

# **2024-2025 AFFIRMATIVE ACTION PLANS**

## **CUNY School of Law**

### **Addendum Covering Italian Americans, as per CUNY's designation of Italian American as a protected ethnicity**

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

(Optional: Insert Logo)



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## PART ONE: INTRODUCTION AND BACKGROUND

This report is an annual update CUNY's employment and advancement of Italian Americans. CUNY's Chancellor designated Italian Americans as a protected ethnicity at CUNY in 1976. CUNY began formally tracking the representation of Italian Americans beginning in the 1990's.

CUNY School of Law is one of the affirmative action establishments at the City University of New York (CUNY). CUNY's business rules for reporting data on Italian Americans mirror those developed for compliance with federal Affirmative Action regulations. For clarity, this report will not repeat the content in the federal Affirmative Action Plan.

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

Refer to the federal Affirmative Action Plan for an overview of our unit.

### Policies

CUNY posts its policies on non-discrimination, sexual misconduct, and affirmative action on its website.

**Appendix B** of the federal Affirmative Action Plan provides the text of these policies.

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

CUNY periodically reaffirms its commitment to Equal Employment Opportunity, through publishing its policies in several locations and including policy on job postings. Management issues an annual reaffirmation letter (see **Appendix C**), which references CUNY's policy related to Italian Americans.

### Responsibilities

The entire community participates in promoting diversity and inclusion. We have assigned certain responsibilities, as detailed in the federal Affirmative Action Plan. Additionally, the following apply to employment and inclusion of Italian Americans:

#### Italian American Faculty and Staff Council

Our unit participates in the University's Italian American Faculty and Staff Council. Its representatives were: Mario Crescenzo, Executive Director of Budget & Finance, and Karyn Manocchia, Events Planning Manager.

## University Management

In 2022-2023, CUNY participated in an Expert Panel Review process. The Panel evaluated methods by which CUNY collects and reports information on Italian American employees. The Panel's scope included methods to encourage self-identification and to calculate Labor Market Availability. CUNY's University Office of Recruitment and Diversity (ORD) and CUNY's Calandra Institute for Italian American studies cooperate on promoting inclusion of Italian Americans.

## **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, Italian American status, 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 invite job applicants to self-identify on the job application portal.

### **Self-Identification Categories**

We evaluate representation by race/ethnicity for the Italian American affirmative action plan using the following categories:

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

We ask employees to self-identify Italian American status. Additionally, we invite employees to voluntarily provide data on their ancestries from a list of approximately sixty categories.

We count employees who identify as both Italian American and a federally protected ethnicity in both categories. As a result, we count some employees twice when evaluating ethnicity.

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

## **Analyzing Data**

We analyze workforce data as mandated, covering:

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

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

## **Workforce Analysis**

Workforce Analysis is a review of employees within 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.

**Table 1: Workforce by Job Group**

**Workforce by Job Group and Category (excludes Chief Executive)**

**2024-2025**

**CUNY School of Law**

**Total Appointments: 232**

**Executive/Administrative/Managerial**

<b>Job Group</b>	<b>Ttl Empls</b>	<b>Female #</b>	<b>Female %</b>	<b>Pro. Eth #</b>	<b>Pro. Eth %</b>	<b>Ital. Am. #</b>	<b>Ital. Am. %</b>
Admin 1: Executive	13	7	53.8%	6	46.2%	3	23.1%
Admin 2: Managerial	31	26	83.9%	17	54.8%	2	6.5%
Admin 2: Managerial Adjunct	11	6	54.5%	4	36.4%	1	9.1%
Managerial: Info Tech	1	0	0.0%	0	0.0%	0	0.0%
Managerial: Security	1	0	0.0%	0	0.0%	0	0.0%

**Professional Faculty**

<b>Job Group</b>	<b>Ttl Empls</b>	<b>Female #</b>	<b>Female %</b>	<b>Pro. Eth #</b>	<b>Pro. Eth %</b>	<b>Ital. Am. #</b>	<b>Ital. Am. %</b>
Faculty: Professoriate	50	36	72.0%	28	56.0%	1	2.0%
Faculty: Librarian	6	4	66.7%	4	66.7%	0	0.0%
Faculty: Instructor	4	4	100.0%	2	50.0%	0	0.0%
Faculty: Lecturer Adjunct	6	5	83.3%	4	66.7%	0	0.0%
Faculty: Professoriate Adjunct	32	20	62.5%	14	43.8%	1	3.1%
Faculty: Continuing Education	4	2	50.0%	3	75.0%	0	0.0%

**Professional Non-Faculty**

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

**Administrative Support Workers**

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

**Technicians**

<b>Job Group</b>	<b>Ttl Empls</b>	<b>Female #</b>	<b>Female %</b>	<b>Pro. Eth #</b>	<b>Pro. Eth %</b>	<b>Ital. Am. #</b>	<b>Ital. Am. %</b>
Broadcast-Media	1	1	100.0%	1	100.0%	0	0.0%
Info Tech: Technician Adjunct	1	0	0.0%	0	0.0%	0	0.0%

**Workforce by Job Group and Category (excludes Chief Executive)****2024-2025****CUNY School of Law****Total Appointments: 232****Craft Workers**

<b>Job Group</b>	<b>Ttl Empls</b>	<b>Female #</b>	<b>Female %</b>	<b>Pro. Eth #</b>	<b>Pro. Eth %</b>	<b>Ital. Am. #</b>	<b>Ital. Am. %</b>
Laborers and Helpers	2	0	0.0%	2	100.0%	0	0.0%

**Service Workers**

<b>Job Group</b>	<b>Ttl Empls</b>	<b>Female #</b>	<b>Female %</b>	<b>Pro. Eth #</b>	<b>Pro. Eth %</b>	<b>Ital. Am. #</b>	<b>Ital. Am. %</b>
Campus Peace Officer	1	0	0.0%	1	100.0%	0	0.0%
Campus Security Assistant Adjunct	1	0	0.0%	1	100.0%	0	0.0%



## Table 2: Tenure Status

**Full-Time Faculty by Title and Tenure Status**

**2024-2025**

**CUNY School of Law**

**Total Faculty: 59**

Status categories are: Tenure, Track Tenure, Substitute, and "Instructors or Others PSC" (not eligible for tenure). Reporting tenure as of the 2023-2024 academic year (effective 9/1/2023).

Group/Title/Status	Ttl Empls	Female #	Female %	Pro. Eth #	Pro. Eth%	Ital Amer #	Ital Amer %
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**Faculty: Instructor**

<b>Law Instructor</b>	<b>3</b>	<b>3</b>	<b>100.0%</b>	<b>2</b>	<b>66.7%</b>	<b>0</b>	<b>0.0%</b>
Substitute >=6 Mo Or Prior Ben	3	3	100.0%	2	66.7%	0	0.0%

**Faculty: Librarian**

<b>Law Library Assc Professor</b>	<b>3</b>	<b>2</b>	<b>66.7%</b>	<b>2</b>	<b>66.7%</b>	<b>0</b>	<b>0.0%</b>
Tenured	1	0	0.0%	0	0.0%	0	0.0%
Track Tenure	2	2	100.0%	2	100.0%	0	0.0%
<b>Law Library Professor</b>	<b>2</b>	<b>1</b>	<b>50.0%</b>	<b>1</b>	<b>50.0%</b>	<b>0</b>	<b>0.0%</b>
Tenured	2	1	50.0%	1	50.0%	0	0.0%
<b>Law Library Professor</b>	<b>1</b>	<b>1</b>	<b>100.0%</b>	<b>1</b>	<b>100.0%</b>	<b>0</b>	<b>0.0%</b>
Tenured	1	1	100.0%	1	100.0%	0	0.0%

**Faculty: Professoriate**

<b>Law Asst Professor</b>	<b>7</b>	<b>7</b>	<b>100.0%</b>	<b>4</b>	<b>57.1%</b>	<b>0</b>	<b>0.0%</b>
Substitute >=6 Mo Or Prior Ben	1	1	100.0%	0	0.0%	0	0.0%
Track Tenure	6	6	100.0%	4	66.7%	0	0.0%
<b>Law Assc Professor</b>	<b>15</b>	<b>11</b>	<b>73.3%</b>	<b>10</b>	<b>66.7%</b>	<b>0</b>	<b>0.0%</b>
Substitute >=6 Mo Or Prior Ben	1	1	100.0%	0	0.0%	0	0.0%
Track Tenure	14	10	71.4%	10	71.4%	0	0.0%
<b>Law Professor</b>	<b>28</b>	<b>18</b>	<b>64.3%</b>	<b>14</b>	<b>50.0%</b>	<b>1</b>	<b>3.6%</b>
Substitute >=6 Mo Or Prior Ben	2	2	100.0%	1	50.0%	0	0.0%
Tenured	26	16	61.5%	13	50.0%	1	3.8%

## **Job Group Analysis**

Job Group Analysis is a review by job function based on 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 organizes data about College Laboratory Technicians by assigning the employees’ departments to one of two categories: Scientific/Engineering/Technical or General (non-scientific) category.

Because there is no reliable labor market data on Italian American status available by academic discipline, we analyze faculty by job group only.

## **Utilization Analysis**

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

Labor market availability is a benchmark calculated by job group. It is an estimate of the ratio of females, federally protected ethnicities, and Italian Americans 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, 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.

To identify Italian American ancestry, we utilize the “Ancestry 1”, and “Ancestry 2” fields in the American Community Survey. Prior to 2023, CUNY counted the first ancestry identified at 100% and the second ancestry identified at 50%. As of 2023, we count any identification of Italian American ancestry at 100%.

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

**Appendix D** details utilization/underutilization in each category. We prioritize job groups with underutilization for placement goals and outreach for hiring and advancement.

While we expect year-to-year variations to be a 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**

CUNY School of Law

This exhibit summarizes underutilization of protected groups by job group in faculty ranks. We report job groups only in years they have five or more incumbents. The Italian American Plan has calculations only by job group (not job group and discipline as in the federal plan).

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).

	Total Faculty	Female	Total Pro. Eth.	Asian/Nat Haw./OPI	Black/AfricanAm.	Hispanic/Latino	Italian American
<b>Faculty: Professoriate Adjunct</b>							
2024	32						3
2023	39			2			3
<b>Faculty: Professoriate</b>							
2024	50						2
2023	44						1
2022	44						
2021	46						
<b>Faculty: Librarian</b>							
2024	6						
2023	5	2					
2022	5	1					
2021	5	1					
<b>Faculty: Lecturer Adjunct</b>							
2024	6						1
<b>Faculty: Instructor</b>							
2023	8						1
2022	9						
2021	5						

CUNY School of Law

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**

	Total Staff	Female	Total Pro. Eth.	Asian/Nat Haw./OPI	Black/ African Am.	Hispanic/ Latino	Italian American
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Admin 1: Executive

2024	13						
2023	16						
2022	15						
2021	14		1			1	

Admin 2: Managerial

2024	31						1
2023	29					1	2
2022	29						2
2021	31				2		2

Admin 2: Managerial Adjunct

2024	11		2	2		1	
2023	15			2			2

**Professional Non-Faculty**

	Total Staff	Female	Total Pro. Eth.	Asian/Nat Haw./OPI	Black/ African Am.	Hispanic/ Latino	Italian American
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Admin 3: Professional

2024	27						4
2023	30						4
2022	29						4
2021	26						3

Info Tech: Professional

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

**Administrative Support Workers**

Total Staff	Female	Total Pro. Eth.	Asian/Nat Haw./OPI	Black/ African Am.	Hispanic/ Latino	Italian American
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Administrative Assistant

2024	5		1		1	
2023	5		1		1	
2022	7		2		2	1
2021	7		2		2	1

Office Assistant

2024	6			1		1
2023	7			1		1
2022	6					1
2021	7					1

Office Assistant Adjunct

2024	19					3
2023	23				3	4



## Utilization, Underutilization, and Placement Goals

In the HEO series, Italian Americans **decreased** underutilization for Administrative 2: Managerial positions (underutilized went down to 1 position from the prior year), but there continues to be **underutilized** for Administrative 3: Professional Nonfaculty positions (continued underutilized by 4 positions). Additionally, Italian Americans continue to be **underutilized** for Faculty: Professoriate (3 Positions) and Professoriate Adjunct (2 positions). Greater effort will be made to remind search committees that Italian Americans are included in CUNY’s affirmative action program.

## **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.

Tenure is a permanent status granted to professorial faculty and College Laboratory Technicians. Lecturers are eligible for a similar status called “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 President.

**Table 4: Tenure Summary**

<b>Faculty Group</b>	<b>Total Tenure Awards</b>	<b>Tenure Awards to Females</b>	<b>Tenure Awards to Federally Protected Ethnicities</b>	<b>Tenure Awards to Italian Americans</b>	<b>Tenure Awards Denied</b>
Professors	2	2	2	0	0
Associate Professors					
Assistant Professors					
Lecturers					

Two black females gained tenure to law professor positions during the relevant plan period.  
1 Italian American already held a tenured law professor position.

**Recruiting Activity**

**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. None of those recently hired persons identified as Italian American.

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. None were awarded to Italian Americans.

**Table 5: Exceptions to the Search Process**

<b>Employee Group</b>	<b>Total Exceptions</b>	<b>Exceptions-Females</b>	<b>Exceptions-Federally Protected Ethnicities</b>	<b>Exceptions-Italian Americans</b>
Executives (Admin 1)	2	2	2	0
Higher Education Officers (Admin 2/ Admin 3)	2	2	1	0

**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 (not Italian American) was hired as Media Services Tech 3.

## PART THREE: ACTION-ORIENTED PROGRAMS

This section provides a qualitative assessment of prior-year goal attainment and details plans for 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 related to Italian Americans:

**Table 6: Summary of Programs, 2023-2024**

Program	Job Group/Impact
Greater CDO notification to campus community through trainings and charge meetings that Italian Americans are among CUNY’s affirmative action groups.	There were only 11 hires during the last plan period, with no Italian Americans hired.
The law school will host various programs as part of its use of the CUNY campus climate grant funding to combat hatred and stereotyping of groups.	Help to create a law school environment where differing viewpoints are respected.
Identifying and advising current employees for advancement.	Posting of all job offerings internally as well as externally.

### 2024-2025: Planned Programs

In this section, we share placement goals and planned initiatives specific to Italian Americans.

**Table 7: Planned Programs, 2024-2025**

Program	Job Group/Expected Impact
Greater CDO notification to campus community through trainings and charge meetings that Italian Americans are among CUNY’s affirmative action groups	Increase opportunity to hire Italian Americans for open positions, if available.
The law school will host various programs as part of its use of the CUNY campus transformational grant funding:	Help to create a law school environment where differing viewpoints are respected,

<b>Program</b>	<b>Job Group/Expected Impact</b>
antisemitism and human rights; anti-Muslim bias, Title IX sex-based and gender identity violence; implicit bias and stereotyping.	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 federal Affirmative Action Plan describes ongoing outreach 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.

### **Internal Audit and Reporting**

The Chief Diversity Officer monitors the progress of planned activities and reports their outcomes. The CDO integrates compliance information into faculty, student, and staff training programs.

## **APPENDICES**

- D. Utilization Analysis (Italian American Plan)
- E. Personnel Activity (Italian American Plan)
- F. Recruiting Activity (Italian American Plan)

Appendices for the 2024-2025 Affirmative Action Plan

## 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.

CUNY School of Law

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) and either First or Second Ancestry of 051 (Italian) or 068 (Sicilian).

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 Protected Ethnicity	Asian/Nat. Haw./Other Pac. Isl.	Black/African American	Hispanic/Latino	Italian American
Number of Employees	7	6	2	2	2	3
Underutilized (Y = Yes)						
Number Underutilized						
Actual Utilization	53.8%	46.2%	15.4%	15.4%	15.4%	23.1%
Labor Market Availability	45.6%	29.6%	10.0%	8.9%	8.8%	7.6%



CUNY School of Law

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) and either First or Second Ancestry of 051 (Italian) or 068 (Sicilian)

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 Protected Ethnicity	Asian/Nat. Haw./Other Pac. Isl.	Black/African American	Hispanic/Latino	Italian American
Number of Employees	26	17	4	6	7	2
Underutilized (Y = Yes)						Y
Number Underutilized						1
Actual Utilization	83.9%	54.8%	12.9%	19.4%	22.6%	6.5%
Labor Market Availability	57.7%	51.7%	14.2%	17.4%	17.8%	11.2%

CUNY School of Law

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 Protected Ethnicity	Asian/Nat. Haw./Other Pac. Isl.	Black/African American	Hispanic/ Latino	Italian American
Number of Employees	6	4	0	3	1	1
Underutilized (Y = Yes)		Y	Y		Y	
Number Underutilized		2	2		1	
Actual Utilization	54.5%	36.4%	0.0%	27.3%	9.1%	9.1%
Labor Market Availability	57.7%	51.7%	14.2%	17.4%	17.8%	11.2%

CUNY School of Law

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) and either First or Second Ancestry of 051 (Italian) or 068 (Sicilian).

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 Protected Ethnicity	Asian/Nat. Haw./Other Pac. Isl.	Black/African American	Hispanic/Latino	Italian American
Number of Employees	21	18	8	4	6	0
Underutilized (Y = Yes)						Y
Number Underutilized						4
Actual Utilization	77.8%	66.7%	29.6%	14.8%	22.2%	0.0%
Labor Market Availability	59.3%	39.5%	16.5%	9.6%	10.4%	13.5%

CUNY School of Law

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) and either First or Second Ancestry of 051 (Italian) or 068 (Sicilian).

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 Protected Ethnicity	Asian/Nat. Haw./Other Pac. Isl.	Black/African American	Hispanic/Latino	Italian American
Number of Employees	0	7	2	4	1	0
Underutilized (Y = Yes)	Y		Y			Y
Number Underutilized	3		1			1
Actual Utilization	0.0%	77.8%	22.2%	44.4%	11.1%	0.0%
Labor Market Availability	38.1%	59.4%	30.2%	13.0%	13.9%	8.2%

CUNY School of Law

Category: Administrative Support Workers

Job Group: Administrative Assistant

Description: Administrative Assistants-Senior level

Appointments: 5

Weight Availability Factors

0.00% Internal Only

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 Protected Ethnicity	Asian/Nat. Haw./Other Pac. Isl.	Black/African American	Hispanic/Latino	Italian American
Number of Employees	5	3	1	1	1	0
Underutilized (Y = Yes)		Y		Y		
Number Underutilized		1		1		
Actual Utilization	100.0%	60.0%	20.0%	20.0%	20.0%	0.0%
Labor Market Availability	89.4%	77.7%	10.0%	36.6%	29.3%	4.9%

CUNY School of Law

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) and either First or Second Ancestry of 051 (Italian) or 068 (Sicilian).

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 Protected Ethnicity	Asian/Nat. Haw./Other Pac. Isl.	Black/African American	Hispanic/Latino	Italian American
Number of Employees	5	5	0	3	2	0
Underutilized (Y = Yes)			Y			Y
Number Underutilized			1			1
Actual Utilization	83.3%	83.3%	0.0%	50.0%	33.3%	0.0%
Labor Market Availability	71.8%	58.9%	15.0%	17.6%	23.5%	10.6%

CUNY School of Law

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 Protected Ethnicity	Asian/Nat. Haw./Other Pac. Isl.	Black/African American	Hispanic/Latino	Italian American
Number of Employees	14	12	4	4	4	0
Underutilized (Y = Yes)						Y
Number Underutilized						3
Actual Utilization	73.7%	63.2%	21.1%	21.1%	21.1%	0.0%
Labor Market Availability	76.3%	49.8%	11.5%	15.0%	20.5%	15.5%

## Appendix D-3 Utilization Analysis - Faculty by Job Group

The Appendix provides a utilization analysis for each faculty job group where there are 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 US Census Data (American Community Survey) to allow for calculations based on Italian American ancestry not available in IPEDS data (utilized in the federal plan). We last calculated labor market availability in 2023.

For this plan, we calculate underutilization for the following categories: female, total federally-protected minority, Asian/Hawaiian/Other Pacific Islander, Black/African American, Hispanic/Latino, and Italian American. 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. Italian American status is counted for employees in addition to any other group to which they identify.

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. Underutilization numbers represent placement goals when there are opportunities for hiring/advancement.

Underutilization is calculated by job group. 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.

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 appointments span multiple departments.



**Job Group Faculty: Lecturer Adjunct**

Total Appointments: 6

**Weight Availability Factors**

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

Utilization Report						
	Female	Total Protected Ethnicity	Asian/Nat. Haw./Other Pac. Isl.	Black/African American	Hispanic/Latino	Italian American
Number of Faculty	5	4	1	2	0	0
Underutilized (Y = Yes)						Y
Number Underutilized						1
Actual Utilization	83.3%	66.7%	16.7%	33.3%	0.0%	0.0%
Labor Market Availability	50.5%	33.4%	16.0%	6.5%	7.9%	12.1%

**Job Group Faculty: Librarian**

Total Appointments: 6

**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). Italian American Status determined by either First or Second Ancestry of 051 (Italian) or 068 (Sicilian). One availability is calculated for all faculty in the Library group.

Utilization Report						
	Female	Total Protected Ethnicity	Asian/Nat. Haw./Other Pac. Isl.	Black/African American	Hispanic/Latino	Italian American
Number of Faculty	4	4	2	2	0	0
Underutilized (Y = Yes)						
Number Underutilized						
Actual Utilization	66.7%	66.7%	33.3%	33.3%	0.0%	0.0%
Labor Market Availability	81.3%	15.5%	3.6%	4.5%	4.8%	7.6%

**Job Group Faculty: Professoriate**

Total Appointments: 50

**Weight Availability Factors**

100.00% ACS 2017-2021 Nationwide workforce with a Doctorate degree and occupation 2205 (Post-Secondary Teachers). Italian American Status determined by either First or Second Ancestry of 051 (Italian) or 068 (Sicilian).

Utilization Report						
	Female	Total Protected Ethnicity	Asian/Nat. Haw./Other Pac. Isl.	Black/African American	Hispanic/Latino	Italian American
Number of Faculty	36	28	11	10	7	1
Underutilized (Y = Yes)						Y
Number Underutilized						2
Actual Utilization	72.0%	56.0%	22.0%	20.0%	14.0%	2.0%
Labor Market Availability	43.3%	26.2%	14.3%	4.0%	5.1%	6.5%

**Job Group Faculty: Professoriate Adjunct**

Total Appointments: 32

**Weight Availability Factors**

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

Utilization Report						
	Female	Total Protected Ethnicity	Asian/Nat. Haw./Other Pac. Isl.	Black/African American	Hispanic/Latino	Italian American
Number of Faculty	20	14	5	6	3	1
Underutilized (Y = Yes)						Y
Number Underutilized						3
Actual Utilization	62.5%	43.8%	15.6%	18.8%	9.4%	3.1%
Labor Market Availability	47.1%	31.3%	17.5%	4.9%	6.0%	11.2%