



137 East 22nd Street, C204
New York, NY 10010-5585

OFFICE OF DIVERSITY, COMPLIANCE,
AND EQUITY INITIATIVES

ENDOWED CHAIR RECRUITMENT PLAN

Department Chair: A Recruitment Plan should be filed for each search committee, when advertising for one or more positions. Prior to submitting the Recruitment Plan, a Recruitment Authorization Form (RAF) should be submitted to the Office of Human Resources. Please complete this **Recruitment Plan** before you begin your search activities. Send the plan to your school dean for approval; the Dean will forward it to the Office of Diversity, Compliance and Equity Initiatives. Once your recruitment plan has been approved, you will receive a signed copy. At the end of the search, the Chief Diversity Officer will work with your department to complete the **Faculty Data Form**, which documents the applicant pool. Please remember that the **Recruitment Plan** and the **Faculty Data Form** must be on file in the Office of Diversity, Compliance and Equity Initiatives before your candidate's name can be put before the College's P & B Committee.

1. a. Department
 - b. Discipline/Specialization/Sub-field
2. Title of Endowed Chair:
3. Type of line: Tenured
4. Text of position announcement to be attached to this form (attach separately if necessary):
5. How and where will this position be advertised (*e.g.*, conferences, publications)? Please give details (*i.e.*, *The New York Times*, *The Chronicle of Higher Education*, *Black Issues in Higher Education*, discipline-related publications)?

6. What other means will be used to notify potential candidates of this position (outreach to colleagues for nominations, direct invitations to apply)? **If using a consultant or recruiter, please identify.** If direct invitations to apply are being sent, please explain how the lists of invitees are being generated.

7. Dept. Chair (Hiring Manager):

8. Search Committee Chair:

9. First Endowed Chair/CUNY Distinguished Professor/Baruch Presidential Professor:

(Department: _____)

10. Second Endowed Chair/CUNY Distinguished Professor/Baruch Presidential Professor:

(Department: _____)

11. Names of Other Search Committee Members:

Please attach any necessary materials to this document.

I certify that my department will follow the procedures established by the Office of Diversity, Compliance and Equity Initiatives, which includes sending appropriate correspondence to applicants.

Department Chair Signature _____ Date _____

School Dean Signature _____ Date _____

Chief Diversity Officer _____ Date _____

Rev'd 11/19/14