

The City University of New York
Baruch College
FACULTY DATA FORM
Recruitment Documentation

The Affirmative Action Program of The City University of New York mandates that equal opportunity be offered to all qualified persons when vacant positions are filled. In particular, a good faith effort is to be made to encourage women and minorities to apply for each available vacant position.

PART I

_____ Title/Position to Be Filled _____ Department/Office

Five-Digit PVN _____

PART II

Federal and University regulations require documentation of the recruitment efforts. The following information is to be submitted with all documents required for appointment of candidate.

1. What sources (CUNY postings, newspapers, journals, organizations, etc.) were used to recruit candidates for this position?

2. **TOTAL** number of applications received: _____ Male _____ Female _____ Unknown _____

2a. Ethnic breakdown of the applicant pool based upon number of applications received:

	<u>White</u>	<u>Black</u>	<u>Hispanic</u>	<u>Asian/ Pacif. Isl.</u>	<u>Amer. Indian Alsk. Nat.</u>	<u>Hawaiian</u>	<u>Italian- American</u>	<u>Unknown</u>	<u>TOTAL</u>
Female	_____	_____	_____	_____	_____	_____	_____	_____	_____
Male	_____	_____	_____	_____	_____	_____	_____	_____	_____
Unknown	_____	_____	_____	_____	_____	_____	_____	_____	_____

2b. Of the above candidates, indicate how many were interviewed:

	<u>White</u>	<u>Black</u>	<u>Hispanic</u>	<u>Asian/ Pacif. Isl.</u>	<u>Amer. Indian Alsk. Nat.</u>	<u>Hawaiian</u>	<u>Italian- American</u>	<u>Unknown</u>	<u>TOTAL</u>
Female	_____	_____	_____	_____	_____	_____	_____	_____	_____
Male	_____	_____	_____	_____	_____	_____	_____	_____	_____
Unknown	_____	_____	_____	_____	_____	_____	_____	_____	_____

3. Name of the first candidate offered the position:

Did the candidate accept? _____ Yes Salary: \$ _____

Rank: _____

_____ No Stated Reason _____

4. Additional candidate(s) offered the position:

Did the candidate accept? _____ Yes Salary: \$ _____

Rank: _____

_____ No Stated Reason _____

Did the candidate accept? _____ Yes Salary: \$ _____

Rank: _____

_____ No Stated Reason _____

Did the candidate accept? _____ Yes Salary: \$ _____

Rank: _____

_____ No Stated Reason _____

Did the candidate accept? _____ Yes Salary: \$ _____

Rank: _____

_____ No Stated Reason _____

5. Names of other candidates interviewed but not offered the position (THIS MEANS ALL CANDIDATES INTERVIEWED, NOT JUST FINALISTS FORWARDED TO THE DEPARTMENT CHAIR):

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

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

I certify that the above is true to the best of my knowledge and belief, and that my Department and this search complied with relevant CUNY policies and with the policies and procedures established by the Baruch College Office of Diversity, Compliance, and Equity Initiatives.

Name and Signature of Chairperson/Department Head Date

Dean Date

Chief Diversity Officer Date