2023 – 2024 AFFIRMATIVE ACTION PLANS
UNIT NAME

Addendum:
Covering Italian Americans, as per the designation of Italian Americans as a protected group at CUNY

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

CU NY THE CITY UNIVERSITY OF NEW YORK

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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 group in 1976. CUNY began tracking the experience of Italian American employees in nearly thirty years ago as a result of a number of legal settlements.

CUNY Law School is one of the multiple 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 Affirmative Action regulations of the federal government. To encourage clarity, this report will not repeat content in the federal Affirmative Action Plan and serves as a supplement.

The employee census date is June 1, 2023. The previous reporting year was June 1, 2022 – May 31, 2023. The program year for this plan is September 1, 2023 – August 31, 2024.

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

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Overview of the College

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

Policies

CUNY posts its policies on non-discrimination, sexual misconduct, and affirmative action on its website. **Appendix C** 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 policy in several locations and including the policy on job postings. As noted in the federal Affirmative Action Plan, the college issues an annual Reaffirmation letter, which references CUNY's policy related to Italian Americans.

Responsibilities

The entire community participates in promoting diversity and inclusion. We have assigned certain specific responsibilities, as detailed in the federal Affirmative Action Plan. The following additional information is relevant to this Plan:

Italian American Faculty and Staff Council
The college participates in the University's Italian American Faculty and Staff Council. Its representatives were Mario Crescenzo and Karyn Manocchia.

University Management

In 2022-2023, CUNY participated in an Expert Panel Review process to evaluate the methods by which CUNY collects and reports information related to Italian American employees, including the methods by which we conduct self-identification and calculate Labor Market Availability. CUNY's University Office of Recruitment and Diversity (ORD) interacts with members of CUNY's Calandra Institute for Italian-American studies to identify ways to promote the inclusion of Italian Americans. As of the Census Date, this project had not been completed.

PART TWO: DATA AND ANALYSIS

Collecting Employee Data

On July 11, 2022 we extracted data on full-time employees active as of June 1, 2022 from CUNY's system of record, CUNYfirst. We include personnel on most paid leaves, including medical leave and fellowship/ sabbatical leave. We do not include personnel on terminal leaves such as retirement leave, student workers (including Graduate Assistants) or persons 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. The law school last canvassed its employees for self-identification in 2018. We invite job applicants to self-identify on the job application portal.

Self-Identification Categories

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

- Total Minorities (all groups other than White, reported as a single category)
- Asian (consolidates Asian, Hawaiian, and Other Pacific Islander)
- Black/African American
- Hispanic/Latino
- Italian American
- White (not a protected group)

We record a person identifying If a person identifies as both Hispanic/Latino and some another group as Hispanic/Latino, and not as Two or More Races. American Indian/Alaska Native and Two or More Races are included under Total Minorities but not separately reported.

Consistent with long-standing agreements, we ask employees to self-identify Italian American status. We invite employees to optionally provide data on their ancestries from a list of approximately sixty categories.

If an employee identifies as Italian American in additional to a federally-protected race/ethnicity, the employee is counted as both Italian American and in the federally-protected group. Since the groups are not exclusive, the end result is that some employees are counted twice in the underutilization reports.

The federal government is preparing new standards for self-identification which are likely 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)
- Transaction Analysis (Reviews of Personnel Actions and Recruitment)

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)*. Further details are provided throughout this report.

Employees who indicate Italian American ancestry are counted in this Plan regardless of other racial or ethnic identification, similarly to counting gender separately from race and ethnicity.

Workforce Analysis

Workforce Analysis can be viewed as a "locational" review, presenting employees by the division and department to which they report. We review the data organized by job title in order of rank or salary grade.

Due to length, Workforce Analysis charts are not included here.

Table 1: Workforce by Job Group

Executive/Administrative/Managerial

Job Group	Ttl Empls	Female #	Female %	Minority #	Minority %	Ital Amer #	Ital Amer %
Admin 1: Executive	16	11	68.8%	9	56.3%	2	12.5%
Admin 2: Managerial	29	25	86.2%	14	48.3%	1	3.4%
Admin 2: Managerial Adjunct	15	11	73.3%	7	46.7%	0	0.0%
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

Job Group	Ttl Empls	Female #	Female %	Minority #	Minority %	Ital Amer #	Ital Amer %
Faculty: Professoriate	44	29	65.9%	22	50.0%	2	4.5%
Faculty: Librarian	5	2	40.0%	3	60.0%	0	0.0%
Faculty: Instructor	8	7	87.5%	5	62.5%	0	0.0%
Faculty: Lecturer	1	0	0.0%	0	0.0%	0	0.0%
Faculty: Lecturer Adjunct	4	3	75.0%	2	50.0%	0	0.0%
Faculty: Professoriate Adjunct	39	23	59.0%	16	41.0%	1	2.6%

Professional Non-Faculty

Job Group	Ttl Empls	Female #	Female %	Minority #	Minority %	Ital Amer #	Ital Amer %
Admin 3: Professional	30	23	76.7%	20	66.7%	0	0.0%
Info Tech: Professional	10	1	10.0%	7	70.0%	1	10.0%
Info Tech: Professional Adjunct	3	2	66.7%	1	33.3%	0	0.0%

Administrative Support Workers

Job Group	Ttl Empls	Female #	Female %	Minority #	Minority %	Ital Amer #	Ital Amer %
Administrative Assistant	5	5	100.0%	3	60.0%	0	0.0%
Office Assistant	7	5	71.4%	6	85.7%	0	0.0%
Office Assistant Adjunct	23	17	73.9%	11	47.8%	0	0.0%
Mail Services Worker	2	0	0.0%	2	100.0%	0	0.0%

Technicians

Job Group	Ttl Empls	Female #	Female %	Minority #	Minority %	Ital Amer #	Ital Amer %
Info Tech: Technician Adjunct	1	0	0.0%	0	0.0%	0	0.0%

Craft Workers

Job Group	Ttl Empls	Female #	Female %	Minority #	Minority %	Ital Amer #	Ital Amer %
Laborers and Helpers	3	0	0.0%	2	66.7%	0	0.0%

Service Workers

Job Group	Ttl Empls	Female #	Female %	Minority #	Minority %	Ital Amer #	Ital Amer %
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

CUNY School of Law
Total Faculty: 58

Status categories are: Tenure, Track Tenure, Substitute, and "Instructors or Others PSC" (not eligible for tenure). This report refers to tenure as of the 2022-2023 academic year (effective 9/1/2022)

Title	Ttl Empls	Female #	Female %	Minority #	Minority %	Ital Amer #	Ital Amer %
Faculty: Instructor							
Law Instructor	8	7	87.5%	5	62.5%	0	0.0%
Instructors and others PSC	3	2	66.7%	2	66.7%	0	0.0%
Substitute <6 Mo no prior svc	1	1	100.0%	0	0.0%	0	0.0%
Substitute >=6 Mo Or Prior Ben	4	4	100.0%	3	75.0%	0	0.0%
Faculty: Lecturer							
Law Dist Lecturer	1	0	0.0%	0	0.0%	0	0.0%
Instructors and others PSC	1	0	0.0%	0	0.0%	0	0.0%
Faculty: Librarian							
Law Library Assc Professor	3	1	33.3%	2	66.7%	0	0.0%
Tenured	1	0	0.0%	0	0.0%	0	0.0%
Track Tenure	2	1	50.0%	2	100.0%	0	0.0%
Law Library Professor	2	1	50.0%	1	50.0%	0	0.0%
Tenured	2	1	50.0%	1	50.0%	0	0.0%
Faculty: Professoriate							
Law Asst Professor	3	3	100.0%	2	66.7%	0	0.0%
Substitute >=6 Mo Or Prior Ben	1	1	100.0%	0	0.0%	0	0.0%
Track Tenure	2	2	100.0%	2	100.0%	0	0.0%
Law Assc Professor	16	12	75.0%	11	68.8%	0	0.0%
Substitute >=6 Mo Or Prior Ben	2	1	50.0%	1	50.0%	0	0.0%
Track Tenure	14	11	78.6%	10	71.4%	0	0.0%
Law Professor	25	14	56.0%	9	36.0%	2	8.0%
Tenured	25	14	56.0%	9	36.0%	2	8.0%

Job Group Analysis

At present, data on Italian American faculty is analyzed at the job-group level, and there is no information collected related to academic discipline as there is with faculty analyzed for the federal plan.

The Utilization Analysis (see next section) provides details about job groups.

Utilization Analysis

We compare CUNY's workforce with estimated Labor Market Availability by job group. We evaluate utilization for females, major federal ethnicity categories (Asian, Black/African American, and Hispanic/Latino and Total Minorities), and Italian Americans.

Labor Market Source Data
Labor Market Availability is an estimate used to benchmark staffing of persons in protected groups, by job group. It represents the proportion of each group available for employment in the labor market from which CUNY recruits. This information is based upon an external labor market in a reasonable geographic area, and an internal labor market of CUNY personnel eligible to be hired or advanced into certain jobs.

- For external candidates, 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). Data is extracted based on a combination of geography, labor force participation, occupation, and educational attainment, depending on job group.

- For internal candidates, we utilized lists of CUNY-wide appointments over the 2017-2022 time period and consulted with CUNY's Director of Civil Service Operations. Internal demographics are based on the last plan's census date (June 1, 2022).

To identify Italian American ancestry, we utilize the "Ancestry 1" and "Ancestry 2" fields from the American Community Survey. Prior to 2023, CUNY utilized a formula in which it counted the first ancestry identified at 100% and the second ancestry identified at 50%. As of 2023, we are counting any identification of Italian American ancestry at 100%.

Appendix D details utilization/underutilization in each category (job group and/or academic discipline). We consider job groups and disciplines for which there is underutilization as priorities for placement goals and enhanced outreach when there are advancement or hiring opportunities.

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

Table 3: Summary of Underutilization and Goals

Exhibit: Summary of Historical Changes in Underutilization -Staff/College Lab Tech (Italian American Plan)   2023-2024
CUNY School of Law

This is a summary of underutilization of protected groups for staff Job Group and EEO Category. We report Job Groups only in the years each has five or more incumbents.

This summary reports underutilization as follows:

    2020 - 2021 Plan (as of 6/1/2020)
    2021 - 2022 Plan (as of 6/1/2021)
    2022 - 2023 Plan (as of 6/1/2022)
    2023 - 2024 Plan (this plan, as of 6/1/2023)

In 2023, we updated Labor Market Availability estimates for the 2023 Plan Year, which could impact results. See the Narrative for details.

When underutilization does not change year-to-year, the most common reason is that there has not been an opportunity to hire or promote into that particular group.

CUNY has started calculating hourly staff underutilization on a preliminary basis, and there is not yet any history to report.

Executive/Administrative/Managerial

	Total Staff	Female	Total Minority	Asian/Nat Haw./OPI	Black/ African Am.	Hispanic/ Latino	Italian American
Admin 1: Executive							
2023	16						
2022	15						
2021	14		1			1	
2020	15					1	
Admin 2: Managerial							
2023	29					1	2
2022	29						2
2021	31				2		2
2020	29				2		2

Professional Non-Faculty

	Total Staff	Female	Total Minority	Asian/Nat Haw./OPI	Black/ African Am.	Hispanic/ Latino	Italian American
Admin 3: Professional							
2023	30						4
2022	29						4
2021	26						3
2020	28						4
Info Tech: Professional							
2023	10	3		1			
2022	10	3		1			
2021	10	3		1			
2020	10	3		1			

Administrative Support Workers

		Total Staff	Female	Total Minority	Asian/Nat Haw./OPI	Black/ African Am.	Hispanic/ Latino	Italian American
Administrative Assistant								
	2023	5		1		1		
	2022	7		2		2	1	
	2021	7		2		2	1	
	2020	7		2	1	1	1	
Office Assistant								
	2023	7			1			1
	2022	6						1
	2021	7						1
	2020	8						1

This is a summary of underutilization of protected groups by Job Group and Discipline in faculty ranks. We report combinations of Job Group and Discipline only in the years each has five or more incumbents.

This summary reports underutilization as follows:

    2020 - 2021 Plan (as of 6/1/2020)
    2021 - 2022 Plan (as of 6/1/2021)
    2022 - 2023 Plan (as of 6/1/2022)
    2023 - 2024 Plan (this plan, as of 6/1/2023)

In 2023, we updated Labor Market Availability estimates for the 2023 Plan Year, which could impact results. See the Narrative for details.

When underutilization does not change year-to-year, the most common reason is that there has not been an opportunity to hire or promote into that particular group.

CUNY has started calculating adjunct underutilization on a preliminary basis, and there is not yet any history to report.

		Total Staff	Female	Total Minority	Asian/Nat Haw./OPI	Black/ AfricanAm.	Hispanic/ Latino	Italian American
Faculty: Professoriate								
	2023	44						1
	2022	44						
	2021	46						
	2020	50						1
Faculty: Librarian								
	2023	5	2					
	2022	5	1					
	2021	5	1					
	2020	5	1					
Faculty: Instructor								
	2023	8						1
	2022	9						
	2021	5						
	2020	6		1				

Utilization, Underutilization, and Placement Goals

Italian Americans continue to be **underutilized** in the HEO series positions: Administrative 2: Managerial (underutilized by 2 positions) and Administrative 3: Professional Nonfaculty (underutilized by 4 positions). Greater effort will be made to remind search committees that Italian Americans are included in CUNY's affirmative action program.

Transaction-Based Analyses

Personnel Activity

We review personnel actions for adverse impact. This means that we compare rates of hiring, promotion and termination of employees by gender and ethnicity and note material differences. We review activity for all job groups and report the results here 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, Certificate of Continuous Employment (CCE). Lecturers and College Laboratory Technicians are eligible after meeting service requirements. For professorial faculty, there are extensive reviews resulting in tenure recommendations to the Dean.

A white female gained tenure and a black male was hired with tenure for law professor positions during the relevant plan period. Each did not identify as Italian American.

Recruiting Activity

Appendix F summarizes recruiting and selection by job group for searches concluded with a job offer between June 1, 2022 and May 31, 2023.

Over the course of the year, the law school might have made exceptions to the search process, known as a search wavier. The waiver process involves a review by the Chief Diversity Officer and a second review at CUNY's System Office. A waiver may be granted in situations where it is highly unlikely we could fill the position competitively (such as unique qualification requirements). We also grant waivers for positions representing a transfer of funding sources. **Of 4 total search waivers**, all were awarded to females: 1 White, 2 Black, and 1 Hispanic. 3 waivers represented advancements of current personnel, with 1 waiver for re-hiring of the employee. **None of these persons** identified as Italian American.

Civil Service Hiring

We participated in one university-wide hiring pools for Classified Civil Service vacancies. Applicants who are pre-qualified based on an examination score indicate their interest in working at one or more units and each establishment conducts interviews and makes hiring decisions. We report applicants expressing an interest in our unit at the hiring pools. CUNY's Office of Human Resources Management administers and validates Civil Service examinations and maintains records of

applicants and exam scores.

The law school hired 1 CUNY Office Assistant, a Hispanic male, who did not identify as Italian American.

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.

2022-2023 Prior Year Programs

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

Table 4: Summary of Campus Programs, 2022-2023

Program	Impact/Job Group
Hired a fulltime Chief Diversity Officer	The newly hired CDO identifies as Italian American. He will ensure that search committees and the law school community are reminded of CUNY's affirmative action obligations regarding Italian Americans
HR routinely provided internal postings of job positions	Publicize promotional opportunities to entire workforce, which created opportunities for advancement.
The law school hosted 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.

2023-2024 Planned Programs

In this section, we affirm placement goals and key initiatives specific to Italian Americans:

Table 5: 2023-2024 Planned Programs

Program	Expected Impact/Job Group
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 HEO positions
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.

Program	Expected Impact/Job Group
Identifying and advising current employees for advancement	Posting of all job offerings internally as well as externally.

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, including job boards serving veterans, individuals with disabilities, women, and protected minorities. The office maintains accounts for university-wide job posting and outreach, including the Higher Education Recruitment Consortium. It also provides training to Chief Diversity Officers and campus Human Resources personnel.

CUNY has a mandatory on-line training program 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

As mentioned in the federal Affirmative Action Plan, the Chief Diversity Officer is responsible for monitoring progress of plan activities and reporting outcomes. The CDO integrates compliance information into faculty, student and staff training programs.

APPENDICES

Appendices for the 2023-2024 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.

Underutilization occurs where the utilization of a protected group is less than 80% of Labor Market Availability. We calculate a number approximating the number of full-time employees that would be needed to make utilization equal to the labor market.

Details of internal and external factors in estimating the labor market are provided.

Underutilization numbers for females and total minorities represent placement goals when there are opportunities for hiring/advancement.

Total Minority is comprised of Asian/Hawaiian/Other Pacific Islander, Black/African American, Hispanic/Latino, American Indian/Alaska Native and Two or More Races.

Category: Executive/Administrative/Managerial

Job Group: **Admin 1: Executive**

Description: Executive Compensation Plan (Other Than Chief Executive)

Appointments: 16

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 Minority**	**Asian/Nat. Haw./Other Pac. Isl.**	**Black/African American**	**Hispanic/ Latino**	**Italian American**
Number of Employees	11	9	4	2	3	2
Underutilized (Y = Yes)						
Number Underutilized						
Actual Utilization	68.8%	56.3%	25.0%	12.5%	18.8%	12.5%
Labor Market Availability	45.6%	29.6%	10.0%	8.9%	8.8%	7.6%

Category: Executive/Administrative/Managerial

Job Group: **Admin 2: Managerial**

Description: HE Officer series administrators-senior level

Appointments: 29

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 Minority**	**Asian/Nat. Haw./Other Pac. Isl.**	**Black/African American**	**Hispanic/ Latino**	**Italian American**
Number of Employees 25	14	4	6	4	1
Underutilized (Y = Yes)				Y	Y
Number Underutilized				1	2
Actual Utilization 86.2%	48.3%	13.8%	20.7%	13.8%	3.4%
Labor Market Availability 57.7%	51.7%	14.2%	17.4%	17.8%	11.2%

Category: Executive/Administrative/Managerial

Job Group: **Admin 2: Managerial Adjunct**

Description: Adjunct HE Officer series administrators (all levels)

Appointments: 15

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
04685	Non-Teaching Adjunct 5

Utilization Report					
	Female	**Total Minority**	**Asian/Nat. Haw./Other Pac. Isl.**	**Black/African American**	**Hispanic/ Latino**	**Italian American**
Number of Employees	11	7	0	3	4	0
Underutilized (Y = Yes)			Y			Y
Number Underutilized			2			2
Actual Utilization	73.3%	46.7%	0.0%	20.0%	26.7%	0.0%
Labor Market Availability	57.7%	51.7%	14.2%	17.4%	17.8%	11.2%

Category: Professional Non-Faculty

Job Group: **Admin 3: Professional**

Description: HE Officer Series: Entry and mid-level administrators

Appointments: 30

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 Minority**	**Asian/Nat. Haw./Other Pac. Isl.**	**Black/African American**	**Hispanic/ Latino**	**Italian American**
Number of Employees	23	20	7	6	7	0
Underutilized (Y = Yes)						Y
Number Underutilized						4
Actual Utilization	76.7%	66.7%	23.3%	20.0%	23.3%	0.0%
Labor Market Availability	59.3%	39.5%	16.5%	9.6%	10.4%	13.5%

Category: Professional Non-Faculty

Job Group: **Info Tech: Professional**

Description: Information Technology-Professionals

Appointments: 10

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 Minority**	**Asian/Nat. Haw./Other Pac. Isl.**	**Black/African American**	**Hispanic/ Latino**	**Italian American**
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Number of Employees	1	7	2	4	1	1
Underutilized (Y = Yes)	Y		Y			
Number Underutilized	3		1			
Actual Utilization	10.0%	70.0%	20.0%	40.0%	10.0%	10.0%
Labor Market Availability	38.1%	59.4%	30.2%	13.0%	13.9%	8.2%

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

	Female	Total Minority	Asian/Nat. Haw./Other Pac. Isl.	Black/African American	Hispanic/ Latino	Italian American
Utilization Report						
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%

Category: Administrative Support Workers

Job Group: **Office Assistant**

Description: Administrative Office Assistants-Entry level

Appointments: 7

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 Minority**	**Asian/Nat. Haw./Other Pac. Isl.**	**Black/African American**	**Hispanic/ Latino**	**Italian American**
Number of Employees	5	6	0	3	3	0
Underutilized (Y = Yes)			Y			Y
Number Underutilized			1			1
Actual Utilization	71.4%	85.7%	0.0%	42.9%	42.9%	0.0%
Labor Market Availability	71.8%	58.9%	15.0%	17.6%	23.5%	10.6%

Category: Administrative Support Workers

Job Group: **Office Assistant Adjunct**

Description: Hourly Administrative Office Assistants-Entry level

Appointments: 23

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

	Female	Total Minority	Asian/Nat. Haw./Other Pac. Isl.	Black/African American	Hispanic/ Latino	Italian American
			Utilization Report			
Number of Employees	17	11	3	6	2	0
Underutilized (Y = Yes)					Y	Y
Number Underutilized					3	4
Actual Utilization	73.9%	47.8%	13.0%	26.1%	8.7%	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.

Underutilization occurs where the utilization of a protected group is less than 80% of Labor Market Availability. We calculate a number approximating the number of full-time employees that would be needed to make utilization equal to the labor market.

Underutilization numbers for females and total minorities represent specific placement goals when there are opportunities for hiring/advancement.

Total Minority is comprised of Asian/Hawaiian/Other Pacific Islander, Black/African American, Hispanic/Latino, American Indian/Alaska Native and Two or More Races. Italian American is a reported category but not included in the federal Total Minority grouping.

Job Group   Faculty: Instructor

Total Appointments: 8

Weight   Availability Factors

100.00%   ACS 2017-2021 Nationwide workforce with a Master's 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 Minority**	**Asian/Nat. Haw./Other Pac. Isl.**	**Black/African American**	**Hispanic/ Latino**	**Italian American**
Number of Faculty	7	5	1	1	2	0
Underutilized (Y = Yes)						Y
Number Underutilized						1
Actual Utilization	87.5%	62.5%	12.5%	12.5%	25.0%	0.0%
Labor Market Availability	57.5%	24.8%	10.3%	4.7%	6.5%	7.3%

Job Group   Faculty: Librarian

Total Appointments: 5

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 Minority**	**Asian/Nat. Haw./Other Pac. Isl.**	**Black/African American**	**Hispanic/ Latino**	**Italian American**
Number of Faculty	2	3	1	2	0	0
Underutilized (Y = Yes)	Y					
Number Underutilized	2					
Actual Utilization	40.0%	60.0%	20.0%	40.0%	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: 44

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 Minority**	**Asian/Nat. Haw./Other Pac. Isl.**	**Black/African American**	**Hispanic/ Latino**	**Italian American**
Number of Faculty	29	22	9	9	4	2
Underutilized (Y = Yes)						Y
Number Underutilized						1
Actual Utilization	65.9%	50.0%	20.5%	20.5%	9.1%	4.5%
Labor Market Availability	43.3%	26.2%	14.3%	4.0%	5.1%	6.5%

Job Group　　Faculty: Professoriate Adjunct

Total Appointments: 39

Weight　　Availability Factors

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

	Utilization Report					
	Female	**Total Minority**	**Asian/Nat. Haw./Other Pac. Isl.**	**Black/African American**	**Hispanic/ Latino**	**Italian American**
Number of Faculty	23	16	5	8	3	1
Underutilized (Y = Yes)			Y			Y
Number Underutilized			2			3
Actual Utilization	59.0%	41.0%	12.8%	20.5%	7.7%	2.6%
Labor Market Availability	47.1%	31.3%	17.5%	4.9%	6.0%	11.2%

Appendix   E   Personnel Activity

This Appendix details personnel activities.

The spreadsheets provide detail on personnel activity by job group and by EEO Category.

The charts represent only those job groups and EEO Categories with a material level of activity.

Net Personnel Activity, 6/1/22 - 6/1/23

All Job Groups

	Net Group Changes	NET ADDITIONS Addition #	Additions by Type Additions %	Outside Hires	Internal Hires into New Job Group	Detail, Internal Hires by Type Was Part Time	Hired from Other College	Demoted	Advanced	Other Change	Return to Faculty	NET SUBTRACTIONS Sub. #	Sub %	Subtractions by Type Separation from CUNY	Internal Separation from Group	Detail, Internal Separations by Type Left for Other CUNY College	Demoted	Advanced	Other Change	Returned to Faculty	OTHER CHANGES WITHIN JOB GROUP Advancements	Other Changes
Total	2	28		14	14	3	3	2	5	-	1	(26)		(18)	(8)	-	(2)	(5)	-	(1)	3	-
Male	2	9	32%	4	5	1	1	1	1	-	1	(7)	27%	(4)	(3)	-	(1)	(1)	-	(1)	-	-
Female	(3)	16	57%	8	8	1	2	1	4	-	-	(19)	73%	(14)	(5)	-	(1)	(4)	-	-	3	-
Other Gender	-	-	0%	-	-	-	-	-	-	-	-	-	0%	-	-	-	-	-	-	-	-	-
Unknown Gender	3	3	11%	2	1	1	-	-	-	-	-	-	0%	-	-	-	-	-	-	-	-	-
All Protected Race/Eth Grps	5	22	79%	11	11	3	1	1	5	-	1	(17)	65%	(10)	(7)	-	(1)	(5)	-	(1)	3	-
Asian	-	7	25%	1	6	1	-	-	4	-	1	(7)	27%	(2)	(5)	-	-	(4)	-	(1)	1	-
Black	(1)	6	21%	5	1	1	-	-	-	-	-	(7)	27%	(7)	-	-	-	-	-	-	1	-
Hispanic	6	9	32%	5	4	1	1	1	1	-	-	(3)	12%	(1)	(2)	-	(1)	(1)	-	-	1	-
Other Protected Grp	-	-	0%	-	-	-	-	-	-	-	-	-	0%	-	-	-	-	-	-	-	-	-
Italian-American	1	1	4%	-	1	-	1	-	-	-	-	-	0%	-	-	-	-	-	-	-	-	-
White	(4)	5	18%	3	2	-	1	1	-	-	-	(9)	35%	(8)	(1)	-	(1)	-	-	-	-	-
Unknown Ethnicity	-	-	0%	-	-	-	-	-	-	-	-	-	0%	-	-	-	-	-	-	-	-	-
Veterans	-	-	0%	-	-	-	-	-	-	-	-	-	0%	-	-	-	-	-	-	-	-	-
Individuals w/Disabilities	(1)	-	0%	-	-	-	-	-	-	-	-	(1)	4%	(1)	-	-	-	-	-	-	-	-

This chart displays net changes among all job groups. Therefore, transfers into a job group equal transfers out of a job group. Hires and separations include outside hires/separations and hires/separations from another CUNY unit.

This provides detail about the kinds of moves between job groups.

This provides detail about the kinds of moves between job groups.

Appendix F　　Summary of Recruiting Activities

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

The spreadsheets provide detail on applicants, interviews, and offers. The scope of this report includes searches which officially concluded during the previous plan year (June 1, 2022 through May 31, 2023).

CUNY School of Law

Summary - All Searches

Total: 18

	Records	Applicants	Appl%		Interviews	Selection Rate %	Offers	Selection Rate %	Hires	Selection Rate %
Total + Total Selection Rate	700	677	97%		13	1.9%	9	1.3%	8	1.2%
Male	251	243	36%		3	1.2%	2	0.8%	2	0.8%
Female	366	353	52%		8	2.3%	6	1.7%	5	1.4%
Other	12	12	2%		-	0.0%	-	0.0%	-	0.0%
Unknown	71	68	10%		2	2.9%	1	1.5%	1	1.5%
Total Not Female	334	323	48%		5	1.5%	3	0.9%	3	0.9%
Total Minorities	401	384	57%		10	2.6%	8	2.1%	7	1.8%
Asian	130	121	18%		1	0.8%	-	0.0%	-	0.0%
Black	141	135	20%		3	2.2%	3	2.2%	3	2.2%
Hispanic	112	110	16%		5	4.5%	5	4.5%	4	3.6%
Other inc 2 or more	18	18	3%		1	5.6%	-	0.0%	-	0.0%
Italian-American	32	31	5%		-	0.0%	-	0.0%	-	0.0%
White	260	254	38%		2	0.8%	1	0.4%	1	0.4%
Unknown Ethnicity	39	38	6%		1	2.6%	-	0.0%	-	0.0%
White+Unknown	299	292	43%		3	1.0%	1	0.3%	1	0.3%
Veterans	11	11	2%		-	0.0%	-	0.0%	-	0.0%
Indiv. w Disabilities	70	65	10%		-	0.0%	-	0.0%	-	0.0%
					Least Selected:		Least Selected:		Least Selected:	
					Male+Oth	*Adverse*	Male+Oth	*Adverse*	Male+Oth	*Adverse*
					White+Unk	*Adverse*	White+Unk	*Adverse*	White+Unk	*Adverse*
Percent Female			52%			61.5%		66.7%		62.5%
Percent Total Minorities			57%			76.9%		88.9%		87.5%
Percentage Veterans			2%			0.0%		0.0%		0.0%
Percentage w Disabil.			10%			0.0%		0.0%		0.0%