



**Office of Affirmative Action  
RECRUITMENT PLAN APPROVAL FORM**

**The Equal Opportunity and Affirmative Action 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 women and minority applicants.**

**Type of Position:**

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

**A. Please attach a Draft PVN and Unit Organizational chart (non-faculty positions only)**

(1) \_\_\_\_\_ (2) \_\_\_\_\_  
**Title/Position To Be Filled** **Hiring Department/Office**

(3) \_\_\_\_\_ (4) \_\_\_\_\_  
**Chair/Director of Hiring Department** **Job Requisition Number (J.R.#)**

(5) Department/Office Demographics: Total Employees: \_\_\_\_\_ # Women \_\_\_\_\_ # Minorities \_\_\_\_\_

(6) (a) Has the AAO established an annual goal requiring a special efforts search? No  Yes

(b) If yes: For Women? \_\_\_\_\_ For Total Minorities? \_\_\_\_\_ For Specific minority group(s)? (If so please check):

- Black  Hispanic  Asian  Nat. Hawaiian  Amer. Ind/  Italian  White  
 Pac. Isl  Alsk. Nat.  American

(7) Prepared By: \_\_\_\_\_ Tele.: \_\_\_\_\_ Date: \_\_\_\_\_

**B. Recruitment/Search Process:**

(1) List the members of the search committee and the designated chair by gender, ethnicity, professional area/department. Attach additional sheet if necessary. [For AAO purposes only]

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

**C. Search Type:**

- National/Regional  Local Limited  University Limited  College Limited

**D. Posting Period:**

- 60 Days  30 Days  2 Weeks  Until Filled

**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:** \_\_\_\_\_  
\_\_\_\_\_

AA Plan Review/Approval and AAO Certification

**Chair/Director of Hiring Department** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Dean** \_\_\_\_\_ **Date:** \_\_\_\_\_

**AAO Approval:** \_\_\_\_\_ **Date:** \_\_\_\_\_

If not approved by AAO, 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 AAO 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 AAO and will be retained for a minimum three year period, or longer if agency action is taken to review/audit the search.

**REMINDER: An EEO Demographic Survey card must be included in every acknowledgement letter sent to applicants.**