To: Faculty and Staff

From: Office of Human Resources

Date: February 23, 2023

Re: CUNY-Wide Personnel Action Freeze and Reinstatement of CUNY Vacancy Review Board

Effective February 3, 2023, to ensure the University’s sound financial footing in fiscal year 2024, CUNY has implemented a University-wide freeze on all personnel actions and reinstated the CUNY Vacancy Review Board (VRB). The VRB’s purpose will be to review personnel action requests across CUNY to ensure that only critical actions are pursued during this financially challenging time.

The College’s process for determining if an action will be submitted to the VRB for review will include an initial approval by the respective Vice President or Dean followed by approval by the College’s internal VRB (CCNY VRB). Enclosed with this communication is the Vacancy Review Board Request Form, which each department and/or division will need to complete in order for their personnel action requests to be considered. Forms, including justifications, approved by the Vice President or Dean should be submitted to vrb@ccny.cuny.edu. Only those requests approved by the CCNY VRB will be forwarded to CUNY.

Justifications must address the following:

1. Why is the action critical? Demonstrate a direct relationship to safety, academic excellence, enrollment, recruitment and retention, strategic investments, operational disruption, risk management, or cost reduction.

2. What is the funding source and budget impact of the action? Is the action cost neutral, are their cost savings or will costs increase? Provide detailed calculations as to where resources will be re-allocated or how revenue will be generated.

3. What are staffing levels within the department/division? How many students/faculty does this action impact?

For further information regarding the VRB guidelines including a list of actions that are exempt from CUNY review please visit CUNY VRB Frequently Asked Questions.

As always, HR is available to answer all of your VRB related questions. All faculty related inquiries including College Lab Technicians, Adjuncts, Research Assistants, Research Associates, and Graduate Assistants should be sent to the attention of Erica Stephen at estephen@ccny.cuny.edu. All other non-academic and staff (i.e., HEO-Series and Classified Staff) related inquiries should be sent to the attention of Yahaira Colon at ycolon01@ccny.cuny.edu

Thank you.

CC: Vince Boudreau, President
    Scott Gurba, Senior Vice President & COO
    Tony Liss, Provost
    Felix Lam, Vice President, Finance & Administration