The City University of New York Non-Teaching Instructional Staff Action Form: HEO, CLT, RA **LEHMAN COLLEGE**	**OFSR Use Only** **Date Received** _____ **UPO Action** _____ **Committee Review** _____ **VC Review** _____

A. Action being requested: (indicate all that apply)

____ Position Approval ONLY
____ Appointment from a Search
____ Reorganization Plan: Related Appointment or Reclassification
____ Promotion (CLT Series only)
____ Substitute Appointment (to a position requiring a search)*
____ Substitute Appointment (to a position of a temporary nature)*
____ Functional Title Change (including Reassignment)
____ Other: (Specify)_____

____ Reclassification
____ Merit Increase (one/two-step, in-title)
____ Merit Increase (exceeding two-steps Research Assc.)

*Complete CUNY Substitute Appt. History

Sub. Appt Period	**Payroll Title**
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____

(See page one for definitions, required documents and other helpful information)

B. Current Nature of Position: (indicate one only)

____New ____ Filled on a Substitute basis ____Vacant, previously filled ____ Reorganized functions ____ Accretion of functions

C. Appointment Information:

Proposed Payroll Title	Proposed Functional Title	Waiver Requested (Y/N)		Requested Effective Date
		Bylaw (Type)	Search	

Candidate's Name	Supervisor's Name/Title To Whom Will Report	Candidate's Prior CUNY Payroll Title, if Any	Annual Base Salary Prior/Proposed
			$ _____ /$ _____

D. College Approval:

E. College Certification: Committee Meeting Date ____ /____ / ____

_____
Vice President/Dean

_____
College HR Officer/Committee Liaison

____ /____ / ____
Date

_____
Chair, Director

Instructional Staff Data Form:
The information below is to be completed by the college based on information supplied by the candidate. If more space is required, attach another page. The candidate should attest to the college regarding the accuracy of the information on which the college bases the information provided below.

Name_____ Address _____ SSN _____
_____

Educational Background (most recent degree first):

Accredited Institution	City/State	Dates Attended From (M/Y) To	Degree Conferred/Expected		
			Degree	Field	Date

Recent 10 years (most recent first) paid (and unpaid, if relevant) work experience (other than with CUNY):

Non-CUNY Employer	Job Title/Primary Responsibility	Dates Employed from (M/Y): To (M/Y)	If PT, hours per week	If supervisor, # supervised	Final Pay Year/Hour
					$_____ _____Yr _____Hr
					$_____ _____Yr _____Hr
					$_____ _____Yr _____Hr
					$_____ _____Yr _____Hr

Recent 10 years (most recent first) work experience with CUNY:

CUNY College	Job Title/Primary Responsibility	Dates Employed From (M/Y): To (M/Y)	If PT, hours per week	If supervisor, # supervised	Final Pay Year/Hour
					$_____ _____Yr _____Hr
					$_____ _____Yr _____Hr
					$_____ _____Yr _____Hr

Notice to Appointment Officials: any offer of employment by an official of a college is contingent on successful completion of the total employment process, including the verification of references which the College official considers satisfactory. No manager or representative of CUNY has the authority to make an offer of employment or to represent a condition of employment which is in violation of the Bylaws, University or College policies, or collective bargaining agreements governing the administration of the Non-Teaching Instructional Staff Service of the University. Any representations which are contrary to administrative policies of the University, including those made in writing are unenforceable. Only the representations made by the President of the College or designee—usually the College HR Officer—made in writing prior to appointment constitute official representations. The City University reserves the right to revise without notice any personnel policy or practice at any time other than those set forth in the University Bylaws, applicable New York State Laws, and collectively bargained agreements.

THE CITY UNIVERSITY OF NEW YORK

AFFIRMATIVE ACTION CERTIFICATION For NON-TEACHING INSTRUCTIONAL STAFF (HEO, CLT, RA)

The Affirmative Action Program of the City University of New York mandates that equal opportunity be afforded to all qualified persons when positions are available. Good faith efforts must be made to encourage women, minorities, veterans and persons with disabilities to apply for available vacant positions.

SECTION A: RECRUITMENT PLAN CERTIFICATION

A recruitment plan is to be submitted to the Office of Compliance and Diversity for approval before the search begins. I certify that I reviewed and approved the recruitment plan submitted by

_____ of _____

Chair/Director or Responsible College Officer — Department/Office

For the position of_____ _____

Bylaw/Functional Title of Position — Personnel Vacancy Notice Number (PVN)

_____ ____ ____ _____

Compliance and Diversity Officer — Date

THE APPLICANT POOL (This section will be completed by the Office of Compliance and Diversity)

	Black	Hispanic	Asian/ Pacific Islander	American Indian/ Alaskan Native	Italian American	White	Unknown	Total
Men								
Women								
Total								

SECTION B: SEARCH PROCEDURES DOCUMENTATION (This section to be completed by department)

1. Federal and University regulations require documentation of recruitment efforts. List all sources (Websites, journal and newspaper ads, professional organizations, etc.) that were used to recruit for this position:

_____ _____

_____ _____

_____ _____

_____ _____

_____ _____

2. Number of applications received: Male_____ Female_____ Total Applications_____

3. Provide gender and race/ethnicity data for the applicants interviewed:

	Black	Hispanic	Asian/ Pacific Islander	American Indian/ Alaskan Native	Italian American	White	Total
Men							
Women							
Total							

4. Name of Candidate Selected: _____

From what specific sources was the candidate recruited: _____

_____

5. If the position was offered to another candidate but that candidate declined, please complete this section:

Name of candidate: _____

Reason candidate declined the position: _____

_____

6. List the names of other candidates interviewed but not offered the position:

_____ _____
_____ _____
_____ _____

SECTION C: Affirmative Action Certification

- Before an offer is made, appropriate College officers shall certify that affirmative action procedures have been followed. In the case of reclassification, College officers must attest that the proposal conforms with all equal opportunity policies.
- Substitute positions may be for a maximum of four (4) semesters only. A PVN to begin the search for a regular line must accompany the request for the first substitute appointment. The exceptions to this are:

I certify that the Affirmative Action procedures have been followed and that the above is true to the best of my knowledge and belief.

_____ _____ ____ ____ ____

Name and Signature of Responsible College Officer (Chairperson/Director/Dean) **Department/Office** **Date**

_____ ____ ____ ____

Name and Signature of Director of Compliance and Diversity **Date**

REGULATIONS REQUIRE THE RETENTION OF ALL SUPPORTING DOCUMENTS, INCLUDING RESUMES OF APPLICANTS, FOR AT LEAST THREE (3) YEARS.