



**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:**

- Non-Teaching Instructional Staff (CLT , HEO , Registrar , and Research Series )
- ECP
- Classified Staff: \_\_\_\_\_
- Research Foundation or Other Non-Tax Levy Position: \_\_\_\_\_

**A. Departmental Information:**

- (1) \_\_\_\_\_ (2) \_\_\_\_\_  
**Title/Position To Be Filled** **Hiring Department/Office**
- (3) \_\_\_\_\_ (4) \_\_\_\_\_  
**Chair/Director of Hiring Department** **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. Attach additional sheet if necessary. There must be an odd number of search committee members.

[For ODC purposes only]

	Name	Professional Area/Dept.	Gender	Ethnicity
1.	Chair:			
2.				
3.				
4.				
5.				
6.				
7.				
8.				
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:** \_\_\_\_\_

**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.**