



OFFICE OF COMPLIANCE AND DIVERSITY
RECRUITMENT PLAN APPROVAL FORM

The Equal Opportunity and Non-Discrimination Policies of the City University of New York and of the City College mandate that equal opportunity be offered to all qualified applicants and that a good faith effort be made to recruit qualified applicants.

Type of Position:

- Faculty
Non-Teaching Instructional Staff (CLT, HEO, Registrar, and Research Series)
ECP
Classified Staff

A. Departmental Information:

- (1) Title/Position To Be Filled
(2) Hiring Department/Office
(3) Chair/Director of Hiring Department
(4) Job Requisition Number (J.R.#)
(5) Prepared By, Tele., Date

B. Recruitment/Search Process:

- (1) List the members of the search committee and the designated chair by professional area/ department. (Do not enter gender or ethnicity information). Attach additional sheet if necessary. There must be an odd number of search committee members.

[For ODC purposes only]

Table with 5 columns: #, NAME, Professional Area/Dept., Gender, Ethnicity. Rows 1-9.

C. Search Type:

- National/Regional, Local Limited, University Limited, College Limited

D. Posting Period:

- 60 Days, 30 Days, 2 Weeks, Open until filled (with review to begin)

E. Recruitment Resources/Methods Committee will employ. Please be specific in naming publications, organizations, etc.

(1) Professional:

- Discipline journals/professional publications: _____

- Professional meetings/conferences (include dates): _____
- On-line bulletin boards/job listing services: _____

- Institutions/organizations/associations/Placement Services to receive announcements: _____

(2) Women/Minority/Veterans/Disability Outreach

- Organizations/Caucuses, etc.: _____

- Publications: _____

(3) Other: _____

Recruitment Plan Review/Approval and ODC Certification

Chair/Director of Hiring Department _____	Date: _____
Dean _____	Date: _____
Provost _____	Date: _____
ODC (or Designee) Approval: _____	Date: _____
If not approved by ODC, approval to go forward with the search must be obtained from the President or designee.	
President/designee approval _____	Date: _____

NOTE: The original copy of this form will be retained in the ODC with Search File. All department Search File documents, including but not limited to, preliminary evaluation sheets, interview ranking forms, committee minutes, etc., must be submitted to ODC and will be retained for a minimum four-year period, or longer if agency action is taken to review/audit the search.

REMINDER: An EEO Demographic Survey E-mail and Acknowledgement E-mail will be sent to applicants via CUNYFirst.