

Baruch College 2020-2021 AFFIRMATIVE ACTION PLAN

Affirmative Action Plans covering Minorities and Women (Executive Order 11246), Individuals with Disabilities (Section 503) and Protected Veterans (VEVRAA)

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PART ONE: INTRODUCTION AND BACKGROUND

This report is an annual update of the Affirmative Action Plan (AAP) for federal contractors. This unit is one of CUNY's 28 Affirmative Action establishments. The US Department of Labor's Office of Federal Contract Compliance Programs (OFCCP) oversees Affirmative Action Plan requirements for federal contractors. Some aspects of this plan also reflect state and local regulations, guidelines for public entities, and resolutions of the CUNY Board of Trustees. In particular, this plan reflects requirements for implementing:

- Presidential Executive Order 11246, for women and federally protected racial/ethnic groups
- Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended, for protected Veterans
- Section 503 of the Rehabilitation Act of 1973, as amended, for Individuals with Disabilities.

The plan reflects the following timeframes:

Employee Census Date:	June 1, 2020
Reporting Year:	June 1, 2019–May 31, 2020
Program Year:	September 1, 2020–August 31, 2021.

Given this year's disruptions due to the 2020 COVID-19 outbreak, we experienced challenges in implementing last year's plan and in completing this year's plan, as discussed later in this report.

These hyperlinks provide highlights:

- [Impact of 2020 Events](#)
- [Summary of Workforce by Job Group; Summary by Tenure Status](#)
- [Summary of Underutilization and Goals](#)
- [Action-Oriented Programs for Females and Minorities](#)
- [Hiring Rates, Individuals with Disabilities and Veterans](#)
- [Planned Outreach for Individuals with Disabilities and Veterans](#)

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

We produce a separate Affirmative Action Plan for Italian Americans. CUNY's Chancellor designated Italian Americans as a protected group in 1976.

Web links, confirmed as of June 2020, are subject to change.

OVERVIEW

Location, Degrees, Accreditation

Baruch College is within easy reach of Wall Street, Midtown, and the global headquarters of major companies and non-profit and cultural organizations, giving students unparalleled internship, career, and networking opportunities. The College's more than 18,000 students, who speak more than 110 languages and trace their heritage to more than 160 countries, have been repeatedly named one of the most ethnically diverse student bodies in the United States. The College is ranked as the best public college in the nation for value according to the Wall Street Journal/Times Higher Education and was ranked second on CNBC's public university list of 50 U.S. colleges that pay off the most. In addition, the College is one of the nation's top four-year higher education institutions that successfully promotes upward economic and social mobility among its lower-income students, according to the Brookings Institution.

The College is comprised of three Schools: (a) THE GEORGE AND MILDRED WEISSMAN SCHOOL OF ARTS AND SCIENCES. Weissman School has more than 50 areas of study that blend rigorous theory with practical experience. Degrees include the BA, BS, MA, MS, and PhD, (b) THE AUSTIN W. MARXE SCHOOL OF PUBLIC AND INTERNATIONAL AFFAIRS prepares students for careers in government and nonprofit sector, offering programs leading to BSPA, MPA, Executive MPA, MIA, and MS in Education degrees while serving as a resource for governmental and nonprofit entities at the local, state, and national levels, and (c) THE ZICKLIN SCHOOL OF BUSINESS has renowned faculty experts across the business spectrum and acclaimed AACSB-accredited programs leading to BBA, MBA, MS, Executive MBA and MS, and PhD degrees.

Baruch College's nationally recognized, award-winning library, the William and Anita Newman Library, houses a collection that includes over 300,000 print volumes, 500,000 eBook Titles, and over two million units of microform. The Library's collection of electronic resources includes several hundred online databases, accessible from nearly 100 PC workstations.

In addition, Baruch College is home to a number of centers and institutes including the Lawrence N. Field Center for Entrepreneurship, the Robert Zicklin Center for Corporate Integrity, the Wasserman Trading Floor/Subotnick Financial Services Center, the Center for the Study of Business and Government, the Weissman Center for International Business, the Baruch College Survey Research Unit, the Steven L. Newman Real Estate Institute, the Bernard L. Schwartz Communication Institute, and the Baruch Performing Arts Center (BPAC). The College's Division of Continuing and Professional Studies (CAPS) offers numerous work-related programs and training courses, many of which can lead to certificates in Business, Real Estate, Bookkeeping, Human resources and Information Technology. Comprehensive modern languages and English as a Second Language courses are also offered. Courses in Continuing and Professional Studies are taught by professionals in the fields.

The award-winning Newman Vertical Campus features state-of-the-art classrooms, computer and research laboratories, auditoriums, a recreation and fitness center, conference rooms, faculty offices, a performing arts center, a bookstore, and a food

History

Tracing its routes to the founding of the Free Academy in 1847, Baruch College is part of the nation's first tuition free institution of higher education. In 1919, the School of Business and Civic Administration was established, and in 1953 the College was named in honor of Bernard M. Baruch, benefactor, statesman, financier, and alumnus of the Free Academy. In 1968 Baruch College was established as an independent senior college of the City University of New York. US News & World Report, Forbes, and The Princeton Review, among others, rank Baruch College among the top colleges in the United States. Today, Baruch College enrolls more than 18,000 students representing over 168 countries; its student body continues to be named one of the most ethnically diverse in the United States. It also has 13 varsity NCAA Division III sports teams on campus.

Mission

Baruch College provides an inclusive, transformational education in the arts and sciences, business, and public and international affairs to students from New York and around the world and creates new knowledge through scholarship and research. A Baruch education is a financially accessible and powerful catalyst for the social, cultural, and economic mobility of students and a strong foundation for lifelong learning and community impact. Our distinguished undergraduate and graduate academic programs offer extraordinary value. Our diverse and outstanding faculty and staff are themselves lifelong learners, who continue to develop their expertise as teachers and administrators, augment their success as scholars and practitioners and exercise their talent as creators of art and facilitators of student success.

ORGANIZATION CHART

Appendix A displays an organization chart.

RELEVANT POLICIES

As a unit of The City University of New York (CUNY), we adhere to federal, state, and city laws and regulations on non-discrimination and affirmative action, including: Executive Order 11246, as amended, Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Sections 503 and 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, Section 402 of the Vietnam Era Veterans'

Readjustment Assistance Act of 1974, as amended, the Equal Pay Act of 1963, the Age Discrimination in Employment Act of 1967, as amended, the Age Discrimination Act of 1975, New York State Human Rights Law and New York City Human Rights Law.

Protected groups, delineated in Executive Order 11246 and updates are American Indian or Alaska Native, Asian, Black or African American, Hispanic or Latino, Native Hawaiian or Other Pacific Islander, Two or More Races, and Women. Additionally, the Chancellor of CUNY designated Italian Americans as a protected group in 1976 and CUNY prepares a separate Italian American Affirmative Action Plan.

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

[Click for CUNY's Policies \(https://www.cuny.edu/about/administration/offices/hr/policies-and-procedures.html\)](https://www.cuny.edu/about/administration/offices/hr/policies-and-procedures.html)

Equal Opportunity and Non-Discrimination Policy

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

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

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

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

Affirmative Action Policy

CUNY’s original Affirmative Action Policy of May 28, 1985 is part of its Manual of General Policy.

ARTICLE V FACULTY, STAFF AND ADMINISTRATION

Policy 5.04 - Affirmative Action:

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

Sexual Misconduct Policy

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

CUNY students, employees and visitors deserve the opportunity to live, learn and work free from Sexual Misconduct. Accordingly, CUNY is committed to:

- 1. Defining conduct that constitutes Sexual Misconduct;*
- 2. Providing clear guidelines for students, employees and visitors on how to report incidents of Sexual Misconduct;*
- 3. Providing ongoing assistance and support to all parties after allegations of Sexual Misconduct have been made;*
- 4. Promptly and respectfully responding to and investigating allegations of Sexual Misconduct, pursuing disciplinary action when appropriate and taking action to investigate and address any allegations of retaliation;*
- 5. Providing awareness and prevention information on Sexual Misconduct, including widely disseminating this Policy, as well as a "Students' Bill of Rights" and implementing training and educational programs on Sexual Misconduct to college constituencies;*
- 6. Gathering and analyzing information and data that will be reviewed in order to improve safety, reporting, responsiveness and the resolution of allegations of Sexual Misconduct;*
- 7. Distinguishing between the specific conduct defined as Title IX Sexual Harassment by the USDOE and the broader definition of Sexual Misconduct prohibited by this Policy; and*
- 8. Ensuring compliance with the federal regulations under Title IX, and other federal, state and local laws.*

This is CUNY's sole policy to address Sexual Misconduct and it is applicable at all CUNY colleges and units.

Other important policies are available using the links below.

[CUNY Campus and Workplace Violence Policy](#) addresses workplace violence.

[CUNY Domestic Violence and the Workplace Policy](#) addresses domestic violence in or affecting employees in the workplace.

[CUNY Procedures for Implementing Reasonable Accommodations and Academic Adjustments](#) addresses CUNY process for responding to requests for reasonable accommodations or academic adjustments.

CUNY campuses also report crime statistics, including statistics relating to sexual violence under the federal Jeanne Clery Act. Information is available from the Baruch's Department of Public Safety's website <https://www.baruch.cuny.edu/psafety/index.html>

Other Policies

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

Management reaffirms the non-discrimination policy annually. The most recently released reaffirmation letter, issued on (date), is shown in **Appendix B**.

RESPONSIBILITY FOR IMPLEMENTATION

While the entire community participates in promoting diversity and inclusion, we have assigned certain responsibilities.

The President

The President, S. David Wu, oversees Affirmative Action and diversity programs to assure compliance with federal, state, and city laws, rules and regulations and university policies, and:

- Designates personnel to manage Affirmative Action, diversity, and compliance efforts, including a Chief Diversity Officer (CDO), 504/Americans with Disabilities Act (ADA) Coordinator and Title IX Coordinator
- Ensures responsible personnel have authority, staffing, and other resources to fulfill their assigned responsibilities
- Communicates a commitment to equal employment opportunity and issues an annual reaffirmation in support of affirmative action, diversity and equal opportunity

- Approves and releases required reports, including this Affirmative Action Plan.

Chief Diversity Officer

As of this writing the President has designated Kenya lee as the acting Administrator in Charge and Responsible Official who:

- Provides confidential consultation for, investigates and resolves discrimination/harassment complaints
- Distributes relevant policies, notices and revisions, and assures integration into training programs, search committee orientations, websites, and other media
- Evaluates the impact of Affirmative Action programs and initiatives
- Prepares and communicates Affirmative Action Plan reports
- Consults with hiring teams and managers on recruitment and selection, overseeing recruitment plans and effective recruitment/selection strategies to promote a diverse workforce
- Participates in CUNY initiatives promoting diversity and inclusion.

Officials

Executives, department chairpersons, managers, and supervisors are critical partners in Equal Employment and Affirmative Action programs. They help ensure compliance with regulations and policies, foster an inclusive environment, and help develop and implement the Affirmative Action Plan.

Committee on Diversity and Inclusion

A standing committee advises the President on diversity and affirmative action, reviews the impact of policies on the governance plan, develops and implements strategic diversity plans, and promotes programs to reflect pluralistic values and goals.

Co-Chairs

Sam Johnson, Professor, Psychology

Leslie Ann Hunt, Director of Graduate Programs, Weissman School of Arts and Sciences

Members

Andrea Caviness, Executive Director of Human Resources

Cristina Balboa, Associate Professor, Marx School of Public and International Affairs

Dakshatha Daggala, Undergraduate Student Representative
Damali Tolson, Director of Student Life
Kenya N. Lee, Executive Secretary to the President
Kristy Perez, Director SEEK
Patria De Lancer Julnes, Associate Dean of Academic Programs and Professor
Patricia Fleming Director for Student Disability Services
Paquita Davis Friday, Senior Associate Dean, Zicklin School of Business
Rachel Fester, Assistant Provost for Assessment, Accreditation and Institutional Effectiveness
Robert Kunicki, Assistant Director for Student Success, Assessment, & Enrollment Initiatives
Rosa Kelley, Director of International Student Services
Samuel Johnson, Chair, Baruch College Faculty Senate
Scott Newbert, Professor of Management and Academic Director, Lawrence N. Field Center for Entrepreneurship

University Management

CUNY's Office of Recruitment and Diversity (ORD) establishes job groups and other report parameters and prepares summary statistics. ORD also reports summary statistics and sponsors several university-wide diversity programs. [Click here for link \(www2.cuny.edu/about/administration/offices/hr/recruitment-diversity/\)](http://www2.cuny.edu/about/administration/offices/hr/recruitment-diversity/).

IMPACT OF 2020 EVENTS

On March 15, 2020, Chancellor Felix Matos-Rodriguez announced CUNY campuses and non-essential personnel were transitioning to remote learning and working for the remainder of the academic year. As of summer, 2020, this arrangement is still in place. The transition and resulting shifts in priorities affect the university's operations in many ways, including personnel practices. We have cancelled or postponed some hiring plans. We have limited or cancelled public events and other campus activities that we could not conduct remotely.

Certain practices have continued unchanged, such as the listing of job vacancy announcements with workforce agencies. The Chief Diversity Officer has continued to work remotely on:

- Complaint intake and investigation
- Accommodations for Individuals with Disabilities
- Recruitment advertising and outreach
- Oversight of hiring, advancement and separation practices
- Consulting to management.

As of this writing, it is difficult to set placement goals or plan action-oriented programs, as we have not finalized operational and personnel plans.

Further information is available on the CUNY website at: [CUNY Coronavirus info: https://www.cuny.edu/coronavirus/](https://www.cuny.edu/coronavirus/).

PART TWO: DATA AND ANALYSIS

We analyze workforce data as mandated through multiple methods that promote a complete assessment:

- Workforce Analysis (employees within organizational units)
- Establishment of job groups and academic disciplines
- Development of labor market availability measures
- Utilization Analysis for job groups and disciplines
- Review of Personnel Actions (e.g., Hiring, Separation, Promotion)
- Review of Recruitment Activities
- Review of Civil Service Hiring
- Review of Compensation.

Details are available from the US Department of Labor's Office of Contract Compliance Programs (OFCCP) at: [OFCCP site: https://www.dol.gov/ofccp/regs/compliance/ofcccomp.htm](https://www.dol.gov/ofccp/regs/compliance/ofcccomp.htm) (*Educational Institutions Technical Assistance Guide*).

DATA SOURCES

Employee Data

On June 30, 2020, we extracted data on full-time active employees employed as of June 1, 2020 from CUNY's system of record, CUNYfirst. We included individuals on most paid leaves, including medical leave and fellowship/sabbatical leave. We did not include individuals on terminal leaves such as retirement leave, student workers (including Graduate Assistants) or individuals employed separately by CUNY's Research Foundation.

We invite employees to self-identify gender, race/ethnicity, veteran status, and disability status. Employees may update selections at any time on an Employee Self-Service portal. We last conducted a self-identification canvas in May 2018 via email. We provided an FAQ document to explain the reasons for collecting this data, and stressed that providing it is voluntary. We plan to conduct the next canvas in the upcoming year.

We also 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 this 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
- White (not a protected group).

American Indian/Alaska Native and Two or More Races are included under Total Minorities but not separately reported.

If a person identifies as both Hispanic/Latino and some another group, they are recorded as Hispanic/Latino, and not as Two or More Races.

Consistent with long-standing agreements, we ask employees to self-identify Italian American status, and create a separate Italian American Affirmative Action Plan.

To retain overall comparisons to individuals in federal categories and to prevent double counting, Italian Americans are not included in Total Minorities in either plan. If individuals indicate both Italian American and federally protected ethnicity categories, we default to the federally protected category, to prevent double counting.

We use federally mandated gender categories of male and female for purposes of this plan. Our system captures non-binary general identification, but only individuals identifying as “female” are included in the federally protected gender category.

Of 1,217 employees, all employees identified a gender, and 2 employees did not identify a valid race/ethnicity category. Anyone who did not specify a gender and/or ethnicity is included in the Workforce Analysis but not assigned to a protected group, 696 employees did not identify a Veteran status and 1089 did not identify a Disability status. Disability and Veteran status are priorities for future self-identification campaigns.

Labor Market Source Data

We compare the employee population with the Labor Market from which CUNY would reasonably recruit, train, or promote, by job group. CUNY re-calculates availability every other year, most recently in 2019. Data sources include:

- For internal candidates, employee appointments CUNY-wide over 2016-2017 and 2017-2018 for weighting and feeder jobs, applied to the June 1, 2018 employee census.
- For external candidates, US Census American Community Survey (ACS), 5-year estimate, 2013-2017 (final), specifically, extracted from University of Minnesota’s Public User Microdata Sample (iPUMS).

- For faculty discipline-based estimates: US Department of Education’s National Center for Education Statistics’ Integrated Post-Secondary Education Data System (IPEDS) completion data, 2015-2016 (final); evaluated by Classification of Instructional Programs (CIP), most often at two-digit level (major category).

WORKFORCE ANALYSIS

In Workforce Analysis, we reviewed representation of females and minorities by division, department and title, to evaluate diversity by organizational unit rather than job group. We review the data organized by job title in order of rank or salary grade. We also review professorial faculty by tenure status within department. Due to length, Workforce Analysis charts are not included here.

613 or 50.37% of employees (staff and faculty) identify themselves as female and 604 or 49.63% identify themselves as male.

- Of the above employees who identify themselves as female, 353, or 29% identify themselves as belonging to one of the “minority” groups.
- Of the above employees who identify themselves as male, 285, or 23.42% identify themselves as belonging to one of the “minority” groups.
- The total number of those who identify themselves in the “minority” group as females exceed those who identify themselves as males in the “minority” group by 68.
- 638 or 52.42 % identify themselves as belonging to one of the “minority” groups and 526, or 43.22% identify themselves as being “White” (and not “Italian”). Thus, the total number of employees who identify themselves as being part of a “minority” group exceed the number of employees who identify themselves as being “White” (and not “Italian”) by 112.
- 51 or 4.19% of the staff identify themselves as Italian American; 22 or 43.14% of those in this group, identify themselves as female and 29 or 56.86% as males.

JOB GROUPS, DISCIPLINES, AND MARKET DATA

Job Groups

Except for the Workforce Analysis, we analyze data by groups of jobs with similar duties, qualifications, and other conditions of employment. CUNY establishes job groups and reviews them annually, as detailed in [Appendix C](#). A major input is the federal Standard Occupational Classification (SOC) system. We further organize job groups into categories based on federal EEO-1 categories.

The next two pages provide a summary of staffing by job group, followed by a summary of professorial faculty by rank and tenure status.

Workforce Summary by Job Group and Category (June, 2020)

Baruch College

Total Employees: 1,217

Executive/Administrative/Managerial

Job Group	Ttl Empls	Female #	Female %	Minority #	Minority %
Administration 1 (Chief Executive)	1	0	0.0%	0	0.0%
Administration 1 (Executive)	33	18	54.5%	11	33.3%
Administration 2 (Manager)	152	108	71.1%	67	44.1%
Facility Manager	1	0	0.0%	0	0.0%
IT Computer Manager	3	0	0.0%	3	100.0%
Security Manager	3	1	33.3%	3	100.0%

Professional Faculty

Job Group	Ttl Empls	Female #	Female %	Minority #	Minority %
Faculty-Professorial	424	165	38.9%	134	31.6%
Faculty-Librarian	22	10	45.5%	10	45.5%
Faculty-Lecturer	61	25	41.0%	14	23.0%

Professional Non-Faculty

Job Group	Ttl Empls	Female #	Female %	Minority #	Minority %
Accountant	5	5	100.0%	4	80.0%
Administration 3 (Professional)	207	152	73.4%	144	69.6%
Administration 5 (Engineer-Architect)	2	0	0.0%	2	100.0%
IT Computer Professional	26	7	26.9%	23	88.5%

Administrative Support Workers

Job Group	Ttl Empls	Female #	Female %	Minority #	Minority %
Accountant Assistant	6	5	83.3%	5	83.3%
Administrative Assistant	20	16	80.0%	14	70.0%
Office Assistant	44	40	90.9%	32	72.7%
Mail Services Worker	3	1	33.3%	3	100.0%

Craft Workers

Job Group	Ttl Empls	Female #	Female %	Minority #	Minority %
Basic Crafts-Buildings and Grounds	10	0	0.0%	6	60.0%
Laborers and Helpers	2	0	0.0%	1	50.0%
Skilled Trades-Supervisor	3	0	0.0%	1	33.3%
Skilled Trades	18	0	0.0%	3	16.7%

Technicians

Job Group	Ttl Empls	Female #	Female %	Minority #	Minority %
Administration 4 (College Lab Tech)	7	5	71.4%	3	42.9%
Broadcast/Media	3	0	0.0%	3	100.0%
IT Support Technician	1	1	100.0%	1	100.0%

Service Workers and Others

Job Group	Ttl Empls	Female #	Female %	Minority #	Minority %
Campus Public Safety Sergeant	11	2	18.2%	10	90.9%
Campus Peace Officer	36	11	30.6%	36	100.0%
Campus Security Assistant	29	10	34.5%	27	93.1%
Custodial Supervisor	12	2	16.7%	11	91.7%
Custodial	72	29	40.3%	67	93.1%

Summary for Professorial Rank Faculty by Title and Tenure Status (June, 2020)

Baruch College

Total Professorial Faculty: 424

Status categories are: Tenure, Track Tenure, Substitute, and "Instructors or Others PSC" which applies to titles where tenure status is not given.

Title	Ttl Empls	Female #	Female %	Minority #	Minority %
Visiting Professor	1	1	100.0%	0	0.0%
Visiting > = 50%	1	1	100.0%	0	0.0%
Asst Professor	124	52	41.9%	61	49.2%
Substitute >=6 Mo Or Prior Ben	4	3	75.0%	1	25.0%
Tenured	6	1	16.7%	2	33.3%
Track Tenure	114	48	42.1%	58	50.9%
Assc Professor	129	55	42.6%	45	34.9%
Tenured	126	54	42.9%	43	34.1%
Track Tenure	3	1	33.3%	2	66.7%
Professor	164	54	32.9%	28	17.1%
Tenured	164	54	32.9%	28	17.1%
Dist Professor	6	3	50.0%	0	0.0%
Instructors and others PSC	6	3	50.0%	0	0.0%

Disciplines

We analyze data about Faculty and College Laboratory Technicians based on academic discipline. With few exceptions, CUNY assigns faculty departments to disciplines as per the Classification of Instructional Programs (CIP). For College Laboratory Technicians, we evaluate disciplines by assigning departments to either a Scientific/Engineering/Technical group or a General group. Appendix D lists these assignments. This past year, there were no material changes to the discipline assignments.

Labor Market Availability

Labor Market Availability is an estimate used to benchmark utilization of protected groups, by job group. It represents the proportion of each protected group available for employment in the labor market from which CUNY recruits (both internally and externally). CUNY typically reviews Labor Market Availability every other year and did not revise estimates this year. The appendices listed above provide the basis for each calculation. We utilize the following factors:

Weighting of Internal/External Labor Market

The internal labor market is university-wide and currently reflects the full-time employee population. We produce a weighted estimate based on 2016-2017 and 2017-2018 job moves of CUNY employees. We also identify typical feeder jobs and other conditions, such as permanency status.

Geography

We base geographic factors on both CUNY policy and actual hiring experience.

- National labor market for Administration 1 (Executive), Faculty–Professorial, and Faculty–Instructor.
- Two-state region (New York and New Jersey) for Faculty-Lecturer. IPEDS completion data is only available by State and recruiting is regional rather than national.
- New York State-only labor market where New York State residency is required by statute:
 - College Security Assistant
 - Campus Peace Officer
 - Campus Public Safety Sergeant
 - Security Manager.
- New York/New Jersey Metropolitan Statistical Area (MSA) for remaining job groups. A review of hires in 2018-2019 indicated 98.6% of new hires in these groups reside within this MSA. This area represents a large and highly diverse population.

Qualifications – Other than Collegiate Faculty

- Occupational Group: Standard Occupational Classifications assigned to every job title, matched to Census Occupational Codes.
- Degree Requirements: the minimum requirement for the lowest-ranked job in each job group. These range from none through Master's level.
- Experience: where there is a requirement for a specific number of years of experience, we used age as a proxy, utilizing US Census standards; for example, a Bachelor's degree assumes a standard age of 21, and a Bachelor's degree plus four years of experience would correspond to a minimum age of 25.

Qualifications - Collegiate Faculty

We assign faculty titles to Professorial, Instructor, or Lecturer job groups based on title; and calculate availability based on a combination of degree requirement and academic discipline.

- Degree Requirements:
 - Professorial: Doctoral Degree
 - Instructor: Master's Degree
 - Lecturer: Bachelor's or Master's Degree.
- Discipline: assigned to each faculty department using the US Department of Education's Classification of Instructional Programs (CIP). On an exception basis, we calculate a blended labor market availability or assign individual faculty to disciplines.

UTILIZATION ANALYSIS

We compare female and total minority utilization with the estimated labor market by job group. We also evaluate utilization for the major federal ethnicity categories (Asian, Black/African American, and Hispanic/Latino).

There must be at least five incumbents in order to evaluate a job group. Analyzing groups of less than 30 employees may generate less reliable results than those with larger populations. The President's position reports outside of our establishment and is not included.

We report underutilization where the percent of individuals in a protected group is less than 80% below labor market estimate and the difference is equal to at least one full-time equivalent employee.

We consider job groups and disciplines for which there is underutilization as priorities for placement goals and enhanced outreach when there are hiring opportunities.

Appendix E details utilization/underutilization in each category (job group and/or academic discipline).

Small year-to-year variations in underutilization arise from a combination of changes in availability, hires, advancements, and separations. It is usually not possible to pinpoint a single, direct cause. In job groups with small numbers of employees, numbers may change substantially even with a change in only one employee.

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

Baruch College

This is a summary of underutilization of protected groups by Job Group, organized by EEO Category. Only those Job Groups with five or more staff are reported.

This summary provides three measurements:

-2018: Underutilization reported in the 2018 - 2019 plan (i.e., based on employee census as of 6/1/2018, the the Labor Market Availability estimates in place at that time).

-2019: Underutilization reported in the 2019 - 2020 (i.e., based on employee census as of 6/1/2019, with the current Labor Market Availability estimates, in place at that time).

-2020: Underutilization reported in the 2020 - 2021 Plan (i.e., this plan).

Note changes were made to job groups for security staff in 2019. 2018 figures reflect the prior organization (job groups named CPO-1 and CPO-2) and the 2019 figures reflect the new organization (Campus Security Assistant and Campus Peace Officer). The prior CPO-1 group contained Campus Security Assistant and Campus Peace Officer Level 1 only and CPO-2 contained Campus Peace Officer Level 2 only). The new groups are Campus Security Assistant and CPO (both CPO-1 and CPO-2 titles).

Category: Executive/Administrative/Managerial		UNDERUTILIZATION					
		Total Staff	Female	Total Minority	Asian/Nat Haw./Oth. Pac. Isl.	Black/ African Am.	Hispanic/ Latino
Administration 1 (Executive)							
2020	33						
2019	33						
2018	30						2
Administration 2 (Manager)							
2020	152						
2019	155					7	
2018	153						
Category: Professional Non-Faculty		UNDERUTILIZATION					
		Total Staff	Female	Total Minority	Asian/Nat Haw./Oth. Pac. Isl.	Black/ African Am.	Hispanic/ Latino
Accountant							
2020	5					2	
2019	6					2	
2018	6					1	1
Administration 3 (Professional)							
2020	207						
2019	199						
2018	190						
IT Computer Professional							
2020	26	4					
2019	25	4					
2018	25						

Category: Administrative Support Workers

		UNDERUTILIZATION					
		Total Staff	Female	Total Minority	Asian/Nat Haw./Oth. Pac. Isl.	Black/ African Am.	Hispanic/ Latino
Accountant Assistant							
2020	6						
2019	7						
2018	6						
Administrative Assistant							
2020	20						
2019	21						1
2018	23						2
Office Assistant							
2020	44						
2019	53						
2018	61						

Category: Craft Workers

		UNDERUTILIZATION					
		Total Staff	Female	Total Minority	Asian/Nat Haw./Oth. Pac. Isl.	Black/ African Am.	Hispanic/ Latino
Basic Crafts-Buildings and Grounds							
2020	10	2		1			
2019	12	2		1	1		
2018	9	2					
Skilled Trades							
2020	18	0	5		2	3	
2019	23		7		3	4	
2018	24		3	1	2		

Category: Technicians

		UNDERUTILIZATION					
		Total Staff	Female	Total Minority	Asian/Nat Haw./Oth. Pac. Isl.	Black/ African Am.	Hispanic/ Latino
Administration 4 (College Lab Tech) - Sci/Tech/Eng							
2020	5						1
2019	5						1

Category: Service Workers and Others

		UNDERUTILIZATION					
		Total Staff	Female	Total Minority	Asian/Nat Haw./Oth. Pac. Isl.	Black/ African Am.	Hispanic/ Latino
Campus Peace Officer							
2020	36				2		
2019	34				2		

Category: Service Workers and Others

UNDERUTILIZATION

Total Staff	Female	Total Minority	Asian/Nat Haw./Oth. Pac. Isl.	Black/ African Am.	Hispanic/ Latino
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Campus Peace Officer (2018-CPO Level 1)

2018	58				
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Campus Peace Officer (2018-CPO Level 2)

2018	6	0	0		
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Campus Public Safety Sergeant

2020	11		1		
2019	10	1	0		
2018	12	2	1		

Campus Security Assistant

2020	29				
2019	33				

Custodial

2020	72				
2019	77				
2018	76				

Custodial Supervisor

2020	12	2	1		
2019	10		1		
2018	11	1	0		

This is a summary of underutilization, of protected groups by faculty Job Group and Discipline. Only those combinations of Job Group and Discipline with five or more faculty are reported.

This summary provides three measurements:

-2018: Underutilization reported in the 2018 - 2019 plan (i.e., based on employee census as of 6/1/2018, the the Labor Market Availability estimates in place at that time).

-2019: Underutilization reported in the 2019 - 2020 (i.e., based on employee census as of 6/1/2019, with the current Labor Market Availability estimates, in place at that time).

-2020: Underutilization reported in the 2020 - 2021 Plan (i.e., this plan).

Notes:

-Librarians are now reported in a separate Job Group. In 2018 they were reported with Professorial faculty.

-The former discipline of Public Administration and Social Service Professions was separated into two disciplines: Public Administration and Social Service Professions. 2018 numbers are reported under the combined discipline, and 2019 numbers are reported separately.

Faculty-Professorial

UNDERUTILIZATION

Total Staff	Female	Total Minority	Asian/Nat Haw./Oth. Pac. Isl.	Black/ African Am.	Hispanic/ Latino
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Biological and Biomedical Sciences AND Physical Sciences

2020	24	3	3	1	1
2019	23	3	2	1	1
2018	25				

Business, Management, Marketing, Support Services

2020	127	13		25	3
2019	129	13		26	3
2018	125	14		23	2

Communications, Journalism, and Related Programs

2020	26		2	0	1
2019	26		2	0	1
2018	26		2	1	1

English Language and Literature/Letters

2020	35				
2019	38				
2018	35				0

Foreign Languages, Literatures, and Linguistics

2020	15	3		0	
2019	15	3		0	
2018	15	3		0	

History

2020	13				
2019	13				

Faculty-Professorial

UNDERUTILIZATION

Total Staff	Female	Total Minority	Asian/Nat Haw./Oth. Pac. Isl.	Black/ African Am.	Hispanic/ Latino
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2018	12				
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Legal Professions and Studies

2020	13		4	1	1
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2019	14		4	1	2
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2018	13		2	2	0
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Library (Librarians/Non-Teaching)

2018	20	7			
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Mathematics and Statistics

2020	58			1	
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2019	57			1	
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2018	55	4		0	
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Philosophy and Religious Studies

2020	6	2		0	0
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2019	6	2		0	0
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2018	6	2		0	0
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Psychology

2020	22	7	1	1	1
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2019	23	7	2	1	1
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2018	23	5	1	1	1
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Public Administration

2020	41	12		6	
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2019	39	10		6	
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Public Administration and Social Service Professions

2018	38	12		7	
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Social Sciences

2020	26				1
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2019	26				1
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2018	25		1		2
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Visual and Performing Arts

2020	15			1	1
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2019	15			1	1
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2018	16		1	0	1
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Faculty-Librarian

UNDERUTILIZATION

Total Staff	Female	Total Minority	Asian/Nat Haw./Oth. Pac. Isl.	Black/ African Am.	Hispanic/ Latino
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Library (Librarians/Non-Teaching)

Faculty-Librarian

		UNDERUTILIZATION				
		Female	Total Minority	Asian/Nat Haw./Oth. Pac. Isl.	Black/ African Am.	Hispanic/ Latino
	Total Staff					
2020	21	8				
2019	21	7				

Faculty-Lecturer

		UNDERUTILIZATION				
		Female	Total Minority	Asian/Nat Haw./Oth. Pac. Isl.	Black/ African Am.	Hispanic/ Latino

Business, Management, Marketing, Support Services

2020	22		3	1		1
2019	21		3	2		1
2018	22	2	1	1		

English Language and Literature/Letters

2020	5	4		0		1
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Mathematics and Statistics

2020	12	2	4	2	1	1
2019	10	1	4	2	1	1
2018	9		3	2	0	0

Public Administration

2020	8		3	1	1	1
2019	9		3	1	1	1

Public Administration and Social Service Professions

2018	11	2	3	1	1	1
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Utilization, Underutilization, and Placement Goals

Appendix E reports that the following faculty disciplines and professional non-faculty categories have no underutilization:

Job groups where there is no underutilization - This area includes the following race/ethnicities - Asian (consolidates Asian, Hawaiian, and Other Pacific Islander) Black/African American and Hispanic/Latino.

Faculty	Staff
English Language and Literature/Letters History	Administration 1 (Executive) Administration 2 (Manager) Administration 3 (Professional) Accounting Assistant Administrative Assistant Office Assistant Campus Security Assistant Custodial

Reductions in underutilization (Changes from 2019 – 2020)

Faculty	Staff
Business, Management, Marketing, Support Services reduced underutilization of Black/African Am. in the Professorial category from 26 to 25.	Appendix E reports that there is no underutilization in the Administration 2 (Executive) job group. In total, 108 of the 152 employees in this job group are females. In addition, 67 of the 152 employees are minorities. The underutilization of Black/African Am. was reduced from 7 to 0. In the Basic Crafts-Buildings and Grounds job group, the underutilization of Black/African Am. was reduced from 1 to 0. In the Skilled Trades job group, the underutilization of Black/African Am. was reduced from 3 to 2 and Hispanic/Latino from 4 to 3.
Business, Management, Marketing, Support Services reduced underutilization of Asian/Nat Haw./Oth. Pac. Isl. in the Lecturer category from 2 to 1.	
Legal Professions and Studies reduced underutilization of Hispanic/Latino in the Professorial category from 2 to 1.	

OTHER ANALYSES

Personnel Activity

We review personnel actions for adverse impact (selections at substantially different rates for different groups). Chief Diversity Officers review activity for all job groups and report results for those groups with a material number of actions and/or applicants.

Appendix F provides net changes by job group:

- Job Actions by Gender and Ethnicity
- Faculty Tenure Actions by Gender and Ethnicity.

To analyze net changes by job group, we compare employee title changes between two reference dates (June 1, 2019 and June 1, 2020). We note hires, moves to a higher or lower job group, moves within a job group, and separations. This produces a reasonable estimate but may leave out some actions, such as an employee changing job groups more than once over the year.

Employees who leave one job group to take a position in another are reported as separated from one group and joining another. We consider transfers between CUNY units as a separation from one and a hire in the other.

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). Individuals are eligible after meeting service requirements. For professorial faculty, there are additional reviews resulting in tenure recommendations to the President. We may hire some senior faculty with tenured status.

Appendix F provides details of faculty receiving tenure/CCE status effective during the past plan year, covering those awarded tenure, hired with tenure (includes faculty rehired after long-term leaves), and denied tenure.

Appendix F-2 reports a total of 10 faculty members who have received tenure effective September 1, 2019. Out of the 10 faculty members, 9 gained tenure while 1 was hired with tenure. Among the 9 faculty members who gained tenure 5 were Asian/Nat.Haw./Other Pac. In addition, 4 of the faculty who gained tenure were female. The 1 faculty member who was hired with tenure was Asian/Nat.Haw./Other Pac.

Recruiting Activity

CUNY is committed to equitable practices to recruit a diverse and highly qualified workforce.

Prior to posting a job vacancy, the Chief Diversity Officer reviews Physical and Mental Qualifications and posting language in general. The Chief Diversity Officer also reviews Recruiting Plans for intended outreach.

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

Federal guidelines state adverse selection may occur when any one group (protected or not) has a selection rate less than 80% of the selection rate of the most-selected group.

Appendix G summarizes recruiting and selection by job group for searches concluded with a job offer between June 1, 2019 and May 31, 2020.

We report all searches resulting in an offer. For some searches, notably faculty, there is a time gap between offer and start dates. To avoid a lag in reporting, we include searches based on date of accepted job offer, even if the employee has not started work before June 1.

As per federal *Internet Applicant* guidelines, we consider an “applicant” to be someone who applies to a specific opening, has the minimum qualifications, is considered, and does not withdraw. We analyze applicant pools and selection rates for interviews, offers, and hires.

The Chief Diversity Officer reviews applicant self-identification data and determines if there is a need to adjust recruiting and outreach plans.

In the previous year, we made 2 exception hires through a Search Waiver process. These hires represent situations where extraordinary circumstances made it highly unlikely we could fill the position competitively. We also grant waivers for positions representing a transfer of funding sources only. The Chief Diversity Officer and university management approve waiver applications.

There was an increase in the number of applicants that applied to positions at Baruch this year compared to the previous year. There were 1,121 more applicants this year compared to 2018 – 2019, despite there being 8 less job openings.

	2019-2020	2018-2019	2017-2018
Total number of job openings	60	68	167
Total number of jobs filled	59	65	130
Total number of applicants for all jobs	5,056	3,935	17,442
Total number of applicants hired	63	67	152

This plan was amended to include 10 additional hires for the reporting period. This was due to delays in the entering of closing dates in the CUNYfirst system.

Civil Service Hiring

We participated in 3 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 interviews and hires according to Civil Service regulations. We report those 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 results.

Campus Peace Officer Exam 4 hires 9/4/2019

CUNY Office Assistant Exam 2 hires 9/9/2019

Painter Exam 1 hire 2/24/2020

Compensation

Employee pay plans are governed by bargaining unit contracts, Civil Service regulations, Prevailing Wage determinations, and/or university policies. Plans include the Executive Compensation Plan (ECP), Faculty and Non-Teaching Instructional Staff Pay Plan, Classified Civil Service Plans for Managerial and Non-Managerial Personnel, and Prevailing Wage schedules for Skilled Trades. CUNY's Trustees review and approve all pay plans.

The Chief Diversity Officer reviews overall practices such as:

- Setting of Starting Salaries
- Performance-Based Pay
- Pay Increases Upon Promotion
- Tracking of Compensation Decisions
- Document Retention
- Assignment of Overtime/Additional Assignments.

We review average salaries by job group and title and evaluate areas with a discrepancy of 5% or more for a material number of employees.

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.

Part Three contains:

- Prior-Year Programs
- 2020-2021 Planned Programs
- Ongoing Activities
- Internal Audit and Reporting.

PRIOR-YEAR PROGRAMS

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

Summary of Campus Programs, 2019-2020

Program	Impact/Job Group
<p>Dionne Ford, co-editor of Slavery’s Descendants: Shared Legacies of Race and Reconciliation: The contributors to the book tell their stories of dealing with America’s racial past through their experiences and their family histories. Some are descendants of slaveholders, some are descendants of the enslaved, and many are descendants of both slaveholders and the enslaved. They share a commitment for critical discussion and thinking about our nation’s history of oppression and its impact and their quest to achieve a vision of a just and truth society that acknowledges the past and seeks to heal.</p>	<p>All of the listed programs helped foster a climate of inclusion. Furthermore, some of the programs help inform the campus community about racial justice and fairness issues.</p>
<p>Film Screening, True Justice: An HBO documentary that features the work of Bryan Stevenson, founder and director of the Equal Justice Initiative, an organization committed to ending mass incarceration and excessive punishment. This is a fitting sequel to Netflix’s 13th documentary, which we featured last year.</p>	
<p>Mix and Mingle, Black Male Initiative: (BMI) staff invites all faculty and staff to connect with the BMI staff to explore opportunities for partnership and collaborations.</p>	
<p>Challenging Historical Adversities Today: An educational dialogue about</p>	

Program	Impact/Job Group
anti-blackness ideologies in the Latinx community.	
<p>Latinos Profesionales: Latinx professionals from various fields will discuss what it is like to be Latinx in the work environment. Co-sponsored by the Office of Alumni Relations and Volunteer Engagement and the Starr Career Development Center</p>	
<p>LGBTQ and Allies Meet and Greet: An event to network with faculty, staff, alumni, and students. To help foster and further develop a supportive and inclusive community at Baruch.</p>	
<p>LGBTQ+ Alumni and Employer Event: The Starr Career Development Center and the Office of Alumni Relations and Volunteer Engagement, are hosting a professional event focusing on the experiences of being LGBTQ+ in the workplace. This event will feature a panel of professionals and employers.</p>	
<p>Transgender Day of Remembrance: Join us as we remember and celebrate those who have been killed by transgender based violence. Learn about what you can do to support those impacted.</p>	

2020-2021 PLANNED PROGRAMS

In this section, we affirm placement goals and key initiatives.

Planned Campus Programs, 2020-2021

Program	Expected Impact/Job Group
<p>1st Generation Thriving COVID-19: An event on how Latinx professionals improved their careers and built opportunities through these unprecedented times. This event is sponsored by the Office of Student Life.</p>	<p>All of the listed programs will help foster a climate of inclusion. Furthermore, some of the programs help inform the campus community about racial justice and fairness issues.</p>
<p>How to be a Jefa: An event discussing empowerment and entrepreneurship as we talk to Latina business owners! They'll be sharing tips and tricks and insight on starting your own business while sharing their journey to becoming the successful Jefas (female bosses) they are today. This event is sponsored by the Office of Student Life.</p>	
<p>dwb (driving while black): A virtual presentation by Opera Omaha and the Baruch Performing Arts Center. A taut, 50-minute music-theatre work about racism, erasure, and the fear that black parents experience when they send their kids out into a world that too often sees them not as a child, but as a threat. This powerful music-drama documents the all-too-familiar story of an African American parent whose beautiful brown boy approaches driving age, and what should be a celebration of independence and maturity turns out to be fraught with the anxiety of "driving while black."</p>	
<p>Learning Chinese Through Music: This virtual lecture will introduce the groundbreaking approach of learning Chinese through song, created by Hong Zhang. This lecture will be composed of three parts: the benefits of learning Chinese through song; basic singing techniques, including posture, breathing, voice projection, and legato singing; steps and methods of learning Chinese songs, including song style, articulation, song interpretation and expression. The lecture will be highly engaging and interactive. Audience will do some vocalizations and</p>	

Program	Expected Impact/Job Group
<p>learn a few Chinese songs as a practice of the techniques introduced in the lecture. This event is sponsored by the Confucius Institute for Global Finance.</p>	
<p>LGBTQ+ Professionals Panel: A discussion with professionals across various fields and disciplines. The is sponsored by the Office of Student Life.</p>	
<p>Sandra Kahn Wasserman Jewish Studies Center Art Exhibit: An art exhibit regarding the “13 Driver’s Licenses,” with Lisa Salko.</p>	
<p>So You Want to Talk about Race: A session of book talks sponsored by the Office of Diversity, Compliance and Equity Initiatives and Professor Elizabeth Merrick.</p>	
<p>CURB Meetings: The Baruch "Coalition to Undo Racism at Baruch" is a monthly meeting for administrators, faculty and staff who have attended the Undoing Racism Workshop and wish to continue connecting about the workshop and anti-racist work on campus.</p>	

ONGOING ACTIVITIES

CUNY’s headquarters Office Human of Resources Management:

- Lists job vacancies with State Workforce Agencies and Veterans’ centers
- Maintains consolidated advertising programs, including job boards serving Veterans, Individuals with Disabilities, women, and protected minorities
- Maintains social media accounts for recruitment and employment branding
- Advertises and administers Civil Service examinations

- Distributes training materials on effective recruiting and selection
- Provides training and updates to Chief Diversity Officers.

CUNY implemented an on-line training program for faculty and staff on sexual harassment prevention; we regularly review training records and follow-up with individuals who have not participated.

Recruitment policies support diverse applicant pools through:

- Required posting of open positions and of Civil Service Notices of Exam; typical faculty vacancies are posted for 30-60 days and administrative vacancies are posted for 14-30 days
- Collecting applications in a single system where pre-established screening practices may be applied
- Inviting candidates to self-identify race/ethnicity, gender, veteran status, and disability status when applying; data is kept confidentially and used to analyze applicant pools
- For many positions, a diverse Search Committee evaluates candidates according to consistent, job-related criteria.

INTERNAL AUDIT AND REPORTING

The Chief Diversity Officer posts and distributes notices of policies, new/revised regulations, and similar compliance information, and makes the Affirmative Action Plan available for public inspection. He/she also integrates compliance information into training programs for faculty, students, and staff.

The Chief Diversity Officer's responsibilities for audits and reviews include

- Monitoring personnel actions, including new hires, transfers, promotions, and terminations
- Monitoring employee self-identification programs
- Reviewing recruiting outreach and advertising
- Monitoring complaints/incident reports which may indicate underlying trends
- Reviewing personnel practices and the Affirmative Action Plan with management
- Advising management of program effectiveness and providing recommendations for

improvement.

The Chief Diversity Officer works with the Human Resources function to assure employment records, including records in CUNYfirst (HR Information System) are complete, accurate, and up-to-date.

PART FOUR: INDIVIDUALS WITH DISABILITIES AND PROTECTED VETERANS

Federal regulations mandate Affirmative Action plans address hiring and advancement of Individuals with Disabilities and Veterans.

Part Four, as mandated by regulation, contains:

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

EQUAL OPPORTUNITY AND NON-DISCRIMINATION POLICY

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

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

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

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

The City University of New York is committed to a policy of equal employment and equal access in its educational programs and other activities. Diversity, inclusion, and an environment free from discrimination are central to CUNY’s mission. Further details are available at [CUNY policy site:](https://www.cuny.edu/about/administration/offices/hr/policies-and-procedures/)

[https://www.cuny.edu/about/administration/offices/hr/policies-and-procedures/.](https://www.cuny.edu/about/administration/offices/hr/policies-and-procedures/)

REVIEW OF PERSONNEL PROCESSES

We seek to ensure personnel processes support equal employment opportunity for employees and applicants who are Individuals with Disabilities and/or Protected Veterans. We periodically review practices for potential barriers to employment, training, and promotion.

Personnel practices do not stereotype Individuals with Disabilities or Protected Veterans or otherwise limit access to employment. We include Individuals with Disabilities and Veterans in media such as college publications and websites.

We invite employees to self-identify through an online self-service system. We invite applicants to self-identify through CUNY’s online applicant tracking system.

CUNY maintains appropriate security measures for confidentiality of personal data.

We last conducted a self-identification campaign in 2018 and plan to have the next comprehensive campaign in the next plan year.

REVIEW OF PHYSICAL AND MENTAL QUALIFICATIONS

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

We review position requirements before listing a job vacancy. We review any new job qualifications or conditions to ensure they would not screen out qualified Individuals with Disabilities or Protected Veterans.

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

REASONABLE ACCOMMODATIONS

We provide reasonable accommodations to Individuals with Disabilities and Disabled Veterans in employment matters. As per *CUNY Procedures for Implementing Reasonable Accommodation and Academic Adjustments*, Human Resources Directors are responsible for responding to accommodation requests by applicants, employees, contractors, visitors, and others.

The contact for accommodation requests is:

Name: Andrea Caviness

Title: Executive Director of Human Resources

Phone: 646-312-6596

Email: Andrea.Caviness@baruch.cuny.edu

CUNY Procedures for Implementing Reasonable Accommodation and Academic Adjustments is available at [Click for CUNY's Policies](https://www.cuny.edu/about/administration/offices/hr/policies-and-procedures.html) (<https://www.cuny.edu/about/administration/offices/hr/policies-and-procedures.html>).

Information for applicants for employment is provided on the Employment Page of the CUNY Website and (where provided on campus website). The statement reads:

Any applicant who requires an accommodation for a disability in order to apply for a position or proceed with the job search process should contact the Human Resources office at the College posting the position (see [CUNY employment site: https://www.cuny.edu/employment/campus-hr.html](https://www.cuny.edu/employment/campus-hr.html)) or contact the Office of

Recruitment and Diversity at jobs@cuny.edu or at 395 Hudson St., New York, NY 10014.

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

This past year:

- While recognizing requests may be resolved informally, we documented three employee accommodation requests, successfully concluded 2 times, one is still engaged in the interactive process and zero have been appealed. At this time there are no outstanding appeals
- We did not receive any accommodations requests from job applicants
- We upgraded campus facilities to improve access in:

Administrative Building - Four ADA compliant bathrooms were added to the building. Two ADA compliant bathrooms were added to the eighth floor and two ADA compliant bathrooms were added to the tenth floor.

Information and Technology - Last fall the College initiated the migration of all its web sites to WordPress with a target completion date of December 31, 2020. Web accessibility has been a primary goal of the project. On October 16, 2019 the College's Web Administrator, Susan Rodriguez hosted the first Web Content Editors Forum, which involved staff who are responsible for web content from across all departments. They were charged with ensuring that, "All web content on the Baruch website will follow CUNY policies to ensure accessibility to all. All PDFs, Word and Excel documents have to be accessible to all visitors via the web." As departments worked on their pages, they were given training on web accessibility, help guides, and tools to remediate pages, including hundreds of PDF documents. Each division's sites have launched in compliance with the University's web accessibility standards and staff have the training and support to keep new content accessible.

The College continues to devote 3% of its annual 4,000,000 Student Technology Fee budget toward assistive technology. The purchases are made by the Student Disability Services Office to address the specific needs of individual students.

In spring 2019 the Assistive Technology Computer Lab in the Student Disability Services Office logged 166 student visits as compared with 88 one year earlier. In addition, there were 14 consultations with faculty regarding AT issues. Sixty-two AT loans were made, and 42 AT training sessions were conducted in the use of Live Scribe Pens, Kurzweil 3000, and Dragon Speech-to-Text. Forty-three students were trained in the use of Live Scribe Pens,

Kurzweil 3000, and Sonocent Audio note taker software, which was a 16% increase over the prior year.

As of November 2019, eleven departments at Baruch have an UbiDuo, a communication device that enables Deaf, hard-of-hearing, and hearing-impaired people to communicate face-to-face without any barriers. SDS created a training video and staff in each department who interface with students were trained. UbiDuo's are now in the Counseling Center, SACC, Security Desk (Vertical Campus), STARR, Dean of Students' Office, Student Life, Testing and Evaluation, Undergraduate Admissions, Advisement, the Writing Center, and Student Disability Services.

HARASSMENT PREVENTION PROCEDURES

CUNY has developed anti-harassment policies and procedures concerning Individuals with Disabilities and Protected Veterans. The 504/ADA Coordinator reviews personnel practices to ensure access and non-discrimination for Individuals with Disabilities. The Chief Diversity Officer reviews practices for Veterans.

EXTERNAL POLICY DISSEMINATION

Each job vacancy announcement includes a summary of CUNY's policy.

CUNY posts its Non-Discrimination Policy on its employment website ([Click for CUNY's Employment Page \(https://www.cuny.edu/employment\)](https://www.cuny.edu/employment)).

CUNY's Office of Labor Relations provides an annual notice of our policies to labor unions. Our establishment (or the university, as appropriate) sends written notice of the Affirmative Action Policy to subcontractors, vendors, and suppliers, requesting compliance.

OUTREACH AND POSITIVE RECRUITING

Ongoing efforts include:

- Disseminating information concerning employment opportunities to outlets reaching Disabled Veterans, other Protected Veterans, and Individuals with Disabilities
- Advertising job openings with a variety of external resources, including required reporting to the New York State Labor Department and related agencies
- Filing the annual federal VETS-4212 report

- Assisting Veterans with a passing score on a competitive Civil Service examination to apply for additional points based on Veteran or Disabled Veteran Status (as per NY State statute)
- Assisting qualified Individuals with Disabilities with to classified competitive Civil Service titles without an examination (as per NY State statute).

INTERNAL POLICY DISSEMINATION

To foster positive support for Affirmative Action programs for Protected Veterans and Individuals with Disabilities, we have:

- Included policies in manuals and other publications
- Explained policies and individual responsibilities to senior management and supervisors
- Conducted training for employees involved in recruitment, selection, and promotion decision-making
- Discussed policies in employee orientation and management training programs
- Included information on the accomplishments of Disabled Veterans, other Veterans, and Individuals with Disabilities in unit communications
- Posted *CUNY Procedures for Implementing Reasonable Accommodation and Academic Adjustments* on bulletin boards, along with the *CUNY Policy on Non-Discrimination* (which also covers protection from harassment on the basis of disability)
- Featured persons who are Individuals with Disabilities in handbooks or similar publications

IMPLEMENTATION RESPONSIBILITY

As part of its efforts to ensure equal employment opportunity to Disabled Veterans, other Veterans, and Individuals with Disabilities, we have designated specific responsibilities.

The President

The President, S. David Wu, oversees Affirmative Action and compliance programs. He/she appoints a 504/ADA Coordinator to oversee compliance and provides support and resources for Affirmative Action and compliance. The 504/ADA Coordinator and the Chief Diversity Officer report issues uncovered in interview reviews to the President who oversees appropriate responses.

504/ADA Coordinator

As 504/ADA Coordinator, Andrea Caviness:

- Chairs 504/ADA Committee
- Monitors 504/ADA compliance
- Reviews and resolve issues such as disputed accommodation decisions
- Maintains records of accommodation requests and outcomes
- Ensures records are stored securely and confidentiality is maintained
- Provides training as needed on issues related to Individuals with Disabilities.

504/ADA Committee

The 504/ADA Committee advises the 504/ADA Coordinator. It includes representatives from various departments, and programs, including programs for Veterans and Individuals with Disabilities. Members are:

- Andrea Caviness, Executive Director of Human Resources
- Joy Allison, Interim Director, New Student & Family Program
- Kenya Lee, Chief of Staff
- Michael Richichi, Assistant Vice President of Information Technology and Deputy Chief Information Officer
- Olga Dais, Assistant Vice President, Executive Legal Counsel and Labor Designee
- Patricia Fleming, Director for Student Disability Services
- Rusudan Chitaia, Associate Director of Finance and Administration

Other Officials

Other officials assume help assure compliance with regulations through working with management to fund, identify and implement accommodations and other accessibility improvements.

Provide details of any other groups here, for example committees related to Veterans' affairs

University Management

CUNY's Office of Recruitment and Diversity reports summary statistics, posted online at [Click here for University Resources:](https://www.cuny.edu/about/administration/offices/hr/recruitment-diversity/)
<https://www.cuny.edu/about/administration/offices/hr/recruitment-diversity/>

TRAINING

We assure individuals involved with recruitment, selection, promotion, disciplinary actions, training, and similar activities receive an orientation on relevant rules and regulations and the Affirmative Action Plan. There were various training held at CUNY's Central office. The Chief Diversity Officer and Diversity Coordinator attended all of these trainings.

AUDIT AND REPORTING SYSTEM

The Chief Diversity Officer audits the effectiveness of outreach and Affirmative Action programs in general and monitors recruitment practices and discrimination claims related to status as a Veteran or Individual with a Disability.

The 504/ADA Coordinator oversees audit and reporting in support of Individuals with Disabilities. He/she identifies and addresses barriers to access and evaluates remedial actions.

Both individuals report findings to the President and/or designee.

BENCHMARK COMPARISONS

Staffing

Appendix H summarizes Individuals with Disabilities by job group. The US Department of Labor suggests a benchmark of 7.0% for each job group. There is no requirement to calculate underutilization or set placement goals.

There is no guideline for Veteran utilization.

Hiring Rates

The Exhibit on the following page illustrates hiring rates for Veterans and Individuals with Disabilities as compared with previous plan years, presented as prescribed by the US Department of Labor.

In March 2020, the federal benchmark Hiring Rate for Veterans was set at 5.7%, representing the prevalence of veterans in the United States workforce. The previous rate from March 2019 was 5.9%.

There is no hiring rate benchmark for Individuals with Disabilities.

Exhibit: Benchmark Comparisons for Veterans and Individuals with Disabilities

Veterans Hiring Rate Benchmark

The benchmark, established annually by the US Department of Labor, is 5.7% as of March 2020.

Factor	2019-2020	2018-2019	2017-2018
Benchmark	5.7%	5.9%	6.4%
A. Number of applicants who self-identified as Veterans before an offer of employment is made	92	45	24
B. Total number of job openings	60	68	167
C. Total number of jobs filled	59	65	130
D. Total number of applicants for all jobs	5,056	3,935	11,125
E. Number of Veteran applicants hired	2	0	0
F. Total number of applicants hired	63	68	77
Hiring Rate (E divided by F)	3.17%	0%	0%
Was Benchmark Met? (Yes/No)	No	No	No

Hiring Rate, Individuals with Disabilities

There is no recommended hiring benchmark for Individuals with Disabilities.

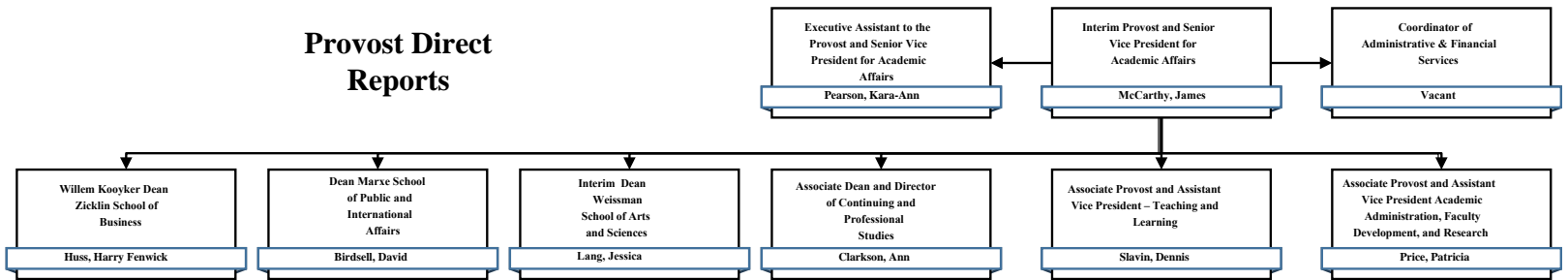
Factor	2019-2020	2018-2019	2017-2018
A. Number of applicants who self-identify as Individuals with Disabilities before an offer of employment is made	219	121	577
B. Total number of job openings	60	68	167
C. Total number of jobs filled	59	65	130
D. Total number of applicants for all jobs	5,056	3,935	17,442
E. Number of Individuals with Disabilities hired	2	2	6
F. Total number of applicants hired	63	67	152
Hiring Rate (E Divided by F)	3.17%	2.94%	3.95%

APPENDICES

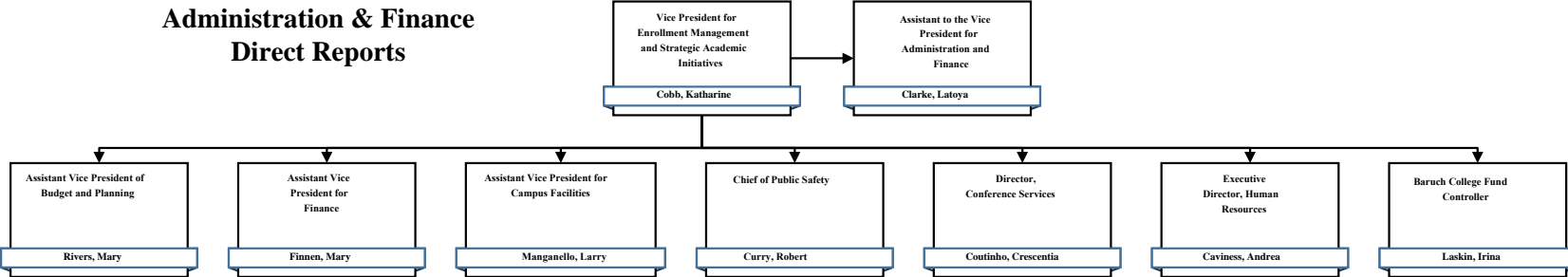
- A. SUMMARY ORGANIZATION CHART
- B. RE-AFFIRMATION LETTER
- C. JOB GROUPS AND LABOR MARKET AVAILABILITY
- D. ACADEMIC DEPARTMENTS BY DISCIPLINE AND COLLEGE LAB TECHNICIAN CATEGORY
- E. UTILIZATION ANALYSIS (ADMINISTRATORS AND STAFF, COLLEGE LAB TECHNICIANS, FACULTY)
- F. SUMMARY OF PERSONNEL ACTIVITIES
- G. SUMMARY OF RECRUITMENT ACTIVITIES
- H. UTILIZATION OF INDIVIDUALS WITH DISABILITIES

This Appendix provides a high-level organization chart.

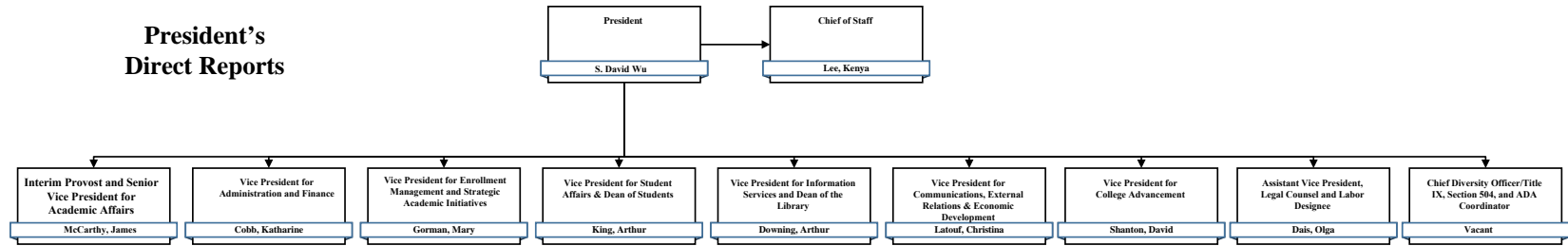
Provost Direct Reports



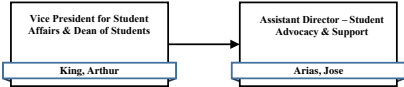
Administration & Finance Direct Reports



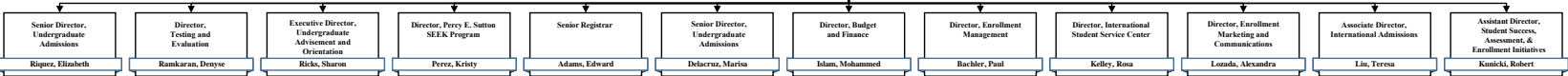
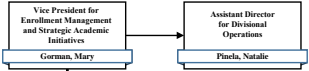
President's Direct Reports



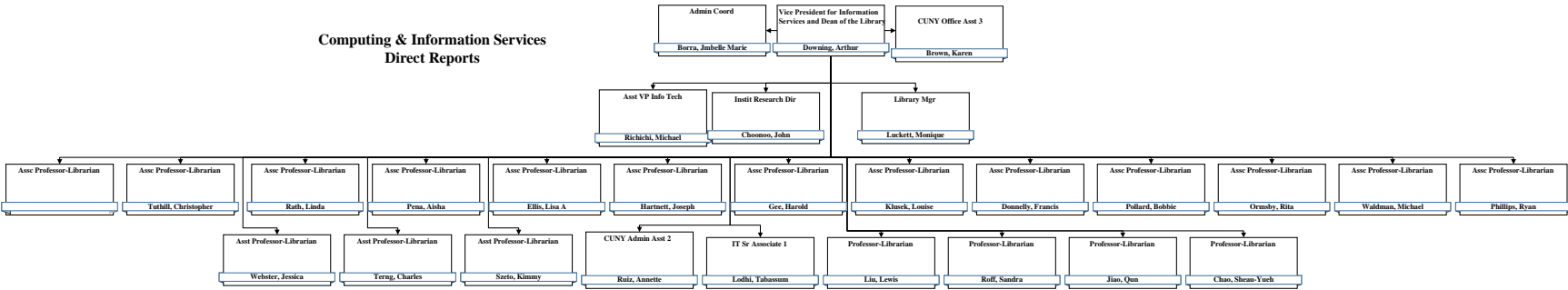
Student Affairs Direct Reports



Enrollment Management Direct Reports

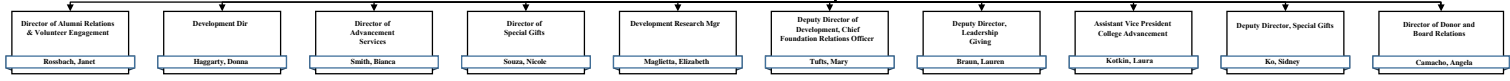


Computing & Information Services Direct Reports

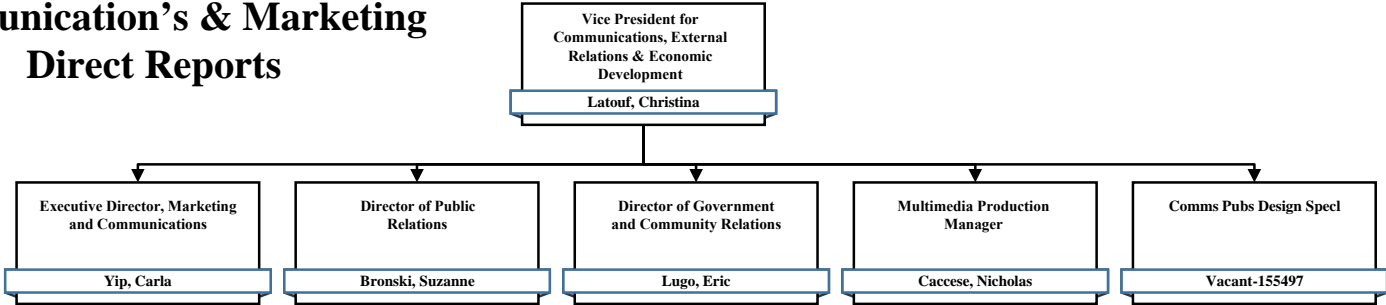


College Advancement Direct Reports

Vice President for
College Advancement
Shanton, David



Communication's & Marketing Direct Reports



Zicklin School of Business Direct Reports

Willem Kooyker Dean
Zicklin School of
Business
Hoon, Harry Feawick

Senior Associate Dean,
Administration and
Finance
Davis-Friday, Paqulita

Interim Associate Dean,
Academic Affairs and
Innovation
Mohan, Kannan

Associate Dean for
Executive Education
Webb, Gowindyn

Assistant Dean for
Graduate Enrollment
Harley, Simon

Bert W. Wasserman
Department of
Economics and
Finance Chair
Wang, Jun / Jonathan

Paul H. Chook Department of
Information Systems and
Statistics
Chair
Koufaris, Marios

Department of
Law Chair
Wattick, Valerie

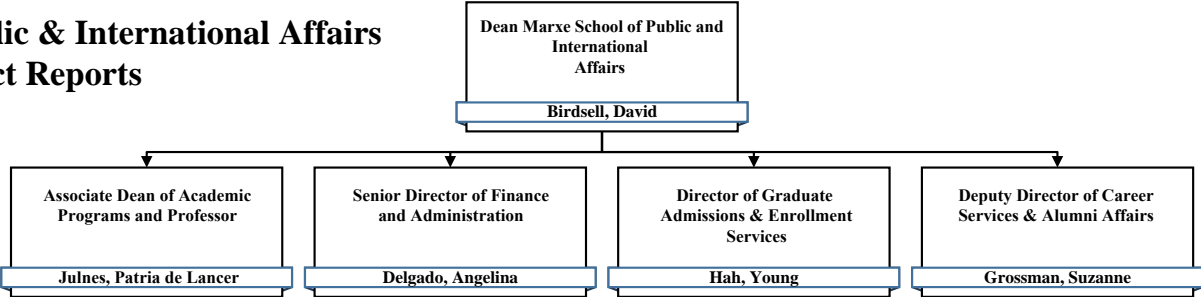
Narendra Paul
Lounsbury Department of
Management Chair
Veral, Emre

Sian Ross
Department of
Accountancy
Chair
Marquardt, Carol

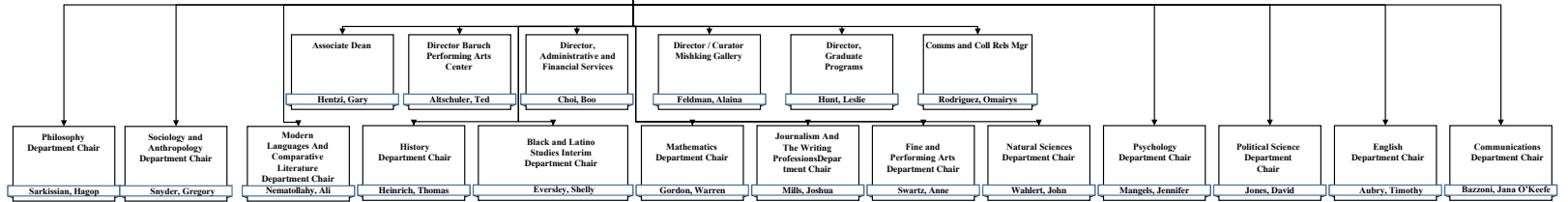
Allen G. Aaronson
Department of Marketing &
International Business Chair
Eyuboglu, Nermin

Real Estate
Department Chair
Yildirim, Yildirim

Marxe School of Public & International Affairs Direct Reports



Weissman School of Arts & Sciences Direct Reports



Baruch College

This Appendix contains information on the most recently distributed reaffirmation(s).

Message from the President

January 27, 2020

Reaffirmation of Commitment to Diversity/Inclusion/Equal Opportunity/Affirmative Action

To the Baruch College Community:

Baruch College, as a leading element of The City University of New York (CUNY), has a long-standing commitment to diversity and equal opportunity. Our students, faculty, and staff have dedicated themselves to cultivating an inclusive community, and we appreciate those efforts. We acknowledge that there is more work to be done as we seek to build a diverse workforce and student body, and further nurture a culture of inclusion and respect.

Baruch is located in New York City, the center of a vibrant and pluralistic community. Our diversity and inclusion efforts acknowledge the need for the open exchange of ideas and production of knowledge that is essential to the continued growth of our society and to our students' success in our multicultural community where differing values are made known and are respected. Ensuring the continued diversity of the faculty, staff, and student body requires active efforts in recruitment and retention and promoting a climate of openness and participation.

The [*Baruch College Strategic Plan: 2018-23*](#) outlines the priorities of the Baruch College community. Goal Number Five specifically states "Elevate and embed the principles of diversity, equity, inclusion and cultural competency throughout the College."

New Presidential Advisory Council on Diversity and Inclusion

To further this goal, we have created a Presidential Advisory Council on Diversity and Inclusion (PACDI) with representative membership of the faculty, staff, students and administration. This new council will serve as a consultative body to the president on issues of diversity and inclusion and is charged with supporting Baruch in assessing and enhancing a diverse and respectful campus community. Please visit the [Advisory Groups webpage](#) to learn more about the PACDI and view its membership.

Compliance Monitoring and Discrimination Issues

Mona Jha, Esq., Chief Diversity Officer for the College, carries the responsibility for implementing and monitoring of our compliance program. Any individual who believes that she or he has experienced discrimination should immediately contact Ms. Jha at Diversity@baruch.cuny.edu or 646-312-4540; she is located in Newman Hall, 137 East 22 Street, Room 204. She additionally serves as the Title IX Coordinator and Section 504/ADA Coordinator. The provosts, vice presidents, deans, directors, managers, and supervisors all share responsibility for ensuring our compliance with these policies and laws.

I invite you to visit the policies section of our website to view the [Equal Opportunity Policy](#) in its entirety, including the complaint procedures and prohibition against retaliation. I also encourage you to continue to work to ensure equal opportunity, affirmative action, and diversity and inclusion in all aspects at Baruch College as we nurture a culture of respect and cultural competence.

Sincerely,

Mitchel B. Wallerstein
President

BaruchCOLLEGE

CUNY The City
University
of
New York

Baruch College

This report lists those CUNY job groups for which the college has employees. Labor Market Availability factors (LMA) are listed for each group. LMA Factor 1 is the external Labor Market measure. LMA Factor 2 is an internal factor for employees who could be recruited or promoted into the group based on historical data for CUNY overall).

Groups with fewer than five employees are listed here but will not be included in Utilization Analysis worksheets. Individuals in the Chief Executive role are not included in this report.

Titles added to CUNY's job system in the past year are listed at the end of this Appendix. Not all titles were utilized by the College.

Further details on Job Groups and Labor Market Availability are provided in the Narrative.

Full Time Employee Count (excludes Chief Executive): 1,216

Category: Executive/Administrative/Managerial

Group: Administration 1 (Executive)

Employees: 33

Description

Executive Compensation Plan (Other Than Chief Executive)

Executive Compensation Plan; Chief Executives (Presidents, Deans of Major Schools) are excluded

Labor Market Availability Factors

LMA Factor	Weight	Explanation
1-External	50.00%	ACS 2013-2017 Nationwide workforce with Bachelors Degree or Higher and age of 29 or above (proxy for eight years' of post-Bachelor's experience) and in selected occupations: 0010 (Chief Executives), 0020 (General and Operations Managers), 0060 (Public Relations and Fundraising Managers), 0100 (Administrative Services Managers), 0110 (Computer and Information Systems Managers), 0120 (Financial Managers), 0136 (Human Resources Managers), and 0230 (Education Administrators).
2-Internal	50.00%	Employees in the following titles: HE Officer, Professor, Associate Professor, IT Computer Systems Manager (Levels 5 and higher), or Chief Administrative Superintendent (Levels 4 and higher) as of 6/1/2018.

Title(s)	Employees
Administrator	1
Assc Administrator	1
Assc Dean	5
Asst Administrator	5
Asst Dean	1
Asst Vice President	10
Dean	2
Sr Vice President	1
Vice President	7

Baruch College

Category: Executive/Administrative/Managerial**Group: Administration 2 (Manager)**

Employees: 152

Description

Manager-Level Administrators

Labor Market Availability Factors

LMA Factor	Weight	Explanation
1-External	50.00%	ACS 2013-2017 NY/NJ MSA workforce with Bachelors Degree or Higher and age of 25 or above (proxy for four years' post-Bachelor's experience) and in selected occupations: 0020 (General and Operations Managers), 0060 (Public Relations and Fundraising Managers), 0200 (Administrative Services Managers), 0110 (Computer and Information Systems Managers), 0120 (Financial Managers), 0136 (Human Resources Managers), 0230 (Education Administrators), 0710 (Management Analysts), 2000 (Counselors), and 2100 (Lawyers).
2-Internal	50.00%	Employees in HE Assistant title as of 6/1/2018.

Title(s)	Employees
HE Associate	89
HE Officer	63

Group: Facility Manager

Employees: 1

Description

Facility Superintendents (Managerial)

In 2017, Admin Superintendent and Chief Admin Superintendent groups were combined.

Labor Market Availability Factors

LMA Factor	Weight	Explanation
1-External	55.00%	2013-2017 ACS, NY/NJ MSA, Bachelor's Degree or higher plus four years of Post-Bachelor's experience (proxy minimum age of 25) and in the following occupations: 0410 (Real Estate and Property Managers), 1300 (Architects), 1360 (Civil Engineers), and 8620 (Stationary Engineerings and Boiler Operators).
2-Internal	45.00%	Employees in the titles of Sr Stationary Engineer, Project Manager, Principal Park Supervisor, Principal Custodial Supervisor, or Supervisor of Laborers and Maintenance Workers, Civil Service permanency not required, as of 6/1/2018.

Title(s)	Employees
Chief Admin Supt - Competitive	1

Category: Executive/Administrative/Managerial

Group: IT Computer Manager

Employees: 3

Description

Information Technology Managers (Managerial)

Labor Market Availability Factors

LMA Factor	Weight	Explanation
1-External	60.00%	2013-2017 ACS, NY/NJ MSA workforce, no degree requirement; six years' work experience (proxy minimum age of 23) and in the following occupation: 0110 (Computer and Information Systems Managers)
2-Internal	40.00%	Employees in the title IT Senior Associate, Civil Service permanency not required, as of 6/1/2018.

Title(s)	Employees
IT Computer Systems Mgr	3

Group: Security Manager

Employees: 3

Description

Campus Security Managers (Managerial)

Labor Market Availability Factors

LMA Factor	Weight	Explanation
1-External	55.00%	2013-2017 ACS, NY/NJ MSA workforce, High School Diploma or higher with seven years' experience (proxy minimum age of 24) in the following occupations: 0425 (Emergency Management Directors) and 3710 (First-Line Supervisors of Police and Detectives).
2-Internal	45.00%	Employees with Civil Service permanency in the titles Campus Public Safety Sergeant or Campus Security Specialist as of 6/1/2018.

Title(s)	Employees
Campus Security Asst Dir	2
Campus Security Dir	1

Baruch College

Category: Professional Faculty**Group: Faculty-Lecturer**

Employees: 61

Description

Lecturer Faculty excluding Librarians. Lecturers are eligible for a certificate of continuous employment but not tenure. The minimum qualification for Lecturer is a Bachelor's degree in a discipline related to the subject being taught.

For utilization analysis in the Federal Plan, reviewed by academic discipline or program within job group.

Labor Market Availability Factors

LMA Factor	Weight	Explanation
1-External	100.00%	2016 NCES Degree Completions, Bachelor's or Masters, NY and NJ, for selected disciplines (first and second majors), not weighted.
2-Internal	0.00%	NA

Title(s)	Employees
Clinical Professor	1
Dist Lecturer	10
Lecturer	33
Lecturer Doct Sch	16
Visiting Lecturer Doct Sch	1

Group: Faculty-Librarian

Employees: 22

Description

CUNY Librarians with faculty appointments

Prior to 2019, a sub-group of professorial faculty; separated as it encompasses faculty of all ranks.

Labor Market Availability Factors

LMA Factor	Weight	Explanation
1-External	100.00%	2016 NCAS Degree Completions, Master's level only, Nationwide, for Library Science Discipline.
2-Internal	0.00%	NA

Title(s)	Employees
Assc Professor	14
Asst Professor	3
Dist Lecturer	1
Professor	4

Baruch College

Category: Professional Faculty**Group: Faculty-Professorial**

Employees: 424

Description

Tenure-eligible faculty (excluding Librarians) for whom a terminal degree such as a Doctorate is a minimum qualification.
For utilization analysis in the Federal Plan, reviewed by academic discipline or program within job group.

Labor Market Availability Factors

LMA Factor	Weight	Explanation
1-External	100.00%	2016 NCES Degree Completions, Doctoral, Nationwide for selected disciplines (first and second majors), not weighted.
2-Internal	100.00%	NA

Title(s)	Employees
Assc Professor	129
Asst Professor	124
Dist Professor	6
Professor	164
Visiting Professor	1

Baruch College

Category: Professional Non-Faculty**Group: Accountant**

Employees: 5

Description

Accountants (Professionals)

Labor Market Availability Factors**LMA Factor Weight Explanation**

1-External 0.00% Internal Only - Promotional Title

2-Internal 100.00% Employees with Civil Service permanency in the following titles: Accounting Assistant, Purchasing Agent Assistant or EOC Accounting Assistant; as of 6/1/2018.

Title(s) Employees

Finance Accountant 2

Purchasing Agent 3

Group: Administration 3 (Professional)

Employees: 207

Description

Entry and Mid-Level Administrators (Professionals)

Labor Market Availability Factors**LMA Factor Weight Explanation**

1-External 70.00% ACS 2013-2017 NY/NJ MSA workforce with Bachelor's Degree or Higher and in the following occupations: 0630 (Human Resources Workers), 0740 (Business Operations Specialists), 0820 (Budget Analysts), 2000 (Counselors), 2550 (Education/Training/Library Workers), 2825 (Public Relations Specialists), 5000 (Supervisors of Office and Admin Support Workers), and 5250 (Customer Service Representatives).

2-Internal 15.00% Employees who hold BA degrees and are in the following job groups: CUNY Office Assistant, CUNY Administrative Assistant, Accountant Technician or Accountant Professional as of 6/1/2018.

Title(s) Employees

Asst to HEO 94

HE Assistant 112

Research Assc 1

Baruch College

Category: Professional Non-Faculty**Group: Administration 5 (Engineer-Architect)**

Employees: 2

Description

Engineers, Architects and related professional staff

Labor Market Availability Factors

LMA Factor	Weight	Explanation
1-External	100.00%	2013-2017 ACS, NY/NJ MSA workforce, no degree requirement, in the following occupations: 0220 (Construction Managers), 0300 (Engineering Managers), 1300 (Architects, except Naval), 1360 (Civil Engineers), 1540 (Drafters), 1560 (Surveying and Mapping Technicians).
2-Internal	0.00%	NA

Title(s)	Employees
Interior Designer	1
Project Mgr	1

Group: IT Computer Professional

Employees: 26

Description

Information Technology Professionals

In 2017, split from IT Technicians and moved to Professionals' group

Labor Market Availability Factors

LMA Factor	Weight	Explanation
1-External	75.00%	2013-2017 ACS, NY/NJ MSA, High School Diploma or higher plus four years of Post-High School experience (proxy minimum age of 21) in the following occupations: 0740 (Business Operations Specialists), 1006 (Computer Systems Analysts), 1010 (Computer Programmers), 1020 (Software Developers, Applications and Systems Software), 1030 (Web Developers), 1060 (Database Administrators), and 1105 (Network and Computer Systems Administrators).
2-Internal	25.00%	Employees in the IT Support Assistant and CUNY Office Assistant titles, Civil Service permanency not required, as of 6/1/2018

Title(s)	Employees
IT Associate	8
IT Asst	10
IT Bus Data Rep Analyst	1
IT Sr Associate	7

Baruch College

Category: Administrative Support Workers**Group: Accountant Assistant**

Employees: 6

Description

Accounting Support Staff (Accounting and Purchasing Agent Assistants and Payroll Staff)

Labor Market Availability Factors

LMA Factor	Weight	Explanation
1-External	70.00%	ACS 2013-2017 NY/NJ MSA workforce with High School Diploma or Higher in the following occupations: 5140 (Payroll and Timekeeping Clerks), 5150 (Procurement Clerks), or 5120 (Bookkeeping, Accounting, and Auditing Clerks).
2-Internal	30.00%	Employees in titles CUNY Office Assistant or EOC Office Assistant, Civil Service permanency not required; as of 6/1/2018.

Title(s)	Employees
Finance Accountant Asst	6

Group: Administrative Assistant

Employees: 20

Description

Administrative Support Staff-Senior Level

Labor Market Availability Factors

LMA Factor	Weight	Explanation
1-External	0.00%	Internal Only - Promotional Title
2-Internal	100.00%	Population of employees on the active CUNY Administrative Assistant Civil Service list #2055 (413 CUNY employees). CUNY Office Assistant Levels 3 or 4 with Civil Service permanency were eligible to take this examination.

Title(s)	Employees
CUNY Admin Asst	20

Baruch College

Category: Administrative Support Workers**Group: Mail Services Worker**

Employees: 3

Description

Mail Services Workers

Labor Market Availability Factors

LMA Factor	Weight	Explanation
1-External	100.00%	2013-2017 ACS, NY/NJ MSA workforce, no degree requirement, in the following occupation: 5850 (Mail Clerks/Mail Machine Operators, Except Postal Service).
2-Internal	0.00%	NA

Title(s) Employees

Mail Message Svcs Worker 3

Group: Office Assistant

Employees: 44

Description

Administrative Support Staff-Entry Level

Labor Market Availability Factors

LMA Factor	Weight	Explanation
1-External	100.00%	2013-2017 ACS, NY/NJ MSA workforce, individuals with a High School Diploma or higher and in the following occupations: 5700 (Secretaries and Administrative Assistants), 5820 (Word Processors and Typists), 5860 (Office Clerks, General), and 5940 (Office Administrative Support Workers, all other).
2-Internal	0.00%	NA

Title(s) Employees

CUNY Office Assistant 44

Baruch College

Category: Technicians**Group: Administration 4 (College Lab Tech)**

Employees: 7

Description

College Laboratory Technicians (abbreviated as "CLT")

For utilization analyses reviewed by sub-group: Science/Technical/Engineering; Other Lab Techs.

Labor Market Availability Factors

LMA Factor	Weight	Explanation
1-External	100.00%	2013-2017 ACS, NY/NJ MSA workforce with High School Diploma or Higher. For the Scientific/Technical/IT specialty, in the following occupations: 1050 (Computer Support Specialists), 1965 (Other Life Physical and Social Science Technicians), 1910 (Biological Technicians), 1920 (Chemical Technicians), 1550 (Engineering Technicians), 2860 (Miscellaneous Media and Communications Workers). For the "Other" Specialty, 1050 (Computer Support Specialists), 1950 (Social Science Research Assistants), 2440 (Library Technicians), and 2860 (Miscellaneous Media and Communications Workers).
2-Internal	0.00%	NA

Title(s)	Employees
College Lab Tech	3
Sr College Lab Tech	4

Group: Broadcast/Media

Employees: 3

Description

Broadcast and Mass Media Technicians and Graphic Designers

In 2019, number of titles and scope were expanded

Labor Market Availability Factors

LMA Factor	Weight	Explanation
1-External	100.00%	2013-2017 ACS, NY/NJ MSA workforce, High School Diploma or higher in the following occupations: 2900 (Broadcast and Sound Engineering Technicians and Radio Operators and Other Workers), 2920 (Television, Video, and Motion Picture Camera Operators and Editors), 2710 (Producers and Directors).
2-Internal	0.00%	NA

Title(s)	Employees
Media Svcs Tech	3

Category: Technicians

Group: IT Support Technician

Employees: 1

Description

IT Technical Support Workers

In 2017, IT Technicians were split from the Professional IT Staff

Labor Market Availability Factors

LMA Factor	Weight	Explanation
1-External	100.00%	2013-2017 ACS, NY/NJ MSA workforce, High School Diploma or higher in the following occupation: 1050 (Computer Support Specialists).
2-Internal	0.00%	NA

Title(s)	Employees
IT Support Asst	1

Baruch College

Category: Craft Workers**Group: Basic Crafts-Buildings and Grounds**

Employees: 10

Description

Buildings and Grounds Workers

In 2017, Maintenance Workers moved from Skilled Trades into this group. In 2019, Supervisor (Maintenance and Labor) moved from Skilled Trades into this group.

Labor Market Availability Factors

LMA Factor	Weight	Explanation
1-External	80.00%	2013-2017 ACS, NY/NJ MSA workforce, no degree requirement, in the following occupations: 4210 (First-Line Supervisors of Landscape/Lawn Service/Grounds Workers), 4250 (Grounds Maintenance Workers), 7200 (Automotive Service Technicians and Mechanics), 7340 (Maintenance and Repair Workers-General), 9140 (Tax Drivers and Chauffeurs), and 9120 (Bus Drivers).
2-Internal	20.00%	Employees in the Custodian and Custodial Supervisor job groups, and employees in Helper titles in the Laborers and Helpers job group, Civil Service permanency not required, as of 6/1/2018.

Title(s)	Employees
Maintenance Worker	9
Motor Vehicle Operator	1

Group: Laborers and Helpers

Employees: 2

Description

Entry-Level Craft Workers

In 2017, split from Skilled Trades

Labor Market Availability Factors

LMA Factor	Weight	Explanation
1-External	60.00%	2013-2017 ACS, NY/NJ MSA workforce, no degree requirement, in the following occupations: 6600 (Helpers-Electricians, Helpers-Pipelayers, etc.) and 9630 (Laborers and Freight, Stock and Material Movers).
2-Internal	40.00%	Employees in the Custodial Assistant and Maintenance Worker titles, Civil Service permanency not required, as of 6/1/2018.

Title(s)	Employees
Plumber Helper	1
Stock Worker	1

Baruch College

Category: Craft Workers**Group: Skilled Trades**

Employees: 18

Description

Skilled Tradespeople

Labor Market Availability Factors

LMA Factor	Weight	Explanation
1-External	75.00%	2013-2017 ACS, NY/NJ MSA workforce, no degree requirement, in the following occupations: 6230 (Carpenters), 6250 (Cement Masons/Concrete Finishers), 6335 (Electricians), 6420 (Painters and Paper Hangers), 6440 (Pipelayers, Plumbers, Pipefitters, and Steamfitters), 6460 (Plasterers and Stucco Masons), 6515 (Roofers), 6700 (Elevator Installers and Repairers), 7300 (Control and Valve Installers and Repairers), 7350 (Machinery Maintenance Workers), 7540 (Locksmiths and Safe Repairers), 8030 (Machinists), and 8610 (Stationary Engineers and Boiler Operators).
2-Internal	25.00%	Employees in the title of Maintenance Worker or in any of the Helper titles in the Laborer-Helper job group, Civil Service permanency not required, as of 6/1/2018.

Title(s)	Employees
Carpenter	4
Electrician	2
High Pressure Plant Tender	1
Locksmith	1
Oiler	1
Painter	3
Plumber	1
Stationary Engineer	4
Thermostat Repairer	1

Group: Skilled Trades-Supervisor

Employees: 3

Description

Skilled Trades Supervisors

Labor Market Availability Factors

LMA Factor	Weight	Explanation
1-External	0.00%	Internal Only-Promotional Title
2-Internal	100.00%	Employees with Civil Service permanency in Skilled Trade job group titles corresponding to the supervisory titles as of 6/1/2018.

Title(s)	Employees
Carpenter Supervisor	1
Painter Supervisor	1

Category: Craft Workers

Stationary Engineer Sr 1

Baruch College

Category: Service Workers and Others**Group: Campus Peace Officer**

Employees: 36

Description

Campus Security-Mid Level Staff

Prior to 2019, security staff titles were divided into CPO1 (CSA and CPO Level 1) and CPO2 (CPO Level 2)

Labor Market Availability Factors

LMA Factor	Weight	Explanation
1-External	0.00%	2013-2017 ACS, New York State residents within the NY/NJ MSA workforce, with one year or more of College and in the occupation of 3850 (Police and Sheriffs Patrol Officers).
2-Internal	20.00%	Employees in the title of Campus Security Assistant, Civil Service permanency not required, as of 6/1/2018.

Title(s)	Employees
Campus Peace Officer	36

Group: Campus Public Safety Sergeant

Employees: 11

Description

Campus Security Supervisors and Campus Security Specialists

Labor Market Availability Factors

LMA Factor	Weight	Explanation
1-External	0.00%	For Campus Public Safety Sergeant, Internal only (promotional title). For Campus Security Specialist, candidates on a Civil Service list as of 6/1/2018; however not calculated as demographic data was not available and a small number were hired externally.
2-Internal	100.00%	For Campus Public Safety Sergeant, employees in the title of Campus Peace Officer with Civil Service permanency and two years of permanent service as of 6/1/2018.

Title(s)	Employees
Campus Pub Safety Sergeant	8
Campus Security Specialist	3

Baruch College

Category: Service Workers and Others**Group: Campus Security Assistant**

Employees: 29

Description

Campus Security-Entry Level Staff

Prior to 2019, security staff titles were divided into CPO1 (CSA and CPO Level 1) and CPO2 (CPO Level 2)

Labor Market Availability Factors

LMA Factor	Weight	Explanation
1-External	100.00%	2013-2017 ACS, New York State residents within the NY/NJ MSA workforce with High School Diploma or higher and one year of work experience (using proxy of minimum age of 18) and in the occupation of 3930 (Security Guards and Gaming Surveillance Officers).
2-Internal	0.00%	NA

Title(s)	Employees
Campus Security Asst	29

Group: Custodial

Employees: 72

Description

Custodians-Entry Level

Labor Market Availability Factors

LMA Factor	Weight	Explanation
1-External	100.00%	2013-2017 ACS, NY/NJ MSA workforce, no degree requirement, in the occupation 4220 (Janitors and Building Cleaners).
2-Internal	0.00%	NA

Title(s)	Employees
Custodial Assistant	72

Category: Service Workers and Others

Group: Custodial Supervisor

Employees: 12

Description

Custodial Supervisors

Labor Market Availability Factors

LMA Factor Weight Explanation

1-External 45.00% 2013-2017 ACS, NY/NJ MSA workforce, 8th Grade education or higher and in the occupation 4200 (First-Line Supervisors/Managers of Housekeeping and Janitorial Workers).

2-Internal 55.00% Employees in the Custodial job group who are not temporary as of 6/1/2018.

Title(s) Employees

Custodial Asst Principal Supv

1

Custodial Principal Supv

1

Custodial Sr Supervisor

3

Custodial Supervisor

7

Baruch College

Note: In the 2019-2020 Academic Year, CUNY added the titles listed below (not all are used at the College)

Job Code and Title Name	Job Group
200587 Univ Vice Chancellor Compliance and Audit	ADMIN1-EXEC
200588 Univ Associate Vice Chancellor Communications and Marketing	ADMIN1-EXEC
200589 Univ Exec Deputy Director Engineering	ADMIN1-EXEC
200590 Assistant Dean Continuing Education	ADMIN1-EXEC
200592 Univ Assistant Vice Chancellor	ADMIN1-EXEC
200594 Univ Exec Director Advancement	ADMIN1-EXEC
200595 University Executive Director Investigations	ADMIN1-EXEC
200597 Prof School Executive Director Info Technology (PAstAdm)	ADMIN1-EXEC
200598 Univ Sr Vice Chancellor Labor Relations	ADMIN1-EXEC
200599 Univ Sr Advisor to the Executive Vice Chancellor	ADMIN1-EXEC
200601 Prof School Assistant Dean of Academic Affairs	ADMIN1-EXEC
200603 Exec Director Master's Program in Public Adm (AstAdm)	ADMIN1-EXEC

Baruch College

Appendix D lists faculty department assignments and disciplines to which they are assigned for utilization reporting. Department names and assignments are as recorded in the CUNYfirst system. Only those departments with assigned faculty are listed here. Disciplines listing fewer than five faculty in a job group are listed here but will not be included in the utilization analyses in Appendix E.

Labor Market Availability is normally obtained from the Earned Degrees Conferred data provided by the National Center for Education Statistics. Exceptions, including blended rates, are noted.

Total Faculty: 507

Baruch College

Discipline: Area, Ethnic, Cultural, Gender, and Group Studies

Faculty: 4

Department ID	Department Name	Faculty
10402	Black and Latino Studies	4

Discipline: Biological and Biomedical Sciences AND Physical Sciences

Faculty: 24

Department ID	Department Name	Faculty
10208	Natural Sciences	24

Discipline: Business, Management, Marketing, Support Services

Faculty: 149

Department ID	Department Name	Faculty
10192	Allen Aaronson Dept of Mkt/IB	28
10088	Bert Wasserman Dept Eco & Fin	42
10190	N P Loomba Dept of Mgt	42
10005	Stan Ross Dept Accountancy	32
10256	W. Newman Dept of Real Estate	5

Discipline: Communications, Journalism, and Related Programs

Faculty: 29

Department ID	Department Name	Faculty
10060	Communication Studies	19
10172	Journalism & Writing Profess	10

Discipline: Education - Developmental

Faculty: 2

Department ID	Department Name	Faculty
65100	SEEK	2

Discipline: English Language and Literature/Letters

Faculty: 40

Department ID	Department Name	Faculty
10105	English	40

Discipline: Foreign Languages, Literatures, and Linguistics

Faculty: 16

Department ID	Department Name	Faculty
10204	Modern Languages & Comp Lit	16

Discipline: History

Faculty: 14

Department ID	Department Name	Faculty
10148	History	14

Baruch College

Discipline: Legal Professions and Studies

Faculty: 14

Department ID	Department Name	Faculty
10181	Law	14

Discipline: Library (Librarians/Non-Teaching)

Faculty: 21

Department ID	Department Name	Faculty
70054	Library	21

Discipline: Mathematics and Statistics

Faculty: 70

Department ID	Department Name	Faculty
10195	Mathematics	33
10291	Statistics & Computer Info	37

Discipline: Philosophy and Religious Studies

Faculty: 8

Department ID	Department Name	Faculty
10221	Philosophy	8

Discipline: Psychology

Faculty: 25

Department ID	Department Name	Faculty
10245	Psychology	25

Discipline: Public Administration

Faculty: 49

Department ID	Department Name	Faculty
10250	Public Affairs	49

Discipline: Social Sciences

Faculty: 26

Department ID	Department Name	Faculty
10236	Political Science	14
10014	Sociology and Anthropology	12

Discipline: Visual and Performing Arts

Faculty: 16

Department ID	Department Name	Faculty
10115	Fine & Performing Arts	16

Baruch College

Appendix D-1 lists categories assigned to College Laboratory Technicians (Administration 4 Group) based on the academic department to which they are assigned (either "Science Technology and Engineering" or "All Other").

Groups of less than five employees total are listed below but will not be included in the utilization analyses in Appendix E.

Full-Time Employee Count: 7

Discipline: College Lab Tech-Blended Science Engineering Technical

Employees: 5

Department ID	Department Name	Technicians
10208	Natural Sciences	5

Discipline: College Lab Tech-Other

Employees: 2

Department ID	Department Name	Technicians
10172	Journalism & Writing Profess	1
10204	Modern Languages & Comp Lit	1

Baruch College

Appendix E-1 presents utilization and underutilization of protected groups by job group.

A group is reported only when five or more employees are assigned to it.

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. Where utilization is zero (0), underutilization exists but not to the level of one full-time equivalent employee. Blanks indicate no underutilization.

Underutilization numbers for females and total minorities represent placement goals as prescribed for federal Affirmative Action Plans.

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

Baruch College

Category: Executive/Administrative/Managerial

Job Group: Administration 1 (Executive)

Description: Executive Compensation Plan (Other Than Chief Executive)

Full-time Employees: 33

Employees in this group hold the following titles:

Title ID	Title Name
04315	Administrator
04321	Assc Administrator
04320	Assc Dean
04723	Asst Administrator
04722	Asst Dean
04316	Asst Vice President
04314	Dean
04701	Sr Vice President
04702	Vice President

Utilization Report					
	Female	Total Minority	Asian/Nat. Haw./Other Pac. Isl.	Black/African Am.	Hispanic/ Latino
Number of Employees	18	11	3	5	3
Underutilized (Y = Yes)					
Number Underutilized					
Actual Utilization Percent	54.5%	33.3%	9.1%	15.2%	9.1%
Labor Market Avail. Percent	44.2%	27.7%	9.8%	8.8%	7.9%

Baruch College

Category: Executive/Administrative/Managerial

Job Group: Administration 2 (Manager)

Description: Manager-Level Administrators

Full-time Employees: 152

Employees in this group hold the following titles:

Title ID	Title Name
04075	HE Associate
04097	HE Officer

Utilization Report					
	Female	Total Minority	Asian/Nat. Haw./Other Pac. Isl.	Black/African Am.	Hispanic/ Latino
Number of Employees	108	67	19	25	23
Underutilized (Y = Yes)					
Number Underutilized					
Actual Utilization Percent	71.1%	44.1%	12.5%	16.4%	15.1%
Labor Market Avail. Percent	57.4%	48.1%	11.0%	19.6%	15.7%

Baruch College

Category: Professional Non-Faculty

Job Group: Accountant

Description: Accountants (Professionals)

Full-time Employees: 5

Employees in this group hold the following titles:

Title ID	Title Name
04801	Finance Accountant
12121	Purchasing Agent

Utilization Report					
	Female	Total Minority	Asian/Nat. Haw./Other Pac. Isl.	Black/African Am.	Hispanic/ Latino
Number of Employees	5	4	3	0	1
Underutilized (Y = Yes)				Y	
Number Underutilized				2	
Actual Utilization Percent	100.0%	80.0%	60.0%	0.0%	20.0%
Labor Market Avail. Percent	83.6%	72.6%	20.5%	34.2%	17.8%

Baruch College

Category: Professional Non-Faculty

Job Group: Administration 3 (Professional)

Description: Entry and Mid-Level Administrators (Professionals)

Full-time Employees: 207

Employees in this group hold the following titles:

Title ID	Title Name
04017	Asst to HEO
04099	HE Assistant
04134	Research Assc

Utilization Report					
	Female	Total Minority	Asian/Nat. Haw./Other Pac. Isl.	Black/African Am.	Hispanic/ Latino
Number of Employees	152	144	39	52	52
Underutilized (Y = Yes)					
Number Underutilized					
Actual Utilization Percent	73.4%	69.6%	18.8%	25.1%	25.1%
Labor Market Avail. Percent	69.0%	43.4%	12.3%	16.7%	12.5%

Baruch College

Category: Professional Non-Faculty

Job Group: IT Computer Professional

Description: Information Technology Professionals

Full-time Employees: 26

Employees in this group hold the following titles:

Title ID	Title Name
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 Am.	Hispanic/ Latino
Number of Employees	7	23	10	5	8
Underutilized (Y = Yes)	Y				
Number Underutilized	4				
Actual Utilization Percent	26.9%	88.5%	38.5%	19.2%	30.8%
Labor Market Avail. Percent	42.3%	55.7%	28.0%	13.3%	12.7%

Baruch College

Category: Administrative Support Workers

Job Group: Accountant Assistant

Description: Accounting Support Staff (Accounting and Purchasing Agent Assistants and Payroll Staff)

Full-time Employees: 6

Employees in this group hold the following titles:

Title ID	Title Name
04800	Finance Accountant Asst

Utilization Report					
	Female	Total Minority	Asian/Nat. Haw./Other Pac. Isl.	Black/African Am.	Hispanic/ Latino
Number of Employees	5	5	1	2	2
Underutilized (Y = Yes)					
Number Underutilized					
Actual Utilization Percent	83.3%	83.3%	16.7%	33.3%	33.3%
Labor Market Avail. Percent	83.1%	49.2%	10.8%	19.3%	17.3%

Baruch College

Category: Administrative Support Workers

Job Group: Administrative Assistant

Description: Administrative Support Staff-Senior Level

Full-time Employees: 20

Employees in this group hold the following titles:

Title ID	Title Name
04804	CUNY Admin Asst

Utilization Report					
	Female	Total Minority	Asian/Nat. Haw./Other Pac. Isl.	Black/African Am.	Hispanic/ Latino
Number of Employees	16	14	3	7	4
Underutilized (Y = Yes)					
Number Underutilized					
Actual Utilization Percent	80.0%	70.0%	15.0%	35.0%	20.0%
Labor Market Avail. Percent	90.3%	68.0%	7.5%	36.3%	24.0%

Baruch College

Category: Administrative Support Workers

Job Group: Office Assistant

Description: Administrative Support Staff-Entry Level

Full-time Employees: 44

Employees in this group hold the following titles:

Title ID	Title Name
04802	CUNY Office Assistant

Utilization Report					
	Female	Total Minority	Asian/Nat. Haw./Other Pac. Isl.	Black/African Am.	Hispanic/ Latino
Number of Employees	40	32	3	18	11
Underutilized (Y = Yes)					
Number Underutilized					
Actual Utilization Percent	90.9%	72.7%	6.8%	40.9%	25.0%
Labor Market Avail. Percent	87.9%	40.0%	7.8%	14.3%	16.2%

Baruch College

Category: Craft Workers

Job Group: Basic Crafts-Buildings and Grounds

Description: Buildings and Grounds Workers

Full-time Employees: 10

Employees in this group hold the following titles:

Title ID	Title Name
90698	Maintenance Worker
91212	Motor Vehicle Operator

Utilization Report					
	Female	Total Minority	Asian/Nat. Haw./Other Pac. Isl.	Black/African Am.	Hispanic/ Latino
Number of Employees	0	6	0	2	4
Underutilized (Y = Yes)	Y		Y		
Number Underutilized	2		1		
Actual Utilization Percent	0.0%	60.0%	0.0%	20.0%	40.0%
Labor Market Avail. Percent	16.1%	67.7%	11.7%	22.8%	31.3%

Baruch College

Category: Craft Workers

Job Group: Skilled Trades

Description: Skilled Tradespeople

Full-time Employees: 18

Employees in this group hold the following titles:

Title ID	Title Name
04899	Carpenter
91717	Electrician
91650	High Pressure Plant Tender
04905	Locksmith
04891	Oiler
91830	Painter
91915	Plumber
04915	Stationary Engineer
91940	Thermostat Repairer

Utilization Report					
	Female	Total Minority	Asian/Nat. Haw./Other Pac. Isl.	Black/African Am.	Hispanic/ Latino
Number of Employees	0	3	1	0	2
Underutilized (Y = Yes)	Y	Y		Y	Y
Number Underutilized	0	5		2	3
Actual Utilization Percent	0.0%	16.7%	5.6%	0.0%	11.1%
Labor Market Avail. Percent	2.2%	45.1%	4.3%	13.1%	25.6%

Baruch College

Category: Service Workers and Others

Job Group: Campus Public Safety Sergeant

Description: Campus Security Supervisors and Campus Security Specialists

Full-time Employees: 11

Employees in this group hold the following titles:

Title ID	Title Name
04846	Campus Pub Safety Sergeant
04845	Campus Security Specialist

Utilization Report					
	Female	Total Minority	Asian/Nat. Haw./Other Pac. Isl.	Black/African Am.	Hispanic/ Latino
Number of Employees	2	10	0	7	3
Underutilized (Y = Yes)			Y		
Number Underutilized			1		
Actual Utilization Percent	18.2%	90.9%	0.0%	63.6%	27.3%
Labor Market Avail. Percent	21.9%	88.1%	4.9%	53.8%	27.4%

Baruch College

Category: Service Workers and Others

Job Group: Campus Peace Officer

Description: Campus Security-Mid Level Staff

Full-time Employees: 36

Employees in this group hold the following titles:

Title ID	Title Name
04844	Campus Peace Officer

Utilization Report					
	Female	Total Minority	Asian/Nat. Haw./Other Pac. Isl.	Black/African Am.	Hispanic/ Latino
Number of Employees	11	36	1	25	10
Underutilized (Y = Yes)			Y		
Number Underutilized			2		
Actual Utilization Percent	30.6%	100.0%	2.8%	69.4%	27.8%
Labor Market Avail. Percent	18.6%	53.8%	7.7%	24.1%	20.2%

Baruch College

Category: Service Workers and Others

Job Group: Campus Security Assistant

Description: Campus Security-Entry Level Staff

Full-time Employees: 29

Employees in this group hold the following titles:

Title ID	Title Name
04841	Campus Security Asst

Utilization Report					
	Female	Total Minority	Asian/Nat. Haw./Other Pac. Isl.	Black/African Am.	Hispanic/ Latino
Number of Employees	10	27	2	15	10
Underutilized (Y = Yes)					
Number Underutilized					
Actual Utilization Percent	34.5%	93.1%	6.9%	51.7%	34.5%
Labor Market Avail. Percent	19.8%	71.2%	6.9%	41.4%	20.4%

Baruch College

Category: Service Workers and Others

Job Group: Custodial Supervisor

Description: Custodial Supervisors

Full-time Employees: 12

Employees in this group hold the following titles:

Title ID	Title Name
80560	Custodial Asst Principal Supv
80561	Custodial Principal Supv
80535	Custodial Sr Supervisor
04862	Custodial Supervisor

Utilization Report					
	Female	Total Minority	Asian/Nat. Haw./Other Pac. Isl.	Black/African Am.	Hispanic/ Latino
Number of Employees	2	11	0	5	6
Underutilized (Y = Yes)	Y		Y		
Number Underutilized	2		1		
Actual Utilization Percent	16.7%	91.7%	0.0%	41.7%	50.0%
Labor Market Avail. Percent	32.7%	74.5%	5.3%	30.5%	38.0%

Baruch College

Category: Service Workers and Others

Job Group: Custodial

Description: Custodians-Entry Level

Full-time Employees: 72

Employees in this group hold the following titles:

Title ID	Title Name
04861	Custodial Assistant

Utilization Report					
	Female	Total Minority	Asian/Nat. Haw./Other Pac. Isl.	Black/African Am.	Hispanic/ Latino
Number of Employees	29	67	9	22	36
Underutilized (Y = Yes)					
Number Underutilized					
Actual Utilization Percent	40.3%	93.1%	12.5%	30.6%	50.0%
Labor Market Avail. Percent	26.9%	68.0%	5.1%	19.8%	41.5%

Baruch College

Appendix E-2 presents utilization and underutilization for College Laboratory Technicians, by general discipline and by protected demographic group.

A group is reported only when five or more employees are assigned to it.

Underutilization occurs where utilization of a given 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. When this number is zero (0), underutilization exists but not to the level of one full-time equivalent employee. Blanks represent no underutilization.

Underutilization numbers for females and total minorities represent specific placement goals as prescribed for federal Affirmative Action Plans.

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

Baruch College

College Lab Tech - Science, Tech, Eng.

Full-Time Employees: 5

Employees in this category are work in the following department(s):

Department ID Department Name

10208 Natural Sciences

	Utilization Report				
	Female	Total Minority	Asian/Nat. Haw./Oth Pac. Isl.	Black/African Am.	Hispanic/ Latino
Number of Employees	4	2	1	1	0
Underutilized (Y = Yes)					Y
Number Underutilized					1
Actual Utilization Percent	80.0%	40.0%	20.0%	20.0%	0.0%
Labor Market Avail. Percent	27.8%	49.3%	22.4%	10.6%	14.2%

Baruch College

Appendix E-3 presents utilization and underutilization, of faculty members in protected groups, by academic discipline within job group.

A group is reported only when five or more faculty are assigned to it.

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. Where utilization is zero (0), underutilization exists but not to the level of one full-time equivalent employee. Blanks indicate no underutilization.

Underutilization numbers for females and total minorities represent specific placement goals as prescribed for federal Affirmative Action Plans. Note that the official underutilization measures are those calculated for the academic discipline, which may comprise more than one department.

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

Baruch College

Biological and Biomedical Sciences AND Physical Sciences

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

10208 Natural Sciences

Job Group Faculty-Professorial

Total Faculty:	24	Utilization Report				
		Female	Total Minority	Asian/Nat. Haw./Other Pac. Isl.	Black/African Am.	Hispanic/Latino
Number of Faculty	8	3	1	1	1	
Underutilized (Y = Yes)	Y	Y	Y		Y	
Number Underutilized	3	3	1		1	
Actual Utilization Percent	33.3%	12.5%	4.2%	4.2%	4.2%	
Labor Market Avail. Percent	45.8%	23.2%	10.0%	4.0%	6.8%	

Baruch College

Business, Management, Marketing, Support Services

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

10192	Allen Aaronson Dept of Mkt/IB
10088	Bert Wasserman Dept Eco & Fin
10190	N P Loomba Dept of Mgt
10005	Stan Ross Dept Accountancy
10256	W. Newman Dept of Real Estate

Job Group Faculty-Professorial

Total Faculty:	127	Utilization Report				
		Female	Total Minority	Asian/Nat. Haw./Other Pac. Isl.	Black/African Am.	Hispanic/Latino
Number of Faculty		42	58	50	2	5
Underutilized (Y = Yes)		Y			Y	Y
Number Underutilized		13			25	3
Actual Utilization Percent		33.1%	45.7%	39.4%	1.6%	3.9%
Labor Market Avail. Percent		42.9%	37.2%	7.0%	21.6%	6.5%

Job Group Faculty-Lecturer

Total Faculty:	22	Utilization Report				
		Female	Total Minority	Asian/Nat. Haw./Other Pac. Isl.	Black/African Am.	Hispanic/Latino
Number of Faculty		9	6	2	2	2
Underutilized (Y = Yes)			Y	Y		Y
Number Underutilized			3	1		1
Actual Utilization Percent		40.9%	27.3%	9.1%	9.1%	9.1%
Labor Market Avail. Percent		46.7%	39.2%	13.0%	11.1%	13.0%

Baruch College

Communications, Journalism, and Related Programs

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

- 10060 Communication Studies
- 10172 Journalism & Writing Profess

Job Group Faculty-Professorial

Total Faculty:	26	Utilization Report				
		Female	Total Minority	Asian/Nat. Haw./Other Pac. Isl.	Black/African Am.	Hispanic/Latino
Number of Faculty		17	3	1	1	1
Underutilized (Y = Yes)			Y		Y	Y
Number Underutilized			2		0	1
Actual Utilization Percent		65.4%	11.5%	3.8%	3.8%	3.8%
Labor Market Avail. Percent		57.5%	18.7%	4.8%	5.2%	6.8%

Baruch College

English Language and Literature/Letters

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

10105 English

Job Group Faculty-Professorial

Total Faculty:	35	Utilization Report				
		Female	Total Minority	Asian/Nat. Haw./Other Pac. Isl.	Black/African Am.	Hispanic/Latino
Number of Faculty		19	8	2	4	2
Underutilized (Y = Yes)						
Number Underutilized						
Actual Utilization Percent		54.3%	22.9%	5.7%	11.4%	5.7%
Labor Market Avail. Percent		63.4%	14.6%	3.6%	4.2%	4.8%

Job Group Faculty-Lecturer

Total Faculty:	5	Utilization Report				
		Female	Total Minority	Asian/Nat. Haw./Other Pac. Isl.	Black/African Am.	Hispanic/Latino
Number of Faculty		0	2	0	2	0
Underutilized (Y = Yes)		Y		Y		Y
Number Underutilized		4		0		1
Actual Utilization Percent		0.0%	40.0%	0.0%	40.0%	0.0%
Labor Market Avail. Percent		71.6%	33.6%	6.4%	9.7%	14.2%

Baruch College

Foreign Languages, Literatures, and Linguistics

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

10204 Modern Languages & Comp Lit

Job Group Faculty-Professorial

Total Faculty:	15	Utilization Report				
		Female	Total Minority	Asian/Nat. Haw./Other Pac. Isl.	Black/African Am.	Hispanic/Latino
Number of Faculty		6	7	3	0	4
Underutilized (Y = Yes)		Y			Y	
Number Underutilized		3			0	
Actual Utilization Percent		40.0%	46.7%	20.0%	0.0%	26.7%
Labor Market Avail. Percent		59.2%	21.2%	3.9%	1.5%	13.4%

Baruch College

History

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

10148 History

Job Group Faculty-Professorial

Total Faculty:	13	Utilization Report				
		Female	Total Minority	Asian/Nat. Haw./Other Pac. Isl.	Black/African Am.	Hispanic/Latino
Number of Faculty		7	3	1	1	1
Underutilized (Y = Yes)						
Number Underutilized						
Actual Utilization Percent		53.8%	23.1%	7.7%	7.7%	7.7%
Labor Market Avail. Percent		46.3%	18.4%	2.1%	6.2%	7.9%

Baruch College

Legal Professions and Studies

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

10181 Law

Job Group Faculty-Professorial

Total Faculty:	13	Utilization Report				
		Female	Total Minority	Asian/Nat. Haw./Other Pac. Isl.	Black/African Am.	Hispanic/Latino
Number of Faculty	6	0	0	0	0	
Underutilized (Y = Yes)		Y	Y	Y	Y	
Number Underutilized		4	1	1	1	
Actual Utilization Percent	46.2%	0.0%	0.0%	0.0%	0.0%	
Labor Market Avail. Percent	48.5%	29.6%	6.9%	8.2%	11.2%	

Baruch College

Library (Librarians/Non-Teaching)

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

70054 Library

Job Group Faculty-Librarian

Total Faculty:	21	Utilization Report				
		Female	Total Minority	Asian/Nat. Haw./Other Pac. Isl.	Black/African Am.	Hispanic/Latino
Number of Faculty		9	10	6	2	2
Underutilized (Y = Yes)		Y				
Number Underutilized		8				
Actual Utilization Percent		42.9%	47.6%	28.6%	9.5%	9.5%
Labor Market Avail. Percent		82.8%	13.6%	4.0%	4.4%	3.8%

Baruch College

Mathematics and Statistics

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

10195	Mathematics
10291	Statistics & Computer Info

Job Group Faculty-Professorial

Total Faculty:	58	Utilization Report				
		Female	Total Minority	Asian/Nat. Haw./Other Pac. Isl.	Black/African Am.	Hispanic/ Latino
Number of Faculty		15	22	16	1	5
Underutilized (Y = Yes)					Y	
Number Underutilized					1	
Actual Utilization Percent		25.9%	37.9%	27.6%	1.7%	8.6%
Labor Market Avail. Percent		25.9%	24.2%	10.3%	3.7%	6.3%

Job Group Faculty-Lecturer

Total Faculty:	12	Utilization Report				
		Female	Total Minority	Asian/Nat. Haw./Other Pac. Isl.	Black/African Am.	Hispanic/ Latino
Number of Faculty		3	0	0	0	0
Underutilized (Y = Yes)		Y	Y	Y	Y	Y
Number Underutilized		2	4	2	1	1
Actual Utilization Percent		25.0%	0.0%	0.0%	0.0%	0.0%
Labor Market Avail. Percent		41.1%	37.2%	17.3%	6.3%	10.8%

Baruch College

Philosophy and Religious Studies

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

10221 Philosophy

Job Group Faculty-Professorial

Total Faculty:	6	Utilization Report				
		Female	Total Minority	Asian/Nat. Haw./Other Pac. Isl.	Black/African Am.	Hispanic/Latino
Number of Faculty	0	1	1	0	0	
Underutilized (Y = Yes)	Y			Y	Y	
Number Underutilized	2			0	0	
Actual Utilization Percent	0.0%	16.7%	16.7%	0.0%	0.0%	
Labor Market Avail. Percent	36.8%	16.7%	4.4%	5.5%	5.0%	

Baruch College

Psychology

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

10245 Psychology

Job Group Faculty-Professorial

Total Faculty:	22	Utilization Report				
		Female	Total Minority	Asian/Nat. Haw./Other Pac. Isl.	Black/African Am.	Hispanic/Latino
Number of Faculty		10	5	2	1	2
Underutilized (Y = Yes)		Y	Y		Y	Y
Number Underutilized		7	1		1	1
Actual Utilization Percent		45.5%	22.7%	9.1%	4.5%	9.1%
Labor Market Avail. Percent		75.0%	29.3%	5.8%	8.8%	12.2%

Baruch College

Public Administration

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

10250 Public Affairs

Job Group Faculty-Professorial

Total Faculty:	41	Utilization Report				
		Female	Total Minority	Asian/Nat. Haw./Other Pac. Isl.	Black/African Am.	Hispanic/Latino
Number of Faculty	41	14	12	6	1	5
Underutilized (Y = Yes)		Y			Y	
Number Underutilized		12			6	
Actual Utilization Percent		34.1%	29.3%	14.6%	2.4%	12.2%
Labor Market Avail. Percent		62.7%	31.4%	7.3%	18.1%	4.9%

Job Group Faculty-Lecturer

Total Faculty:	8	Utilization Report				
		Female	Total Minority	Asian/Nat. Haw./Other Pac. Isl.	Black/African Am.	Hispanic/Latino
Number of Faculty	8	5	1	0	1	0
Underutilized (Y = Yes)			Y	Y	Y	Y
Number Underutilized			3	1	1	1
Actual Utilization Percent		62.5%	12.5%	0.0%	12.5%	0.0%
Labor Market Avail. Percent		58.4%	48.0%	8.9%	21.0%	15.8%

Baruch College

Social Sciences

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

- 10236 Political Science
- 10014 Sociology and Anthropology

Job Group Faculty-Professorial

Total Faculty: 26

Utilization Report

	Female	Total Minority	Asian/Nat. Haw./Other Pac. Isl.	Black/African Am.	Hispanic/Latino
Number of Faculty	10	6	2	3	1
Underutilized (Y = Yes)					Y
Number Underutilized					1
Actual Utilization Percent	38.5%	23.1%	7.7%	11.5%	3.8%
Labor Market Avail. Percent	46.9%	20.7%	5.7%	5.5%	7.5%

Baruch College

Visual and Performing Arts

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

10115 Fine & Performing Arts

Job Group Faculty-Professorial

Total Faculty:	15	Utilization Report				
		Female	Total Minority	Asian/Nat. Haw./Other Pac. Isl.	Black/African Am.	Hispanic/Latino
Number of Faculty	10	3	2	0	0	
Underutilized (Y = Yes)				Y	Y	
Number Underutilized				1	1	
Actual Utilization Percent	66.7%	20.0%	13.3%	0.0%	0.0%	
Labor Market Avail. Percent	50.7%	19.6%	8.0%	4.0%	4.9%	

Baruch College

Appendix F provides tables with detail on personnel activities and faculty tenure actions by ethnicity and gender. This first section (F-1) provides detail on personnel activity in the categories noted below, evaluated by job group and by EEO Category.

Detail on selected categories/groups with material levels of activity are published here.

Personnel Action Categories

Action Type

Description

Advancement

Moved to a job title that represents career advancement, whether or not on a published career path. Can be evaluated by sub-categories (Moved to a Higher Title within Group and Moved to a Higher Job Group).

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EEO Category Summary

Executive/Administrative/Managerial

	Net category Changes	NET ADDITIONS		Additions by Type		NET SUBTRACTIONS		Subtractions by Type		Detail of Transfers or Promotions out of Category				CHANGES WITHIN CATEGORY (not counted in totals)	
		Additions #	Additions %	External Hires (CUNY or College)	Transfers or Promotions into this category	Subtractions #	Subtractions %	Separation (Left College or Left CUNY)	Transfers or Promotions out of this category	Left for a Higher category	Left for a Lower category	Other Change	Returned to Faculty	Advancements	Other Changes
Total	(1)	15		11	4	(16)		(15)	(1)	-	-	-	(1)	3	-
Male	-	7	47%	6	1	(7)	44%	(6)	(1)	-	-	-	(1)	-	-
Female	-	8	53%	5	3	(8)	50%	(8)	-	-	-	-	-	3	-
Other/Unknown	(1)	-	0%	-	-	(1)	6%	(1)	-	-	-	-	-	-	-
Total Min	-	7	47%	6	1	(7)	44%	(7)	-	-	-	-	-	2	-
Asian	-	-	0%	-	-	-	0%	-	-	-	-	-	-	-	-
Black	4	7	47%	6	1	(3)	19%	(3)	-	-	-	-	-	1	-
Hispanic	(4)	-	0%	-	-	(4)	25%	(4)	-	-	-	-	-	1	-
Other Minority	-	-	0%	-	-	-	0%	-	-	-	-	-	-	-	-
Italian-American	2	2	13%	2	-	-	0%	-	-	-	-	-	-	-	-
White (Not Ital)	(3)	6	40%	3	3	(9)	56%	(8)	(1)	-	-	-	(1)	1	-
All White	(1)	8	53%	5	3	(9)	56%	(8)	(1)	-	-	-	(1)	1	-
Unknown	-	-	0%	-	-	-	0%	-	-	-	-	-	-	-	-
Veterans	-	-	0%	-	-	-	0%	-	-	-	-	-	-	-	-
Individuals w/Disabilities	-	-	0%	-	-	-	0%	-	-	-	-	-	-	-	-

This chart summarizes moves of employees into and out of an EEO Job Category, which normally includes more than one job group. Moves between job groups within a category may appear in the "Internal Advancements" column.

EEO Category Summary

Professional Faculty

	Net category Changes	NET ADDITIONS		Additions by Type		NET SUBTRACTIONS		Subtractions by Type		Detail of Transfers or Promotions out of Category				CHANGES WITHIN CATEGORY (not counted in totals)	
		Additions #	Additions %	External Hires (CUNY or College)	Transfers or Promotions into this category	Subtractions #	Subtractions %	Separation (Left College or Left CUNY)	Transfers or Promotions out of this category	Left for a Higher category	Left for a Lower category	Other Change	Returned to Faculty	Advancements	Other Changes
Total	(4)	19		18	1	(23)		(22)	(1)	(1)	-	-	-	12	-
Male	-	11	58%	10	1	(11)	48%	(10)	(1)	(1)	-	-	-	5	-
Female	(4)	8	42%	8	-	(12)	52%	(12)	-	-	-	-	-	7	-
Other/Unknown	-	-	0%	-	-	-	0%	-	-	-	-	-	-	-	-
Total Min	2	8	42%	8	-	(6)	26%	(6)	-	-	-	-	-	4	-
Asian	3	6	32%	6	-	(3)	13%	(3)	-	-	-	-	-	4	-
Black	(1)	2	11%	2	-	(3)	13%	(3)	-	-	-	-	-	-	-
Hispanic	-	-	0%	-	-	-	0%	-	-	-	-	-	-	-	-
Other Minority	-	-	0%	-	-	-	0%	-	-	-	-	-	-	-	-
Italian-American	1	2	11%	2	-	(1)	4%	(1)	-	-	-	-	-	-	-
White (Not Ital)	(7)	9	47%	8	1	(16)	70%	(15)	(1)	(1)	-	-	-	8	-
All White	(6)	11	58%	10	1	(17)	74%	(16)	(1)	(1)	-	-	-	8	-
Unknown	-	-	0%	-	-	-	0%	-	-	-	-	-	-	-	-
Veterans	-	-	0%	-	-	-	0%	-	-	-	-	-	-	-	-
Individuals w/Disabilities	-	-	0%	-	-	-	0%	-	-	-	-	-	-	-	-

This chart summarizes moves of employees into and out of an EEO Job Category, which normally includes more than one job group. Moves between job groups within a category may appear in the "Internal Advancements" column.

EEO Category Summary
Professional Non-Faculty

	Net category Changes	NET ADDITIONS		Additions by Type		NET SUBTRACTIONS		Subtractions by Type		Detail of Transfers or Promotions out of Category				CHANGES WITHIN CATEGORY (not counted in totals)	
		Additions #	Additions %	External Hires (CUNY or College)	Transfers or Promotions into this category	Subtractions #	Subtractions %	Separation (Left College or Left CUNY)	Transfers or Promotions out of this category	Left for a Higher category	Left for a Lower category	Other Change	Returned to Faculty	Advancements	Other Changes
Total	8	31		30	1	(23)		(20)	(3)	(3)	-	-	-	9	-
Male	3	7	23%	7	-	(4)	17%	(4)	-	-	-	-	-	1	-
Female	5	24	77%	23	1	(19)	83%	(16)	(3)	(3)	-	-	-	8	-
Other/Unknown	-	-	0%	-	-	-	0%	-	-	-	-	-	-	-	-
Total Min	7	21	68%	20	1	(14)	61%	(13)	(1)	(1)	-	-	-	8	-
Asian	(3)	3	10%	3	-	(6)	26%	(6)	-	-	-	-	-	1	-
Black	3	8	26%	7	1	(5)	22%	(4)	(1)	(1)	-	-	-	1	-
Hispanic	7	10	32%	10	-	(3)	13%	(3)	-	-	-	-	-	6	-
Other Minority	-	-	0%	-	-	-	0%	-	-	-	-	-	-	-	-
Italian-American	-	-	0%	-	-	-	0%	-	-	-	-	-	-	1	-
White (Not Ital)	1	10	32%	10	-	(9)	39%	(7)	(2)	(2)	-	-	-	-	-
All White	1	10	32%	10	-	(9)	39%	(7)	(2)	(2)	-	-	-	1	-
Unknown	-	-	0%	-	-	-	0%	-	-	-	-	-	-	-	-
Veterans	1	1	3%	1	-	-	0%	-	-	-	-	-	-	-	-
Individuals w/Disabilities	(1)	1	3%	1	-	(2)	9%	(2)	-	-	-	-	-	-	-

This chart summarizes moves of employees into and out of an EEO Job Category, which normally includes more than one job group. Moves between job groups within a category may appear in the "Internal Advancements" column.

EEO Category Summary

Administrative Support Workers

	Net category Changes	NET ADDITIONS		Additions by Type		NET SUBTRACTIONS		Subtractions by Type		Detail of Transfers or Promotions out of Category				CHANGES WITHIN CATEGORY (not counted in totals)	
		Additions #	Additions %	External Hires (CUNY or College)	Transfers or Promotions into this category	Subtractions #	Subtractions %	Separation (Left College or Left CUNY)	Transfers or Promotions out of this category	Left for a Higher category	Left for a Lower category	Other Change	Returned to Faculty	Advancements	Other Changes
Total	(11)	2		2	-	(13)		(12)	(1)	(1)	-	-	-	-	-
Male	(4)	-	0%	-	-	(4)	31%	(4)	-	-	-	-	-	-	-
Female	(7)	2	100%	2	-	(9)	69%	(8)	(1)	(1)	-	-	-	-	-
Other/Unknown	-	-	0%	-	-	-	0%	-	-	-	-	-	-	-	-
Total Min	(10)	1	50%	1	-	(11)	85%	(10)	(1)	(1)	-	-	-	-	-
Asian	(2)	-	0%	-	-	(2)	15%	(2)	-	-	-	-	-	-	-
Black	(6)	1	50%	1	-	(7)	54%	(6)	(1)	(1)	-	-	-	-	-
Hispanic	(2)	-	0%	-	-	(2)	15%	(2)	-	-	-	-	-	-	-
Other Minority	-	-	0%	-	-	-	0%	-	-	-	-	-	-	-	-
Italian-American	-	-	0%	-	-	-	0%	-	-	-	-	-	-	-	-
White (Not Ital)	(1)	1	50%	1	-	(2)	15%	(2)	-	-	-	-	-	-	-
All White	(1)	1	50%	1	-	(2)	15%	(2)	-	-	-	-	-	-	-
Unknown	-	-	0%	-	-	-	0%	-	-	-	-	-	-	-	-
Veterans	-	-	0%	-	-	-	0%	-	-	-	-	-	-	-	-
Individuals w/Disabilities	-	-	0%	-	-	-	0%	-	-	-	-	-	-	-	-

This chart summarizes moves of employees into and out of an EEO Job Category, which normally includes more than one job group. Moves between job groups within a category may appear in the "Internal Advancements" column.

EEO Category Summary

Technicians

	Net category Changes	NET ADDITIONS		Additions by Type		NET SUBTRACTIONS		Subtractions by Type		Detail of Transfers or Promotions out of Category				CHANGES WITHIN CATEGORY (not counted in totals)	
		Additions #	Additions %	External Hires (CUNY or College)	Transfers or Promotions into this category	Subtractions #	Subtractions %	Separation (Left College or Left CUNY)	Transfers or Promotions out of this category	Left for a Higher category	Left for a Lower category	Other Change	Returned to Faculty	Advance-ments	Other Changes
Total	(1)	1		1	-	(2)		(2)	-	-	-	-	-	-	-
Male	(2)	-	0%	-	-	(2)	100%	(2)	-	-	-	-	-	-	-
Female	1	1	100%	1	-	-	0%	-	-	-	-	-	-	-	-
Other/Unknown	-	-	0%	-	-	-	0%	-	-	-	-	-	-	-	-
Total Min	(1)	1	100%	1	-	(2)	100%	(2)	-	-	-	-	-	-	-
Asian	-	1	100%	1	-	(1)	50%	(1)	-	-	-	-	-	-	-
Black	-	-	0%	-	-	-	0%	-	-	-	-	-	-	-	-
Hispanic	(1)	-	0%	-	-	(1)	50%	(1)	-	-	-	-	-	-	-
Other Minority	-	-	0%	-	-	-	0%	-	-	-	-	-	-	-	-
<i>Italian-American</i>	-	-	0%	-	-	-	0%	-	-	-	-	-	-	-	-
<i>White (Not Ital)</i>	-	-	0%	-	-	-	0%	-	-	-	-	-	-	-	-
All White	-	-	0%	-	-	-	0%	-	-	-	-	-	-	-	-
Unknown	-	-	0%	-	-	-	0%	-	-	-	-	-	-	-	-
Veterans	-	-	0%	-	-	-	0%	-	-	-	-	-	-	-	-
Individuals w/Disabilities	-	-	0%	-	-	-	0%	-	-	-	-	-	-	-	-

This chart summarizes moves of employees into and out of an EEO Job Category, which normally includes more than one job group. Moves between job groups within a category may appear in the "Internal Advancements" column.

EEO Category Summary

Craft Workers

	Net category Changes	NET ADDITIONS		Additions by Type		NET SUBTRACTIONS		Subtractions by Type		Detail of Transfers or Promotions out of Category				CHANGES WITHIN CATEGORY (not counted in totals)	
		Additions #	Additions %	External Hires (CUNY or College)	Transfers or Promotions into this category	Subtractions #	Subtractions %	Separation (Left College or Left CUNY)	Transfers or Promotions out of this category	Left for a Higher category	Left for a Lower category	Other Change	Returned to Faculty	Advance-ments	Other Changes
Total	(6)	-		-	-	(6)		(6)	-	-	-	-	2	-	
Male	(5)	-	0%	-	-	(5)	83%	(5)	-	-	-	-	2	-	
Female	(1)	-	0%	-	-	(1)	17%	(1)	-	-	-	-	-	-	
Other/Unknown	-	-	0%	-	-	-	0%	-	-	-	-	-	-	-	
Total Min	-	-	0%	-	-	-	0%	-	-	-	-	-	2	-	
Asian	-	-	0%	-	-	-	0%	-	-	-	-	-	-	-	
Black	-	-	0%	-	-	-	0%	-	-	-	-	-	-	-	
Hispanic	-	-	0%	-	-	-	0%	-	-	-	-	-	2	-	
Other Minority	-	-	0%	-	-	-	0%	-	-	-	-	-	-	-	
Italian-American	(1)	-	0%	-	-	(1)	17%	(1)	-	-	-	-	-	-	
White (Not Ital)	(5)	-	0%	-	-	(5)	83%	(5)	-	-	-	-	-	-	
All White	(6)	-	0%	-	-	(6)	100%	(6)	-	-	-	-	-	-	
Unknown	-	-	0%	-	-	-	0%	-	-	-	-	-	-	-	
Veterans	-	-	0%	-	-	-	0%	-	-	-	-	-	-	-	
Individuals w/Disabilities	-	-	0%	-	-	-	0%	-	-	-	-	-	-	-	

This chart summarizes moves of employees into and out of an EEO Job Category, which normally includes more than one job group. Moves between job groups within a category may appear in the "Internal Advancements" column.

EEO Category Summary

Service Workers and Others

	Net category Changes	NET ADDITIONS		Additions by Type		NET SUBTRACTIONS		Subtractions by Type		Detail of Transfers or Promotions out of Category				CHANGES WITHIN CATEGORY (not counted in totals)	
		Additions #	Additions %	External Hires (CUNY or College)	Transfers or Promotions into this category	Subtractions #	Subtractions %	Separation (Left College or Left CUNY)	Transfers or Promotions out of this category	Left for a Higher category	Left for a Lower category	Other Change	Returned to Faculty	Advancements	Other Changes
Total	(4)	4		4	-	(8)		(8)	-	-	-	-	5	4	
Male	(1)	2	50%	2	-	(3)	38%	(3)	-	-	-	-	4	3	
Female	(3)	2	50%	2	-	(5)	63%	(5)	-	-	-	-	1	1	
Other/Unknown	-	-	0%	-	-	-	0%	-	-	-	-	-	-	-	
Total Min	(5)	3	75%	3	-	(8)	100%	(8)	-	-	-	-	4	3	
Asian	-	-	0%	-	-	-	0%	-	-	-	-	-	-	-	
Black	(1)	3	75%	3	-	(4)	50%	(4)	-	-	-	-	3	2	
Hispanic	(4)	-	0%	-	-	(4)	50%	(4)	-	-	-	-	1	1	
Other Minority	-	-	0%	-	-	-	0%	-	-	-	-	-	-	-	
Italian-American	-	-	0%	-	-	-	0%	-	-	-	-	-	-	-	
White (Not Ital)	1	1	25%	1	-	-	0%	-	-	-	-	-	1	1	
All White	1	1	25%	1	-	-	0%	-	-	-	-	-	1	1	
Unknown	-	-	0%	-	-	-	0%	-	-	-	-	-	-	-	
Veterans	1	1	25%	1	-	-	0%	-	-	-	-	-	-	-	
Individuals w/Disabilities	-	-	0%	-	-	-	0%	-	-	-	-	-	-	-	

This chart summarizes moves of employees into and out of an EEO Job Category, which normally includes more than one job group. Moves between job groups within a category may appear in the "Internal Advancements" column.

Baruch College

Appendix F-2 presents a summary of tenure actions. Tenure is a permanent status awarded on the basis of years of service and/or academic or research achievement.

Faculty in Professorial titles (other than visiting) are eligible for tenure which is awarded based on academic or research achievement and service. College Laboratory Technicians are eligible for tenure based on years of service, and Lecturers are eligible for a Certificate of Continuous Employment (CCE) based on years of service. K-12 Teachers and Counselors are also eligible for tenure.

Tenure is effective on September 1 of each academic year. Individuals listed here were awarded tenure effective September 1, 2019 (during this past plan year).

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

APPENDIX F-2 - TENURE ACTIONS BY DEPT / JOB GROUP / TITLE (FACULTY / CLT)

2020 - 2021

Baruch College

Asst Professor	Gained Tenure	Tenured	Female	Asian/Nat.Haw./Other Pac. Isl.
Lecturer	Gained Tenure	CCE Certificate Continuous Emp	Male	White
Asst Professor	Gained Tenure	Tenured	Male	Asian/Nat.Haw./Other Pac. Isl.
Asst Professor	Gained Tenure	Tenured	Female	White
Asst Professor	Gained Tenure	Tenured	Male	White
Asst Professor	Gained Tenure	Tenured	Female	White
Asst Professor	Gained Tenure	Tenured	Male	Asian/Nat.Haw./Other Pac. Isl.
Asst Professor	Gained Tenure	Tenured	Female	Asian/Nat.Haw./Other Pac. Isl.
Professor	Hired with Tenure	Tenured	Male	Asian/Nat.Haw./Other Pac. Isl.
Asst Professor	Gained Tenure	Tenured	Male	Asian/Nat.Haw./Other Pac. Isl.

Summary for the College

Total Staff:	Ttl Minority	Asian	Black/AfAm	Hispanic/Latino	White	Oth/Unk
4 Female	2	2	0	0	2	0
6 Male	4	4	0	0	2	0
0 Oth/Unk	0	0	0	0	0	0
10 Total	6	6	0	0	4	0

Baruch College

This appendix provides detail on searches performed by job group, ethnicity, and gender. Detail is provided on applicants, interviews, and offers. The scope of this report includes searches which officially concluded by a job offer during the previous plan year (June 1, 2019 through May 31, 2020).

Category Summary

Executive-Administrative-Managerial

	Records	Applicant	Appl%	Interview	Int%	Offer	Off%	Hire	Hire%
Total	849	721		80		12		12	
Male	364	331	46%	37	46%	5	42%	5	42%
Female	392	314	44%	36	45%	6	50%	6	50%
Other	93	76	11%	7	9%	1	8%	1	8%
Total Min	474	396	55%	30	38%	6	50%	6	50%
Asian	89	66	9%	6	8%	-	0%	-	0%
Black	206	178	25%	17	21%	5	42%	5	42%
Hispanic/Latino	161	139	19%	6	8%	1	8%	1	8%
Other inc 2 or more	18	13	2%	1	1%	-	0%	-	0%
Italian American	32	29	4%	5	6%	-	0%	-	0%
White (Not Ital)	305	262	36%	44	55%	5	42%	5	42%
All White	337	291	40%	49	61%	5	42%	5	42%
Unknown	38	34	5%	1	1%	1	8%	1	8%
Veterans	34	33	5%	3	4%	-	0%	-	0%
Indiv. w Disabilities	35	30	4%	5	6%	-	0%	-	0%

Category Summary

Professional Faculty

	Records	Applicant	Appl%	Interview	Int%	Offer	Off%	Hire	Hire%
Total	374	369		36		6		6	
Male	196	194	53%	16	44%	4	67%	4	67%
Female	119	118	32%	14	39%	2	33%	2	33%
Other	59	57	15%	6	17%	-	0%	-	0%
Total Min	208	205	56%	21	58%	4	67%	4	67%
Asian	113	110	30%	18	50%	4	67%	4	67%
Black	61	61	17%	1	3%	-	0%	-	0%
Hispanic/Latino	30	30	8%	2	6%	-	0%	-	0%
Other inc 2 or more	4	4	1%	-	0%	-	0%	-	0%
Italian American	10	10	3%	-	0%	-	0%	-	0%
White (Not Ital)	135	133	36%	10	28%	2	33%	2	33%
All White	145	143	39%	10	28%	2	33%	2	33%
Unknown	21	21	6%	5	14%	-	0%	-	0%
Veterans	6	6	2%	1	3%	-	0%	-	0%
Indiv. w Disabilities	13	13	4%	1	3%	-	0%	-	0%

Category Summary

Professional Non-Faculty

	Records	Applicant	Appl%	Interview	Int%	Offer	Off%	Hire	Hire%
Total	3,263	3,089		152		30		29	
Male	941	903	29%	39	26%	6	20%	6	21%
Female	2,004	1,892	61%	102	67%	22	73%	21	72%
Other	290	266	9%	5	3%	2	7%	2	7%
Total Min	2,293	2,167	70%	99	65%	18	60%	17	59%
Asian	510	490	16%	22	14%	4	13%	4	14%
Black	869	831	27%	35	23%	6	20%	6	21%
Hispanic/Latino	813	752	24%	39	26%	8	27%	7	24%
Other inc 2 or more	101	94	3%	3	2%	-	0%	-	0%
Italian American	100	96	3%	5	3%	1	3%	1	3%
White (Not Ital)	723	684	22%	39	26%	9	30%	9	31%
All White	823	780	25%	44	29%	10	33%	10	34%
Unknown	147	142	5%	9	6%	2	7%	2	7%
Veterans	37	36	1%	1	1%	1	3%	1	3%
Indiv. w Disabilities	137	136	4%	4	3%	1	3%	1	3%

Category Summary

Administrative Support Workers

	Records	Applicant	Appl%	Interview	Int%	Offer	Off%	Hire	Hire%
Total	148	148		6		1		1	
Male	89	89	60%	4	67%	1	100%	1	100%
Female	40	40	27%	1	17%	-	0%	-	0%
Other	19	19	13%	1	17%	-	0%	-	0%
Total Min	125	125	84%	5	83%	1	100%	1	100%
Asian	19	19	13%	-	0%	-	0%	-	0%
Black	70	70	47%	4	67%	-	0%	-	0%
Hispanic/Latino	34	34	23%	1	17%	1	100%	1	100%
Other inc 2 or more	2	2	1%	-	0%	-	0%	-	0%
Italian American	2	2	1%	-	0%	-	0%	-	0%
White (Not Ital)	12	12	8%	1	17%	-	0%	-	0%
All White	14	14	9%	1	17%	-	0%	-	0%
Unknown	9	9	6%	-	0%	-	0%	-	0%
Veterans	3	3	2%	-	0%	-	0%	-	0%
Indiv. w Disabilities	6	6	4%	1	17%	-	0%	-	0%

Category Summary

Craft Workers

	Records	Applicant	Appl%	Interview	Int%	Offer	Off%	Hire	Hire%
Total	58	58		8		1		1	
Male	42	42	72%	7	88%	1	100%	1	100%
Female	2	2	3%	-	0%	-	0%	-	0%
Other	14	14	24%	1	13%	-	0%	-	0%
Total Min	27	27	47%	2	25%	-	0%	-	0%
Asian	3	3	5%	-	0%	-	0%	-	0%
Black	12	12	21%	1	13%	-	0%	-	0%
Hispanic/Latino	10	10	17%	1	13%	-	0%	-	0%
Other inc 2 or more	2	2	3%	-	0%	-	0%	-	0%
Italian American	4	4	7%	-	0%	-	0%	-	0%
White (Not Ital)	22	22	38%	6	75%	1	100%	1	100%
All White	26	26	45%	6	75%	1	100%	1	100%
Unknown	5	5	9%	-	0%	-	0%	-	0%
Veterans	3	3	5%	1	13%	-	0%	-	0%
Indiv. w Disabilities	1	1	2%	-	0%	-	0%	-	0%

Category Summary

Service Workers and Others

	Records	Applicant	Appl%	Interview	Int%	Offer	Off%	Hire	Hire%
Total	84	84		11		2		2	
Male	49	49	58%	8	73%	2	100%	2	100%
Female	18	18	21%	2	18%	-	0%	-	0%
Other	17	17	20%	1	9%	-	0%	-	0%
Total Min	67	67	80%	9	82%	2	100%	2	100%
Asian	1	1	1%	-	0%	-	0%	-	0%
Black	34	34	40%	5	45%	1	50%	1	50%
Hispanic/Latino	28	28	33%	4	36%	1	50%	1	50%
Other inc 2 or more	4	4	5%	-	0%	-	0%	-	0%
Italian American	1	1	1%	-	0%	-	0%	-	0%
White (Not Ital)	10	10	12%	-	0%	-	0%	-	0%
All White	11	11	13%	-	0%	-	0%	-	0%
Unknown	6	6	7%	2	18%	-	0%	-	0%
Veterans	3	3	4%	1	9%	1	50%	1	50%
Indiv. w Disabilities	3	3	4%	-	0%	-	0%	-	0%

Baruch College

Appendix H presents utilization of Individuals with Disabilities ("IWD") by job group. It presents total staff in the job group, number of Individuals with Disabilities, and percentage of Individuals with Disabilities in the job group.

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

Total Individual(s) with Disabilities: 25 Percent of total reported employees: 2.1%

APPENDIX H - UTILIZATION OF INDIVIDUALS WITH DISABILITIES

2020 - 2021

Baruch College

Category: Executive/Administrative/Managerial

Job Group	Staff	Indiv. with Disabilities	Rate
Administration 1 (Executive)	33	0	0.0%
Administration 2 (Manager)	152	4	2.6%
Facility Manager	1	0	0.0%
IT Computer Manager	3	0	0.0%
Security Manager	3	0	0.0%

Category: Professional Faculty

Job Group	Staff	Indiv. with Disabilities	Rate
Faculty-Professorial	424	6	1.4%
Faculty-Librarian	22	0	0.0%
Faculty-Lecturer	61	0	0.0%

Category: Professional Non-Faculty

Job Group	Staff	Indiv. with Disabilities	Rate
Accountant	5	0	0.0%
Administration 3 (Professional)	207	9	4.3%
Administration 5 (Engineer-Architect)	2	0	0.0%
IT Computer Professional	26	0	0.0%

Category: Administrative Support Workers

Job Group	Staff	Indiv. with Disabilities	Rate
Accountant Assistant	6	0	0.0%
Administrative Assistant	20	1	5.0%
Office Assistant	44	4	9.1%
Mail Services Worker	3	0	0.0%

Category: Craft Workers

Job Group	Staff	Indiv. with Disabilities	Rate
Basic Crafts-Buildings and Grounds	10	0	0.0%
Laborers and Helpers	2	0	0.0%
Skilled Trades-Supervisor	3	0	0.0%
Skilled Trades	18	0	0.0%

Category: Technicians

Job Group	Staff	Indiv. with Disabilities	Rate
Administration 4 (College Lab Tech)	7	0	0.0%
Broadcast/Media	3	0	0.0%
IT Support Technician	1	0	0.0%

Category: Service Workers and Others

Job Group	Staff	Indiv. with Disabilities	Rate
Campus Public Safety Sergeant	11	0	0.0%
Campus Peace Officer	36	1	2.8%
Campus Security Assistant	29	0	0.0%
Custodial Supervisor	12	0	0.0%
Custodial	72	0	0.0%