

The City College  
of New York

**Office of Human Resources**

Shepard Hall, Room 50  
160 Convent Avenue  
New York, New York 10031

TEL: 212-650-7226

FAX: 212-650-7504

[www.cuny.cuny.edu](http://www.cuny.cuny.edu)

TO: CCNY Division and Department Heads  
FROM: The Office of Human Resources  
DATE: February 26, 2020  
RE: Process for Full-time Faculty and Staff Appointment Letters

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In support of the College's mission of "Access to Excellence," The City College of New York strives to recruit, employ and retain the most qualified and talented individuals for its full-time faculty and staff positions. Each individual hired impacts the delivery of services the College provides.

In consideration of this and to help ensure conformity to our recruitment and hiring guidelines pursuant to Board of Trustee's policy and CUNY's Policy on Equal Opportunity and Non-Discrimination as well as limit liability for the College, all hiring officials are advised that all offers or pre-offers of employment – written or verbal – must be reviewed and approved by the Office Of Human Resources (HR).

Additionally, with the exception of Faculty level appointments, all offer letters must be issued by HR. Faculty level appointment (offer) letters may be issued by the Department Chair, Dean or Provost, but prior to issuing an offer letter, it must first be approved by HR.

Please be advised that the above matters are managed by HR in consultation with the College's senior leadership (i.e., President, Provost, Vice Presidents and Deans).

A formal guidance memorandum regarding the full-time faculty and staff hiring processes and procedures is forthcoming from HR.

Do not hesitate to contact HR at (212) 650-7226 for any questions related to this matter.

Thank you!

cc: V. Boudreau  
T. Liss  
F. Lam