searches near completion. Committees refer finalist candidates to the hiring manager(s) for a final selection.

Appendix G summarizes recruiting and selection by job group for searches concluded with a job offer between June 1, 2020 and May 31, 2021.

As per federal Internet Applicant guidelines, an “applicant" is someone who applies to a specific opening, has the minimum qualifications, is considered, and does not withdraw. We analyze applicant pools and selection rates for interviews, offers, and hires.

We report all searches resulting in an offer during the previous plan year. For some searches, notably faculty, there is a time gap between offer and start dates. To avoid a lag in reporting, we include searches based on date of accepted job offer, even if the employee has not started work

before June 1. This circumstance explains differences between the personal activity reports and recruitment reports.

Civil Service Hiring

We participated in 3 university-wide hiring pools, with 8 total hires taking place for Classified Civil Service vacancies. Applicants who are pre-qualified based on an examination score indicate their interest in working at one or more units, and each establishment interviews and hires according to Civil Service regulations. We report those applicants expressing an interest in our unit at the hiring pools. CUNY's Office of Human Resources Management administers and validates Civil Service examinations and maintains records of applicants and exam results.

The list of pools is as follows: Campus Peace Officer Hiring Pool – 2/11/21 (4 hires), Mail Message Service Worker – 5/3/21 (2 hires), and Business Data Reporting Analyst – 5/17/21 (2 hires).

Compensation

We develop pay plans according to instructions provided in bargaining unit contracts, Civil Service regulations, Prevailing Wage determinations, and university policies. Plans include the Executive Compensation Plan (ECP), Faculty and Non-Teaching Instructional Staff Pay Plan, Classified Civil Service Plans for Managerial and Non-Managerial Personnel, and Prevailing Wage schedules for Skilled Trades. CUNY's Trustees review and approve all pay plans.

The Chief Diversity Officer reviews overall practices such as:

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

The Chief Diversity Officer and Human Resources Director discuss compensation best practices and areas of risk with management as may be needed.

PART THREE: ACTION-ORIENTED PROGRAMS

This section provides a qualitative assessment of prior-year goal attainment and details efforts aimed at achieving next year's goals and addresses:

- Prior-Year Programs
- 2021-2022 Planned Programs
- Ongoing Activities
- Internal Audit and Reporting.

PRIOR-YEAR PROGRAMS

Last year, we undertook the following to support Affirmative Action and create a climate of inclusion:

As noted earlier, events related to COVID-19 limited most implementation plans. Only 3 non-classified searches were completed in the Reporting Year. Thus, Charges and training were greatly reduced.

Summary of Campus Programs, 2020-2021

Program	Impact
Continuation of the CDO's interactive EEO training sessions of City Tech employees, including managers and supervisors.	Educate City Tech employees, including hiring managers and potential search committee members, on the benefits of workplace diversity and the laws and policies governing fair employment practices. The trainings seem to have had a positive impact on City Tech's hiring process and inclusive climate, given the positive feedback and discussions during and after the trainings.
CDO charge of search committees – 2 charges conducted by the CDO in the Reporting Year	Sensitize hiring managers and search committee members to check their implicit biases; Provide guidance on laws and policies governing equal employment opportunity; Highlight focus on a candidate's qualifications for the position. The CDO charge meetings continue to seem to have had a positive impact on City Tech's hiring process and inclusive climate, given the exchanges during these meetings.
One minority faculty member selected to	Selection of minority and female faculty

Program	Impact
participate in the University's Faculty Fellowship Publication Program	members for this program enhances diversity retention efforts in the workforce at the College with the department chairs supporting these efforts.
CDO conducted Avoiding Hidden Bias trainings upon request	Training efforts to enhance diversity and inclusion supported by positive feedback and discussions during and after the trainings.

2021-2022 PLANNED PROGRAMS

In this section, we affirm placement goals and key initiatives.

Planned Campus Programs, 2021-2022

Program	Expected Impact
Continue with CDO's EEO training sessions for City Tech employees.	Goal is to further reduce underutilization through an achievable, affordable process.
Continue with CDO charges of Search Committees.	Goal is to further reduce underutilization through an achievable, affordable process.
The College Council Curriculum Committee subcommittee on Diversity & Inclusion in the Curriculum Education – DICE intends to sponsor/conduct several programs open to all faculty members	Goal is to further D & I initiatives to provide faculty with expertise in various disciplines to enhance their advancement opportunities while engaging in offerings for students as a win/win for all.
CDO to continue conducting avoiding implicit bias programs/civility workshops for Faculty Luncheon Series	Goal is to increase attention to D & I behaviors that can affect recruitment and promotional opportunities.

ONGOING ACTIVITIES

CUNY's University Human Resources office lists job vacancies with State Workforce Agencies and Veterans' centers and maintains consolidated advertising programs, including job boards serving Veterans, Individuals with Disabilities, women, and protected minorities. The office maintains accounts for university-wide job posting and outreach, including the Higher Education Recruitment Consortium. It also provides training to Chief Diversity Officers and campus Human Resources personnel.

CUNY utilizes an on-line training program for faculty and staff on sexual harassment prevention and workplace violence prevention; we regularly review training records and follow-up with individuals who have not participated.

INTERNAL AUDIT AND REPORTING

The Chief Diversity Officer posts and distributes notices of policies, new/revised regulations, and similar compliance information, and makes the Affirmative Action Plan available for public inspection. The CDO integrates compliance information into faculty, student and staff training programs.

The Chief Diversity Officer's responsibilities for audits and reviews include:

- Monitoring personnel actions, including new hires, transfers, promotions, and terminations
- Monitoring employee self-identification programs
- Reviewing recruiting outreach and advertising
- Monitoring complaints/incident reports which may indicate underlying trends
- Reviewing personnel practices and the Affirmative Action Plan with management
- Advising management of program effectiveness and providing recommendations for improvement.

The Chief Diversity Officer works with Human Resources staff to assure employment records, including records in CUNY's HR Information System, are complete, accurate, and up to date.

PART FOUR: INDIVIDUALS WITH DISABILITIES AND PROTECTED VETERANS

Federal regulations mandate Affirmative Action plans address hiring and advancement of Individuals with Disabilities and Veterans. This section, as mandated by regulation, covers:

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

EQUAL OPPORTUNITY AND NON-DISCRIMINATION POLICY

The City University of New York ("University" or "CUNY"), located in a historically diverse municipality, is committed to a policy of equal employment and equal access in its educational programs and activities. Diversity, inclusion, and an environment free from discrimination are central to the mission of The University.

It is the policy of The University—applicable to all colleges and units— to recruit, employ, retain, promote, and provide benefits to employees (including paid and unpaid interns) and to admit and provide services for students without regard to race, color, creed, national origin, ethnicity, ancestry, religion, age, sex (including pregnancy, childbirth and related conditions), sexual orientation, gender, gender identity, marital status, partnership status, disability, genetic information, alienage, citizenship, military or veteran status, status as a victim of domestic violence/stalking/sex offenses, unemployment status, or any other legally prohibited basis in accordance with federal, state and city laws.

It is also The University's policy to provide reasonable accommodations to applicants, employees and other persons on the basis of disability, religious practices, pregnancy or childbirth-related medical conditions, or status as victims of domestic violence/stalking/sex offenses.

This Policy also prohibits retaliation for reporting or opposing discrimination, or cooperating

with an investigation of a discrimination complaint.

The City University of New York is committed to a policy of equal employment and equal access in its educational programs and other activities. Diversity, inclusion, and an environment free from discrimination are central to CUNY's mission. CUNY posts its policies on non-discrimination, sexual misconduct, and affirmative action on its website. We have posted these policies on the internet.

https://www.cuny.edu/about/administration/offices/legal-affairs/policies-resources/

REVIEW OF PERSONNEL PROCESSES

We seek to ensure personnel processes support equal employment opportunity for employees and applicants who are Individuals with Disabilities and/or Protected Veterans. We periodically review practices for potential barriers to employment, training, and promotion.

Personnel practices do not stereotype Individuals with Disabilities or Protected Veterans or otherwise limit access to employment. We include Individuals with Disabilities and Veterans in media such as college publications and websites.

We invite employees to self-identify through an online self-service system. We invite applicants to self-identify through CUNY's online applicant tracking system.

CUNY maintains appropriate security measures for confidentiality of personal data.

We last conducted a self-identification campaign in 2018.

REVIEW OF PHYSICAL AND MENTAL QUALIFICATIONS

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

We review position requirements before listing a job vacancy. We review any new job qualifications or conditions to ensure they would not screen out qualified Individuals with Disabilities or Protected Veterans.

CUNY's Civil Service unit reviews job requirements prior to issuing new or revised Civil Service job descriptions. The university also provides a checklist for planning a recruiting effort with a sign-off on job requirements.

REASONABLE ACCOMMODATIONS

We provide reasonable accommodations to Individuals with Disabilities and Disabled Veterans in employment matters. As per the policy on Implementing Reasonable Accommodation and Academic Adjustments, Human Resources Directors are responsible for responding to accommodation requests by applicants, employees, contractors, visitors, and others.

The College contact for accommodation requests is:

For Faculty and HEOs:
Name: Sandra Gordon
Title: Executive Director of Instructional Staff Relations; and Labor Designee
Phone: 718-260-5353
Email: sgordon@citytech.cuny.edu

For Classified Staff:
Name: Victor Humphrey
Title: Human Resources Director – Classified Staff
Phone: 718-473-8701
Email: vhumphrey@citytech.cuny.edu

We have posted the Procedures for Implementing Reasonable Accommodation and Academic Adjustments on the internet.

https://www.cuny.edu/about/administration/offices/legal-affairs/policies-resources/

Information for applicants for employment is provided on the Employment Page of the CUNY Website and OFSR/Job Board Page of the City Tech Website.

There is also a link at the bottom of each job posting on https://cuny.jobs, which directs the candidate to our accessibility page. Applicants may also contact the Office of Recruitment and Diversity at jobs@cuny.edu.

We provide reasonable accommodations to individuals based on: disability; pregnancy, childbirth, or medical condition related to pregnancy or childbirth; religious practice; and status as a victim of domestic violence, sex offense or stalking.

While recognizing requests may be resolved through dialogue, this year we documented 5 employee accommodation requests, successfully concluded 4 times and appealed 0 times. At this time there are no outstanding appeals. There were no job applicant accommodation requests.

We also upgraded campus facilities to improve access as follows:

The most notable accessibility improvement is the newly renovated entrance to the Namm Building at 300 Jay Street. The ADA compliant project provides accessibility to all entering and exiting the

Namm Building.

The Cold Spring Harbor DNA Learning Center completed in 2021 contains ADA compliant instructional spaces, a cafeteria/gathering space, accessible bathrooms and a lobby containing exhibits.

The recently completed renovations to the first floor of the General Building (rooms G-101 & G-102) contains a fully accessible classroom for Continuing Education construction courses.

A project to renovate the bathrooms in the Voorhees Building was recently begun. The renovated bathrooms will all be ADA compliant.

We always aim to improve accessibility in all of the renovations and new construction at the College.

HARASSMENT PREVENTION

CUNY has developed anti-harassment policies and procedures concerning Individuals with Disabilities and Protected Veterans. The 504/ADA Coordinator reviews personnel practices to ensure access and non-discrimination for Individuals with Disabilities. The Chief Diversity Officer reviews practices for Veterans.

EXTERNAL POLICY DISSEMINATION

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

As noted above, CUNY posts its Non-Discrimination Policy on its employment website.

CUNY's Office of Labor Relations provides an annual notice of our policies to labor unions. Our establishment (or the university, as appropriate) sends written notice of the Affirmative Action Policy to subcontractors, vendors, and suppliers, requesting compliance.

OUTREACH AND POSITIVE RECRUITING

Summary of Prior-Year Outreach

This past year, we made the following outreach efforts to Veterans and Individuals with Disabilities:

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; Charge meeting emphasis on these two categories	Due to limited hiring over the past Reporting Year, a direct hiring rate impact did not occur; nevertheless, impact made by positive feedback and discussions during and after the Charge meetings should lend itself to improvements in this area

Planned Outreach for 2021-2022

We plan to pursue the following next year:

Program / Effort	Goals/Expected Impact
Continue with Direct Employers and Charge meeting emphasis	**Goal is to increase employee representation of veterans and individuals with disabilities**

Ongoing efforts include:

- Disseminating information concerning employment opportunities to outlets reaching 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 annual federal VETS-4212 report
- Assisting Veterans with a passing score on a competitive Civil Service examination to apply for additional points based on Veteran or Disabled Veteran Status (as per NY State statute)
- Assisting qualified Individuals with Disabilities with to classified competitive Civil Service titles without an examination (55(a) Program).

INTERNAL POLICY DISSEMINATION

To foster positive support for Affirmative Action programs for Protected Veterans and Individuals with Disabilities, we have:

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

IMPLEMENTATION RESPONSIBILITY

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

The President

President Russell Hotzler oversees Affirmative Action and compliance programs. The President appoints a 504/ADA Coordinator to oversee compliance and provides support and resources for Affirmative Action and compliance. The 504/ADA Coordinator and the Chief Diversity Officer report issues uncovered in interview reviews to the President who oversees appropriate responses.

504/ADA Coordinator

As 504/ADA Coordinator, Patricia A. Cody:

- Monitors 504/ADA compliance
- Reviews and resolve issues such as disputed accommodation decisions
- Maintains records of accommodation requests and outcomes
- Ensures records are stored securely and confidentiality is maintained
- Provides training as needed on issues related to Individuals with Disabilities.

Other Officials

Other College officials assume certain responsibilities to help assure compliance with regulations through working with management to fund, identify and implement accommodations and other accessibility improvements.

University Management

CUNY's Office of Recruitment and Diversity manages systems that capture self-identification data and provides data support to the campuses. The Office also administers CUNY's 55(a) program to provide opportunities in Civil Service positions to Individuals with Disabilities.

TRAINING

We assure individuals involved with recruitment, selection, promotion, disciplinary actions, training, and similar activities receive an orientation on relevant rules and regulations and the Affirmative Action Plan.

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

AUDIT AND REPORTING SYSTEM

The Chief Diversity Officer audits the effectiveness of outreach and Affirmative Action programs in general and monitors recruitment practices and discrimination claims related to status as a Veteran or Individual with a Disability.

The 504/ADA Coordinator oversees audit and reporting in support of Individuals with Disabilities. She identifies and addresses barriers to access and evaluates remedial actions.

She reports her findings to the President.

BENCHMARK COMPARISONS

Staffing

Appendix H summarizes Individuals with Disabilities by job group. The US Department of Labor suggests a benchmark of 7.0% for each job group. There is no requirement to calculate underutilization or set placement goals.

There is no federal benchmark for Veteran utilization.

Hiring Rates

The Exhibit on the following page illustrates hiring rates for Veterans and Individuals with Disabilities as compared with previous plan years, presented as prescribed by the US Department of Labor.

In March 2021, the federal government set the benchmark Hiring Rate for veterans at 5.6%, representing the prevalence of veterans in the United States workforce. There is no federal hiring rate benchmark for Individuals with Disabilities.

Exhibit: Benchmark Comparisons for Veterans and Individuals with Disabilities

Veterans Hiring Rate Benchmark

The benchmark, established annually by the US Department of Labor, is 5.6% as of March 2021.

Factor	2020-2021	2019-2020	2018-2019
A. Number of applicants who self-identified as Veterans before an offer of employment is made	2	133	139
B. Total number of job openings	3	34	82
C. Total number of jobs filled	3	26	81
D. Total number of applicants for all jobs	339	6724	5272
E. Number of Veteran applicants hired	0	0	1
F. Total number of applicants hired	3	26	81
Hiring Rate (E divided by F)	0	0	1.23
Federal Benchmark	5.6%	5.7%	5.9%
Benchmark Met (Yes/No)	No	No	No

Hiring Rate, Individuals with Disabilities

There is no recommended hiring benchmark for Individuals with Disabilities.

Factor	2020-2021	2019-2020	2018-2019
A. Number of applicants who self-identify as Individuals with Disabilities before an offer of employment is made	16	282	321
B. Total number of job openings	3	34	82
C. Total number of jobs filled	3	26	81
D. Total number of applicants for all jobs	339	6724	5272
E. Number of Individuals with Disabilities hired	0	0	1
F. Total number of applicants hired	3	26	81
Hiring Rate (E Divided by F)	0	0	1.23%

Appendices for the 2021-2022 Affirmative Action Plan

APPENDICES

A. SUMMARY ORGANIZATION CHARTS

B. RE-AFFIRMATION LETTER

C. JOB GROUPS AND LABOR MARKET AVAILABILITY

D. ACADEMIC DEPARTMENTS BY DISCIPLINE AND COLLEGE LAB TECHNICIAN CATEGORY

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

F. SUMMARY OF PERSONNEL ACTIVITIES

G. SUMMARY OF RECRUITMENT ACTIVITIES

H. UTILIZATION OF INDIVIDUALS WITH DISABILITIES

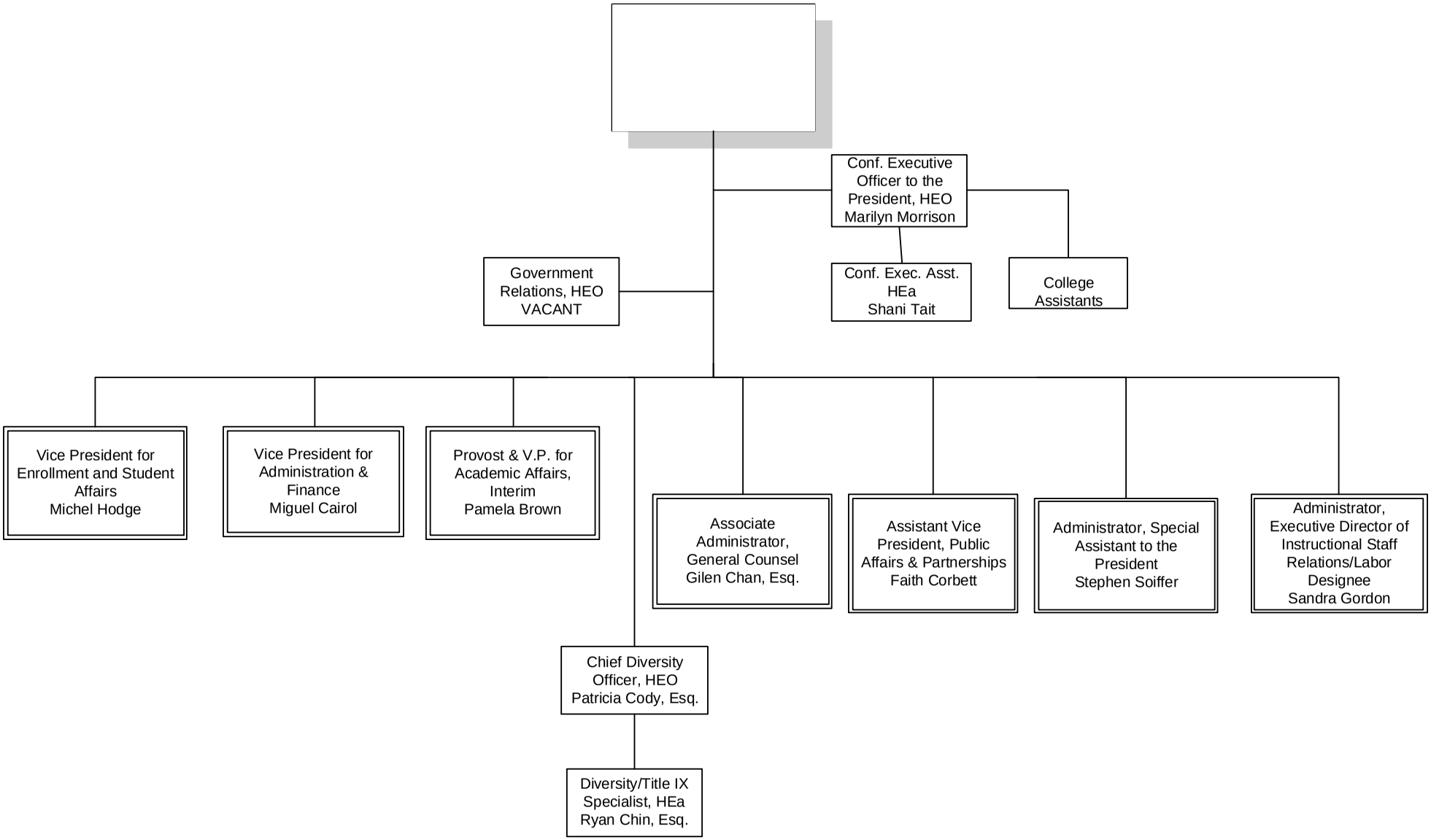
A

A. SUMMARY OF ORGANIZATION CHARTS

Appendix A Organization Chart

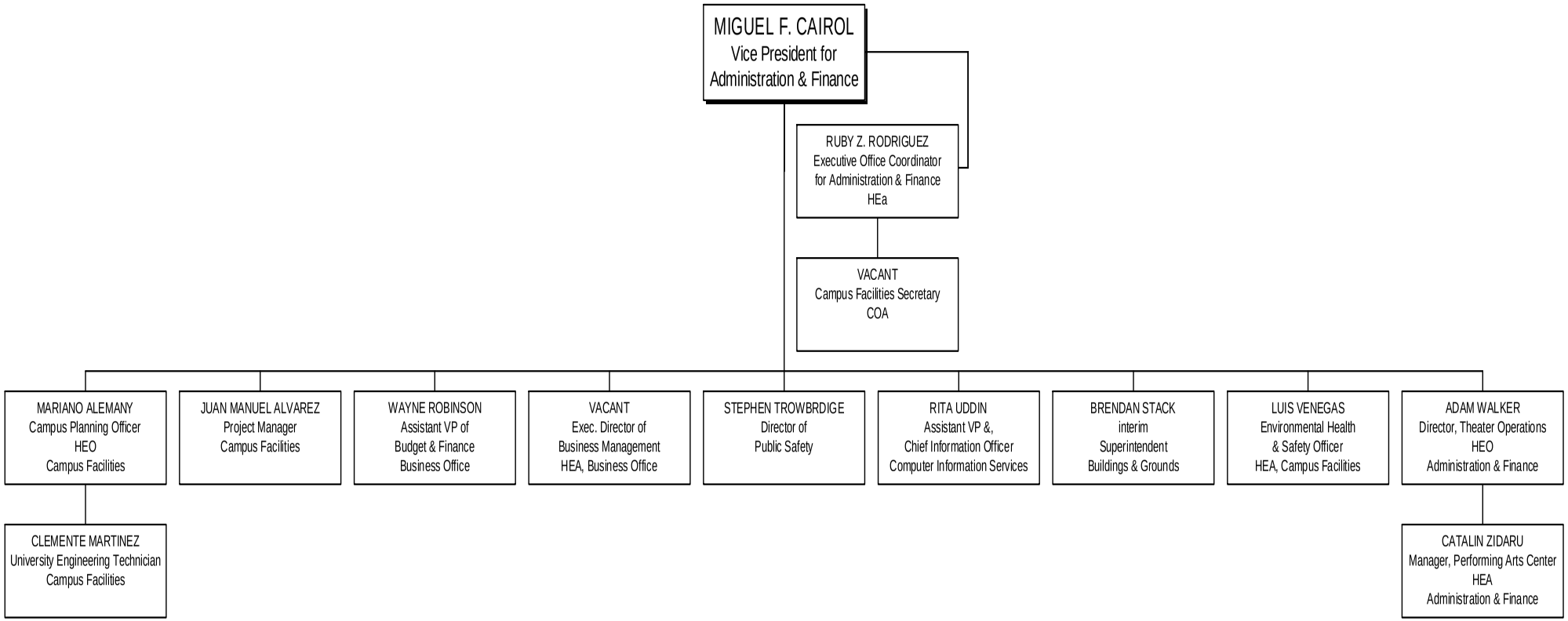
This Appendix contains a summary organization chart.

ORGANIZATIONAL STRUCTURE
Office of the President



Printed 10/27/2020

ADMINISTRATION & FINANCE



ACADEMIC AFFAIRS

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Interim Associate Provost
Reginald Blake

- Chioma Okoye, Assistant to the Associate Provost and the Office of the Provost - HEa
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- **COACHE Committee**

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  Liberal Arts and Sciences Program
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- **Social Sciences** Prof. Peter Parides

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Hope M. Reiser, Assistant to Dean - HEA

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- **Computer Engineering Technology** Prof. Sunghoon Jang
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- **Entertainment Technology** Prof. John McCullough
- **Environmental Control Technology** Prof. Robert Polchinski
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Edna Casal – COA IV

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- **Academy for Construction Education and Safety** Anthony Ruvio, Director - HEA
- **Business & Industry Workforce Training Center** Shermira Busby, Director- HEA
- **Continuing Studies Center** Michael Neiman, Interim Director
- **Continuing Studies Center – Health Care Programs** Dania Anderson, Director
- **Continuing Studies Center** Debra Salomon, Marketing Specialist
- **Educational Programs, Adult Learning Center /CLIP** Gilberto Gerena, Director - HEA
- **Educational Programs, Adult Learning Center** Giovanna Perciballi, Assistant Director - HEa
- **Educational Programs, Adult Learning Center** Leah Clay-Youman, Director of Special Projects
- **Computer Operations** Joseph Reynolds, Senior Technician

Kimberly J. Cardascia, Administrative Executive Officer – HEO

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- Imelda E. Perez, Executive Assistant to the Provost and Vice President for Academic Affairs - aHEO

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- **Assessment and Institutional Research** Christopher Lee, Institutional Research Analyst - HEA
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- **Learning Centers** Judith Rockway, Director - HEA
- **Grants and Contracts** VACANT
- **Collaborative Programs** VACANT, Director – HEA
  College Now Matthew Brittain, Academic Program Specialist - HEa
  STEP Hyun Jeong Kim-Scott, Program Director RF
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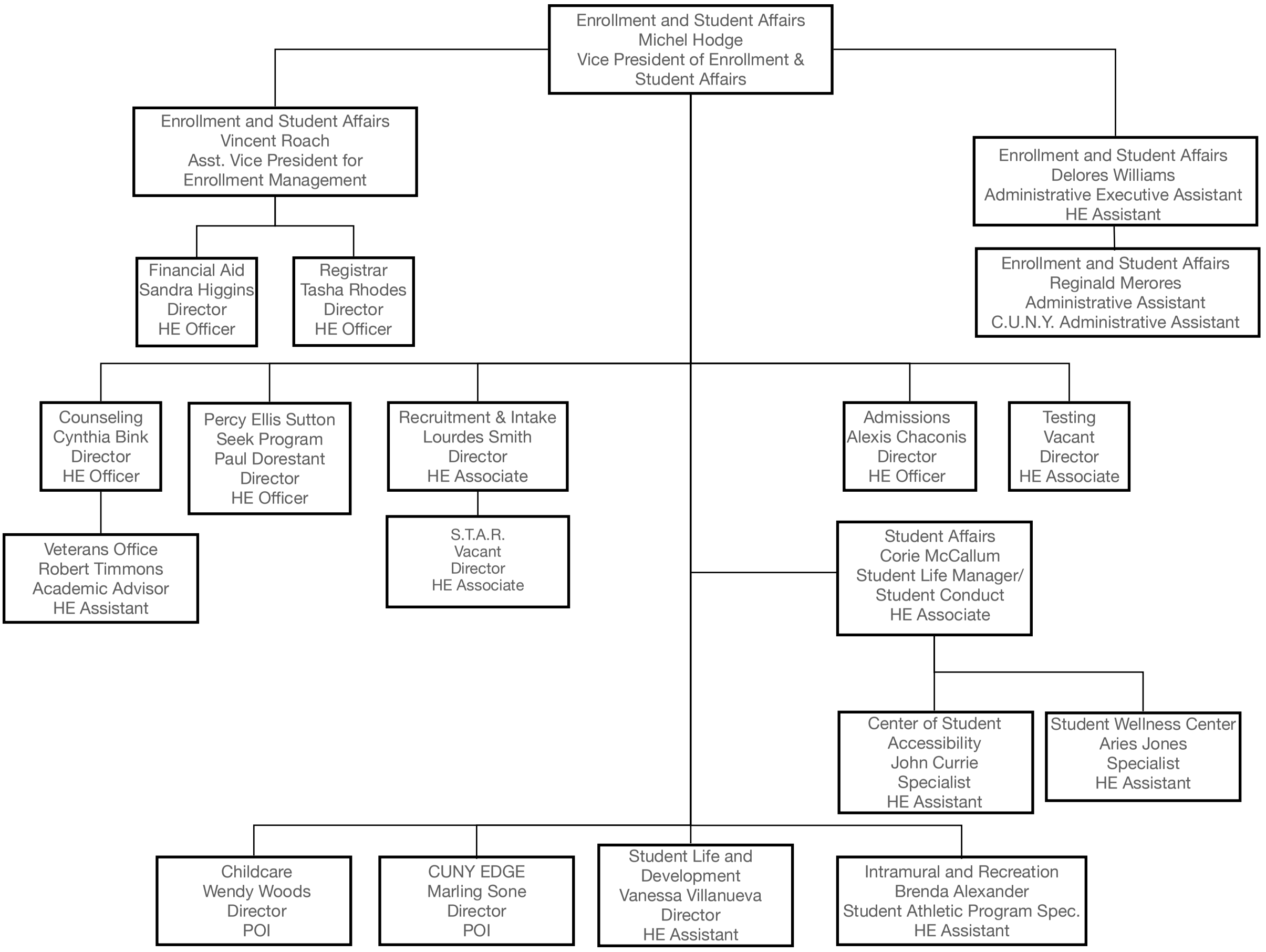
May 2021 - PB
Office of the Provost, IEP

Enrollment Management and Student Affairs



B

B. RE-AFFIRMATION LETTER

Appendix B Reaffirmation Letter

This Appendix contains the most recent Reaffirmation 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

October 22, 2021

Members of the College Community:

Re: Reaffirmation of Diversity, Equal Opportunity and Affirmative Action

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 strongly reaffirm City Tech's commitment, as well as my own, to the principles of equal opportunity, diversity and affirmative action. City Tech is enriched by the strengths of the people and perspectives represented in our institution. Accordingly, I continue to be committed to City Tech's compliance with CUNY's Policies and Procedures on Equal Opportunity, Non-Discrimination, and on Sexual Misconduct.

The Equal Opportunity and Non-Discrimination Policy states City Tech's commitment 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, (including pregnancy, childbirth and related conditions), sexual orientation, gender, gender identity, marital status, partnership status, disability, genetic information, alienage, citizenship, military or veteran status, unemployment status, status as a victim of domestic violence, stalking/sex offenses or any other legally prohibited basis in accordance with federal, state and city laws. Additionally, as a federal contractor, CUNY/City Tech engages in affirmative action for women, minorities, individuals with disabilities, and veterans consistent with federal requirements for employees in all title groups. I also remind you that Italian Americans are included among CUNY's protected groups. You can access the Equal Opportunity Policy in its entirety, at www.citytech.cuny.edu/compliance-diversity/docs/CUNY_Policy_Non_Discrimination.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, Patricia Cody, Esq., who also serves 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.

CUNY THE CITY UNIVERSITY OF NEW YORK

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 services on campus are student focused and assist all students to be successful both academically and socially.
- 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 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 or 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.

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. To truly achieve an environment that holds consideration for all individuals, and sensitivity to our cultural diversity, we each need to act thoughtfully and responsibly. I again ask that you join me in this endeavor, as it is only through our combined efforts that we can ensure the hospitable and respectful campus environment that we all desire, and that is critical to our success as an educational institution.

Sincerely,

Russell K. Hotzler
President

C

C. JOB GROUPS / LABOR MARKET AVAILABILITY FACTORS

Appendix C Job Group Summary

This Appendix contains a summary of Job Groups.

This report lists those CUNY job groups for which the college has employees. Labor Market Availability factors (LMA) are listed for each group. LMA Factor 1 is the external Labor Market measure. LMA Factor 2 is an internal factor for employees who could be recruited or promoted into the group based on historical data for CUNY overall).

Groups with fewer than five employees are listed here but will not be included in Utilization Analysis worksheets. Individuals in the Chief Executive role are not included in this report.

Titles added to CUNY's job system in the past year are listed at the end of this Appendix. Not all titles were utilized by the College.

Further details on Job Groups and Labor Market Availability are provided in the Narrative.

APPENDIX C - Job Group Summary **2021 - 2022**
NYC College of Technology

Full Time Employee Count (excludes Chief Executive): 921

Labor Market Availability is an estimate used to benchmark utilization by job group. It represents the proportion of each protected group available for employment in the labor market from which CUNY recruits, internally and externally. CUNY typically reviews Labor Market Availability every other year. We utilize the following factors:

Weighting of Internal/External Labor Market
The internal labor market is university-wide and currently reflects the full-time employee population. We produce a weighted estimate based on 2016-2017 and 2017-2018 job moves of CUNY employees. We also identify typical feeder jobs and other conditions, such as permanency status.

Geography
We base geographic factors on both CUNY policy and actual hiring experience.

- National labor market for Administration 1 (Executive), Faculty–Professorial, and Faculty–Instructor.

- Two-state region (New York and New Jersey) for Faculty-Lecturer. IPEDS completion data is only available by State and recruiting is regional rather than national.

- New York State-only labor market where New York State residency is required by statute:
    - College Security Assistant
    - Campus Peace Officer
    - Campus Public Safety Sergeant
    - Security Manager.

- New York/New Jersey Metropolitan Statistical Area (MSA) for remaining job groups. A review of hires in 2018-2019 indicated 98.6% of new hires in these groups reside within this MSA. This area represents a large and highly diverse population.

Qualifications for Non-Collegiate Faculty:

- Occupational Group: Standard Occupational Classifications assigned to every job title, matched to Census Occupational Codes.

- Degree Requirements: the minimum requirement for the lowest-ranked job in each job group. These range from none through Master's level.

- Experience: where there is a requirement for a specific number of years of experience, we used age as a proxy, utilizing US Census standards; for example, a Bachelor's degree assumes a standard age of 21, and a Bachelor's degree plus four years of experience would correspond to a minimum age of 25.

Qualifications for Collegiate Faculty: we assign titles to Professorial, Instructor, or Lecturer job groups according to rank and calculate availability based on a combination of degree requirement and academic discipline.

- Degree Requirements:
    - Professorial: Doctoral Degree
    - Instructor: Master's Degree
    - Lecturer: Bachelor's or Master's Degree.

- Discipline: assigned to each faculty department using the US Department of Education's Classification of Instructional Programs (CIP). On an exception basis, we calculate a blended labor market availability or make individual discipline assignments.

Category: Executive/Administrative/Managerial

Admin 1: Executive

Executive Compensation Plan (Other Than Chief Executive)

Labor Market Availability Factors

LMA Factor	Weight	Explanation
1-External	50.00%	ACS 2013-2017 Nationwide workforce with Bachelors Degree or Higher and age of 29 or above (proxy for eight years' of post-Bachelor's experience) and in selected occupations: 0010 (Chief Executives), 0020 (General and Operations Managers), 0060 (Public Relations and Fundraising Managers), 0100 (Administrative Services Managers), 0110 (Computer and Information Systems Managers), 0120 (Financial Managers), 0136 (Human Resources Managers), and 0230 (Education Administrators).
2-Internal	50.00%	Employees in the following titles: HE Officer, Professor, Associate Professor, IT Computer Systems Manager (Levels 5 and higher), or Chief Administrative Superintendent (Levels 4 and higher) as of 6/1/2018.

Employees: 16

Title	Employees
Administrator	3
Assc Administrator	2
Asst Administrator	1
Asst Vice President	3
Dean	4
Vice President	3

Admin 2: Managerial

Manager-Level Administrators

Labor Market Availability Factors

LMA Factor	Weight	Explanation
1-External	50.00%	ACS 2013-2017 NY/NJ MSA workforce with Bachelors Degree or Higher and age of 25 or above (proxy for four years' post-Bachelor's experience) and in selected occupations: 0020 (General and Operations Managers), 0060 (Public Relations and Fundraising Managers), 0200 (Administrative Services Managers), 0110 (Computer and Information Systems Managers), 0120 (Financial Managers), 0136 (Human Resources Managers), 0230 (Education Administrators), 0710 (Management Analysts), 2000 (Counselors), and 2100 (Lawyers).
2-Internal	50.00%	Employees in HE Assistant title as of 6/1/2018.

Employees: 64

Title	Employees
EOC HE Associate	4
EOC HE Officer	3
HE Associate	35
HE Officer	22

Category: Executive/Administrative/Managerial

Managerial: Facilities

Facility Superintendents (Managerial)

Labor Market Availability Factors

LMA Factor	Weight	Explanation
1-External	55.00%	2013-2017 ACS, NY/NJ MSA, Bachelor's Degree or higher plus four years of Post-Bachelor's experience (proxy minimum age of 25) and in the following occupations: 0410 (Real Estate and Property Managers), 1300 (Architects), 1360 (Civil Engineers), and 8620 (Stationary Engineerings and Boiler Operators).
2-Internal	45.00%	Employees in the titles of Sr Stationary Engineer, Project Manager, Principal Park Supervisor, Principal Custodial Supervisor, or Supervisor of Laborers and Maintenance Workers, Civil Service permanency not required, as of 6/1/2018.

Employees: 1

Title	Employees
Chief Admin Supt - Competitive	1

Managerial: Info Tech

Information Technology Managers (Managerial)

Labor Market Availability Factors

LMA Factor	Weight	Explanation
1-External	60.00%	2013-2017 ACS, NY/NJ MSA workforce, no degree requirement; six years' work experience (proxy minimum age of 23) and in the following occupation: 0110 (Computer and Information Systems Managers).
2-Internal	40.00%	Employees in the title IT Senior Associate, Civil Service permanency not required, as of 6/1/2018.

Employees: 2

Title	Employees
IT Computer Systems Mgr	2

Managerial: Security

Campus Security Managers (Managerial)

Labor Market Availability Factors

LMA Factor	Weight	Explanation
1-External	55.00%	2013-2017 ACS, NY/NJ MSA workforce, High School Diploma or higher with seven years' experience (proxy minimum age of 24) in the following occupations: 0425 (Emergency Management Directors) and 3710 (First-Line Supervisors of Police and Detectives).
2-Internal	45.00%	Employees with Civil Service permanency in the titles Campus Public Safety Sergeant or Campus Security Specialist as of 6/1/2018.

Employees: 4

Title	Employees

Category: Executive/Administrative/Managerial

Campus Security Asst Dir	3
Campus Security Dir	1

Category: Professional Faculty

Faculty: Developmental

Development Program Faculty; i.e., faculty primarily teaching basic skills and related non-credit bearing programs such as CUNY START.

Labor Market Availability Factors

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

Employees: 17

Title	Employees
CLIP Instructor	9
CUNY Start Instructor	2
EOC Lecturer	5
EOC Lecturer Doc Sched	1

Faculty: Lecturer

Lecturer Faculty excluding Librarians. Lecturers are eligible for a certificate of continuous employment but not tenure.

Labor Market Availability Factors

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

Employees: 19

Title	Employees
Dist Lecturer	1
Lecturer	17
Lecturer Doct Sch	1

Category: Professional Faculty

Faculty: Librarian

CUNY Librarians with faculty appointments

Labor Market Availability Factors

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

Employees: 12

Title	Employees
Assc Professor	6
Asst Professor	5
Professor	1

Faculty: Professoriate

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

Labor Market Availability Factors

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

Employees: 338

Title	Employees
Assc Professor	138
Asst Professor	115
Dist Professor	1
Professor	84

Category: Professional Non-Faculty

Accountant: Professional

Accountants (Professionals)

Labor Market Availability Factors

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

Employees: 7

Title	Employees
Finance Accountant	4
Purchasing Agent	3

Admin 3: Professional

Entry and Mid-Level Administrators (Professionals)

Labor Market Availability Factors

LMA Factor	Weight	Explanation
1-External	85.00%	ACS 2013-2017 NY/NJ MSA workforce with Bachelor's Degree or Higher and in the following occupations: 0630 (Human Resources Workers), 0740 (Business Operations Specialists), 0820 (Budget Analysts), 2000 (Counselors), 2550 (Education/Training/Library Workers), 2825 (Public Relations Specialists), 5000 (Supervisors of Office and Admin Support Workers), and 5250 (Customer Service Representatives).
2-Internal	15.00%	Employees who hold BA degrees and are in the following job groups: CUNY Office Assistant, CUNY Administrative Assistant, Accountant Technician or Accountant Professional as of 6/1/2018.

Employees: 115

Title	Employees
Asst to HEO	36
EOC Assistant to HEO	14
EOC HE Assistant	3
HE Assistant	62

Category: Professional Non-Faculty

Admin 5: Engineer-Architect

Engineers, Architects and related

Labor Market Availability Factors

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

Employees: 2

Title	Employees
Engineer	1
Project Mgr	1

Info Tech: Professional

Information Technology Professionals

Labor Market Availability Factors

LMA Factor	Weight	Explanation
1-External	75.00%	2013-2017 ACS, NY/NJ MSA, High School Diploma or higher plus four years of Post-High School experience (proxy minimum age of 21) in the following occupations: 0740 (Business Operations Specialists), 1006 (Computer Systems Analysts), 1010 (Computer Programmers), 1020 (Software Developers, Applications and Systems Software), 1030 (Web Developers), 1060 (Database Administrators), and 1105 (Network and Computer Systems Administrators).
2-Internal	25.00%	Employees in the IT Support Assistant and CUNY Office Assistant titles, Civil Service permanency not required, as of 6/1/2018

Employees: 24

Title	Employees
EOC IT Assistant	1
EOC IT Associate	1
IT Associate	5
IT Asst	11
IT Bus Data Rep Analyst	2
IT Sr Associate	4

Category: Administrative Support Workers

Accountant: Assistant

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

Labor Market Availability Factors

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

Employees: 4

Title	Employees
Finance Accountant Asst	4

Administrative Assistant

Administrative Support Staff-Senior Level

Labor Market Availability Factors

LMA Factor	Weight	Explanation
1-External	0.00%	Internal Only - Promotional Title
2-Internal	100.00%	Population of employees on the active CUNY Administrative Assistant Civil Service list #2055 (413 CUNY employees). CUNY Office Assistant Levels 3 or 4 with Civil Service permanency were eligible to take this examination.

Employees: 12

Title	Employees
CUNY Admin Asst	12

Mail Services Worker

Mail Services Workers

Labor Market Availability Factors

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

Employees: 2

Title	Employees
Mail Message Svcs Worker	2

Category: Administrative Support Workers

Office Assistant

Administrative Support Staff-Entry Level

Labor Market Availability Factors

LMA Factor	Weight	Explanation
1-External	100.00%	2013-2017 ACS, NY/NJ MSA workforce, individuals with a High School Diploma or higher and in the following occupations: 5700 (Secretaries and Administrative Assistants), 5820 (Word Processors and Typists), 5860 (Office Clerks, General), and 5940 (Office Administrative Support Workers, all other).
2-Internal	0.00%	NA

Employees: 93

Title	Employees
Clerical Associate	1
CUNY Office Assistant	84
EOC Office Assistant	8

Category: Technicians

Admin 4: College Lab Technician

College Laboratory Technicians

Labor Market Availability Factors

LMA Factor	Weight	Explanation
1-External	100.00%	2013-2017 ACS, NY/NJ MSA workforce with High School Diploma or Higher. For the Scientific/Technical/IT specialty, in the following occupations: 1050 (Computer Support Specialists), 1965 (Other Life Physical and Social Science Technicians), 1910 (Biological Technicians), 1920 (Chemical Technicians), 1550 (Engineering Technicians), 2860 (Miscellaneous Media and Communications Workers). For the "Other" Specialty, 1050 (Computer Support Specialists), 1950 (Social Science Research Assistants), 2440 (Library Technicians), and 2860 (Miscellaneous Media and Communications Workers).
2-Internal	0.00%	NA

Employees: 35

Title	Employees
Chief College Lab Tech	2
College Lab Tech	10
Sr College Lab Tech	23

Broadcast-Media

Broadcast and Mass Media Technicians and Graphic Designers

Labor Market Availability Factors

LMA Factor	Weight	Explanation
1-External	100.00%	2013-2017 ACS, NY/NJ MSA workforce, High School Diploma or higher in the following occupations: 2900 (Broadcast and Sound Engineering Technicians and Radio Operators and Other Workers), 2920 (Television, Video, and Motion Picture Camera Operators and Editors), 2710 (Producers and Directors).
2-Internal	0.00%	NA

Employees: 3

Title	Employees
Media Svcs Tech	3

Category: Technicians

Info Tech: Technician

IT Technical Support Workers

Labor Market Availability Factors

LMA Factor	Weight	Explanation
1-External	100.00%	2013-2017 ACS, NY/NJ MSA workforce, High School Diploma or higher in the following occupation: 1050 (Computer Support Specialists).
2-Internal	0.00%	NA

Employees: 9

Title	Employees
EOC IT Support Asst	1
IT Support Asst	8

Print Media Technician

Print Shop and Related Technicians

Labor Market Availability Factors

LMA Factor	Weight	Explanation
1-External	100.00%	2013-2017 ACS, NY/NJ MSA workforce, no degree requirement, in the following occupations: 5900 (Office Machine Operators except Computers), 8250 (Pre-Press Technicians), 8255 (Printing Press Operators), and 8256 (Binding and Finishing Workers). Note: 2630 (Graphic Designers) was not included given small population at CUNY and very large population in the workforce.
2-Internal	0.00%	NA

Employees: 4

Title	Employees
Graphics Designer	2
Print Shop Assistant	1
Print Shop Associate	1

Category: Craft Workers

Basic Crafts-Buildings and Grounds

Buildings and Grounds Workers

Labor Market Availability Factors

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

Employees: 2

Title	Employees
Maintenance Worker	2

Laborers and Helpers

Entry-Level Craft Workers

Labor Market Availability Factors

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

Employees: 6

Title	Employees
Electrician Helper	1
Laborer	4
Stock Worker	1

Category: Craft Workers

Skilled Trades: Not Supervisory

Skilled Tradespeople

Labor Market Availability Factors

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

Employees: 23

Title	Employees
Carpenter	1
Electrician	1
Locksmith	1
Oiler	2
Painter	1
Plumber	3
Stationary Engineer	10
Steamfitter	2
Thermostat Repairer	2

Skilled Trades: Supervisory

Skilled Trades Supervisors

Labor Market Availability Factors

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

Employees: 3

Title	Employees
Electrician Supervisor	1
Stationary Engineer Sr	2

Category: Service Workers

Campus Peace Officer

Campus Security-Mid Level Staff

Labor Market Availability Factors

LMA Factor	Weight	Explanation
1-External	80.00%	2013-2017 ACS, New York State residents within the NY/NJ MSA workforce, with one year or more of College and in the occupation of 3850 (Police and Sheriffs Patrol Officers).
2-Internal	20.00%	Employees in the title of Campus Security Assistant, Civil Service permanency not required, as of 6/1/2018.

Employees: 24

Title	Employees
Campus Peace Officer	24

Campus Public Safety Sergeant

Campus Security Supervisors and Campus Security Specialists

Labor Market Availability Factors

LMA Factor	Weight	Explanation
1-External	0.00%	For Campus Public Safety Sergeant, Internal only (promotional title). For Campus Security Specialist, candidates on a Civil Service list as of 6/1/2018; however not calculated as demographic data was not available and a small number were hired externally.
2-Internal	100.00%	For Campus Public Safety Sergeant, employees in the title of Campus Peace Officer with Civil Service permanency and two years of permanent service as of 6/1/2018.

Employees: 12

Title	Employees
Campus Pub Safety Sergeant	7
Campus Security Specialist	5

Campus Security Assistant

Campus Security-Entry Level Staff

Labor Market Availability Factors

LMA Factor	Weight	Explanation
1-External	100.00%	2013-2017 ACS, New York State residents within the NY/NJ MSA workforce with High School Diploma or higher and one year of work experience (using proxy of minimum age of 18) and in the occupation of 3930 (Security Guards and Gaming Surveillance Officers).
2-Internal	0.00%	NA

Employees: 16

Title	Employees
Campus Security Asst	16

Category: Service Workers

Custodial: Assistant

Custodians-Entry Level

Labor Market Availability Factors

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

Employees: 42

Title	Employees
Custodial Assistant	38
EOC Custodial Asst	4

Custodial: Supervisory

Custodial Supervisors

Labor Market Availability Factors

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

Employees: 10

Title	Employees
Custodial Asst Principal Supv	1
Custodial Sr Supervisor	3
Custodial Supervisor	5
EOC Custodial Supv	1

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

Job Code and Title Name		Job Group
200602	Univ VC Std Aff and Enrollment	Admin 1: Executive
200604	Exec Dir Acad Aff-AstAdm	Admin 1: Executive
200605	Exec Dir Fellow and PSP-AstAdm	Admin 1: Executive
200606	Exec Dir CyberSec Prg-AstAdm	Admin 1: Executive
500302	Fleet Coordinator	Basic Crafts-Buildings and Grounds

D

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

Appendix D Faculty Department-Discipline Assignments

This Appendix summarizes the mapping of faculty departments to academic disciplines.

This Appendix lists faculty department assignments and disciplines to which they are assigned for utilization reporting. Only departments with assigned faculty are listed here.

Disciplines listing fewer than five faculty in a job group are listed here but will not be included in the utilization analysis.

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.

APPENDIX D - ACADEMIC DEPARTMENTS BY DISCIPLINE/PROGRAM **2021 - 2022**

NYC College of Technology

Total Faculty: 386

Discipline: Architecture and Related

Faculty: 20

Department ID	Department Name	Faculty
10020	Architectural Technology	20

Discipline: Area, Ethnic, Cultural, Gender, and Group Studies

Faculty: 5

Department ID	Department Name	Faculty
10314	African-American Studies	5

Discipline: Biological and Biomedical Sciences

Faculty: 18

Department ID	Department Name	Faculty
10030	Biology	18

Discipline: Business, Management, Marketing, Support

Faculty: 29

Department ID	Department Name	Faculty
10044	Business	13
10155	Hospitality Management	16

Discipline: Communications, Journalism, and Related

Faculty: 16

Department ID	Department Name	Faculty
10009	Communication Design	16

Discipline: Computer and Information Sciences and Support

Faculty: 32

Department ID	Department Name	Faculty
10065	Computer Engr. Technology	14
10064	Computer Systems Technology	18

Discipline: Education: Developmental

Faculty: 26

Department ID	Department Name	Faculty
60201	BEOC	6
10293	Career & Technical Ed	5
10396	Continuing Education	9
75024	Counseling-Academic/Psych	2
65100	SEEK-Counseling	2
80293	Vice President And Provost	2

Discipline: Engineering and Related Technologies

Faculty: 36

Department ID	Department Name	Faculty
10068	Construction Technology	6
10097	Electrical Technology	10
10106	Entertainment Technology	7
10108	Environment Control Technology	3
10197	Mechanical Technology	10

Discipline: English Language and Literature/Letters

Faculty: 37

Department ID	Department Name	Faculty
10102	English	37

Discipline: Health Professions and Related Programs

Faculty: 49

Department ID	Department Name	Faculty
10077	Dental Hygiene	10
10135	Health Sciences	4
10157	Human Services	9
10058	Nursing	15
10310	Radiologic Technology/Medical	6
10078	Restorative Dentistry	5

Discipline: Legal Professions and Studies

Faculty: 7

Department ID	Department Name	Faculty
10182	Law And Paralegal Studies	7

Discipline: Liberal Arts and Sciences, General Studies & Humanities

Faculty: 15

Department ID	Department Name	Faculty
10158	Humanities	15

Discipline: Library (Librarians/Non-Teaching)

Faculty: 12

Department ID	Department Name	Faculty
70054	Library	12

Discipline: Mathematics and Statistics

Faculty: 41

Department ID	Department Name	Faculty
10195	Mathematics	41

Discipline: Physical Sciences

Faculty: 18

Department ID	Department Name	Faculty
10050	Chemistry	7
10228	Physics	11

Discipline: Social Sciences

Faculty: 25

Department ID	Department Name	Faculty
10280	Social Science	25

Appendix D College Lab Technicians Department-Discipline Assignments

This Appendix summarizes the mapping of College Laboratory Technicians to disciplines.

Categories assigned to College Laboratory Technicians (Administration 4 Group) are based on the academic department to which they are assigned. There are two possible categories: "Science, Technology and Engineering" and "All Other".

Groups of less than five employees total are listed here but will not be included in the utilization analyses in Appendix E.

APPENDIX D - COLLEGE LAB TECHNICIAN CATEGORIES **2021 - 2022**

NYC College of Technology

Total of College Lab Technicians, all levels: 35

Discipline: **College Lab Tech: Science, Tech, Eng.**

Employees: 29

Department ID	Department Name	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	1
10310	Radiologic Technology/Medical	1

Discipline: **College Lab Tech: Other**

Employees: 6

Department ID	Department Name	Technicians
10044	Business	1
10009	Communication Design	2
10155	Hospitality Management	3

E

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

Appendix E-1 Utilization Analysis -Staff Job Groups

This Appendix provides a utilization analysis for each staff job group that has five or more employees.

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

Underutilization numbers for females and total minorities represent 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 **2021 - 2022**

NYC College of Technology

Category: Executive/Administrative/Managerial

Job Group: **Admin 1: Executive**

Description: Executive Compensation Plan (Other Than Chief Executive)

Full-time Employees: 16

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	8	10	2	5	3
Underutilized (Y = Yes)					
Number Underutilized					
Actual Utilization Percent	50.0%	62.5%	12.5%	31.3%	18.8%
Labor Market Avail. Percent	44.2%	27.7%	9.8%	8.8%	7.9%

APPENDIX E-1 - ADMINISTRATOR / STAFF UTILIZATION BY JOB GROUP **2021 - 2022**

NYC College of Technology

Category: Executive/Administrative/Managerial

Job Group: **Admin 2: Managerial**

Description: Manager-Level Administrators

Full-time Employees: 64

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	42	41	6	25	9
Underutilized (Y = Yes)					
Number Underutilized					
Actual Utilization Percent	65.6%	64.1%	9.4%	39.1%	14.1%
Labor Market Avail. Percent	57.4%	48.1%	11.0%	19.6%	15.7%

Category: Professional Non-Faculty

Job Group: **Accountant: Professional**

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 (Y = Yes)	Y				Y
Number Underutilized	2				1
Actual Utilization Percent	57.1%	71.4%	28.6%	42.9%	0.0%
Labor Market Avail. Percent	83.6%	72.6%	20.5%	34.2%	17.8%

Category: Professional Non-Faculty

Job Group: **Admin 3: Professional**

Description: Entry and Mid-Level Administrators (Professionals)

Full-time Employees: 115

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	82	93	12	45	35
Underutilized (Y = Yes)					
Number Underutilized					
Actual Utilization Percent	71.3%	80.9%	10.4%	39.1%	30.4%
Labor Market Avail. Percent	69.0%	43.4%	12.3%	16.7%	12.5%

Category: Professional Non-Faculty

Job Group: **Info Tech: Professional**

Description: Information Technology Professionals

Full-time Employees: 24

Employees in this group hold the following titles:

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

	Utilization Report				
	Female	**Total Minority**	**Asian/Nat. Haw./Other Pac. Isl.**	**Black/African Am.**	**Hispanic/ Latino**
Number of Employees	4	22	6	8	8
Underutilized (Y = Yes)	Y				
Number Underutilized	6				
Actual Utilization Percent	16.7%	91.7%	25.0%	33.3%	33.3%
Labor Market Avail. Percent	42.3%	55.7%	28.0%	13.3%	12.7%

Category: Administrative Support Workers

Job Group: **Administrative Assistant**

Description: Administrative Support Staff-Senior Level

Full-time Employees: 12

Employees in this group hold the following titles:

Title ID	Title Name
04804	CUNY Admin Asst

	Utilization Report				
	Female	**Total Minority**	**Asian/Nat. Haw./Other Pac. Isl.**	**Black/African Am.**	**Hispanic/ Latino**
Number of Employees	10	10	0	7	2
Underutilized (Y = Yes)			Y		Y
Number Underutilized			1		1
Actual Utilization Percent	83.3%	83.3%	0.0%	58.3%	16.7%
Labor Market Avail. Percent	90.3%	68.0%	7.5%	36.3%	24.0%

Category: Administrative Support Workers

Job Group: **Office Assistant**

Description: Administrative Support Staff-Entry Level

Full-time Employees: 93

Employees in this group hold the following titles:

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

	Utilization Report				
	Female	**Total Minority**	**Asian/Nat. Haw./Other Pac. Isl.**	**Black/African Am.**	**Hispanic/ Latino**
Number of Employees	81	80	7	50	22
Underutilized (Y = Yes)					
Number Underutilized					
Actual Utilization Percent	87.1%	86.0%	7.5%	53.8%	23.7%
Labor Market Avail. Percent	87.9%	40.0%	7.8%	14.3%	16.2%

Category: Technicians

Job Group: **Info Tech: Technician**

Description: IT Technical Support Workers

Full-time Employees: 9

Employees in this group hold the following titles:

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

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

Category: Craft Workers

Job Group: **Skilled Trades: Not Supervisory**

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	9	1	5	3
Underutilized (Y = Yes)	Y				Y
Number Underutilized	1				3
Actual Utilization Percent	0.0%	39.1%	4.3%	21.7%	13.0%
Labor Market Avail. Percent	2.2%	45.1%	4.3%	13.1%	25.6%

Category: Craft Workers

Job Group: **Laborers and Helpers**

Description: Entry-Level Craft Workers

Full-time Employees: 6

Employees in this group hold the following titles:

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

	Utilization Report				
	Female	**Total Minority**	**Asian/Nat. Haw./Other Pac. Isl.**	**Black/African Am.**	**Hispanic/ Latino**
Number of Employees	0	3	0	1	2
Underutilized (Y = Yes)	Y	Y	Y	Y	
Number Underutilized	1	1			
Actual Utilization Percent	0.0%	50.0%	0.0%	16.7%	33.3%
Labor Market Avail. Percent	20.9%	72.0%	6.2%	23.7%	39.3%

Category: Service Workers

Job Group: **Campus Public Safety Sergeant**

Description: Campus Security Supervisors and Campus Security Specialists

Full-time Employees: 12

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	12	0	9	3
Underutilized (Y = Yes)			Y		
Number Underutilized			1		
Actual Utilization Percent	25.0%	100.0%	0.0%	75.0%	25.0%
Labor Market Avail. Percent	21.9%	88.1%	4.9%	53.8%	27.4%

Category: Service Workers

Job Group: **Campus Peace Officer**

Description: Campus Security-Mid Level Staff

Full-time Employees: 24

Employees in this group hold the following titles:

Title ID	Title Name
04844	Campus Peace Officer

	Utilization Report				
	Female	Total Minority	Asian/Nat. Haw./Other Pac. Isl.	Black/African Am.	Hispanic/ Latino
Number of Employees	6	21	2	14	5
Underutilized (Y = Yes)					
Number Underutilized					
Actual Utilization Percent	25.0%	87.5%	8.3%	58.3%	20.8%
Labor Market Avail. Percent	18.6%	53.8%	7.7%	24.1%	20.2%

Category: Service Workers

Job Group: **Campus Security Assistant**

Description: Campus Security-Entry Level Staff

Full-time Employees: 16

Employees in this group hold the following titles:

Title ID	Title Name
04841	Campus Security Asst

	Utilization Report				
	Female	**Total Minority**	**Asian/Nat. Haw./Other Pac. Isl.**	**Black/African Am.**	**Hispanic/ Latino**
Number of Employees	7	16	3	11	2
Underutilized (Y = Yes)					Y
Number Underutilized					1
Actual Utilization Percent	43.8%	100.0%	18.8%	68.8%	12.5%
Labor Market Avail. Percent	19.8%	71.2%	6.9%	41.4%	20.4%

Category: Service Workers

Job Group: **Custodial: Supervisory**

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 (Y = Yes)			Y		
Number Underutilized			1		
Actual Utilization Percent	30.0%	90.0%	0.0%	40.0%	50.0%
Labor Market Avail. Percent	32.7%	74.5%	5.3%	30.5%	38.0%

Category: Service Workers

Job Group: **Custodial: Assistant**

Description: Custodians-Entry Level

Full-time Employees: 42

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	15	40	0	27	12
Underutilized (Y = Yes)			Y		Y
Number Underutilized			2		5
Actual Utilization Percent	35.7%	95.2%	0.0%	64.3%	28.6%
Labor Market Avail. Percent	26.9%	68.0%	5.1%	19.8%	41.5%

Appendix E-2 Utilization Analysis - College Laboratory Technicians

This Appendix provides a utilization analysis for College Laboratory Technicians in groups with five or more employees.

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

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

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

APPENDIX E-2 COLLEGE LAB TECHNICIAN UTILIZATION BY CATEGORY **2021 - 2022**
NYC College of Technology

College Lab Tech: Science, Tech, Eng.

Full-Time Employees: 29

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

Utilization Report

	Female	Total Minority	Asian/Nat. Haw./Oth Pac. Isl.	Black/African Am.	Hispanic/ Latino
Number of Employees	10	21	7	8	6
Underutilized (Y = Yes)					
Number Underutilized					
Actual Utilization Percent	34.5%	72.4%	24.1%	27.6%	20.7%
Labor Market Avail. Percent	27.8%	49.3%	22.4%	10.6%	14.2%

College Lab Tech: Other

Full-Time Employees: 6

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

Department ID	Department Name
10044	Business
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	3	1	1	1
Underutilized (Y = Yes)			Y		
Number Underutilized					
Actual Utilization Percent	50.0%	50.0%	16.7%	16.7%	16.7%
Labor Market Avail. Percent	30.4%	50.7%	22.4%	10.3%	16.0%

Appendix E-3 Utilization Analysis - Faculty By Discipline and Job Group

This Appendix provides a utilization analysis for Faculty for each Discipline and Job Group where there are five or more employees.

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

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

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

APPENDIX E-3 - FACULTY UTILIZATION BY DISCIPLINE/PROGRAM **2021 - 2022**
NYC College of Technology

Architecture and Related

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

10020 Architectural Technology

Job Group **Faculty: Professoriate**

Total Faculty: 20

	Utilization Report				
	Female	**Total Minority**	**Asian/Nat. Haw./Other Pac. Isl.**	**Black/African Am.**	**Hispanic/ Latino**
Number of Faculty	7	7	4	1	2
Underutilized (Y = Yes)	Y			Y	
Number Underutilized	3			1	
Actual Utilization Percent	35.0%	35.0%	20.0%	5.0%	10.0%
Labor Market Avail. Percent	52.3%	40.4%	16.6%	10.6%	6.6%

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: Professoriate**

Total Faculty: 5

	Utilization Report				
	Female	**Total Minority**	**Asian/Nat. Haw./Other Pac. Isl.**	**Black/African Am.**	**Hispanic/ Latino**
Number of Faculty	4	5	0	4	1
Underutilized (Y = Yes)			Y		
Number Underutilized					
Actual Utilization Percent	80.0%	100.0%	0.0%	80.0%	20.0%
Labor Market Avail. Percent	61.5%	45.2%	4.8%	13.4%	22.0%

Biological and Biomedical Sciences

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

10030 Biology

Job Group **Faculty: Professoriate**

Total Faculty: 17

	Utilization Report				
	Female	**Total Minority**	**Asian/Nat. Haw./Other Pac. Isl.**	**Black/African Am.**	**Hispanic/ Latino**
Number of Faculty	7	11	9	2	0
Underutilized (Y = Yes)	Y				Y
Number Underutilized	2				1
Actual Utilization Percent	41.2%	64.7%	52.9%	11.8%	0.0%
Labor Market Avail. Percent	53.3%	26.2%	11.4%	4.3%	7.8%

APPENDIX E-3 - FACULTY UTILIZATION BY DISCIPLINE/PROGRAM **2021 - 2022**
NYC College of Technology

Business, Management, Marketing and Support
Faculty reported in this category are assigned to the following department(s):

Job Group **Faculty: Professoriate**

Total Faculty: 26

	Utilization Report				
	Female	**Total Minority**	**Asian/Nat. Haw./Other Pac. Isl.**	**Black/African Am.**	**Hispanic/ Latino**
Number of Faculty	15	10	2	5	3
Underutilized (Y = Yes)					
Number Underutilized					
Actual Utilization Percent	57.7%	38.5%	7.7%	19.2%	11.5%
Labor Market Avail. Percent	42.9%	37.2%	7.0%	21.6%	6.5%

Communications, Journalism, and Related

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

10009 Communication Design

Job Group **Faculty: Professoriate**

Total Faculty: 16

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

Computer and Information Sciences and Support

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

10065	Computer Engr. Technology
10064	Computer Systems Technology

Job Group **Faculty: Professoriate**

Total Faculty: 29

	Utilization Report				
	Female	**Total Minority**	**Asian/Nat. Haw./Other Pac. Isl.**	**Black/African Am.**	**Hispanic/ Latino**
Number of Faculty	8	19	13	1	5
Underutilized (Y = Yes)				Y	
Number Underutilized				2	
Actual Utilization Percent	27.6%	65.5%	44.8%	3.4%	17.2%
Labor Market Avail. Percent	20.8%	27.0%	10.9%	9.3%	4.5%

Education - Developmental

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

Job Group **Faculty: Lecturer**

Total Faculty: 5

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

Job Group **Faculty: Developmental**

Total Faculty: 17

	Utilization Report				
	Female	**Total Minority**	**Asian/Nat. Haw./Other Pac. Isl.**	**Black/African Am.**	**Hispanic/ Latino**
Number of Faculty	13	8	2	4	1
Underutilized (Y = Yes)					Y
Number Underutilized					1
Actual Utilization Percent	76.5%	47.1%	11.8%	23.5%	5.9%
Labor Market Avail. Percent	64.5%	30.7%	10.7%	9.2%	8.9%

Engineering and Related Technologies

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: Professoriate**

Total Faculty: 36

	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 = Yes)	Y				Y
Number Underutilized	4				2
Actual Utilization Percent	22.2%	38.9%	30.6%	5.6%	2.8%
Labor Market Avail. Percent	33.3%	24.4%	7.7%	6.4%	7.7%

English Language and Literature/Letters

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

10102 English

Job Group **Faculty: Professoriate**

Total Faculty: 36

	Utilization Report				
	Female	**Total Minority**	**Asian/Nat. Haw./Other Pac. Isl.**	**Black/African Am.**	**Hispanic/ Latino**
Number of Faculty	24	12	3	6	2
Underutilized (Y = Yes)					
Number Underutilized					
Actual Utilization Percent	66.7%	33.3%	8.3%	16.7%	5.6%
Labor Market Avail. Percent	63.4%	14.6%	3.6%	4.2%	4.8%

Health Professions and Related Programs

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

10077	Dental Hygiene
10135	Health Sciences
10157	Human Services
10058	Nursing
10310	Radiologic Technology/Medical
10078	Restorative Dentistry

Job Group **Faculty: Professoriate**

Total Faculty: 47

Utilization Report

	Female	Total Minority	Asian/Nat. Haw./Other Pac. Isl.	Black/African Am.	Hispanic/ Latino
Number of Faculty	36	21	5	11	4
Underutilized (Y = Yes)			Y		
Number Underutilized			3		
Actual Utilization Percent	76.6%	44.7%	10.6%	23.4%	8.5%
Labor Market Avail. Percent	58.8%	32.0%	17.1%	6.2%	6.1%

Legal Professions and Studies

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

10182 Law And Paralegal Studies

Job Group **Faculty: Professoriate**

Total Faculty: 7

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

Liberal Arts and Sciences, General Studies & Humanities

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

10158 Humanities

Job Group **Faculty: Professoriate**

Total Faculty: 14

	Utilization Report				
	Female	**Total Minority**	**Asian/Nat. Haw./Other Pac. Isl.**	**Black/African Am.**	**Hispanic/ Latino**
Number of Faculty	6	6	4	0	2
Underutilized (Y = Yes)	Y			Y	
Number Underutilized	2				
Actual Utilization Percent	42.9%	42.9%	28.6%	0.0%	14.3%
Labor Market Avail. Percent	58.3%	16.7%	4.2%	3.1%	6.3%

Library (Librarians/Non-Teaching)

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

70054 Library

Job Group **Faculty: Librarian**

Total Faculty: 12

	Utilization Report				
	Female	**Total Minority**	**Asian/Nat. Haw./Other Pac. Isl.**	**Black/African Am.**	**Hispanic/ Latino**
Number of Faculty	9	4	1	3	0
Underutilized (Y = Yes)					Y
Number Underutilized					
Actual Utilization Percent	75.0%	33.3%	8.3%	25.0%	0.0%
Labor Market Avail. Percent	82.8%	13.6%	4.0%	4.4%	3.8%

Mathematics and Statistics

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

10195 Mathematics

Job Group **Faculty: Professoriate**

Total Faculty: 38

	Utilization Report				
	Female	**Total Minority**	**Asian/Nat. Haw./Other Pac. Isl.**	**Black/African Am.**	**Hispanic/ Latino**
Number of Faculty	16	11	8	1	2
Underutilized (Y = Yes)				Y	
Number Underutilized					
Actual Utilization Percent	42.1%	28.9%	21.1%	2.6%	5.3%
Labor Market Avail. Percent	25.9%	24.2%	10.3%	3.7%	6.3%

Physical Sciences

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

10050	Chemistry
10228	Physics

Job Group **Faculty: Professoriate**

Total Faculty: 18

	Utilization Report				
	Female	**Total Minority**	**Asian/Nat. Haw./Other Pac. Isl.**	**Black/African Am.**	**Hispanic/ Latino**
Number of Faculty	5	5	4	1	0
Underutilized (Y = Yes)					Y
Number Underutilized					1
Actual Utilization Percent	27.8%	27.8%	22.2%	5.6%	0.0%
Labor Market Avail. Percent	33.3%	18.5%	7.8%	3.0%	5.3%

Social Sciences

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

10280 Social Science

Job Group **Faculty: Professoriate**

Total Faculty: 25

	Utilization Report				
	Female	**Total Minority**	**Asian/Nat. Haw./Other Pac. Isl.**	**Black/African Am.**	**Hispanic/ Latino**
Number of Faculty	15	8	5	1	2
Underutilized (Y = Yes)				Y	
Number Underutilized					
Actual Utilization Percent	60.0%	32.0%	20.0%	4.0%	8.0%
Labor Market Avail. Percent	46.9%	20.7%	5.7%	5.5%	7.5%

F

F. SUMMARY OF PERSONNEL ACTIVITY TABLE-EMPLOYEES

Appendix F-1 Personnel Activity

This Appendix provides tables with detail on personnel activities.

Part One provides detail on personnel activity in the categories noted below, evaluated by job group and by EEO Category.

The charts provided here represent only those job groups and EEO Categories with a material level of activity.

Job Group Summary

Administration 1 (Executive)

(Select Group from Drop-Down List Above)

		NET ADDITIONS		Additions by Type		NET SUBTRACTIONS		Subtractions by Type		CHANGES WITHIN JOB GROUP (not counted in totals)	
	Net Group Changes	Addition #	Additions %	Hire (Outside CUNY and Other CUNY College)	Joined Group from another Job Group	Sub. #	Sub %	Separation (Left College or Left CUNY)	Left for another Job Group	Advance-ments	Other Changes
Total	(1)	1		-	1	(2)		(2)	-	1	-
Male	-	1	100%	-	1	(1)	50%	(1)	-	-	-
Female	(1)	-	0%	-	-	(1)	50%	(1)	-	1	-
Other/Unknown	-	-	0%	-	-	-	0%	-	-	-	-
Total Min	1	1	100%	-	1	-	0%	-	-	-	-
Asian	-	-	0%	-	-	-	0%	-	-	-	-
Black	1	1	100%	-	1	-	0%	-	-	-	-
Hispanic	-	-	0%	-	-	-	0%	-	-	-	-
Other Minority	-	-	0%	-	-	-	0%	-	-	-	-
Italian-American	-	-	0%	-	-	-	0%	-	-	-	-
White (Not Ital)	(2)	-	0%	-	-	(2)	100%	(2)	-	1	-
All White	(2)	-	0%	-	-	(2)	100%	(2)	-	1	-
Unknown	-	-	0%	-	-	-	0%	-	-	-	-
Veterans	-	-	0%	-	-	-	0%	-	-	-	-
Individuals w/Disabilities	-	-	0%	-	-	-	0%	-	-	-	-

This chart summarizes moves of employees into and out of a single job group. Any job group could have a net loss or net gain, so additions do not necessarily equal subtractions.

Job Group Summary

Administration 2 (Managers)

(Select Group from Drop-Down List Above)

		NET ADDITIONS		Additions by Type		NET SUBTRACTIONS		Subtractions by Type		CHANGES WITHIN JOB GROUP (not counted in totals)	
	Net Group Changes	Addition #	Additions %	Hire (Outside CUNY and Other CUNY College)	Joined Group from another Job Group	Sub. #	Sub %	Separation (Left College or Left CUNY)	Left for another Job Group	Advance-ments	Other Changes
Total	(2)	1		1	-	(3)		(3)	-	1	-
Male	(1)	-	0%	-	-	(1)	33%	(1)	-	-	-
Female	(1)	1	100%	1	-	(2)	67%	(2)	-	1	-
Other/Unknown	-	-	0%	-	-	-	0%	-	-	-	-
Total Min	-	1	100%	1	-	(1)	33%	(1)	-	1	-
Asian	-	-	0%	-	-	-	0%	-	-	-	-
Black	1	1	100%	1	-	-	0%	-	-	1	-
Hispanic	(1)	-	0%	-	-	(1)	33%	(1)	-	-	-
Other Minority	-	-	0%	-	-	-	0%	-	-	-	-
Italian-American	-	-	0%	-	-	-	0%	-	-	-	-
White (Not Ital)	(2)	-	0%	-	-	(2)	67%	(2)	-	-	-
All White	(2)	-	0%	-	-	(2)	67%	(2)	-	-	-
Unknown	-	-	0%	-	-	-	0%	-	-	-	-
Veterans	-	-	0%	-	-	-	0%	-	-	-	-
Individuals w/Disabilities	-	-	0%	-	-	-	0%	-	-	-	-

This chart summarizes moves of employees into and out of a single job group. Any job group could have a net loss or net gain, so additions do not necessarily equal subtractions.

Job Group Summary

Administration 3 (Professional)

(Select Group from Drop-Down List Above)

		NET ADDITIONS		Additions by Type		NET SUBTRACTIONS		Subtractions by Type		CHANGES WITHIN JOB GROUP (not counted in totals)	
	Net Group Changes	Addition #	Additions %	Hire (Outside CUNY and Other CUNY College)	Joined Group from another Job Group	Sub. #	Sub %	Separation (Left College or Left CUNY)	Left for another Job Group	Advance-ments	Other Changes
Total	(3)	3		3	-	(6)		(5)	(1)	-	-
Male	1	1	33%	1	-	-	0%	-	-	-	-
Female	(4)	2	67%	2	-	(6)	100%	(5)	(1)	-	-
Other/Unknown	-	-	0%	-	-	-	0%	-	-	-	-
Total Min	(2)	2	67%	2	-	(4)	67%	(3)	(1)	-	-
Asian	-	-	0%	-	-	-	0%	-	-	-	-
Black	(2)	-	0%	-	-	(2)	33%	(2)	-	-	-
Hispanic	-	2	67%	2	-	(2)	33%	(1)	(1)	-	-
Other Minority	-	-	0%	-	-	-	0%	-	-	-	-
Italian-American	-	-	0%	-	-	-	0%	-	-	-	-
White (Not Ital)	(1)	1	33%	1	-	(2)	33%	(2)	-	-	-
All White	(1)	1	33%	1	-	(2)	33%	(2)	-	-	-
Unknown	-	-	0%	-	-	-	0%	-	-	-	-
Veterans	-	-	0%	-	-	-	0%	-	-	-	-
Individuals w/Disabilities	(1)	-	0%	-	-	(1)	17%	(1)	-	-	-

This chart summarizes moves of employees into and out of a single job group. Any job group could have a net loss or net gain, so additions do not necessarily equal subtractions.

Job Group Summary

Administration 4 (College Lab Tech)

(Select Group from Drop-Down List Above)

		NET ADDITIONS		Additions by Type		NET SUBTRACTIONS		Subtractions by Type		CHANGES WITHIN JOB GROUP (not counted in totals)	
	Net Group Changes	Addition #	Additions %	Hire (Outside CUNY and Other CUNY College)	Joined Group from another Job Group	Sub. #	Sub %	Separation (Left College or Left CUNY)	Left for another Job Group	Advance-ments	Other Changes
Total	(3)	-		-	-	(3)		(3)	-	1	-
Male	(2)	-	0%	-	-	(2)	67%	(2)	-	1	-
Female	(1)	-	0%	-	-	(1)	33%	(1)	-	-	-
Other/Unknown	-	-	0%	-	-	-	0%	-	-	-	-
Total Min	-	-	0%	-	-	-	0%	-	-	1	-
Asian	-	-	0%	-	-	-	0%	-	-	1	-
Black	-	-	0%	-	-	-	0%	-	-	-	-
Hispanic	-	-	0%	-	-	-	0%	-	-	-	-
Other Minority	-	-	0%	-	-	-	0%	-	-	-	-
Italian-American	-	-	0%	-	-	-	0%	-	-	-	-
White (Not Ital)	(3)	-	0%	-	-	(3)	100%	(3)	-	-	-
All White	(3)	-	0%	-	-	(3)	100%	(3)	-	-	-
Unknown	-	-	0%	-	-	-	0%	-	-	-	-
Veterans	-	-	0%	-	-	-	0%	-	-	-	-
Individuals w/Disabilities	-	-	0%	-	-	-	0%	-	-	-	-

This chart summarizes moves of employees into and out of a single job group. Any job group could have a net loss or net gain, so additions do not necessarily equal subtractions.

Job Group Summary

Basic Crafts-Buildings and Grounds

(Select Group from Drop-Down List Above)

		NET ADDITIONS		Additions by Type		NET SUBTRACTIONS		Subtractions by Type		CHANGES WITHIN JOB GROUP (not counted in totals)	
	Net Group Changes	Addition #	Additions %	Hire (Outside CUNY and Other CUNY College)	Joined Group from another Job Group	Sub. #	Sub %	Separation (Left College or Left CUNY)	Left for another Job Group	Advance-ments	Other Changes
Total	(1)	-		-	-	(1)		(1)	-	-	-
Male	(1)	-	0%	-	-	(1)	100%	(1)	-	-	-
Female	-	-	0%	-	-	-	0%	-	-	-	-
Other/Unknown	-	-	0%	-	-	-	0%	-	-	-	-
Total Min	(1)	-	0%	-	-	(1)	100%	(1)	-	-	-
Asian	-	-	0%	-	-	-	0%	-	-	-	-
Black	(1)	-	0%	-	-	(1)	100%	(1)	-	-	-
Hispanic	-	-	0%	-	-	-	0%	-	-	-	-
Other Minority	-	-	0%	-	-	-	0%	-	-	-	-
Italian-American	-	-	0%	-	-	-	0%	-	-	-	-
White (Not Ital)	-	-	0%	-	-	-	0%	-	-	-	-
All White	-	-	0%	-	-	-	0%	-	-	-	-
Unknown	-	-	0%	-	-	-	0%	-	-	-	-
Veterans	(1)	-	0%	-	-	(1)	100%	(1)	-	-	-
Individuals w/Disabilities	-	-	0%	-	-	-	0%	-	-	-	-

This chart summarizes moves of employees into and out of a single job group. Any job group could have a net loss or net gain, so additions do not necessarily equal subtractions.

Job Group Summary

Campus Peace Officer

(Select Group from Drop-Down List Above)

		NET ADDITIONS		Additions by Type		NET SUBTRACTIONS		Subtractions by Type		CHANGES WITHIN JOB GROUP (not counted in totals)	
	Net Group Changes	Addition #	Additions %	Hire (Outside CUNY and Other CUNY College)	Joined Group from another Job Group	Sub. #	Sub %	Separation (Left College or Left CUNY)	Left for another Job Group	Advance-ments	Other Changes
Total	-	4		4	-	(4)		(3)	(1)	-	-
Male	(2)	2	50%	2	-	(4)	100%	(3)	(1)	-	-
Female	2	2	50%	2	-	-	0%	-	-	-	-
Other/Unknown	-	-	0%	-	-	-	0%	-	-	-	-
Total Min	2	4	100%	4	-	(2)	50%	(1)	(1)	-	-
Asian	(1)	-	0%	-	-	(1)	25%	(1)	-	-	-
Black	3	4	100%	4	-	(1)	25%	-	(1)	-	-
Hispanic	-	-	0%	-	-	-	0%	-	-	-	-
Other Minority	-	-	0%	-	-	-	0%	-	-	-	-
Italian-American	(1)	-	0%	-	-	(1)	25%	(1)	-	-	-
White (Not Ital)	(1)	-	0%	-	-	(1)	25%	(1)	-	-	-
All White	(2)	-	0%	-	-	(2)	50%	(2)	-	-	-
Unknown	-	-	0%	-	-	-	0%	-	-	-	-
Veterans	-	-	0%	-	-	-	0%	-	-	-	-
Individuals w/Disabilities	-	-	0%	-	-	-	0%	-	-	-	-

This chart summarizes moves of employees into and out of a single job group. Any job group could have a net loss or net gain, so additions do not necessarily equal subtractions.

Job Group Summary

Campus Peace Officer-Sergeant

(Select Group from Drop-Down List Above)

		NET ADDITIONS		Additions by Type		NET SUBTRACTIONS		Subtractions by Type		CHANGES WITHIN JOB GROUP (not counted in totals)	
	Net Group Changes	Addition #	Additions %	Hire (Outside CUNY and Other CUNY College)	Joined Group from another Job Group	Sub. #	Sub %	Separation (Left College or Left CUNY)	Left for another Job Group	Advance-ments	Other Changes
Total	1	1		-	1	-		-	-	-	-
Male	1	1	100%	-	1	-	0%	-	-	-	-
Female	-	-	0%	-	-	-	0%	-	-	-	-
Other/Unknown	-	-	0%	-	-	-	0%	-	-	-	-
Total Min	1	1	100%	-	1	-	0%	-	-	-	-
Asian	-	-	0%	-	-	-	0%	-	-	-	-
Black	1	1	100%	-	1	-	0%	-	-	-	-
Hispanic	-	-	0%	-	-	-	0%	-	-	-	-
Other Minority	-	-	0%	-	-	-	0%	-	-	-	-
Italian-American	-	-	0%	-	-	-	0%	-	-	-	-
White (Not Ital)	-	-	0%	-	-	-	0%	-	-	-	-
All White	-	-	0%	-	-	-	0%	-	-	-	-
Unknown	-	-	0%	-	-	-	0%	-	-	-	-
Veterans	-	-	0%	-	-	-	0%	-	-	-	-
Individuals w/Disabilities	-	-	0%	-	-	-	0%	-	-	-	-

This chart summarizes moves of employees into and out of a single job group. Any job group could have a net loss or net gain, so additions do not necessarily equal subtractions.

Job Group Summary

Campus Security Assistant

(Select Group from Drop-Down List Above)

		NET ADDITIONS		Additions by Type		NET SUBTRACTIONS		Subtractions by Type		CHANGES WITHIN JOB GROUP (not counted in totals)	
	Net Group Changes	Addition #	Additions %	Hire (Outside CUNY and Other CUNY College)	Joined Group from another Job Group	Sub. #	Sub %	Separation (Left College or Left CUNY)	Left for another Job Group	Advance-ments	Other Changes
Total	(2)	-		-	-	(2)		(2)	-	-	-
Male	(1)	-	0%	-	-	(1)	50%	(1)	-	-	-
Female	(1)	-	0%	-	-	(1)	50%	(1)	-	-	-
Other/Unknown	-	-	0%	-	-	-	0%	-	-	-	-
Total Min	(2)	-	0%	-	-	(2)	100%	(2)	-	-	-
Asian	-	-	0%	-	-	-	0%	-	-	-	-
Black	(2)	-	0%	-	-	(2)	100%	(2)	-	-	-
Hispanic	-	-	0%	-	-	-	0%	-	-	-	-
Other Minority	-	-	0%	-	-	-	0%	-	-	-	-
Italian-American	-	-	0%	-	-	-	0%	-	-	-	-
White (Not Ital)	-	-	0%	-	-	-	0%	-	-	-	-
All White	-	-	0%	-	-	-	0%	-	-	-	-
Unknown	-	-	0%	-	-	-	0%	-	-	-	-
Veterans	-	-	0%	-	-	-	0%	-	-	-	-
Individuals w/Disabilities	-	-	0%	-	-	-	0%	-	-	-	-

This chart summarizes moves of employees into and out of a single job group. Any job group could have a net loss or net gain, so additions do not necessarily equal subtractions.

Job Group Summary

CUNY Admin Assistant

(Select Group from Drop-Down List Above)

		NET ADDITIONS		Additions by Type		NET SUBTRACTIONS		Subtractions by Type		CHANGES WITHIN JOB GROUP (not counted in totals)	
	Net Group Changes	Addition #	Additions %	Hire (Outside CUNY and Other CUNY College)	Joined Group from another Job Group	Sub. #	Sub %	Separation (Left College or Left CUNY)	Left for another Job Group	Advance-ments	Other Changes
Total	(2)	-		-	-	(2)		(2)	-	-	-
Male	-	-	0%	-	-	-	0%	-	-	-	-
Female	(2)	-	0%	-	-	(2)	100%	(2)	-	-	-
Other/Unknown	-	-	0%	-	-	-	0%	-	-	-	-
Total Min	(1)	-	0%	-	-	(1)	50%	(1)	-	-	-
Asian	-	-	0%	-	-	-	0%	-	-	-	-
Black	(1)	-	0%	-	-	(1)	50%	(1)	-	-	-
Hispanic	-	-	0%	-	-	-	0%	-	-	-	-
Other Minority	-	-	0%	-	-	-	0%	-	-	-	-
Italian-American	-	-	0%	-	-	-	0%	-	-	-	-
White (Not Ital)	(1)	-	0%	-	-	(1)	50%	(1)	-	-	-
All White	(1)	-	0%	-	-	(1)	50%	(1)	-	-	-
Unknown	-	-	0%	-	-	-	0%	-	-	-	-
Veterans	-	-	0%	-	-	-	0%	-	-	-	-
Individuals w/Disabilities	-	-	0%	-	-	-	0%	-	-	-	-

This chart summarizes moves of employees into and out of a single job group. Any job group could have a net loss or net gain, so additions do not necessarily equal subtractions.

Job Group Summary

CUNY Office Assistant

(Select Group from Drop-Down List Above)

		NET ADDITIONS		Additions by Type		NET SUBTRACTIONS		Subtractions by Type		CHANGES WITHIN JOB GROUP (not counted in totals)	
	Net Group Changes	Addition #	Additions %	Hire (Outside CUNY and Other CUNY College)	Joined Group from another Job Group	Sub. #	Sub %	Separation (Left College or Left CUNY)	Left for another Job Group	Advance-ments	Other Changes
Total	(1)	1		-	1	(2)		(2)	-	-	-
Male	(1)	-	0%	-	-	(1)	50%	(1)	-	-	-
Female	-	1	100%	-	1	(1)	50%	(1)	-	-	-
Other/Unknown	-	-	0%	-	-	-	0%	-	-	-	-
Total Min	-	1	100%	-	1	(1)	50%	(1)	-	-	-
Asian	-	-	0%	-	-	-	0%	-	-	-	-
Black	(1)	-	0%	-	-	(1)	50%	(1)	-	-	-
Hispanic	1	1	100%	-	1	-	0%	-	-	-	-
Other Minority	-	-	0%	-	-	-	0%	-	-	-	-
Italian-American	-	-	0%	-	-	-	0%	-	-	-	-
White (Not Ital)	(1)	-	0%	-	-	(1)	50%	(1)	-	-	-
All White	(1)	-	0%	-	-	(1)	50%	(1)	-	-	-
Unknown	-	-	0%	-	-	-	0%	-	-	-	-
Veterans	-	-	0%	-	-	-	0%	-	-	-	-
Individuals w/Disabilities	-	-	0%	-	-	-	0%	-	-	-	-

This chart summarizes moves of employees into and out of a single job group. Any job group could have a net loss or net gain, so additions do not necessarily equal subtractions.

Job Group Summary

Custodial

(Select Group from Drop-Down List Above)

		NET ADDITIONS		Additions by Type		NET SUBTRACTIONS		Subtractions by Type		CHANGES WITHIN JOB GROUP (not counted in totals)	
	Net Group Changes	Addition #	Additions %	Hire (Outside CUNY and Other CUNY College)	Joined Group from another Job Group	Sub. #	Sub %	Separation (Left College or Left CUNY)	Left for another Job Group	Advance-ments	Other Changes
Total	(2)	-		-	-	(2)		(2)	-	-	-
Male	-	-	0%	-	-	-	0%	-	-	-	-
Female	(2)	-	0%	-	-	(2)	100%	(2)	-	-	-
Other/Unknown	-	-	0%	-	-	-	0%	-	-	-	-
Total Min	(2)	-	0%	-	-	(2)	100%	(2)	-	-	-
Asian	-	-	0%	-	-	-	0%	-	-	-	-
Black	(1)	-	0%	-	-	(1)	50%	(1)	-	-	-
Hispanic	(1)	-	0%	-	-	(1)	50%	(1)	-	-	-
Other Minority	-	-	0%	-	-	-	0%	-	-	-	-
Italian-American	-	-	0%	-	-	-	0%	-	-	-	-
White (Not Ital)	-	-	0%	-	-	-	0%	-	-	-	-
All White	-	-	0%	-	-	-	0%	-	-	-	-
Unknown	-	-	0%	-	-	-	0%	-	-	-	-
Veterans	-	-	0%	-	-	-	0%	-	-	-	-
Individuals w/Disabilities	-	-	0%	-	-	-	0%	-	-	-	-

This chart summarizes moves of employees into and out of a single job group. Any job group could have a net loss or net gain, so additions do not necessarily equal subtractions.

Job Group Summary

Custodial Supervisor

(Select Group from Drop-Down List Above)

		NET ADDITIONS		Additions by Type		NET SUBTRACTIONS		Subtractions by Type		CHANGES WITHIN JOB GROUP (not counted in totals)	
	Net Group Changes	Addition #	Additions %	Hire (Outside CUNY and Other CUNY College)	Joined Group from another Job Group	Sub. #	Sub %	Separation (Left College or Left CUNY)	Left for another Job Group	Advance-ments	Other Changes
Total	(1)	-		-	-	(1)		(1)	-	-	-
Male	(1)	-	0%	-	-	(1)	100%	(1)	-	-	-
Female	-	-	0%	-	-	-	0%	-	-	-	-
Other/Unknown	-	-	0%	-	-	-	0%	-	-	-	-
Total Min	(1)	-	0%	-	-	(1)	100%	(1)	-	-	-
Asian	-	-	0%	-	-	-	0%	-	-	-	-
Black	-	-	0%	-	-	-	0%	-	-	-	-
Hispanic	(1)	-	0%	-	-	(1)	100%	(1)	-	-	-
Other Minority	-	-	0%	-	-	-	0%	-	-	-	-
Italian-American	-	-	0%	-	-	-	0%	-	-	-	-
White (Not Ital)	-	-	0%	-	-	-	0%	-	-	-	-
All White	-	-	0%	-	-	-	0%	-	-	-	-
Unknown	-	-	0%	-	-	-	0%	-	-	-	-
Veterans	-	-	0%	-	-	-	0%	-	-	-	-
Individuals w/Disabilities	-	-	0%	-	-	-	0%	-	-	-	-

This chart summarizes moves of employees into and out of a single job group. Any job group could have a net loss or net gain, so additions do not necessarily equal subtractions.

Job Group Summary

Faculty-Developmental

(Select Group from Drop-Down List Above)

		NET ADDITIONS		Additions by Type		NET SUBTRACTIONS		Subtractions by Type		CHANGES WITHIN JOB GROUP (not counted in totals)	
	Net Group Changes	Addition #	Additions %	Hire (Outside CUNY and Other CUNY College)	Joined Group from another Job Group	Sub. #	Sub %	Separation (Left College or Left CUNY)	Left for another Job Group	Advance-ments	Other Changes
Total	(1)	-		-	-	(1)		(1)	-	-	-
Male	-	-	0%	-	-	-	0%	-	-	-	-
Female	(1)	-	0%	-	-	(1)	100%	(1)	-	-	-
Other/Unknown	-	-	0%	-	-	-	0%	-	-	-	-
Total Min	(1)	-	0%	-	-	(1)	100%	(1)	-	-	-
Asian	-	-	0%	-	-	-	0%	-	-	-	-
Black	(1)	-	0%	-	-	(1)	100%	(1)	-	-	-
Hispanic	-	-	0%	-	-	-	0%	-	-	-	-
Other Minority	-	-	0%	-	-	-	0%	-	-	-	-
Italian-American	-	-	0%	-	-	-	0%	-	-	-	-
White (Not Ital)	-	-	0%	-	-	-	0%	-	-	-	-
All White	-	-	0%	-	-	-	0%	-	-	-	-
Unknown	-	-	0%	-	-	-	0%	-	-	-	-
Veterans	-	-	0%	-	-	-	0%	-	-	-	-
Individuals w/Disabilities	-	-	0%	-	-	-	0%	-	-	-	-

This chart summarizes moves of employees into and out of a single job group. Any job group could have a net loss or net gain, so additions do not necessarily equal subtractions.

Job Group Summary

Faculty-Instructor

(Select Group from Drop-Down List Above)

		NET ADDITIONS		Additions by Type		NET SUBTRACTIONS		Subtractions by Type		CHANGES WITHIN JOB GROUP (not counted in totals)	
	Net Group Changes	Addition #	Additions %	Hire (Outside CUNY and Other CUNY College)	Joined Group from another Job Group	Sub. #	Sub %	Separation (Left College or Left CUNY)	Left for another Job Group	Advance-ments	Other Changes
Total	(1)	-		-	-	(1)		(1)	-	-	-
Male	-	-	0%	-	-	-	0%	-	-	-	-
Female	(1)	-	0%	-	-	(1)	100%	(1)	-	-	-
Other/Unknown	-	-	0%	-	-	-	0%	-	-	-	-
Total Min	(1)	-	0%	-	-	(1)	100%	(1)	-	-	-
Asian	-	-	0%	-	-	-	0%	-	-	-	-
Black	(1)	-	0%	-	-	(1)	100%	(1)	-	-	-
Hispanic	-	-	0%	-	-	-	0%	-	-	-	-
Other Minority	-	-	0%	-	-	-	0%	-	-	-	-
Italian-American	-	-	0%	-	-	-	0%	-	-	-	-
White (Not Ital)	-	-	0%	-	-	-	0%	-	-	-	-
All White	-	-	0%	-	-	-	0%	-	-	-	-
Unknown	-	-	0%	-	-	-	0%	-	-	-	-
Veterans	-	-	0%	-	-	-	0%	-	-	-	-
Individuals w/Disabilities	-	-	0%	-	-	-	0%	-	-	-	-

This chart summarizes moves of employees into and out of a single job group. Any job group could have a net loss or net gain, so additions do not necessarily equal subtractions.

Job Group Summary

Faculty-Lecturer

(Select Group from Drop-Down List Above)

		NET ADDITIONS		Additions by Type		NET SUBTRACTIONS		Subtractions by Type		CHANGES WITHIN JOB GROUP (not counted in totals)	
	Net Group Changes	Addition #	Additions %	Hire (Outside CUNY and Other CUNY College)	Joined Group from another Job Group	Sub. #	Sub %	Separation (Left College or Left CUNY)	Left for another Job Group	Advance-ments	Other Changes
Total	(3)	-		-	-	(3)		(3)	-	-	-
Male	(1)	-	0%	-	-	(1)	33%	(1)	-	-	-
Female	(2)	-	0%	-	-	(2)	67%	(2)	-	-	-
Other/Unknown	-	-	0%	-	-	-	0%	-	-	-	-
Total Min	(3)	-	0%	-	-	(3)	100%	(3)	-	-	-
Asian	(1)	-	0%	-	-	(1)	33%	(1)	-	-	-
Black	(2)	-	0%	-	-	(2)	67%	(2)	-	-	-
Hispanic	-	-	0%	-	-	-	0%	-	-	-	-
Other Minority	-	-	0%	-	-	-	0%	-	-	-	-
Italian-American	-	-	0%	-	-	-	0%	-	-	-	-
White (Not Ital)	-	-	0%	-	-	-	0%	-	-	-	-
All White	-	-	0%	-	-	-	0%	-	-	-	-
Unknown	-	-	0%	-	-	-	0%	-	-	-	-
Veterans	-	-	0%	-	-	-	0%	-	-	-	-
Individuals w/Disabilities	-	-	0%	-	-	-	0%	-	-	-	-

This chart summarizes moves of employees into and out of a single job group. Any job group could have a net loss or net gain, so additions do not necessarily equal subtractions.

Job Group Summary

Faculty-Librarian

(Select Group from Drop-Down List Above)

		NET ADDITIONS		Additions by Type		NET SUBTRACTIONS		Subtractions by Type		CHANGES WITHIN JOB GROUP (not counted in totals)	
	Net Group Changes	Addition #	Additions %	Hire (Outside CUNY and Other CUNY College)	Joined Group from another Job Group	Sub. #	Sub %	Separation (Left College or Left CUNY)	Left for another Job Group	Advance-ments	Other Changes
Total	(1)	-		-	-	(1)		(1)	-	1	-
Male	-	-	0%	-	-	-	0%	-	-	-	-
Female	(1)	-	0%	-	-	(1)	100%	(1)	-	1	-
Other/Unknown	-	-	0%	-	-	-	0%	-	-	-	-
Total Min	-	-	0%	-	-	-	0%	-	-	-	-
Asian	-	-	0%	-	-	-	0%	-	-	-	-
Black	-	-	0%	-	-	-	0%	-	-	-	-
Hispanic	-	-	0%	-	-	-	0%	-	-	-	-
Other Minority	-	-	0%	-	-	-	0%	-	-	-	-
Italian-American	-	-	0%	-	-	-	0%	-	-	-	-
White (Not Ital)	(1)	-	0%	-	-	(1)	100%	(1)	-	1	-
All White	(1)	-	0%	-	-	(1)	100%	(1)	-	1	-
Unknown	-	-	0%	-	-	-	0%	-	-	-	-
Veterans	-	-	0%	-	-	-	0%	-	-	-	-
Individuals w/Disabilities	(1)	-	0%	-	-	(1)	100%	(1)	-	-	-

This chart summarizes moves of employees into and out of a single job group. Any job group could have a net loss or net gain, so additions do not necessarily equal subtractions.

Job Group Summary

Faculty-Professorial

(Select Group from Drop-Down List Above)

		NET ADDITIONS		Additions by Type		NET SUBTRACTIONS		Subtractions by Type		CHANGES WITHIN JOB GROUP (not counted in totals)	
	Net Group Changes	Addition #	Additions %	Hire (Outside CUNY and Other CUNY College)	Joined Group from another Job Group	Sub. #	Sub %	Separation (Left College or Left CUNY)	Left for another Job Group	Advance-ments	Other Changes
Total	(20)	-		-	-	(20)		(19)	(1)	21	-
Male	(12)	-	0%	-	-	(12)	60%	(11)	(1)	14	-
Female	(8)	-	0%	-	-	(8)	40%	(8)	-	7	-
Other/Unknown	-	-	0%	-	-	-	0%	-	-	-	-
Total Min	(6)	-	0%	-	-	(6)	30%	(5)	(1)	9	-
Asian	(3)	-	0%	-	-	(3)	15%	(3)	-	7	-
Black	(1)	-	0%	-	-	(1)	5%	-	(1)	2	-
Hispanic	(2)	-	0%	-	-	(2)	10%	(2)	-	-	-
Other Minority	-	-	0%	-	-	-	0%	-	-	-	-
Italian-American	(3)	-	0%	-	-	(3)	15%	(3)	-	1	-
White (Not Ital)	(11)	-	0%	-	-	(11)	55%	(11)	-	11	-
All White	(14)	-	0%	-	-	(14)	70%	(14)	-	12	-
Unknown	-	-	0%	-	-	-	0%	-	-	-	-
Veterans	(1)	-	0%	-	-	(1)	5%	(1)	-	-	-
Individuals w/Disabilities	-	-	0%	-	-	-	0%	-	-	-	-

This chart summarizes moves of employees into and out of a single job group. Any job group could have a net loss or net gain, so additions do not necessarily equal subtractions.

Job Group Summary

Laborers and Helpers

(Select Group from Drop-Down List Above)

		NET ADDITIONS		Additions by Type		NET SUBTRACTIONS		Subtractions by Type		CHANGES WITHIN JOB GROUP (not counted in totals)	
	Net Group Changes	Addition #	Additions %	Hire (Outside CUNY and Other CUNY College)	Joined Group from another Job Group	Sub. #	Sub %	Separation (Left College or Left CUNY)	Left for another Job Group	Advance-ments	Other Changes
Total	(1)	-		-	-	(1)		(1)	-	-	-
Male	(1)	-	0%	-	-	(1)	100%	(1)	-	-	-
Female	-	-	0%	-	-	-	0%	-	-	-	-
Other/Unknown	-	-	0%	-	-	-	0%	-	-	-	-
Total Min	(1)	-	0%	-	-	(1)	100%	(1)	-	-	-
Asian	-	-	0%	-	-	-	0%	-	-	-	-
Black	(1)	-	0%	-	-	(1)	100%	(1)	-	-	-
Hispanic	-	-	0%	-	-	-	0%	-	-	-	-
Other Minority	-	-	0%	-	-	-	0%	-	-	-	-
Italian-American	-	-	0%	-	-	-	0%	-	-	-	-
White (Not Ital)	-	-	0%	-	-	-	0%	-	-	-	-
All White	-	-	0%	-	-	-	0%	-	-	-	-
Unknown	-	-	0%	-	-	-	0%	-	-	-	-
Veterans	-	-	0%	-	-	-	0%	-	-	-	-
Individuals w/Disabilities	-	-	0%	-	-	-	0%	-	-	-	-

This chart summarizes moves of employees into and out of a single job group. Any job group could have a net loss or net gain, so additions do not necessarily equal subtractions.

Job Group Summary

Skilled Trades

(Select Group from Drop-Down List Above)

		NET ADDITIONS		Additions by Type		NET SUBTRACTIONS		Subtractions by Type		CHANGES WITHIN JOB GROUP (not counted in totals)	
	Net Group Changes	Addition #	Additions %	Hire (Outside CUNY and Other CUNY College)	Joined Group from another Job Group	Sub. #	Sub %	Separation (Left College or Left CUNY)	Left for another Job Group	Advance-ments	Other Changes
Total	(1)	-		-	-	(1)		(1)	-	-	-
Male	(1)	-	0%	-	-	(1)	100%	(1)	-	-	-
Female	-	-	0%	-	-	-	0%	-	-	-	-
Other/Unknown	-	-	0%	-	-	-	0%	-	-	-	-
Total Min	-	-	0%	-	-	-	0%	-	-	-	-
Asian	-	-	0%	-	-	-	0%	-	-	-	-
Black	-	-	0%	-	-	-	0%	-	-	-	-
Hispanic	-	-	0%	-	-	-	0%	-	-	-	-
Other Minority	-	-	0%	-	-	-	0%	-	-	-	-
Italian-American	(1)	-	0%	-	-	(1)	100%	(1)	-	-	-
White (Not Ital)	-	-	0%	-	-	-	0%	-	-	-	-
All White	(1)	-	0%	-	-	(1)	100%	(1)	-	-	-
Unknown	-	-	0%	-	-	-	0%	-	-	-	-
Veterans	-	-	0%	-	-	-	0%	-	-	-	-
Individuals w/Disabilities	-	-	0%	-	-	-	0%	-	-	-	-

This chart summarizes moves of employees into and out of a single job group. Any job group could have a net loss or net gain, so additions do not necessarily equal subtractions.

Appendix F-2 Tenure Actions

This Appendix presents a summary of tenure actions.

Tenure is a permanent status awarded on the basis of years of service and/or academic or research achievement.

Faculty in Professorial titles (other than visiting) are eligible for tenure which is awarded based on academic or research achievement and service. College Laboratory Technicians are eligible for tenure based on years of service, and Lecturers are eligible for a Certificate of Continuous Employment (CCE) based on years of service. K-12 Teachers and Counselors are also eligible for tenure.

Tenure is effective on September 1 of each academic year. Individuals listed here were awarded tenure effective September 1, 2020 (during this past plan year).

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

APPENDIX F-2 - Tenure Actions **2021 - 2022**

NYC College of Technology

African-American Studies				
Asst Professor	Gained Tenure	Tenured	Female	Black/African Am.
Architectural Technology				
Asst Professor	Gained Tenure	Tenured	Female	Asian/Nat.Haw./Other Pac. Isl.
Biology				
Chief College Lab Tech	Gained Tenure	Tenured	Female	White
Communication Design				
Sr College Lab Tech	Gained Tenure	Tenured	Male	White
English				
Assc Professor	Gained Tenure	Tenured	Male	White
Assc Professor	Gained Tenure	Tenured	Female	White
Asst Professor	Gained Tenure	Tenured	Male	White
Entertainment Technology				
Assc Professor	Gained Tenure	Tenured	Male	White
College Lab Tech	Gained Tenure	Tenured	Male	Hispanic/Latino
Mathematics				
Assc Professor	Gained Tenure	Tenured	Female	White
Assc Professor	Gained Tenure	Tenured	Male	Hispanic/Latino
Assc Professor	Gained Tenure	Tenured	Female	White
Social Science				
Assc Professor	Gained Tenure	Tenured	Female	White

Summary for the College

Total Staff:	**Ttl Minority**	**Asian**	**Black/AfAm**	**Hispanic/Latino**	**White**	**Oth/Unk**
7 **Female**	2	1	1	0	5	0
6 **Male**	2	0	0	2	4	0
0 **Oth/Unk**	0	0	0	0	0	0
13 **Total**	4	1	1	2	9	0

G

G. SUMMARY OF RECRUITMENT ACTIVITY

Appendix G-1 Summary of Recruiting Activities

This Appendix provides detail the candidate pools and outcomes of searches.

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, 2020 through May 31, 2021).

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					
Admin1 - Executives										
	Applicants	3	2	1	7	6	2	11	1	13
	Interviews	3			3	3	1	2		6
	Offers				0	1	1			1
Admin3 - Administrators										
	Applicants	48	99	83	239	87	222	83	9	326
	Interviews	1	4	4	9	4	9	6	2	13
	Offers	1	0	0	1	1		2		2
Campus Peace Officer										
	Applicants	2	7		9	1	2	8		10
	Interviews	2	7		9	1	2	8		1
	Offers		4		4			2		4
Info Tech - Professional										
	Applicants	1			2		1	1		2
	Interviews	1			2		1	1		2
	Offers	1			2		1	1		2
Mail Messagenger Services										
	Applicants			1		1		2		2
	Interviews			1		1		2		2
	Offers			1		1		2		2

Total Applicants	353

353

H

H. UTILIZATION OF INDIVIDUALS WITH DISABILITIES

Appendix H Utilization of Individuals with Disabilities by Job Group

This Appendix presents the total staff in each job group with the number and percentage of Individuals with Disabilities.

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

APPENDIX H - Utilization of Individuals with Disabilities by Job Group **2021 - 2022**

NYC College of Technology

Total Individual(s) with Disabilities: 6 Percent of total reported employees: 0.7%

Category: Executive/Administrative/Managerial	Staff	Indiv. with Disabilities	Rate
Admin 1: Executive	16	0	0.0%
Admin 2: Managerial	64	0	0.0%
Managerial: Facilities	1	0	0.0%
Managerial: Info Tech	2	0	0.0%
Managerial: Security	4	0	0.0%

Category: Professional Faculty	Staff	Indiv. with Disabilities	Rate
Faculty: Professoriate	338	1	0.3%
Faculty: Librarian	12	0	0.0%
Faculty: Lecturer	19	1	5.3%
Faculty: Developmental	17	0	0.0%

Category: Professional Non-Faculty	Staff	Indiv. with Disabilities	Rate
Accountant: Professional	7	0	0.0%
Admin 3: Professional	115	1	0.9%
Admin 5: Engineer-Architect	2	0	0.0%
Info Tech: Professional	24	1	4.2%

Category: Administrative Support Workers	Staff	Indiv. with Disabilities	Rate
Accountant: Assistant	4	0	0.0%
Administrative Assistant	12	0	0.0%
Office Assistant	93	0	0.0%
Mail Services Worker	2	0	0.0%

Category: Technicians	Staff	Indiv. with Disabilities	Rate
Admin 4: College Lab Technician	35	0	0.0%
Broadcast-Media	3	0	0.0%
Info Tech: Technician	9	2	22.2%
Print Media Technician	4	0	0.0%

Category: Craft Workers	Staff	Indiv. with Disabilities	Rate
Skilled Trades: Supervisory	3	0	0.0%
Skilled Trades: Not Supervisory	23	0	0.0%
Laborers and Helpers	6	0	0.0%
Basic Crafts-Buildings and Grounds	2	0	0.0%

Category: Service Workers	Staff	Indiv. with Disabilities	Rate
Campus Public Safety Sergeant	12	0	0.0%
Campus Peace Officer	24	0	0.0%
Campus Security Assistant	16	0	0.0%
Custodial: Supervisory	10	0	0.0%
Custodial: Assistant	42	0	0.0%