

2024-2025 AFFIRMATIVE ACTION PLANS

CUNY School of Law

Covering Protected Ethnicities and Women (Executive Order 11246), Individuals with Disabilities (Section 503) and Protected Veterans (VEVRAA)

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This plan is available for review at the CDO's Office, Room 4-321, and upon request.



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PART ONE: INTRODUCTION AND BACKGROUND

This report is an annual update of the Affirmative Action Plan (AAP) for federal contractors. The US Department of Labor's Office of Federal Contract Compliance Programs (OFCCP) oversees federal contractor affirmative action compliance requirements. This plan reflects requirements related to: Presidential Executive Order (EO) 11246, addressing gender and federally protected ethnicities; the Vietnam Era Veterans' Readjustment Assistance Act of 1974 (VEVRAA), as amended, for protected veterans, and Section 503 of the Rehabilitation Act of 1973, as amended, for individuals with disabilities. Some aspects of this plan also reflect state and local regulations, guidelines for public entities, CUNY Trustee resolutions, and CUNY policy.

The employee census date is June 1, 2024. The previous reporting year was June 1, 2023 – May 31, 2024. The program year for this plan is September 1, 2024 – August 31, 2025.

This plan is available for public review as described on the title page.

Overview

CUNY School of Law

Degree Offered

Doctorate of Law, J.D.

Beginning in the 2016-17 academic year, CUNY School of Law launched three new dual degree programs in conjunction with other CUNY colleges:

JD/MPA in Law and Public Accountability

JD/MA degree in Forensic Psychology

JD/MIA in Law and International Affairs

The Law School has been accredited by the American Bar Association (ABA) since August 1992. The ABA reviews accredited law schools every seven years. The ABA's last review of the Law School's accreditation was in the spring of 2017 and resulted in the continuation of the Law School's accreditation. The faculty and dean are responsible for all aspects of the academic program, subject to the review of the Board of Trustees. The Law School has been a member of the American Association of Law Schools (AALS) since January 2008.

History

Founded in 1983, the Law School consistently ranks among the top three law schools in the country in clinical training and in the top two in diversity. CUNY Law pioneered the model of integrating a lawyering curriculum with traditional doctrinal study. The school

has been praised in study by the Carnegie Foundation for the Advancement of Teaching, “Educating Lawyers: Preparation for the Profession of Law,” for being one of the few law schools in the country to prepare students for practice through instruction in theory, skills, and ethics. All third-year students at the Law School represent clients under the supervision of attorneys at one of the largest law firms in Queens – Main Street Legal Services, Inc. – situated on the Law School campus.

The Law School operates a full-time day program and a part-time evening program. The Law School also offers additional professional and public education programs that reach a broader audience.

These have typically included such activities as continuing professional education courses for attorneys, summer institutes, conferences, colloquia, and mentoring programs for graduates to support their provision of legal services to the public. In January 2016, the Law School and the Association of the Bar of the City of New York began offering a two-year graduate training program for lawyers interested in establishing small law firms to represent people of modest and moderate incomes, a significant segment of New York’s population that, until now, has been financially unable to obtain adequate legal services.

Mission

The Law School’s mission is to graduate outstanding public interest attorneys and to enhance the diversity of the legal profession. Our students engage in rigorous coursework in traditional substantive areas while learning practical skills and training with real clients. The Law School is the national leader in progressive legal education with the strongest record of placing graduates in in- demand public interest and public service jobs. Students are prepared to practice, in the words of the Law School motto, “Law in the service of Human Needs.”

The basic premise of the Law School’s program is that theory cannot be separated from practice, abstract knowledge of doctrine from practical skill, and understanding the professional role from professional experience. The curriculum integrates practical experience, professional responsibility, and lawyering skills with doctrinal study at every level. Forming the core of the lawyering curriculum are the skills recognized by the profession as essential to successful law practice: problem solving, legal analysis and reasoning, legal research, factual investigation, communication (legal writing, oral argument), counseling, negotiation, litigation and alternative dispute-resolution, organization and management of legal work, and recognizing and resolving ethical dilemmas.

Appendix A displays a high-level organization chart.

Policies

As a unit of The City University of New York (CUNY), we adhere to federal, state, and city laws and regulations on non-discrimination and affirmative action, including: Executive Order 11246, as amended, Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Sections 503 and 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, Section 402 of the Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended, the Equal Pay Act of 1963, the Age Discrimination in Employment Act of 1967, as amended, the Age Discrimination Act of 1975, New York State Human Rights Law and New York City Human Rights Law.

Federally protected ethnicities identified in Executive Order 11246 are American Indian/Alaska Native, Asian, Black/African American, Hispanic/Latino, Native Hawaiian/Other Pacific Islander, Two or More Races, and Women. CUNY's Chancellor designated Italian American as a protected ethnicity for CUNY in 1976 and we produce a separate plan for Italian Americans.

The Law School Dean issues a reaffirmation of our commitment to our policies annually.

CUNY posts its policies on non-discrimination, sexual misconduct, and affirmative action on its website. **Appendix B** provides the text of the major policies.

<https://www.cuny.edu/about/administration/offices/legal-affairs/policies-resources/>

Responsibilities

Our entire community participates in promoting diversity and inclusion. Additionally, we have assigned certain responsibilities.

The Law School Dean

The Law School Dean, Sudha Setty, oversees affirmative action and diversity programs to assure compliance with federal, state, and city laws, rules and regulations and university policies. The Dean designates personnel to manage affirmative action, compliance, and diversity programs, including the Chief Diversity Officer (CDO), 504/Americans with Disabilities Act (ADA) Coordinator, and Title IX Coordinator. The Dean ensures designated personnel have authority, staffing, and other resources to fulfill their assigned roles. The Dean communicates commitment to equal employment opportunity (including an annual reaffirmation), and issues required reports, including this affirmative action plan.

Appendix C contains the annual reaffirmation letter issued by the Dean.

Chief Diversity Officer

The Dean has designated Michael Valente, Esq. as Chief Diversity Officer (CDO) and

Responsible Official who:

- Provides confidential consultation for, investigates, and resolves discrimination/harassment complaints
- Distributes new and revised policies and notices, integrating them into training programs, search committee orientations, websites, and other communications
- Evaluates affirmative action programs and initiatives
- Prepares and communicates affirmative action plan reports
- Consults with hiring teams and managers on recruitment and selection, overseeing recruitment plans and effective recruitment/selection strategies
- Participates in CUNY initiatives promoting diversity and inclusion.

Other Officials

Executives, department chairpersons, managers, and supervisors are critical partners in equal employment and affirmative action programs. They help ensure compliance with regulations and policies, foster an inclusive environment, and help develop and implement affirmative action programs.

Committee(s) on Diversity and Inclusion

The Antiracist Task Force (ART) Committee advises the Dean on diversity and affirmative action, reviews the impact of policies on the governance plan, develops and implements strategic diversity plans, and promotes programs to reflect pluralistic values and goals.

University Management

CUNY's University Office of Recruitment and Diversity (ORD) within University Human Resources establishes job groups and report parameters, and reports summary statistics. ORD sponsors university-wide diversity programs and maintains data collection and self-identification systems. It also maintains job posting and applicant tracking systems.

PART TWO: DATA AND ANALYSIS

Collecting Employee Data

We extracted data on active employees as of June 1, 2024, from CUNY's system of record, CUNYfirst. We include personnel on most paid leaves, including medical and fellowship/sabbatical leave. We exclude personnel on terminal leaves such as retirement leave, student workers (including Graduate Assistants) and people employed separately by CUNY's Research Foundation.

We invite employees to self-identify gender, race/ethnicity, veteran status, and disability status. Employees may update selections at any time on an Employee Self-Service portal. We conducted the last self-identification canvas in 2018. We also invite job applicants to self-identify on the job application portal.

Of **233 total employees**, 0 employees did not identify gender. 0 employees did not identify race/ethnicity category. Only 2 employees identified as a veteran or active military status and only 5 employees identified as disabled. We assign employees who do not identify a status to the "unknown" category for that characteristic and categorize them in the majority or "not protected" group for that characteristic (i.e., male, or white) as per regulations.

Self-Identification Categories

We use the following categories to evaluate representation by race/ethnicity for the federal affirmative action plan:

- Total Protected Ethnicities (all groups other than White, reported as a single category)
- Asian (consolidates Asian, Hawaiian/Other Pacific Islander)
- Black/African American
- Hispanic/Latino
- White (not a federally protected ethnicity).

We record a person identifying as both Hispanic/Latino and another group as Hispanic/Latino, and not as Two or More Races.

We include the categories of American Indian/Alaska Native and Two or More Races under Total Protected Ethnicities and do not report them separately.

Consistent with long-standing agreements, we ask employees to self-identify Italian American status, and create a separate Italian American affirmative action plan. We also invite employees to voluntarily provide data on their ancestries from a list of approximately sixty categories.

CUNY provides for six categories of gender identification but uses the federally mandated categories for this plan. For federal reporting, we include only persons specifically identifying as female in the federally protected gender category.

The federal government is in the process of preparing new standards for self-identification expected to impact future Affirmative Action plans.

Analyzing Data

We analyze workforce data as mandated to promote a complete assessment, covering:

- Workforce Analysis (evaluating employment within organizational units/departments)
- Job Group Analysis (analysis of job groups and academic disciplines)
- Utilization Analysis (comparisons with labor market availability measures)
- Personnel and Recruiting Activity (personnel actions, recruitment and hiring, and compensation).

We rely on methods provided by the US Department of Labor's Office of Contract Compliance Programs (OFCCP) such as the *Educational Institutions Technical Assistance Guide (2019)*.

Workforce Analysis

Workforce Analysis is a review of employees organized by their assigned division and department. We review demographic data by job title in order of rank (salary range).

Due to length, we do not publish the Workforce Analysis charts in this report.

The next two charts summarize the workforce by job group, and faculty workforce by tenure status.

Table 1: Workforce by Job Group

Executive/Administrative/Managerial

Job Group	Ttl Empls	Female #	Female %	Pro. Eth #	Pro. Eth %
Admin 1: Executive	13	7	53.8%	6	46.2%
Admin 2: Managerial	31	26	83.9%	17	54.8%
Admin 2: Managerial Adjunct	11	6	54.5%	4	36.4%
Managerial: Info Tech	1	0	0.0%	0	0.0%
Managerial: Security	1	0	0.0%	0	0.0%

Professional Faculty

Job Group	Ttl Empls	Female #	Female %	Pro. Eth #	Pro. Eth %
Faculty: Professoriate	50	36	72.0%	28	56.0%
Faculty: Librarian	6	4	66.7%	4	66.7%
Faculty: Instructor	4	4	100.0%	2	50.0%
Faculty: Lecturer Adjunct	6	5	83.3%	4	66.7%
Faculty: Professoriate Adjunct	32	20	62.5%	14	43.8%
Faculty: Continuing Education	4	2	50.0%	3	75.0%

Professional Non-Faculty

Job Group	Ttl Empls	Female #	Female %	Pro. Eth #	Pro. Eth %
Admin 3: Professional	27	21	77.8%	18	66.7%
Info Tech: Professional	9	0	0.0%	7	77.8%

Administrative Support Workers

Job Group	Ttl Empls	Female #	Female %	Pro. Eth #	Pro. Eth %
Administrative Assistant	5	5	100.0%	3	60.0%
Office Assistant	6	5	83.3%	5	83.3%
Office Assistant Adjunct	19	14	73.7%	12	63.2%
Mail Services Worker	1	0	0.0%	1	100.0%

Technicians

Job Group	Ttl Empls	Female #	Female %	Pro. Eth #	Pro. Eth %
Broadcast-Media	1	1	100.0%	1	100.0%
Info Tech: Technician Adjunct	1	0	0.0%	0	0.0%

Craft Workers

Job Group	Ttl Empls	Female #	Female %	Pro. Eth #	Pro. Eth %
Laborers and Helpers	2	0	0.0%	2	100.0%

Service Workers

Job Group	Ttl Empls	Female #	Female %	Pro. Eth #	Pro. Eth %
Campus Peace Officer	1	0	0.0%	1	100.0%
Campus Security Assistant Adjunct	1	0	0.0%	1	100.0%

Table 2: Faculty Tenure Status

Group/Title/Status	Ttl Empls	Female #	Female %	Pro. Eth #	Pro. Eth%
Faculty: Instructor					
Law Instructor	3	3	100.0%	2	66.7%
Substitute >=6 Mo Or Prior Ben	3	3	100.0%	2	66.7%
Faculty: Librarian					
Law Library Assc Professor	3	2	66.7%	2	66.7%
Tenured	1	0	0.0%	0	0.0%
Track Tenure	2	2	100.0%	2	100.0%
Law Library Professor	2	1	50.0%	1	50.0%
Tenured	2	1	50.0%	1	50.0%
Law Library Professor	1	1	100.0%	1	100.0%
Tenured	1	1	100.0%	1	100.0%
Faculty: Professoriate					
Law Asst Professor	7	7	100.0%	4	57.1%
Substitute >=6 Mo Or Prior Ben	1	1	100.0%	0	0.0%
Track Tenure	6	6	100.0%	4	66.7%
Law Assc Professor	15	11	73.3%	10	66.7%
Substitute >=6 Mo Or Prior Ben	1	1	100.0%	0	0.0%
Track Tenure	14	10	71.4%	10	71.4%
Law Professor	28	18	64.3%	14	50.0%
Substitute >=6 Mo Or Prior Ben	2	2	100.0%	1	50.0%
Tenured	26	16	61.5%	13	50.0%

Job Group Analysis

Job Group Analysis is a process of creating groups of jobs with similar duties and qualifications. For some reports we “roll up” job groups into categories based on the federal EEO-1 coding system.

CUNY reviews faculty job groups by both rank and academic discipline. CUNY assigns most faculty departments to disciplines as per the US Department of Education’s Classification of Instructional Programs (CIP).

CUNY organizes data about College Laboratory Technicians by assigning the employees’ departments to one of two categories: Scientific/Engineering/Technical or a General (non-scientific) category.

The Utilization Analysis (see next section) provides detail on job groups and academic disciplines.

Utilization Analysis

We compare CUNY’s job groups with an estimated labor market availability by job group. We evaluate utilization for females and federal ethnicity categories (Asian, Black/African American, and Hispanic/Latino and Total Protected Ethnicities).

Labor Market Source Data

Labor market availability is a benchmark calculated by job group. It is an estimate of the ratio of females and federally protected ethnicities available for employment. This information is based on both an external labor market in a reasonable geographic area, and an internal labor market of CUNY personnel eligible for advancement. We last calculated labor market availability in 2023.

It is not possible for anyone to exactly calculate labor market availability, as all calculations are based on historical data. We consider the calculations and the resulting findings to be general indicators.

We calculated an internal labor market utilizing lists of CUNY-wide appointments between 2017-2022. For Classified Civil Service titles, we also consulted with CUNY’s Director of Civil Service Operations. This review resulted in a percentage of internal advancements for each job group. The resulting demographics are based on persons employed as of June 1, 2022.

For external labor market calculations other than faculty, we utilized the US Census American Community Survey (ACS), 5-year estimate, 2017-2021 (final), extracted from

University of Minnesota's Integrated Public User Microdata Sample (iPUMS). We selected data based on geography, labor force participation, occupation, and educational attainment.

We combine internal and external labor market calculations in proportion to the numbers of internal advancements and external hires into each job group.

For faculty, we calculated labor market availability by both job group and academic discipline within job group. We utilized the US Department of Education's National Center for Education Statistics' Integrated Post-Secondary Education Data System (IPEDS) degree completion data, 2020-2021 (final). We used the Classification of Instructional Programs (CIP) to identify discipline.

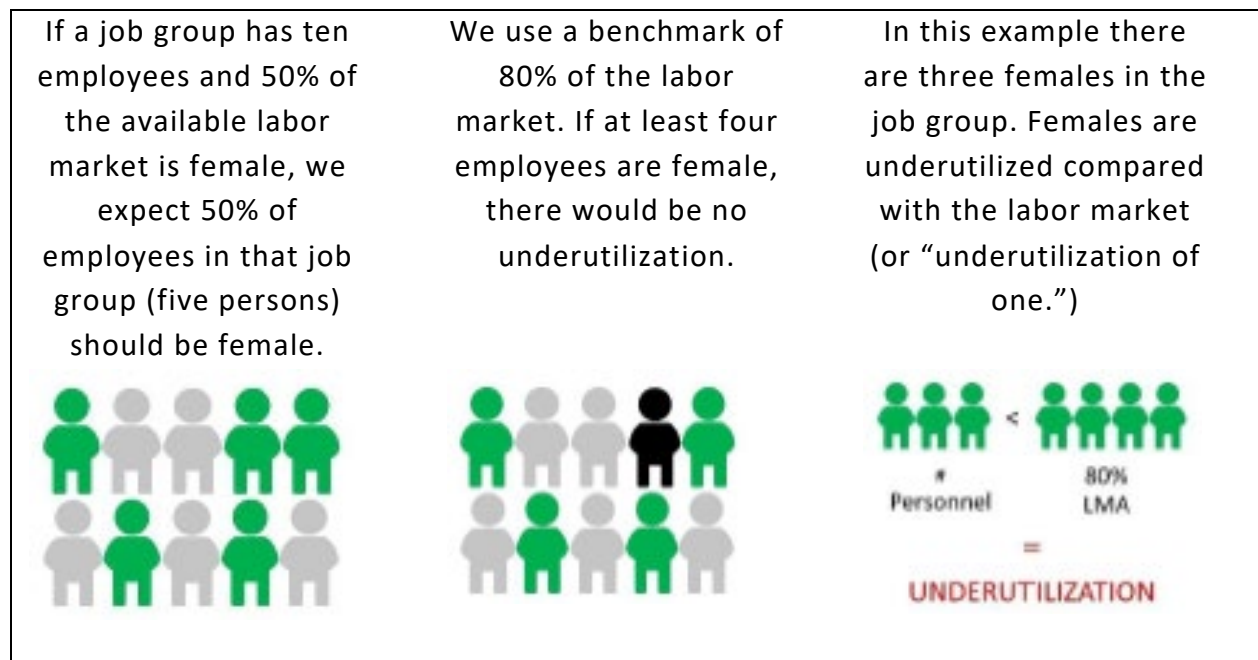
Calculating Underutilization

A workplace without bias should employ persons in protected groups in the same ratio that people in each group appear in the general labor market.

We calculate underutilization for groups with a minimum of five incumbents, with the caveat that analyzing groups of less than 30 employees may generate less reliable results. We do not report on the President's position, as it reports outside of our unit.

We report underutilization where the percent of employees belonging to a protected group does not reach a benchmark of at least 80% of the labor market estimate, and the difference is equal to at least one full-time equivalent employee. The following illustration may help explain:

Illustration: Utilization and Underutilization



Appendix D details utilization/underutilization in each category (job group and/or academic discipline). We prioritize job groups with underutilization for placement goals and outreach for hiring and advancement.

While we expect year-to-year variations to be the result of implementing our affirmative action plans, variations may also arise from changes in availability, hires, advancements, and separations.

The following pages summarize staffing and underutilization for each job group.

Table 3: Summary of Underutilization and Goals

This exhibit summarizes underutilization of protected groups by job group and discipline in faculty ranks, organized by job group and academic discipline. We report combinations of job group and discipline only in years they have five or more incumbents.

This summary reports underutilization in:

- 2024 - 2025 Plan (as of 6/1/2024 - current plan)
- 2023 - 2024 Plan (as of 6/1/2023)
- 2022 - 2023 Plan (as of 6/1/2022)
- 2021 - 2022 Plan (as of 6/1/2021)

In 2023, we updated Labor Market Availability estimates, which could impact results between years. We also began calculating underutilization for adjunct faculty. In 2024, we refined the method to account for multiple adjunct appointments, which could reduce the total adjunct count.

Underutilization indicates areas of outreach for recruitment and advancement. When underutilization does not change year-to-year, it may be due to limited turnover (opportunities to hire or promote into the job group).

There are more details in the plan narrative and in Appendix D (Utilization Analysis).

Faculty: Professoriate Adjunct		Total Faculty	Female	Total Pro. Eth.	Asian/Nat Haw./OPI	Black/ African Am.	Hispanic/ Latino
Legal Professions and Studies							
	2024	32					1
	2023	38					2

Faculty: Professoriate		Total Faculty	Female	Total Pro. Eth.	Asian/Nat Haw./OPI	Black/ African Am.	Hispanic/ Latino
Legal Professions and Studies							
	2024	50					
	2023	44					2
	2022	44					2
	2021	46					1

Faculty: Librarian		Total Faculty	Female	Total Pro. Eth.	Asian/Nat Haw./OPI	Black/ African Am.	Hispanic/ Latino
Library (Librarians/Non-Teaching)							
	2024	6					
	2023	5	2				
	2022	5	1				
	2021	5	1				

Faculty: Lecturer Adjunct		Total Faculty	Female	Total Pro. Eth.	Asian/Nat Haw./OPI	Black/ African Am.	Hispanic/ Latino
Legal Professions and Studies							
	2024	6					1

Faculty: Instructor

Legal Professions and Studies

2023	8					
2022	9					
2021	5					1

This exhibit summarizes underutilization of protected groups for non-faculty, presented by job group (organized by EEO Category, as in the Workforce Summary). We report job groups only in years they have five or more incumbents.

This summary reports underutilization in:

- 2024 - 2025 Plan (as of 6/1/2024 - current plan)
- 2023 - 2024 Plan (as of 6/1/2023)
- 2022 - 2023 Plan (as of 6/1/2022)
- 2021 - 2022 Plan (as of 6/1/2021)

In 2023, we updated Labor Market Availability estimates, which could impact results between years. We also began calculating underutilization for hourly appointments. In 2024, we refined the method to account for multiple hourly appointments, which could reduce the total staff count.

Underutilization indicates areas of potential outreach for recruitment and advancement. When underutilization does not change year-to-year, it may be due to limited turnover (opportunities to hire or promote into the job group).

There are more details in the plan narrative and in Appendix D (Utilization Analysis).

Executive/Administrative/Managerial

Admin 1: Executive

	Total Staff	Female	Total Pro. Ethnicity	Asian/Nat Haw./OPI	Black/ AfricanAm	Hispanic/ Latino
2024	13					
2023	16					
2022	15					
2021	14		1			1

Admin 2: Managerial

2024	31					
2023	29					1
2022	29					
2021	31				2	

Admin 2: Managerial Adjunct

2024	11		2	2		1
2023	15			2		

Professional Non-Faculty

Admin 3: Professional

	Total Staff	Female	Total Pro. Ethnicity	Asian/Nat Haw./OPI	Black/ AfricanAm	Hispanic/ Latino
2024	27					
2023	30					
2022	29					
2021	26					

Info Tech: Professional

2024	9	3		1		
2023	10	3		1		
2022	10	3		1		
2021	10	3		1		

Administrative Support Workers

Administrative Assistant

Total Staff	Female	Total Pro. Ethnicity	Asian/Nat Haw./OPI	Black/ AfricanAm	Hispanic/ Latino
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Administrative Support Workers

Administrative Assistant

	Total Staff	Female	Total Pro. Ethnicity	Asian/Nat Haw./OPI	Black/ AfricanAm	Hispanic/ Latino
2024	5		1		1	
2023	5		1		1	
2022	7		2		2	1
2021	7		2		2	1

Office Assistant

2024	6			1		
2023	7			1		
2022	6					
2021	7					

Office Assistant Adjunct

2024	19					
2023	23					3

Utilization, Underutilization, and Placement Goals

The Law School prides itself on being the **most diverse law school** in the country: overwhelming utilization of federally-protected groups in a broad range of EEO categories and job groups, with noted **elimination of any underutilization** for Hispanics in 2024 in the Faculty Professoriate job group. There remains, however, underutilization of 3 females in the IT Computer Professional job group. The CDO has asked for enhanced recruitment efforts for females in that job IT group.

The Law School remains committed to remedying any underutilization. The CDO will closely monitor recruiting efforts, the hiring pools of each search committee (especially those areas where noted underutilization has occurred) and provide information on any opportunities for personal development programs for both staff and students, and increase communication between the HR department, Student Affairs and the Dean's Office to ensure compliance and diversity at the Law School.

Personnel and Recruiting Activity

Personnel Activity

We review personnel actions for adverse impact. We compare rates of hiring, promotion, and termination by gender and ethnicity. We review activity for each job group, but report results only for groups with a material number of actions and/or applicants.

Appendix E summarizes job actions, including tenure, by gender and ethnicity.

We compared employee titles on June 1, 2024 to titles they held on June 1, 2023. This method is necessary given system limitations but may exclude some actions, such as an employee changing job groups more than once over the year. We count hires, moves to a higher or lower job group, moves within a job group, and separations. We report employees who change job groups and/or transfer between CUNY units as having separated from the former job group and appointed to the new group (two actions). Adverse selection may occur when any one group (protected or not) has a rate of hire, advancement, or separation less than 80% of the rate of the most-selected group for that particular action.

Tenure is a permanent status granted to professorial faculty and College Laboratory Technicians. Lecturers are eligible for a similar status, "Certificate of Continuous Employment (CCE)." Lecturers and College Laboratory Technicians are eligible after meeting "years of service" requirements. For professorial faculty, there are extensive reviews resulting in tenure recommendations to the Dean.

Table 4: Tenure Summary

Faculty Group	Total Tenure Awards	Tenure Awards to Females	Tenure Awards to Protected Ethnicities	Tenure Awards Denied
Professors	2	2	2	0
Associate Professors				
Assistant Professors				
Lecturers				

Two black females gained tenure to law professor positions during the relevant plan period.

Recruiting Activity

CUNY is committed to recruiting a diverse and highly qualified workforce. The Chief Diversity Officer reviews applicant data and recruiting outcomes to determine if there is a need to adjust outreach plans.

Prior to posting a job vacancy, the Chief Diversity Officer reviews physical and mental qualifications and posting language in general. They also review recruiting plans for intended outreach. We post open positions on our Careers page, <https://cuny.jobs> and open Civil Service examinations on the CUNY Civil Service web page, <https://www.cuny.edu/about/administration/offices/hr/classified-civil-service/notice-of-exams-noe/>.

We invite candidates to voluntarily self-identify gender, race/ethnicity, disability status, and veteran status.

We conduct most faculty and administrative hiring by appointing a diverse Search Committee for initial screening. The Chief Diversity Officer provides an orientation, or “charge,” to committee members on effective selection practices, including practices aimed at reducing potential for bias. The Chief Diversity Officer reviews applicant pools for sufficient representation and certifies pools prior to committee review, and reviews selections again as searches near completion. Committees refer finalist candidates to the hiring manager(s) for a final selection.

As per federal guidelines, an “applicant” is someone who applies to a specific opening, has the minimum qualifications, we considered their application, and they did not withdraw. We analyze applicants and selection rates by job group for interviews, offers, and hires.

We report searches resulting in an offer during the previous plan year. For some searches, there is a time gap between offer and start dates. To avoid a lag in reporting, we include searches based on the date the candidate accepts our job offer, even if they have not started work by June 1. This explains the differences between total hires in personal activity reports and completed searches in recruitment reports.

Appendix F summarizes recruiting and selection by job group for searches concluded with a job offer between June 1, 2023, and May 31, 2024.

From a very diverse applicant pool, the Law School **hired 11 persons** for fulltime positions, resulting in a diverse number of new hires, including 2 males, 8 females, 1 unidentified gender, 7 total minorities, and 1 individual with a disability.

We made 4 **exceptions** to open posting and search requirements. The Chief Diversity Officer and University Human Resources review exception requests. We may grant search exceptions when it is highly unlikely that we could fill the position competitively (such as a job having unique qualification requirements). We also grant exceptions for positions representing a transfer of funding for employees originally hired by a separate entity.

We awarded these 4 exceptions to 3 Black females and 1 White female.

Table 5: Exceptions to the Search Process

Employee Group	Total Exceptions	Exceptions-Females	Exceptions-Protected Ethnicities
Executives (Admin 1 Group)	2	2	2
Higher Education Officers (Admin 2/ Admin 3 Groups)	2	2	1

Civil Service Hiring

We selected 1 individual for a Classified Civil Service position from ranked lists based on examination scores, according to CUNY's Civil Service regulations. CUNY's University Human Resources unit administers and validates Civil Service examinations and maintains applicant and examination records.

1 Black female was hired as Media Services Tech 3.

Compensation

CUNY develops university-wide pay schedules based on bargaining unit contracts, Civil Service regulations, government wage determinations, and university policies. Outside of executives, CUNY pays employees according to the terms of the bargaining unit contract applicable to their job title, even for individuals excluded from representation. Pay plans include the Executive Compensation Plan (ECP), Faculty and Non-Teaching Instructional Staff Pay Plan, Classified Civil Service Plans for Managerial and Non-Managerial Personnel, and New York City Prevailing Wage schedules for Skilled Trades.

Officials in New York City and New York State governments review labor contracts. CUNY's Trustees review and approve all pay plans.

The Chief Diversity Officer reviews overall practices such as:

- Setting of starting salaries
- Pay exceptions (performance-based pay and increases upon promotion)
- Tracking compensation decisions
- Document retention
- Assignment of overtime/additional assignments
- Administrative Screening Review Committee (CDO is ex officio member)
- Vacancy Review Board (CDO is a member).

The Chief Diversity Officer reviewed the Compensation Report with Human Resources, and informed Dean Setty on October 9, 2024 that there were no identified major concerns regarding compensation equity for which legitimate explanations could not be provided, e.g., collective bargaining agreements, pay schedules, longevity, market/labor forces, candidate skills set and experiences, and classified civil service plans. Additionally, in accordance with relevant law, Search Committee members and Hiring Managers have been advised not to inquire into an applicant's salary history, and all job postings provide a reasonable salary range for posted positions.

PART THREE: ACTION-ORIENTED PROGRAMS

This section provides a qualitative assessment of prior-year goal attainment and details efforts aimed at achieving next year’s goals.

2023-2024: Prior Year Programs

Last year, we undertook the following to support affirmative action and create a climate of inclusion:

Table 6: Summary of Programs, 2023-2024

Program	Job Group/Impact
Greater outreach to Hispanics for faculty positions, if opportunity to hire.	Resulted in elimination of underrepresentation for Hispanics in faculty positions.
The law school hosted various programs as part of its use of the CUNY campus climate grant funding: antisemitism and human rights; anti-Asian bias, violence; implicit bias and stereotyping.	The law school community was advised of its rights and responsibilities regarding bias/discrimination and harassment, resulting in a more informed and respectful community.
Encouraged employees to participate in university-sponsored professional development programs focused on diversity and public events.	The law school offered many opportunities during the year for professional development.

2024-2025: Planned Programs

In this section, we share placement goals and planned initiatives.

Table 7: Planned Programs, 2024-2025

Program	Job Group/Expected Impact
Greater outreach to women for IT positions, if opportunity to hire	Increase applicant pool through enhanced recruitment efforts for opportunity to hire females for open IT positions

Program	Job Group/Expected Impact
Posting of all job offerings internally as well as externally.	Identifying and advising current employees for advancement
The law school will host various programs as part of its use of the CUNY campus transformational grant funding: antisemitism and human rights; anti-Muslim bias, Title IX sex-based and gender identity violence; implicit bias and stereotyping.	Help to create a law school environment where differing viewpoints are respected, discrimination is lessened, and where employees are better aware of the benefits of a diverse workforce.
Encouraging employees to participate in university-sponsored professional development programs focused on diversity and public events.	The law school will offer opportunities during the year for professional development.

Ongoing Activities

The CDO provides numerous training sessions throughout the year for employees and managers on nondiscrimination and diversity. Also, the CDO sends a “Know Your Rights and Responsibilities in the Workplace” email twice a year to faculty and staff.

CUNY’s University Human Resources office lists job vacancies with state workforce agencies and veterans’ centers and maintains consolidated advertising programs posting with job boards serving individuals identifying as veterans, individuals with disabilities, women, and underrepresented ethnicities. The office maintains accounts for university-wide job posting and outreach, including the Higher Education Recruitment Consortium and the DirectEmployers Association. It provides training to Chief Diversity Officers and Human Resources personnel.

CUNY has mandatory online training programs for faculty and staff on sexual harassment prevention and workplace violence prevention; we regularly review training records and follow-up with non-participants.

Internal Audit and Reporting

The Chief Diversity Officer posts and distributes notices of policies, new/revised regulations, and similar information. They integrate compliance information into faculty, student, and staff training. Chief Diversity Officers communicate elements of the Affirmative Action Plan and make it available for public inspection.

The Chief Diversity Officer's internal control responsibilities include:

- Monitoring personnel actions, including new hires, transfers, promotions, and terminations
- Conducting periodic employee self-identification canvassing
- Reviewing recruiting outreach and advertising
- Monitoring complaints/incident reports
- Reviewing personnel practices and the affirmative action programs with management
- Advising management of program effectiveness and providing recommendations for improvement
- Working with Human Resources staff to assure employment records are complete, accurate, and current
- Completing the annual Affirmative Action certification in the US Department of Labor Contractor Portal.

CUNY has a university-wide discrimination and harassment reporting system which allows for tracking and oversight. More information is available at:

<https://www.cuny.edu/about/administration/offices/hr/discrimination-and-retaliation-report-form/>

CUNY regularly reports results externally and/or responds to audit requests from:

- New York State Department of Labor
- New York City Department of Education
- New York City Equal Employment Practices Commission.

CUNY periodically reports to the CUNY Board of Trustees, particularly its Subcommittee on Diversity, Inclusion and MWBE.

PART FOUR: INDIVIDUALS WITH DISABILITIES AND PROTECTED VETERANS

This section covers affirmative action plans to address hiring and advancement of individuals with disabilities and veterans. It includes:

- Equal Opportunity and Non-Discrimination Policy
- Review of Personnel Processes
- Review of Physical and Mental Qualifications
- Reasonable Accommodations
- Harassment Prevention Procedures
- External Policy Dissemination
- Outreach and Positive Recruiting
- Internal Policy Dissemination
- Implementation Responsibility
- Training
- Audit and Reporting System
- Benchmark Comparisons.

Equal Opportunity and Non-Discrimination Policy

Appendix C has the text of CUNY's Equal Opportunity and Non-Discrimination Policy and other relevant policies.

Review of Personnel Practices

We ensure personnel processes support equal employment opportunity for employees and applicants who are individuals with disabilities and/or protected veterans. We periodically review practices for potential barriers to employment, training, and promotion.

Personnel practices do not stereotype individuals with disabilities or protected veterans or otherwise limit access to employment. We include individuals with disabilities and veterans in media such as our publications and websites.

We invite employees to self-identify through an online self-service system. We invite applicants to self-identify through CUNY's online applicant tracking system. CUNY maintains appropriate security measures for confidentiality of personal data.

We last conducted a canvas for self-identification on 2018.

Review of Physical and Mental Qualifications

We ensure physical and mental qualifications are job-related and consistent with business necessity and safety. We periodically review physical and mental qualifications as they relate to employment, training, and promotion. The Chief Diversity Officer reviews position

requirements before listing a job vacancy. They review any new job qualifications or conditions to ensure these would not screen out qualified individuals with disabilities or protected veterans.

CUNY's Civil Service unit reviews job requirements prior to issuing new or revised Civil Service job descriptions. CUNY also provides a checklist for planning a recruiting effort with a sign-off on job requirements.

Disability Accommodations

We provide accommodations to individuals with disabilities (including disabled veterans). According to our Policy on Implementing Reasonable Accommodation and Academic Adjustments, Human Resources Directors are responsible for responding to accommodation requests by applicants, employees, contractors, visitors, and others.

Name: Elizabeth Johnston

Title: Director of Human Resources and Payroll

Phone: 718-340-4520

Email: elizabeth.johnston@law.cuny.edu

We have posted the Procedures for Implementing Reasonable Accommodation and Academic Adjustments online at:

<http://www.cuny.edu/about/administration/offices/legal-affairs/policies-resources/reasonable-accommodations-and-academic-adjustments/>

We provide information for applicants on the Employment Page of the CUNY website and <https://www.law.cuny.edu/human-resources/>. There is a link on our job board (<https://cuny.jobs>) directing the candidate to our accessibility page. Applicants may also contact the Office of Recruitment and Diversity at jobs@cuny.edu or ord@cuny.edu.

We provide accommodations based on disability; pregnancy, childbirth, or medical condition related to pregnancy or childbirth; religious practice; and status as a victim of domestic violence, sex offense or stalking.

Employees and managers may resolve requests through cooperative, interactive dialogue. Additionally, we documented 0 employee accommodation requests this year. We responded to 0 job applicant accommodation requests.

There were few changes to campus facilities to improve access except routine upgrades,

updates, and maintenance.

Harassment Prevention

CUNY has developed anti-harassment policies and procedures concerning individuals with disabilities and protected veterans. There is a 504/ADA Coordinator who reviews personnel practices to ensure access and non-discrimination for individuals with disabilities. The Chief Diversity Officer reviews practices for veterans.

External Policy Dissemination

Each job vacancy announcement includes a summary of CUNY's policy. As noted above, CUNY posts its Non-Discrimination Policy on its employment website and job postings. CUNY's Office of Labor Relations provides an annual notice of our policies to labor unions. Either our unit or the university, as appropriate, notifies subcontractors, vendors, and suppliers of our EEO policies.

Outreach and Positive Recruiting

Table 8: Summary of Prior Year Outreach, 2023-2024

Program / Effort	Impact/Discussion
Outreach to the Disability Rights Bar Association and Federal Bar Association of Veterans and the Military for faculty positions.	To help produce a larger applicant pool of qualified individuals with disabilities and veterans. This outreach was not done.
Increase awareness of underutilization through charging the search committees and CDO training programs.	To generate more emphasis on the importance of hiring employees with disabilities and veteran. and making the Law School work environment a place where veterans and persons with disabilities feel welcome, resulting in the hiring of a person with a disability.
Attendance at conferences or other professional development opportunities, if available, towards increased hiring of veterans and persons with disabilities.	Need to enhance recruitment efforts to include such conferences or professional development opportunities.

Table 9: Planned Outreach, 2024-2025

Program / Effort	Goals/Expected Impact
Outreach to the Disability Rights Bar Association and Federal Bar Association of Veterans and the Military for faculty positions.	The CDO spoke with the law school Recruiter about enhanced outreach in this area and to these organizations, in particular.
Increase awareness of underutilization through charging the search committees and CDO training programs.	The CDO will continue to stress the importance of hiring employees with disabilities and veterans, and making the Law School work environment a place where veterans and persons with disabilities feel welcome.
Attendance at conferences or other professional development opportunities, if available, towards increased hiring of veterans and persons with disabilities.	The CDO spoke with the law school Recruiter regarding enhanced recruitment efforts to include such conferences or professional development opportunities.

Other outreach activities include:

- Sending information on employment opportunities to outlets reaching protected veterans (including disabled veterans) and individuals with disabilities
- Advertising job openings with external resources including the New York State Labor Department and related agencies
- Sharing information on Civil Service examinations through publishing exam notices and sending them to community organizations and public high schools
- Assisting veterans with a passing score on a competitive Civil Service examination to apply for additional points based on veteran or disabled veteran status as per NY State law
- Assisting qualified individuals with disabilities with appointment to classified competitive Civil Service titles without an examination (55(a) program)
- Filing the annual federal VETS-4212 report.

Internal Policy Dissemination

To foster positive support for affirmative action programs for protected veterans and individuals with disabilities, we have:

- Included policies in manuals and other publications
- Explained policies and responsibilities to senior management and supervisors
- Conducted training for employees involved in recruitment, selection, and promotion decision-making
- Discussed policies in employee orientation and management training programs
- Included information on the accomplishments of veterans (including disabled veterans) and other individuals with disabilities in unit communications
- Posted CUNY Procedures for Implementing Reasonable Accommodation and Academic Adjustments on bulletin boards, along with the CUNY Policy on Non-Discrimination (addressing protection from harassment on the basis of disability)
- Featured persons who are individuals with disabilities in handbooks or similar publications
- Other Policies are posted on the CUNY School of Law website, including its Office of Equal Opportunity and Equity website, the Student Handbook, and in the CDO's "Rights and Responsibilities" emails to the campus community.

Implementation Responsibility

As part of its efforts to ensure equal employment opportunity to veterans (including disabled veterans) and other individuals with disabilities, we have designated specific responsibilities.

The Law School Dean

The Law School Dean, Sudha Setty, oversees affirmative action and compliance programs. The President appoints a 504/ADA Coordinator to oversee compliance and provides support and resources for affirmative action and compliance. The 504/ADA Coordinator and the Chief Diversity Officer report issues uncovered in interview reviews to the President who oversees appropriate responses.

504/ADA Coordinator

As 504/ADA Coordinator, Michael Valente, Esq.:

- Monitors 504/ADA compliance
- Reviews and resolve issues such as disputed accommodation decisions
- Maintains records of accommodation requests and outcomes
- Provides training as needed on issues related to individuals with disabilities.

504/ADA Committee

While there is no standing committee, the 504/ADA Coordinator works closely with the Human Resources Director (for employees), the Director of Student Services/ Disabilities Coordinator (for students), and the law school Communications Department (for website accessibility) to ensure ADA compliance regarding campus programs and activities, including

those for disabled veterans.

University Management

CUNY's Office of Recruitment and Diversity manages systems to maintain self-identification data and provides other data support to each unit. The Office also administers CUNY's 55(a) program to provide opportunities in Civil Service positions to individuals with disabilities.

Training

We provide orientation on relevant regulations and policies, including affirmative action programs, to personnel responsible for recruitment, selection, promotion, disciplinary actions, and similar activities.

The CDO provides DEI training to employees at department meetings and in various Zoom meetings. The CDO trains new faculty and staff during orientation regarding CUNY policies on equal opportunity, nondiscrimination, accommodations, and sexual misconduct. The CDO also provides training to students during orientation and throughout the academic year.

Audit and Reporting System

The Chief Diversity Officer, who is also the law school's 504/ADA Coordinator, audits the effectiveness of outreach and affirmative action programs. The CDO monitors practices and discrimination claims related to status as a veteran or individual with a disability.

As 504/ADA Coordinator, the law school CDO oversees audit and reporting of accommodations for individuals with disabilities, identifying barriers to access, addressing accommodations appeals, and proposing remedial actions. Relevant findings and recommendations are reported to the Law School Dean.

Benchmark Comparisons

Staffing Ratios for Individuals with Disabilities and Veterans

Appendix G indicates the number of individuals with disabilities by job group. The US Department of Labor suggests a benchmark of 7.0% for each job group. There is no requirement to calculate underutilization or set placement goals.

There are 2 Veterans employed at the Law School, representing 0.9% of our workforce. CUNY reports veteran representation annually through the federal VETS-4212 report. There is no requirement to report veteran representation in the Affirmative Action Plan.

Hiring Rates for Veterans and Individuals with Disabilities

The following exhibit illustrates hiring rates for individuals with disabilities and veterans in

the US Department of Labor's required format.

In March 2024, the federal government set the benchmark Hiring Rate for veterans at 5.2%, based on the prevalence of veterans in the United States workforce.

There is no federal hiring rate benchmark for individuals with disabilities.

The recruiting and hiring of veterans and persons with disabilities are goals/priorities in the next plan year. One individual with a disability was hired during the current plan year.

Exhibit: Benchmark Comparisons for Veterans and Individuals with Disabilities

Table 10: Veterans' Hiring Rate Benchmark

The benchmark hiring rate, established by the US Department of Labor, is 5.2% as of March 2024.

<https://www.dol.gov/agencies/ofccp/vevraa/hiring-benchmark>

Factor	2023-2024	2022-2023	2021-2022
A. Number of applicants who self-identified as Veterans before an offer of employment	11	11	8
B. Total number of job openings	13	18	13
C. Total number of jobs filled	11	16	6
D. Total number of applicants for all jobs	909	677	610
E. Number of veteran applicants hired	0	0	0
F. Total number of applicants hired	11	16	6
Hiring Rate (E divided by F)	0	0	0
Federal Hiring Rate Benchmark	5.2%	5.4%	5.5%
Benchmark Met (Yes/No)	No	No	No

As per the March 2024: "Employment Situation of Veterans – 2023" report from the US Bureau of Labor Statistics (<https://www.bls.gov/news.release/pdf/vet.pdf>), Veterans account for about 7% of the population. The unemployment rate for Veterans in the "Gulf War Era-II (service 2001-present)" was 3.3% and the rate for non-veterans was 3.6%.

Table 11: Hiring Rate for Individuals with Disabilities

There is no recommended hiring benchmark for Individuals with Disabilities but there is a recommended total representation of 7% in each job group.

Factor	2023-2024	2022-2023	2021-2022
A. Number of applicants who self-identify as Individuals with Disabilities before an offer of employment	73	65	55
B. Total number of job openings	13	18	13
C. Total number of jobs filled	11	16	6
D. Total number of applicants for all jobs	909	677	610
E. Number of individuals with disabilities hired	1	0	0
F. Total number of applicants hired	11	16	6
Hiring Rate (E Divided by F)	0.9%	0	0

As per the February 2024 "Persons with a Disability: Labor Force Characteristics - 2023" report from the US Bureau of Labor Statistics (https://www.bls.gov/news.release/archives/disabl_02222024.pdf): People with a disability account for about 13% of the population. The unemployment rate for people with a disability in the 16-64 age group was 7.7% and the rate for people without a disability was 3.5%.

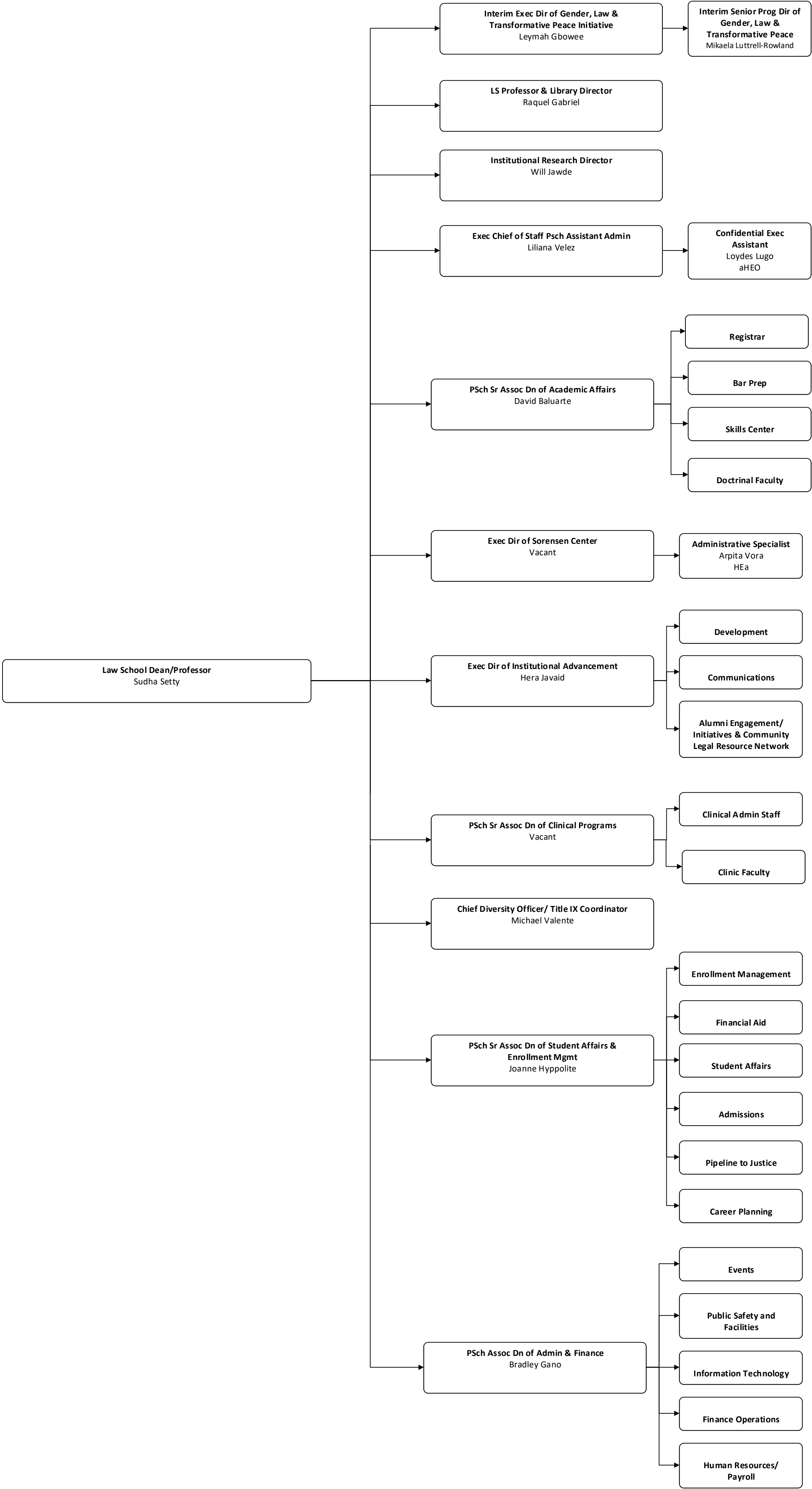
APPENDICES

- A. Summary Organization Chart
- B. CUNY Policies
- C. Reaffirmation Letter
- D. Utilization Analysis
- E. Personnel Activity
- F. Recruiting Activity
- G. Individuals with Disabilities by Job Group

Appendices for the 2024-2025 Affirmative Action Plan

Appendix A Organization Chart

This Appendix contains a summary organization chart.



Appendix B

CUNY Policies

This Appendix has the text of major CUNY policies related to affirmative action and equal employment opportunity.

EQUAL OPPORTUNITY AND NON-DISCRIMINATION POLICY

The City University of New York (“University” or “CUNY”), located in a historically diverse municipality, is committed to a policy of equal employment and equal access in its educational programs and activities. Diversity, inclusion, and an environment free from discrimination are central to the mission of The University.

It is the policy of The University—applicable to all colleges and units— to recruit, employ, retain, promote, and provide benefits to employees (including paid and unpaid interns) and to admit and provide services for students without regard to race, color, creed, national origin, ethnicity, ancestry, religion, age, sex (including pregnancy, childbirth and related conditions), sexual orientation, gender, gender identity, marital status, partnership status, disability, genetic information, alienage, citizenship, military or veteran status, status as a victim of domestic violence/stalking/sex offenses, unemployment status, or any other legally prohibited basis in accordance with federal, state and city laws.

It is also The University’s policy to provide reasonable accommodations to applicants, employees and other persons on the basis of disability, religious practices, pregnancy or childbirth-related medical conditions, or status as victims of domestic violence/stalking/sex offenses.

This Policy also prohibits retaliation for reporting or opposing discrimination, or cooperating with an investigation of a discrimination complaint.

AFFIRMATIVE ACTION POLICY

CUNY has had policies related to affirmative action plans since the early 1970s. CUNY’s Affirmative Action Policy of May 28, 1985 is part of its Manual of General Policy.

ARTICLE V FACULTY, STAFF AND ADMINISTRATION

Policy 5.04 - Affirmative Action:

RESOLVED, that the Board of Trustees of The City University of New York reaffirms its commitment to affirmative action and directs the Chancellery and the colleges to reemphasize the taking of the positive steps that will lead to recruiting, hiring, retaining, tenuring, and promoting increased numbers of qualified minorities and women. (Board of Trustees Minutes, 1985-05-28, Section 6-C)

SEXUAL MISCONDUCT POLICY

CUNY’s Policy on Sexual Misconduct addresses sexual harassment, gender-based harassment and sexual violence. It outlines procedures applicable to students and employees for addressing complaints.

Every member of The City University of New York (“CUNY”) community, including students, employees and visitors, deserves the opportunity to live, learn and work free from Sexual Misconduct (sexual harassment, gender-based

harassment and sexual violence). Accordingly, CUNY is committed to:

- Defining conduct that constitutes prohibited Sexual Misconduct;
- Providing clear guidelines for students, employees and visitors on how to report incidents of Sexual Misconduct and a commitment that any complaints will be handled respectfully;
- Promptly responding to and investigating allegations of Sexual Misconduct, pursuing disciplinary action when appropriate, referring the incident to local law enforcement when appropriate, and taking action to investigate and address any allegations of retaliation;
- Providing ongoing assistance and support to students and employees who make allegations of Sexual Misconduct;
- Providing awareness and prevention information on Sexual Misconduct, including widely disseminating this policy, as well as a “students’ bill of rights” and implementing training and educational programs on Sexual Misconduct to college constituencies; and
- Gathering and analyzing information and data that will be reviewed in order to improve safety, reporting, responsiveness and the resolution of incidents.

This is the sole policy at CUNY addressing Sexual Misconduct and is applicable at all college and units at the University. It will be interpreted in accordance with the principles of academic freedom adopted by CUNY’s Board of Trustees.

OTHER POLICIES

It is our policy to recruit, employ, retain, promote, and provide benefits to employees and to admit and provide services for students without regard to race, color, national or ethnic origin, religion, age, sex, sexual orientation, gender identity, marital status, disability, genetic predisposition or carrier status, alienage, citizenship, military or veteran status, unemployment status or status as victim of domestic violence.

Management reaffirms its non-discrimination policies annually.

Other important policies available on CUNY’s “Policies and Resources” webpage include:

- Campus and Workplace Violence Policy
- Domestic Violence and the Workplace Policy
- Procedures for Implementing Reasonable Accommodations and Academic Adjustments

CUNY campuses report crime statistics, including statistics relating to sexual violence under the federal Jeanne Clery Act. Information is available from the campus Office of Public Safety (list name of office and/or website).

Appendix C Reaffirmation Letter

This Appendix contains the most recent Reaffirmation Letter.

To: CUNY Law Community
From: Dean Sudha Setty
Date: Fall 2024

Re: Reaffirmation of Commitment to Diversity/Equal Opportunity/Affirmative Action

The first prong of CUNY Law's dual mission is to create access to legal education for students from communities that have been historically and are currently excluded from the profession. People of color, low-income individuals, people with disabilities, and LGBTQ2IA+ people have been and continue to be excluded from and grossly underrepresented in the legal profession. The Law School has, since its inception, deliberately and consistently admitted a student body whose representation from those excluded communities far surpasses the diversity of law school populations nationally and even further surpasses diversity numbers for the profession, which helps build a better and more inclusive profession.

Because the Law School has the unique privilege of providing an educational environment and a work environment that are enriched by its diversity, it has a special moral obligation to take steps to ensure that (1) our policies and practices prohibit discrimination as defined by law, (2) we continue to work to employ best practices in support of diversity, equity, and equal opportunity in our admissions and scholarship processes and academic policies; in our hiring and employment practices; and in our classrooms and offices, and (3) we move the Law School community to a progressively more inclusive educational and work environment. We are committed to adjudicating discrimination; to surfacing, acknowledging, and rooting out systems and practices that reflect racism, sexism, ageism, homophobia, transphobia, religious discrimination, and ableism; and to regularly and continuously provide training and educational opportunities that lead us individually and as a community to diminishing implicit bias and microaggressions, as well as institutional and systemic racism and all institutionalized and systemic forms of discrimination.

MEETING LAW SCHOOL DIVERSITY REGULATIONS

Beyond moral and aspirational imperatives, the Law School operates within the policies, regulations, and guidelines of the City University of New York (detailed below), the New York State Court of Appeals, the American Bar Association, and the Association of American Law Schools. The New York State Court of Appeals has no specific regulations related to diversity for law schools; however, effective January 2017, the Court of Appeals added a one-credit Diversity, Inclusion, and Elimination of Bias requirement to its annual mandatory continuing legal education (CLE) obligation for practicing attorneys.

The American Bar Association has adopted standards for all accredited law schools prohibiting discrimination; requiring each school to adopt concrete plans to diversify the student body, the faculty, and the staff; requiring each school to adopt concrete plans to promote inclusion and to provide reasonable accommodations for students with disabilities. In February 2022, the ABA adopted a requirement that each accredited law school provide education to law students on bias,

cross-cultural competency, and racism in order to eliminate bias and enhance diversity. They have also added categories such as “ethnicity,” “gender identity or expression” and “military status” to language in Standard 205, which deals with Non-Discrimination and Equality of Opportunity. The Association of American Law Schools has similar requirements. Its standards affirmatively and specifically prohibit discrimination based on gender expression or identity.

Thus, as a matter of expression of institutional values and identity, as well as to comply with University, accreditation, and professional regulation, the Law School prioritizes the creation of a discrimination-free, inclusive work and learning environment.

MEETING CUNY DIVERSITY REGULATIONS

The City University of New York has a long-standing commitment to diversity and equal opportunity. The Law School actively supports these policies and practices, implemented to foster non-discrimination, affirmative action, and diversity and inclusion in the workplace and our classrooms. I take seriously my responsibility to oversee the Law School’s compliance with the CUNY Policies and Procedures on Equal Opportunity, Non-Discrimination, and Sex-Based Misconduct.

The Equal Opportunity and Non-Discrimination Policy states CUNY’s commitment to recruit, employ, retain, promote, and provide benefits to employees regardless of race, color, creed, national origin, ethnicity, ancestry, religion, age, sex, sexual orientation, gender, gender identity, marital status, partnership status, disability, genetic information, alienage, citizenship, military or veteran status, unemployment status, pregnancy, or status as a victim of domestic violence/ stalking/sex offenses, or any other legally prohibited basis in accordance with federal, state, and city laws. Under CUNY’s policy, Italian-Americans are included among protected groups. As a federal contractor, CUNY engages in affirmative action consistent with federal requirements.

Further, the Law School does not tolerate acts of hate or bigotry of any kind. This includes discrimination or harassment based on national origin or heritage – including shared Jewish, Israeli, Palestinian, Arab, Muslim or South Asian ancestry – and/or the association with these national origins and ancestries. The Law School will promptly take all necessary and appropriate actions to address any such discrimination and remedy its effects. We encourage students and employees who believe they have been subjected to such discrimination, or who have information about an incident or situation, to report it to the Law School. Anyone who believes they have been a victim of harassment, discrimination or retaliation should use the [University-wide Discrimination and Retaliation Reporting Portal](#).

The Law School desires to expand its inclusivity and accessibility to both students and employees with disabilities. As per Governor Hochul’s [Executive Order 31](#), CUNY is developing a Strategic Plan to enhance recruitment, advancement, and support of individuals with disabilities. Any CUNY employee requiring one or more accommodations to perform their job duties should contact Human Resources as per our policy on Reasonable Accommodations and Academic Adjustments.

I encourage you to visit the Law School’s [Office of Equal Opportunity & Diversity website](#) to view the Equal Opportunity Policy and its complaint procedures, prohibitions against retaliation for filing discrimination or harassment complaints in good faith, workplace and academic accommodations procedures, and Title IX policies and resources to combat sex-based misconduct.

I have assigned the responsibility for the implementation and monitoring of our compliance programs to our **Chief Diversity Officer (CDO), Michael J. Valente, Esq.**, who is located in room 4/321 and can be reached at 718.340.4285, or emailed at: Michael.valente@law.cuny.edu. Any individual who believes that they have experienced employment discrimination should immediately contact the CDO. Also, our deans, directors, managers, and supervisors share responsibility for ensuring our compliance with these policies and laws, and are required to report discrimination complaints to the CDO.

For sex-based misconduct complaints and issues, you may contact **Michael J. Valente, Esq.**, who is our designated **Title IX Coordinator**. Additionally, I wish to remind you that, pursuant to CUNY's 2024 Policy on Sex-Based Misconduct, most employees (*except*, for example, confidential employees such as a mental health counselor) are required to report sex-based misconduct to the Title IX Coordinator.

Below, I have provided you with quick links to relevant policies and procedures.

Non-Discrimination Policy

<https://www.cuny.edu/about/administration/offices/legal-affairs/policies-resources/equal-opportunity-and-non-discrimination-policy/>

Policy on Reasonable Accommodations and Academic Adjustments (including religious accommodations)

<https://www.cuny.edu/about/administration/offices/legal-affairs/policies-resources/reasonable-accommodations-and-academic-adjustments/>

Policy on Sex-Based Misconduct

<https://www.cuny.edu/wp-content/uploads/sites/4/page-assets/about/administration/offices/legal-affairs/policies-resources/Sex-Based-Misconduct-Policy.pdf>

CUNY-Wide Discrimination and Retaliation Report Portal:

<https://www.cuny.edu/about/administration/offices/hr/discrimination-and-retaliation-report-form/>

Policy on Reporting Alleged Misconduct:

<https://www.cuny.edu/about/administration/offices/legal-affairs/policies-resources/reporting-of-alleged-miscounduct/>

Appendix D-1 Utilization Analysis - Staff Job Groups

This Appendix provides a utilization analysis for each staff job group that has five or more employees.

Utilization analysis is a comparison of the demographics of employees in various job groups with an estimate of the labor market for that same job group. The labor market is comprised of two components, external (general population) and internal (CUNY employees eligible for advancement into the job group). The factors are blended according to the balance of internal/external hiring at CUNY. This exhibit details the specific factors we use for each job group. We last calculated labor market availability in 2023.

Underutilization occurs where the utilization of a protected group is less than 80% of the labor market estimate. It represents the number of additional employees we would need for utilization to equal the labor market estimate. For the federal plan, underutilization numbers for females and total minorities represent placement goals when there are opportunities for hiring/advancement.

For the federal plan, we calculate underutilization for the following categories: female, total minority, asian/hawaiian/other pacific islander, black/african american, and hispanic/latino. The total minority category includes asian, black, and hispanic job groups but also incorporates individuals identifying as native american/alaska native and two or more races. For the italian american plan, we add a calculation for employees identifying as italian american, in addition to any other group to which they identify.

We calculate underutilization separately for full-time (annual) and part-time (hourly) employees. To address the situation of employees holding multiple concurrent appointments, we do not count part-time appointments for employees holding full-time appointments. For individuals with multiple part-time appointments, we count only one appointment per department per campus, giving priority to teaching appointments, then appointments according to pay level. At some campuses, a small number of employees (ten or fewer) may be counted more than once in part-time job groups because their multiple appointments span multiple departments.

Category: Executive/Administrative/Managerial

Job Group: Admin 1: Executive

Description: Executive Compensation Plan (Other Than Chief Executive)

Appointments: 13

Weight Availability Factors

- 50.00% ACS 2017-2021 National workforce with a minimum of Bachelor's degree plus eight years of experience (proxy age of 29 and higher) in selected occupations (0010, 0020, 0060, 0101, 0102, 0110, 0120, 0136, 0230, 0565, 2100).
- 50.00% Employees in titles Professor or Higher Education Officer as of 6/1/22; tenure or permanency not required.

Titles held by employees in this group

- 04723 Asst Administrator
- 04333 Prof School Assoc Admin
- 04128 Prof School Assoc Dean
- 04332 Prof School Asst Admin
- 04129 Prof School Sr Assoc Dean

Utilization Report					
	Female	Total Minority	Asian/Nat. Haw./Other Pac. Isl.	Black/African American	Hispanic/ Latino
Number of Employees	7	6	2	2	2
Underutilized (Y = Yes)					
Number Underutilized					
Actual Utilization	53.8%	46.2%	15.4%	15.4%	15.4%
Labor Market Availability	45.6%	29.6%	10.0%	8.9%	8.8%

Category: Executive/Administrative/Managerial

Job Group: Admin 2: Managerial
Description: HE Officer series administrators-senior level
Appointments: 31

Weight Availability Factors

- 55.00% ACS 2017-2021 NY/NJ MSA workforce with a minimum of Bachelor's degree plus six years or experience (proxy age of 27 or higher) in selected occupations (0020, 0060, 0101, 0102, 0110, 0120, 0136, 0230, 0565, 9800).
- 45.00% Employees in title Higher Education Assistant of of 6/1/22; tenure or permanency not required.

Titles held by employees in this group

- 04075 HE Associate
- 04097 HE Officer

Utilization Report					
	Female	Total Minority	Asian/Nat. Haw./Other Pac. Isl.	Black/African American	Hispanic/ Latino
Number of Employees	26	17	4	6	7
Underutilized (Y = Yes)					
Number Underutilized					
Actual Utilization	83.9%	54.8%	12.9%	19.4%	22.6%
Labor Market Availability	57.7%	51.7%	14.2%	17.4%	17.8%

Category: Executive/Administrative/Managerial

Job Group: Admin 2: Managerial Adjunct
Description: Adjunct HE Officer series administrators (all levels)
Appointments: 11

Weight Availability Factors
55.00% Identical to Administration 2 Group (Full Time).
45.00% Identical to Administration 2 Group (Full Time).

Titles held by employees in this group

- 04340 Law Non Teaching Adjunct 1
- 04341 Law Non Teaching Adjunct 2
- 04689 Non-Teaching Adjunct 1
- 04687 Non-Teaching Adjunct 3
- 04686 Non-Teaching Adjunct 4
- 04685 Non-Teaching Adjunct 5

Utilization Report					
	Female	Total Minority	Asian/Nat. Haw./Other Pac. Isl.	Black/African American	Hispanic/ Latino
Number of Employees	6	4	0	3	1
Underutilized (Y = Yes)		Y	Y		Y
Number Underutilized		2	2		1
Actual Utilization	54.5%	36.4%	0.0%	27.3%	9.1%
Labor Market Availability	57.7%	51.7%	14.2%	17.4%	17.8%

Category: Professional Non-Faculty

Job Group: Admin 3: Professional
Description: HE Officer Series: Entry and mid-level administrators
Appointments: 27

Weight Availability Factors

- 90.00% ACS 2017-2021 NY/NJ MSA workforce with minimum of Bachelor's degree in selected occupations (0520-0750, 1006, 1031, 1032, 2002, 2145, 2825, 2830, 2840, 2850, 2865, 5710, 5920, 9810).
- 10.00% Employees in titles CUNY Office Assistant, CUNY Admin Assistant, EOC Office Assistant and EOC Administrative Assistant holding a minimum of a Bachelor's degree as of 6/1/22; permanency not required.

Titles held by employees in this group

- 04017 Asst to HEO
- 04099 HE Assistant

Utilization Report					
	Female	Total Minority	Asian/Nat. Haw./Other Pac. Isl.	Black/African American	Hispanic/ Latino
Number of Employees	21	18	8	4	6
Underutilized (Y = Yes)					
Number Underutilized					
Actual Utilization	77.8%	66.7%	29.6%	14.8%	22.2%
Labor Market Availability	59.3%	39.5%	16.5%	9.6%	10.4%

Category: Professional Non-Faculty

Job Group: Info Tech: Professional
Description: Information Technology-Professionals
Appointments: 9

Weight Availability Factors

- 75.00% ACS 2017-2021 NY/NJ MSA with minimum of a High School Diploma and four years of experience (proxy age of 21 or higher) in selected occupations (1006, 1007, 1010, 1021, 1022, 1065, 1105, 1106, 1108).
- 25.00% Employees in titles IT Support Assistant and CUNY Office Assistant, permanency not required, as of 6/1/2022.

Titles held by employees in this group

- 04877 IT Associate
- 04875 IT Asst
- 04029 IT Bus Data Rep Analyst
- 04880 IT Sr Associate

Utilization Report					
	Female	Total Minority	Asian/Nat. Haw./Other Pac. Isl.	Black/African American	Hispanic/ Latino
Number of Employees	0	7	2	4	1
Underutilized (Y = Yes)	Y		Y		
Number Underutilized	3		1		
Actual Utilization	0.0%	77.8%	22.2%	44.4%	11.1%
Labor Market Availability	38.1%	59.4%	30.2%	13.0%	13.9%

Category: Administrative Support Workers

Job Group: Administrative Assistant
Description: Administrative Assistants-Senior level
Appointments: 5

Weight Availability Factors

0.00% Internal Only - Promotional Title
100.00% Employees in the CUNY Office Assistant title with Civil Service permanency and having achieved levels 3, 3A, or 4 as of 6/1/2022.

Titles held by employees in this group

04804 CUNY Admin Asst

Utilization Report					
	Female	Total Minority	Asian/Nat. Haw./Other Pac. Isl.	Black/African American	Hispanic/ Latino
Number of Employees	5	3	1	1	1
Underutilized (Y = Yes)		Y		Y	
Number Underutilized		1		1	
Actual Utilization	100.0%	60.0%	20.0%	20.0%	20.0%
Labor Market Availability	89.4%	77.7%	10.0%	36.6%	29.3%

Category: Administrative Support Workers

Job Group: Office Assistant
Description: Administrative Office Assistants-Entry level
Appointments: 6

Weight Availability Factors

- 65.00% ACS 2017-2021 NY/NJ MSA with minimum of High School Diploma in selected occupations (4720, 4740, 5220, 5230, 5240, 5740, 5810, 5820, 5860).
- 35.00% Employees in the title of College Assistant (hourly) as of 6/1/2022.

Titles held by employees in this group
04802 CUNY Office Assistant

Utilization Report					
	Female	Total Minority	Asian/Nat. Haw./Other Pac. Isl.	Black/African American	Hispanic/ Latino
Number of Employees	5	5	0	3	2
Underutilized (Y = Yes)			Y		
Number Underutilized			1		
Actual Utilization	83.3%	83.3%	0.0%	50.0%	33.3%
Labor Market Availability	71.8%	58.9%	15.0%	17.6%	23.5%

Category: Administrative Support Workers

Job Group: Office Assistant Adjunct
Description: Hourly Administrative Office Assistants-Entry level
Appointments: 19

Weight Availability Factors
100.00% Identical to CUNY Office Assistant Group (Full Time) except that availability is 100% external.
0.00% NA

Titles held by employees in this group
10102 College Assistant

Utilization Report					
	Female	Total Minority	Asian/Nat. Haw./Other Pac. Isl.	Black/African American	Hispanic/ Latino
Number of Employees	14	12	4	4	4
Underutilized (Y = Yes)					
Number Underutilized					
Actual Utilization	73.7%	63.2%	21.1%	21.1%	21.1%
Labor Market Availability	76.3%	49.8%	11.5%	15.0%	20.5%

Appendix D-3 Utilization Analysis - Faculty By Discipline and Job Group

This Appendix provides a utilization analysis for combination of faculty job group and academic discipline with five or more employees.

Utilization analysis is a comparison of the demographics of employees in various job groups with an estimate of the labor market for that same job group. The labor market is based on IPEDS degree completions as counted by the National Center for Education Statistics. We last calculated labor market availability in 2023.

Underutilization occurs where the utilization of a protected group is less than 80% of the labor market estimate. It represents the number of additional employees we would need to have for utilization to be equal to the labor market estimate. For the federal plan, underutilization numbers for females and total minorities represent placement goals when there are opportunities for hiring/advancement.

For this plan, we calculate underutilization for the following categories: female, total minority, asian/hawaiian/other pacific islander, black/african american, and hispanic/latino. The total minority category includes asian, black, and hispanic job groups but also incorporates individuals identifying as native american/alaska native and two or more races.

Utilization is calculated by job group and academic discipline. Job groups for faculty are: professoriate, instructor, lecturer, faculty librarian, K-12, developmental (CLIP/START), and continuing education. Not all campuses have faculty in all job groups. Academic disciplines are assigned to academic departments at the campus level.

We calculate underutilization separately for full-time (annual) and part-time (hourly) employees. To address the situation of employees holding multiple concurrent appointments, we do not count part-time appointments for employees holding full-time appointments. For individuals with multiple part-time appointments, we count only one appointment per department per campus, giving priority to teaching appointments, then appointments according to pay level. At some campuses, a small number of employees (ten or fewer) may be counted more than once in part-time job groups because their multiple appointments span multiple departments within the same campus.

Legal Professions and Studies

Faculty in this discipline are assigned to the following department(s):

80259	Academic Affairs
10181	Law Department
10182	Legal Clinic
75064	Pipeline to Justice

Job Group Faculty: Lecturer Adjunct

Weight Availability Factors

100.00% Identical to Faculty Lecturer Group (Full Time).

Total Appointments: 6	Utilization Report					
	Female	Total Protected Ethnicity	Asian/Nat. Haw./Other Pac. Isl.	Black/African American	Hispanic/Latino	
	Number of Faculty	5	4	1	2	0
	Underutilized (Y = Yes)					Y
	Number Underutilized					1
	Actual Utilization	83.3%	66.7%	16.7%	33.3%	0.0%
	Labor Market Availability	53.4%	29.2%	8.5%	7.3%	11.2%

Job Group Faculty: Professoriate

Weight Availability Factors

100.00% 2020 NCES Degree Completions, Doctoral, Nationwide for selected disciplines (first and second majors).

Total Appointments: 50	Utilization Report					
	Female	Total Protected Ethnicity	Asian/Nat. Haw./Other Pac. Isl.	Black/African American	Hispanic/Latino	
	Number of Faculty	36	28	11	10	7
	Underutilized (Y = Yes)					
	Number Underutilized					
	Actual Utilization	72.0%	56.0%	22.0%	20.0%	14.0%
	Labor Market Availability	53.4%	32.5%	6.4%	9.1%	13.1%

Legal Professions and Studies

Faculty in this discipline are assigned to the following department(s):

80259	Academic Affairs
10181	Law Department
10182	Legal Clinic
75064	Pipeline to Justice

Job Group Faculty: Professoriate Adjunct

Weight Availability Factors

100.00% Identical to Faculty Professoriate Group (Full Time).

Total Appointments: 32	Utilization Report				
	Female	Total Protected Ethnicity	Asian/Nat. Haw./Other Pac. Isl.	Black/African American	Hispanic/Latino
Number of Faculty	20	14	5	6	3
Underutilized (Y = Yes)					Y
Number Underutilized					1
Actual Utilization	62.5%	43.8%	15.6%	18.8%	9.4%
Labor Market Availability	53.4%	32.5%	6.4%	9.1%	13.1%

Library (Librarians/Non-Teaching)

Faculty in this discipline are assigned to the following department(s):

70054 Law Library Operations

Job Group Faculty: Librarian

Weight Availability Factors

100.00% ACS 2017-2021 Nationwide workforce with a minimum of a Master's degree in occupation 2435 (Librarians and Media Collections Specialists). One availability is calculated for all faculty in the Library group.

Total Appointments: 6		Utilization Report				
	Female	Total Protected Ethnicity	Asian/Nat. Haw./Other Pac. Isl.	Black/African American	Hispanic/Latino	
Number of Faculty	4	4	2	2	0	
Underutilized (Y = Yes)						
Number Underutilized						
Actual Utilization	66.7%	66.7%	33.3%	33.3%	0.0%	
Labor Market Availability	81.3%	15.5%	3.6%	4.5%	4.8%	

Appendix E Personnel Activity

This Appendix details personnel activities.

The charts in this section provide detail on personnel activity by job group and by EEO Category.

The charts illustrate activity moving into a job group (e.g., new hires, transfers, advancements) and activity moving out of a job group. With the exception of new hires and terminations, the action of an employee moving into one job group through a promotion or other transfer results in a similar action of the employee leaving their previous job group for the same reasons. As a result, these charts also provide detail on the net changes to each job group over the past year.

Advancements include not only promotions along established promotional tracks but other occasions when an employee moved into a title that is generally considered to be a higher title, usually related to pay level.

It is important to compare the ratios of hires, advancements and separations among demographic groups. This is referred to as a "selection rate" and strong variations among groups may indicate areas for further investigation and oversight by the Chief Diversity Officer.

The charts represent only those groups with a material level of activity.

Appendix F Recruiting Activity

This Appendix provides details of candidate pools and outcomes of searches.

The charts in this section provide detail on applicants, interviews, and offers by job group for posted searches.

The scope of this report includes searches officially concluded during the previous plan year (June 1, 2023 through May 31, 2024). This means that the search needed to have been "closed" in our systems during this period. To be "closed" indicates there has been an accepted offer, even if the employee had not started work by May 31.

The number of interviews and offers/hires listed is dependent on this detail being entered into the system. In some situations, this detail is maintained outside our system of record.

For each search, we omit duplicate applications from the same person. According to the federal Internet Applicant Rule, we also omit applicants who withdrew from consideration and applicants who were deemed to lack the minimum qualifications for the position to which they applied. We assume anyone who has been hired also belongs in the interview category and anyone who was interviewed is treated as having met the Internet Applicant Rule.

It is important to compare the ratios of interviews to applicants and hires to interviews among demographic groups. This is referred to as a "selection rate" and strong variations among groups may indicate areas for further investigation and oversight by the Chief Diversity Officer.

Appendix G Individuals with Disabilities by Job Group

This Appendix presents the total staff in each job group with the number and percentage of Individuals with Disabilities.

The federal guideline for staffing of Individuals with Disabilities is 7.0% for each job group. While there is a requirement to report staffing, there is no requirement to calculate underutilization or to set placement goals.

APPENDIX G - Utilization of Individuals with Disabilities by Job Group

2024-2025

CUNY School of Law

The federal guideline for representation is 7% for each job group.

Total Individual(s) with Disabilities: 5 Percent of total reported employees: 2.2%

Category:	Executive/Administrative/Managerial	Total Staff	Indiv. with Disabilities	Rate
	Admin 1: Executive	13	0	0.0%
	Admin 2: Managerial	31	0	0.0%
	Admin 2: Managerial Adjunct	11	1	9.1%
	Managerial: Info Tech	1	0	0.0%
	Managerial: Security	1	0	0.0%
Category:	Professional Faculty	Total Staff	Indiv. with Disabilities	Rate
	Faculty: Professoriate	50	0	0.0%
	Faculty: Librarian	6	0	0.0%
	Faculty: Instructor	4	0	0.0%
	Faculty: Lecturer Adjunct	6	0	0.0%
	Faculty: Professoriate Adjunct	32	1	3.1%
	Faculty: Continuing Education	4	0	0.0%
Category:	Professional Non-Faculty	Total Staff	Indiv. with Disabilities	Rate
	Admin 3: Professional	27	1	3.7%
	Info Tech: Professional	9	0	0.0%
Category:	Administrative Support Workers	Total Staff	Indiv. with Disabilities	Rate
	Administrative Assistant	5	1	20.0%
	Office Assistant	6	0	0.0%
	Office Assistant Adjunct	19	0	0.0%
	Mail Services Worker	1	0	0.0%
Category:	Technicians	Total Staff	Indiv. with Disabilities	Rate
	Broadcast-Media	1	0	0.0%
	Info Tech: Technician Adjunct	1	1	100.0%
Category:	Craft Workers	Total Staff	Indiv. with Disabilities	Rate
	Laborers and Helpers	2	0	0.0%
Category:	Service Workers	Total Staff	Indiv. with Disabilities	Rate
	Campus Peace Officer	1	0	0.0%
	Campus Security Assistant Adjunct	1	0	0.0%