

*The
Brooklyn College*

**Affirmative Action
Search Procedures
and
Guidelines**

**Christoph M. Kimmich,
President**

CONTENTS

- I. Policy of Affirmative Action and Nondiscrimination
- II. Starting a Search
- III. Developing a Recruitment Plan
- IV. Completing an Applicant Flow Log
- V. Scheduling Interviews
- VI. Selecting a Candidate
- VII. Concluding a Search
- VIII. Record Keeping
- IX. Reminders
- X. Search Procedure Checklist

Policy of Affirmative Action and Nondiscrimination

Brooklyn College adheres to federal, state, and city laws and regulations, as well as City University of New York policies, regarding equal employment opportunity (EEO) and affirmative action. Federal laws that incorporate EEO components include, among others, Title VII of the Civil Rights Act of 1964, as amended in 1991, Title IX of the Educational Amendments of 1972, the Age Discrimination in Employment Act, the Americans with Disabilities Act, Section 504 of the Rehabilitation Act of 1974, and the Immigration Reform and Control Act of 1986. Brooklyn College also complies with New York State and New York City human rights laws.

The affirmative action laws governing the City University of New York and Brooklyn College, include Executive Order 11246, as amended, Section 503 of the Rehabilitation Act of 1973, and Section 402 of the Vietnam Era Veterans Readjustment Act of 1974.

The affirmative action policies and practices of Brooklyn College are part of CUNY's goal to provide equal employment opportunity and prevent discrimination. Such policies and practices of Brooklyn College apply to persons in federally protected groups, including women, people with disabilities, Vietnam Era veterans, Blacks, Hispanics, Asian/Pacific Islanders, and American Indian/Alaskan Natives. In addition, CUNY and Brooklyn College have designated Italian Americans as a protected group for whom these policies apply.

Starting a Search

1. To begin a search you must have a *Vacancy Approval Memorandum* from the Office of the Vice-President for Finance and Administration.
2. Once you have the *Vacancy Approval Memorandum*, contact the Office of Human Resource Services, at extension 5131, and request an appointment to discuss the writing of a *Personnel Vacancy Notice (PVN)* and job advertisement for the position.
3. When you have a PVN, contact the Office of Affirmative Action, Compliance, and Diversity (AACD), to request a *Search Package*.
4. The AACD Office will prepare a Search Package consisting of:
 - Recruitment Plan;
 - Applicant Flow Log (copy as needed);
 - Search Documentation Data Form;
 - EEO Self Identification Form (if Office or Dept. is receiving resumes. If HR Services is receiving resumes, the self Id form is sent by HR Services);
 - Utilization Data for the position; and
 - Recruitment resources for special effort searches.

2

Developing a Recruitment Plan

1. Develop a plan for recruiting a broad pool of qualified applicants, especially those from diverse backgrounds and those who reported by affirmative action data to be underrepresented in the College.
2. You must identify any criteria, such as presentations or demonstrations, which will be used to evaluate candidates.
3. List the names, gender and ethnicity, and departments/offices, of all persons on the Search Committee for the position.
4. Identify the procedure for conducting your search (e.g. all committee members will review all resumes, participate in telephone interviews to narrow the pool, and will interview finalists in person.)
5. Attach the CUNY Personnel Vacancy Notice (PVN), the Vacancy Approval Memo, and the draft advertisement you wish to place, and submit to the AACD Office for review.
6. Schedule a meeting with the AACD Office for review and approval of you Recruitment Plan and PVN.

Completing An Applicant Flow Log

1. Record all persons, in last-name alphabetical order, who submitted any of the application documents (i.e., resume, letters of reference, list of publications, etc.)
2. Identify the status of each applicant in the disposition column, according to the legend on the bottom of the form.

3

3. Complete the “remarks” column to explain any incongruities (e.g. applicant is rated QP, but is NOT granted an interview would require an explanation in the “remarks” column).
4. Submit the Applicant Flow Log to the AACD Office for review **BEFORE INTERVIEWS ARE SCHEDULED**. The AACD Office must review and approve your applicant pool before interviews may be scheduled.
5. The AACD will notify the Chair of the Search Committee about the sufficiency of Applicant Pools.

Scheduling Interviews

1. Interviews may be scheduled after the AACD Office has approved the applicant pool.
2. Refer to handout regarding appropriate interview questions that is distributed by Human Resources Services. The AACD Office also offers Interviewing Briefings to search committees to review appropriate questions, the types of questions, and any other related issues. If you believe your committee could benefit from such a discussion, please contact the Office to schedule a briefing for your search committees.
3. Telephone Interviews: Telephone interviews may be conducted to narrow the pool of candidates who are qualified for on-campus interviews. Telephone interviews are especially helpful when you have a number of candidates from out-of-town and limited travel funds. If you wish to conduct telephone interviews, state such intentions in your Recruitment Plan.

4

4. The equity rules governing on-campus interviews regarding “treating similarly situated applicants similarly” also apply to telephone interviews. For example, all members of the search committee should be present, similar type questions should be asked of each candidate, a similar amount of time should be allotted for each candidate granted a telephone interview, etc.
5. Equal opportunity guidelines apply to the distribution of travel funds for in-person interviews.

Selecting a Job Candidate

1. When all interviews have been conducted, you are ready to select a job candidate.
2. The AACD Office must review your selections before an offer is made by Human Resources or the Provost. The AACD Office is notified of your selected candidate via the Search Documentation Data form. To complete the form, you must include the salary you wish to offer the candidate, after discussions with Human Resources or the Provost.
3. The Search Documentation Data form must be signed by all Search Committee members before it is submitted to the AACD Office for approval.

Concluding Your Search

After the candidate has accepted the job offer, report to the AACD Office the final salary accepted by the candidate, the start date, etc.

5

Record Keeping

The Affirmative Action, Compliance , and Diversity Office is responsible for keeping the official, original search file for three years. All files must be submitted within thirty days of the applicants start date.

Reminders

1. The Office of Human Resource Services must develop a **Personnel Vacancy Notice (PVN)** and review your job advertisement BEFORE you meet with the AACD Office.
2. **Qualifications** for the position that are stated in the PVN and the job advertisement, **MUST** be the same.
3. An **EEO Self-identification** form must be sent to all applicants by the office/department that receives the resume. The Self-Id form is usually sent to applicants along with the acknowledgment letter. The Self-Id form **MUST** include the name of the position and the hiring department/office.
4. All job advertisements must bear some form of the legend:

**Brooklyn College is an
Equal Opportunity/Affirmative Action/
IRCA/Americans with Disabilities Act Employer**

Search Procedure Checklist

- 1.) ___ Obtained *Vacancy Approval Memorandum* from The Office of The VP for Finance & Administration
- 2.) ___ Contacted Human Resource Services to discuss Personnel Vacancy Notice (PVN)
- 3.) ___ Contacted the AACD Office for Search Package Documentation
- 4.) ___ Established Search Committee
- 5.) ___ Position advertised for the appropriate time period
- 6.) ___ Search Committee met and reviewed Affirmative Action goals
- 7.) ___ Personal Contacts made to Invite Women, Minorities, Individuals with Disabilities, and Veterans to Apply
- 9.) ___ **EEO Self-Identification** forms along with acknowledgement letters sent to all applicants
- 10.) ___ Applicants screened by using job qualifications consistently
- 11.) ___ Submitted Applicant Flow Log to AACD Office **Before Scheduling Interviews**
- 12.) ___ Best qualified applicant selected by using selection criteria
- 13.) ___ Submitted search documentation data form to the AACD Office
- 14.) ___ Submitted completed search files and supporting materials to the AACD Office