



AFFIRMATIVE ACTION POLICY AND SEARCH COMMITTEE GUIDELINES

BMCC/CUNY AFFIRMATIVE ACTION POLICY

It is the policy of Borough of Manhattan Community College of The City University of New York to recruit, employ, retain and promote employees on the basis of ability and without regard to 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, pregnancy, 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.

In order to ensure equal opportunity and nondiscrimination for all qualified persons in deed, as well as intent, it is most important that search committees establish procedures and guidelines that provide for fair and equitable treatment for all. Every effort should be made to make these committees as representative as possible. Further, it is imperative that each committee member fully understands the requirements of the College's Affirmative Action Plan.

Affirmative action does not mean entitlement to proportional representation. It means actions to eliminate discrimination: creation of adequate pools of talent, comprehensive searches for talent wherever it exists, and implementation of policies and practices that advance diversity. Furthermore, it provides processes for educating search committees with regard to underutilization, procedures for reviewing complaints, and making employment related decisions irrespective of a person's protected characteristics.

THE BASIC REQUIREMENTS INCLUDE:

- Appropriate advertising so that protected classes (Asian, Native Hawaiian or other Pacific Islander, Hispanic or Latino, Puerto Rican, Black or African American, American Indian or Alaskan Native, and Italian American) and women have an opportunity to apply for jobs for which they are qualified. Advertising can also take the form of letters of solicitation to institutions of higher education requesting nominations of candidates and announcements of vacancies in their graduate and professional schools,
- Recruiting by contacting organizations serving minority groups, women, persons with disabilities, and veterans,
- Establishing job related criteria before the recruiting process begins,
- Positioning announcements and advertisements to allow an adequate period of time for application,
 - a) Faculty: There should be a minimum of two (2) months between publication date and application deadline

b) Non-teaching/Instructional Staff: The minimum should be one (1) month between the publication date and application deadline

- Applying job related criteria to all applicants alike and hiring strictly on the basis of merit.

SEARCH COMMITTEE GUIDELINES

1. RECRUITMENT PLAN

Prior to conducting the search, the chief diversity officer will examine relevant data from the Affirmative Action Plan including underutilization, overall representation and hiring patterns to determine the level of outreach that is appropriate. If necessary, the chief diversity officer will work with the department chair or authorizing manager to develop a recruitment plan. The recruitment plan will detail the outreach efforts that will be made and it will be maintained with other search related documents for the job vacancy.

2. CERTIFICATION OF APPLICANTS

Prior to “charging” the search committee, the chief diversity officer will examine the applicant pool to determine if additional outreach efforts are warranted. In the event that additional outreach is necessary, the meeting to “charge” the committee will be postponed and no interviews shall be scheduled.

If no additional outreach is warranted, the search committee will review the applicant’s resumes and determine which applicants meet the minimum qualifications required for the job vacancy. That list will then be given to the chief diversity officer who will review it and certify the applicant pool.

3. SEARCH PROCEDURES

The following are the procedures to be followed by the search committee in the screening and selection process:

A. SEARCH COMMITTEE

A search committee is a committee convened and charged with the responsibility of screening and interviewing candidates for certain advertised vacancies. A typical search committee consists of between five (5) to nine (9) members, and is composed of personnel in various titles at the College. The search committee should provide broad representation. Wherever possible, women and minorities should be given opportunities to serve on search committees. Where search committees are established by department policy, i.e. Department P&B, the committee may be extended to include other persons if desired.

A search committee must be established and appointed by the president, or nominated by the appropriate vice president or dean and submitted to the president for approval. The search committee is charged with the responsibility of screening, interviewing and nominating candidates for full time administrative positions (both tax levy and grant funded). For faculty positions, the Departmental P&B Committee serves as the search committee.

B. SCREENING

The chief diversity officer, representing the president, will meet with the search committee at its initial meeting, known as a “charge” to provide guidelines and procedures to be used in the screening and interviewing process. The chief diversity officer will also review the status and utilization of women and minorities based on the Affirmative Action Plan and the results of the initial screening process with the search committee.

All search committee members are expected to participate fully in the screening process. The search committee must base its screening criteria solely on the substance of the advertised job and the applicant’s resume. The chief diversity officer may be consulted to assist in the development of acceptable screening criteria.

Minutes of actions taken by the committee must be maintained including the names of committee members present and absent during committee meetings and interviews. The minutes of the first meeting should indicate that the chief diversity officer “charged” the committee.

Following the “charge,” the search committee’s first task is to screen the entire pool of candidates based on the criteria established to determine the size of the pool of qualified candidates. Each committee member will also identify a disposition code for each applicant and complete the Preliminary Evaluation form.

C. INTERVIEWS

If the pool is viable, the search committee has the obligation to conduct interviews of qualified candidates, in the presence of a quorum. Minutes of actions taken by the committee must be maintained including the names of committee members present and absent during committee meetings and interviews. Copies of meeting minutes must be submitted to the chief diversity officer at the conclusion of the search.

A list of selected candidates to be interviewed and the ethnic breakdown of all interviewees must be prepared and submitted to the chief diversity officer via the Interview Documentation Form (see attachment). The selection criteria/ ranking system must also be identified. **Interviews should not be conducted prior to the closing of the posting.**

The search committee is responsible for generating questions that would be asked of all interviewees. The City University of New York Central Office has provided a guide to legal and illegal interview questions (see attachment). **A copy of the questions must be submitted to the chief diversity officer as part of the search records.**

The search committee chair will be responsible for contacting individuals to be interviewed and for thanking candidates who will not be interviewed for their interest in the position.

Having reviewed the interview process and having reached an agreement on the nominees, the search committee will make its final recommendations to the appropriate vice president, dean, and/or the president. The search committees must advance at least three candidates for each position. **A copy of the recommendation memorandum (with unranked finalists) must also be provided to the chief diversity officer.**

D. CONFIDENTIALITY

The search committee shall maintain confidentiality throughout the search process.

Following positive action by the committee and subsequent review and interview of the nominees by the appropriate vice president, dean or the president, the successful candidate's appointment papers will be forwarded to the Human Resources Department for processing, and an offer may be made to the chosen candidate subject to action by the Board of Trustees.

CHECKLIST FOR COMPLETING A SEARCH

The search committee documentation is complete when the following information is submitted to the chief diversity officer.

- The **Preliminary Evaluation Form** – A complete set of original forms must be collected from each committee member and submitted along with the
- The **Interview Documentation Form** – This form is to be completed after the interview process is completed. The **resumes** of all interviewees must be attached to this form.
- **Questions** that would be asked of all interviewees. For record keeping purposes, a copy of these questions must be submitted to the affirmative action officer along with the name of the committee member assigned to ask each question.
- The **minutes** taken at each search committee meeting.
- The **finalists** that are to be advanced by the search committee are not to be submitted in rank order. However, a **ranking system** must be used to identify the finalists. If the committee used a form to determine the most favorable candidates, the form must be submitted. A statement of how the committee made its decisions is also acceptable.
- Each person called for an interview should receive the **CUNY Employment Application** electronically prior to their meeting with the committee. All completed applications should be collected from the interviewees either electronically or via hard copy prior to, or on the day of the interview. The forms are to be submitted to the Human Resources department after the interviews are complete.

BMCC – SEARCH PRELIMINARY EVALUATION SHEET

DEPARTMENT/OFFICE: _____

POSITION: _____

PVN# _____

EVALUATOR: _____

REVIEW DATE(S): _____

LOG#	NAME	DISP. CODE	SHOULD THE APPLICANT BE INTERVIEWED?			COMMENTS
			YES	MAYBE	NO	

Disposition Codes:

D – Does not meet minimal stated qualifications
QP – Meets minimum and preferred qualifications

M – Meets minimum stated qualifications
W- Withdrew from consideration

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INTERVIEW DOCUMENTATION

At the end of the interview process, the search committee chairperson must submit the interview documentation and the resumes of the final candidates to the affirmative action officer and the selecting official, i.e., president, vice president, dean, or director.

1. Search Committee for PVN# _____ Date _____

2. Position Title _____

3. Number of applicants/resumes received: _____

4. Please indicate the disposition for each candidate. (Do not complete the grey shaded area. It is to be completed by the CDO post-submission)

NAME	DISPOSITION CODE *	RECRUITMENT SOURCE **	TO BE COMPLETED BY CDO	
			GENDER	ETHNICITY
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				
13.				
14.				
15.				
* Disposition Code 1. Applicant withdrew from consideration 2. Did not show for interview, 3. Referred to selecting official 4. Not referred to selecting official 5. Other (explain)				
** Recruitment Source , i.e., CUNY Postings, journals, newspapers, organization, online, etc.				

Authorizing Signatures

The signatories below attest that a good faith effort was made to conduct the search and selection process in accordance with BMCC/CUNY Affirmative Action Program and Policy mandates, and other personnel policies and practices.

Signatures of Search Committee Members

(1) _____ (5) _____
 (2) _____ (6) _____
 (3) _____ (7) _____
 (4) _____ (8) _____

Signature of Search Committee Chairperson _____ Date _____

BMCC Interview Guide: Appropriate and Inappropriate Questions for Pre-Employment Inquiry

Subject	May Ask	May Not Ask
Name	Current Legal Name	Whether person worked under a different name; questions that would divulge ancestry or marital status
Sex	Nothing	May not comment on person's sex unless it is a bona fide occupational qualification (BFOQ). This is highly unlikely in most circumstances, except maybe film, theatre, etc.
Age	Are you over the age of 18? (Proof of age, for insurance purposes, can be required after the person is hired.)	Age; when applicant graduated from high school, etc.
Address	Place and length of current address	How long have you lived in the United States? What foreign addresses have you had?
Birthplace	Nothing	Any inquiry into place of birth, or that of parents, spouse, grandparents, or other relatives
Citizenship	If not a U.S. citizen, do you have the right to permanently remain in the U.S.?	Whether applicant, parents, or spouse, are native born U.S. Citizens; or of what country applicant is a citizen?
Marital Status	Nothing	Whether applicant is married, single, divorced, engaged, widowed, or living with someone
Sexual Preference	Nothing	Whether applicant is homosexual, heterosexual, or any other question pertaining to sexual tendencies or preferences
Lifestyle	Nothing	Anything involving applicant's natural and preferred way of living
Family	Nothing	Any question concerning family size, family planning, children's ages, plans for childcare, or spousal income or employment
Religion	Nothing	About religious denomination, affiliation, church or synagogue, religious holidays observed; whether applicant regularly attends a house of worship
Disability	Whether the individual has a mental or physical disability that would affect his/her ability to perform the job responsibilities	Questions about physical or mental limitations that are not job related
Physical Data	Whether the applicant is able to perform the job responsibilities	Applicant's height or weight

Pregnancy	Nothing	About the applicant's plans for having children; about medical history concerning pregnancy and health related matters
Military Status	About job-related experience gained in the military	About branch of service; type of discharge
Housing	How applicant can be reached if there is no telephone at home	Whether applicant owns or rents an apartment or house
Education	About educational institutions attended; training	About religious or racial affiliations of school attended: about educational experience that is not necessary for the job to be performed
Organizations	About professional organizations	About all organizations that applicant belongs to; organizations that indicate race, color, religion, sex marital status, national origin, transgender, veteran or military status, or disability of applicant
Financial Position	Nothing	About credit ratings, garnishment, debts, to whom debts are owed
Arrest Record	Nothing	About arrests, or time spent in jail. Arrests without convictions do not indicate guilt
Convictions	About convictions, but only if job related (e.g. inquiries about embezzlement convictions if position requires financial responsibilities) and only if asked of all applicants	General questions about whether applicant has ever been convicted
Employment Status	About gaps of unemployment.	(State) current unemployed applicants should not apply or that unemployed applicants will not be considered.
Gender Identity	Nothing	What gender an applicant identifies with