

# 2024-2025 AFFIRMATIVE ACTION PLANS

## Baruch College

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

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This plan is available for review on the webpages of the [Baruch College Office of Diversity Compliance and Equity Initiatives = Strategic Initiatives](#)



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## PART ONE: INTRODUCTION AND BACKGROUND

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

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

The employee census date is June 1, 2024. The previous reporting year was June 1, 2023 – May 31, 2024. The program year for this plan is September 1, 2024 – August 31, 2025.

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

### Overview

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

### Policies

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

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

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

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

### Responsibilities

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

#### Italian American Faculty and Staff Council

Baruch College participates in the University's John D. Calandra Italian American Institute - Faculty and Staff Council. Campus Delegates appointment by Dr. S. David Wu and Dean Jessica Lang are:

- Professor Antonietta D’Amelio, Lecturer, Department of Modern Languages and Comparative Literature (appointed November 2022)
- Professor Angelo R. Dicuonzo, Doctoral Lecturer, Department of Modern Languages and Comparative Literature (appointed January 2023)

### University Management

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

## **PART TWO: DATA AND ANALYSIS**

### **Collecting Employee Data**

We extracted data on active employees as of June 1, 2024, from CUNY’s system of record, CUNYfirst. We include personnel on most paid leaves, including medical and fellowship/sabbatical leave. We exclude personnel on terminal leaves such as retirement leave, student workers (including Graduate Assistants) and people employed separately by CUNY’s Research Foundation.

We invite employees to self-identify gender, race/ethnicity, Italian American status, veteran status, and disability status. Employees may update selections at any time on an Employee Self-Service portal. We conducted the last self-identification canvas on May 8, 2024. We invite job applicants to self-identify on the job application portal.

### **Self-Identification Categories**

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

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

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

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

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

## **Analyzing Data**

We analyze workforce data as mandated, covering:

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

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

## **Workforce Analysis**

Workforce Analysis is a review of employees within their assigned division and department. We review demographic data by job title in order of rank (salary range).

Due to length, we do not publish the Workforce Analysis charts in this report.

Reviewing the demographic composition of the college this year, there were 2,838 total employees, 1,515 or 53.4% of all job groups comprising of staff and faculty self-identified as protected ethnicities; 1,457 or 51.3% self-identified as female, while 95 or 3.3% of all job groups comprising of staff and faculty who self-identified as Italian American. This number represents no change in our employees who self-identified as Italian as compared to the last reporting year.

Tables 1 and 2 provide a summary of staffing by job group and tenure by faculty rank.

## **Job Group Analysis**

Job Group Analysis is a review by job function based on groups of jobs with similar duties and qualifications. For some reports we “roll up” job groups into categories based on the federal EEO-1 coding system.

CUNY organizes data about College Laboratory Technicians by assigning the employees’ departments to one of two categories: Scientific/Engineering/Technical or General (non-scientific) category.

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

## **Utilization Analysis**

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

Labor market availability is a benchmark calculated by job group. It is an estimate of the ratio of females, federally protected ethnicities, and Italian Americans available for employment. This information is based on both an external labor market in a reasonable geographic area, and an internal labor market of CUNY personnel eligible for advancement. We last calculated labor market availability in 2023.

It is not possible for anyone to exactly calculate labor market availability, as all calculations are based on historical data. We consider the calculations and the resulting findings to be general indicators.

We calculated an internal labor market utilizing lists of CUNY-wide appointments between 2017-2022. For Classified Civil Service titles, we also consulted with CUNY’s Director of Civil Service Operations. This review resulted in a percentage of internal advancements for each job group. The resulting demographics are based on persons employed as of June 1, 2022.

For external labor market calculations, we utilized the US Census American Community Survey (ACS), 5-year estimate, 2017-2021 (final), extracted from University of Minnesota’s Integrated Public User Microdata Sample (IPUMS). We selected data based on geography, labor force participation, occupation, and educational attainment.

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

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

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

While we expect year-to-year variations to be a result of implementing our affirmative action plans, variations may also arise from changes in availability, hires, advancements, and separations.

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

### **Illustrative Tables**

***Table 1: Workforce by Job Group and Category***

***Table 2: Full-Time Faculty by Title and Tenure Status***

***Table 3: Historical Changes in Underutilization – Faculty***

***Table 4: Historical Changes in Underutilization – Staff and College Laboratory Technicians***

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

**2024-2025**

**Baruch College**

**Total Appointments: 2,838**

**Executive/Administrative/Managerial**

<b>Job Group</b>	<b>Ttl Empls</b>	<b>Female #</b>	<b>Female %</b>	<b>Pro. Eth #</b>	<b>Pro. Eth %</b>	<b>Ital. Am. #</b>	<b>Ital. Am. %</b>
Admin 1: Executive	31	16	51.6%	10	32.3%	4	12.9%
Admin 2: Managerial	169	115	68.0%	83	49.1%	12	7.1%
Admin 2: Managerial Adjunct	150	99	66.0%	84	56.0%	4	2.7%
Managerial: Facilities	1	0	0.0%	0	0.0%	0	0.0%
Managerial: Info Tech	3	0	0.0%	3	100.0%	0	0.0%
Managerial: Security	4	2	50.0%	4	100.0%	0	0.0%

**Professional Faculty**

<b>Job Group</b>	<b>Ttl Empls</b>	<b>Female #</b>	<b>Female %</b>	<b>Pro. Eth #</b>	<b>Pro. Eth %</b>	<b>Ital. Am. #</b>	<b>Ital. Am. %</b>
Faculty: Professoriate	434	181	41.7%	161	37.1%	19	4.4%
Faculty: Librarian	19	7	36.8%	9	47.4%	2	10.5%
Faculty: Lecturer	97	39	40.2%	29	29.9%	11	11.3%
Faculty: Lecturer Adjunct	614	279	45.4%	250	40.7%	27	4.4%
Faculty: Professoriate Adjunct	297	122	41.1%	85	28.6%	10	3.4%

**Professional Non-Faculty**

<b>Job Group</b>	<b>Ttl Empls</b>	<b>Female #</b>	<b>Female %</b>	<b>Pro. Eth #</b>	<b>Pro. Eth %</b>	<b>Ital. Am. #</b>	<b>Ital. Am. %</b>
Accountant: Professional	5	5	100.0%	4	80.0%	0	0.0%
Admin 3: Professional	207	152	73.4%	151	72.9%	6	2.9%
Admin 5: Engineer-Architect	1	1	100.0%	1	100.0%	0	0.0%
Disability Accommodation Specl Adjunct	2	1	50.0%	2	100.0%	0	0.0%
Info Tech: Professional	28	7	25.0%	25	89.3%	0	0.0%
Info Tech: Professional Adjunct	12	6	50.0%	7	58.3%	0	0.0%

**Administrative Support Workers**

<b>Job Group</b>	<b>Ttl Empls</b>	<b>Female #</b>	<b>Female %</b>	<b>Pro. Eth #</b>	<b>Pro. Eth %</b>	<b>Ital. Am. #</b>	<b>Ital. Am. %</b>
Accountant: Assistant	6	5	83.3%	6	100.0%	0	0.0%
Administrative Assistant	13	11	84.6%	10	76.9%	0	0.0%
Office Assistant	37	30	81.1%	26	70.3%	2	5.4%
Office Assistant Adjunct	513	321	62.6%	409	79.7%	1	0.2%
Mail Services Worker	3	0	0.0%	3	100.0%	0	0.0%

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

**2024-2025**

**Baruch College**

**Total Appointments: 2,838**

**Technicians**

<b>Job Group</b>	<b>Ttl Empls</b>	<b>Female #</b>	<b>Female %</b>	<b>Pro. Eth #</b>	<b>Pro. Eth %</b>	<b>Ital. Am. #</b>	<b>Ital. Am. %</b>
Admin 4: College Lab Technician	7	5	71.4%	2	28.6%	0	0.0%
Admin 4: College Lab Technician Adjunct	3	1	33.3%	1	33.3%	0	0.0%
Broadcast-Media	3	1	33.3%	3	100.0%	0	0.0%
Info Tech: Technician Adjunct	12	5	41.7%	12	100.0%	0	0.0%

**Craft Workers**

<b>Job Group</b>	<b>Ttl Empls</b>	<b>Female #</b>	<b>Female %</b>	<b>Pro. Eth #</b>	<b>Pro. Eth %</b>	<b>Ital. Am. #</b>	<b>Ital. Am. %</b>
Skilled Trades: Supervisory	3	0	0.0%	1	33.3%	0	0.0%
Skilled Trades: Not Supervisory	25	0	0.0%	8	32.0%	0	0.0%
Laborers and Helpers	1	0	0.0%	1	100.0%	0	0.0%
Basic Crafts-Buildings and Grounds	6	0	0.0%	2	33.3%	0	0.0%

**Service Workers**

<b>Job Group</b>	<b>Ttl Empls</b>	<b>Female #</b>	<b>Female %</b>	<b>Pro. Eth #</b>	<b>Pro. Eth %</b>	<b>Ital. Am. #</b>	<b>Ital. Am. %</b>
Campus Public Safety Sergeant	12	3	25.0%	11	91.7%	0	0.0%
Campus Peace Officer	24	7	29.2%	24	100.0%	0	0.0%
Campus Security Assistant	25	10	40.0%	23	92.0%	0	0.0%
Custodial: Supervisory	8	2	25.0%	7	87.5%	0	0.0%
Custodial: Assistant	63	24	38.1%	58	92.1%	0	0.0%

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

**2024-2025**

**Baruch College**

**Total Faculty: 550**

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

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

<b>Distinguished Lecturer</b>	<b>8</b>	<b>2</b>	<b>25.0%</b>	<b>1</b>	<b>12.5%</b>	<b>1</b>	<b>12.5%</b>
Instructors and others PSC	8	2	25.0%	1	12.5%	1	12.5%
<b>Lecturer</b>	<b>36</b>	<b>17</b>	<b>47.2%</b>	<b>10</b>	<b>27.8%</b>	<b>6</b>	<b>16.7%</b>
CCE Certificate Continuous Emp	12	6	50.0%	3	25.0%	3	25.0%
Lecturer track CCE	24	11	45.8%	7	29.2%	3	12.5%
<b>Lecturer Doc Sch</b>	<b>52</b>	<b>19</b>	<b>36.5%</b>	<b>18</b>	<b>34.6%</b>	<b>4</b>	<b>7.7%</b>
CCE Certificate Continuous Emp	11	4	36.4%	3	27.3%	1	9.1%
Lecturer track CCE	39	15	38.5%	14	35.9%	3	7.7%
Substitute >=6 Mo Or Prior Ben	2	0	0.0%	1	50.0%	0	0.0%
<b>Clinical Professor</b>	<b>1</b>	<b>1</b>	<b>100.0%</b>	<b>0</b>	<b>0.0%</b>	<b>0</b>	<b>0.0%</b>
Instructors and others PSC	1	1	100.0%	0	0.0%	0	0.0%

**Faculty: Librarian**

<b>Dist Lecturer-Librarian</b>	<b>1</b>	<b>0</b>	<b>0.0%</b>	<b>0</b>	<b>0.0%</b>	<b>0</b>	<b>0.0%</b>
Instructors and others PSC	1	0	0.0%	0	0.0%	0	0.0%
<b>Lecturer-Librarian</b>	<b>3</b>	<b>1</b>	<b>33.3%</b>	<b>1</b>	<b>33.3%</b>	<b>0</b>	<b>0.0%</b>
Lecturer track CCE	3	1	33.3%	1	33.3%	0	0.0%
<b>Asst Professor-Librarian</b>	<b>3</b>	<b>2</b>	<b>66.7%</b>	<b>2</b>	<b>66.7%</b>	<b>0</b>	<b>0.0%</b>
Track Tenure	3	2	66.7%	2	66.7%	0	0.0%
<b>Assc Professor-Librarian</b>	<b>9</b>	<b>3</b>	<b>33.3%</b>	<b>3</b>	<b>33.3%</b>	<b>2</b>	<b>22.2%</b>
Tenured	9	3	33.3%	3	33.3%	2	22.2%
<b>Professor-Librarian</b>	<b>3</b>	<b>1</b>	<b>33.3%</b>	<b>3</b>	<b>100.0%</b>	<b>0</b>	<b>0.0%</b>
Tenured	3	1	33.3%	3	100.0%	0	0.0%

**Faculty: Professoriate**

<b>Asst Professor</b>	<b>141</b>	<b>64</b>	<b>45.4%</b>	<b>84</b>	<b>59.6%</b>	<b>5</b>	<b>3.5%</b>
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**Full-Time Faculty by Title and Tenure Status**

**2024-2025**

**Baruch College**

**Total Faculty: 550**

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

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

<b>Asst Professor</b>	<b>141</b>	<b>64</b>	<b>45.4%</b>	<b>84</b>	<b>59.6%</b>	<b>5</b>	<b>3.5%</b>
Substitute >=6 Mo Or Prior Ben	1	0	0.0%	1	100.0%	0	0.0%
Tenured	5	0	0.0%	2	40.0%	0	0.0%
Track Tenure	135	64	47.4%	81	60.0%	5	3.7%
<b>Assc Professor</b>	<b>132</b>	<b>56</b>	<b>42.4%</b>	<b>50</b>	<b>37.9%</b>	<b>8</b>	<b>6.1%</b>
Substitute >=6 Mo Or Prior Ben	1	0	0.0%	0	0.0%	0	0.0%
Tenured	121	52	43.0%	46	38.0%	8	6.6%
Track Tenure	10	4	40.0%	4	40.0%	0	0.0%
<b>Visiting Professor</b>	<b>1</b>	<b>1</b>	<b>100.0%</b>	<b>1</b>	<b>100.0%</b>	<b>0</b>	<b>0.0%</b>
Visiting > = 50%	1	1	100.0%	1	100.0%	0	0.0%
<b>Professor</b>	<b>155</b>	<b>58</b>	<b>37.4%</b>	<b>26</b>	<b>16.8%</b>	<b>6</b>	<b>3.9%</b>
Tenured	155	58	37.4%	26	16.8%	6	3.9%
<b>Distinguished Professor</b>	<b>5</b>	<b>2</b>	<b>40.0%</b>	<b>0</b>	<b>0.0%</b>	<b>0</b>	<b>0.0%</b>
Instructors and others PSC	5	2	40.0%	0	0.0%	0	0.0%

Baruch College

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

This summary reports underutilization in:

- 2024 - 2025 Plan (as of 6/1/2024 - current plan)
- 2023 - 2024 Plan (as of 6/1/2023)
- 2022 - 2023 Plan (as of 6/1/2022)
- 2021 - 2022 Plan (as of 6/1/2021)

In 2023, we updated Labor Market Availability estimates, which could impact results between years. We also began calculating underutilization for adjunct faculty. In 2024, we refined the method to account for multiple adjunct appointments, which could reduce the total adjunct count.

Underutilization indicates areas of outreach for recruitment and advancement. When underutilization does not change year-to-year, it may be due to limited turnover (opportunities to hire or promote into the job group).

There are more details in the plan narrative and in Appendix D (Utilization Analysis).

Total Faculty	Female	Total Pro. Eth.	Asian/Nat Haw./OPI	Black/AfricanAm.	Hispanic/Latino	Italian American
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**Faculty: Professoriate Adjunct**

2024	297		16			23
2023	292		17			19

**Faculty: Professoriate**

2024	434					9
2023	403					10
2022	399					
2021	416					

**Faculty: Librarian**

2024	19	8			1	
2023	20	7				
2022	21	7				
2021	19	8				

**Faculty: Lecturer Adjunct**

2024	614					48
2023	554					43

**Faculty: Lecturer**

2024	97	10	8			
2023	77	11	3			
2022	56	7	6			
2021	57	9	7			

Baruch College

This exhibit summarizes underutilization of protected groups for non-faculty, presented by job group (organized by EEO Category, as in the Workforce Summary). We report job groups only in years they have five or more incumbents.

This summary reports underutilization in:

- 2024 - 2025 Plan (as of 6/1/2024 - current plan)
- 2023 - 2024 Plan (as of 6/1/2023)
- 2022 - 2023 Plan (as of 6/1/2022)
- 2021 - 2022 Plan (as of 6/1/2021)

In 2023, we updated Labor Market Availability estimates, which could impact results between years. We also began calculating underutilization for hourly appointments. In 2024, we refined the method to account for multiple hourly appointments, which could reduce the total staff count.

Underutilization indicates areas of potential outreach for recruitment and advancement. When underutilization does not change year-to-year, it may be due to limited turnover (opportunities to hire or promote into the job group).

There are more details in the plan narrative and in Appendix D (Utilization Analysis).

**Executive/Administrative/Managerial**

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

2024	31			2			
2023	31			2			
2022	31			1		1	
2021	30						

Admin 2: Managerial

2024	169						7
2023	163						8
2022	150						5
2021	153				6		4

Admin 2: Managerial Adjunct

2024	150					8	13
2023	168				10	9	17

Managerial: Security

2022	5						1
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**Professional Non-Faculty**

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

2024	5						
2023	5						
2022	5				2		
2021	5				2		

Admin 3: Professional

2024	207						22
2023	206						23
2022	205						22
2021	203						22

**Professional Non-Faculty**

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

2024	28	4				2
2023	29	4				2
2022	28	6				2
2021	26	4				2

Info Tech: Professional Adjunct

2024	12		3			1
2023	15	4	5			

**Administrative Support Workers**

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

2024	6					1
2023	7					1
2022	6					1
2021	5					1

Administrative Assistant

2024	13					1
2023	13					1
2022	18					1
2021	20					1

Office Assistant

2024	37		3			2
2023	39		3			2
2022	41					4
2021	38					4

Office Assistant Adjunct

2024	513					78
2023	503					74

**Technicians**

Total Staff	Female	Total Pro. Eth.	Asian/Nat Haw./OPI	Black/ African Am.	Hispanic/ Latino	Italian American
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Admin 4: College Lab Technician

*College Lab Tech: Science, Tech, Eng.*

2024	5		1	1		1
2023	5		1	1		1

Info Tech: Technician Adjunct

2024	12					1
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**Craft Workers**

Total Staff	Female	Total Pro. Eth.	Asian/Nat Haw./OPI	Black/ African Am.	Hispanic/ Latino	Italian American
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Basic Crafts-Buildings and Grounds

2024	6		1		1	1
2023	7	1		1		1
2022	9	1		1		

**Craft Workers**

	Total Staff	Female	Total Pro. Eth.	Asian/Nat Haw./OPI	Black/ African Am.	Hispanic/ Latino	Italian American
Basic Crafts-Buildings and Grounds							
2021	10	2		1			
Skilled Trades: Not Supervisory							
2024	25	1	4		3		3
2023	17				2		2
2022	21				2		2
2021	15		4		2	2	1
Skilled Trades: Supervisory							
2023	6		1		1		1

**Service Workers**

	Total Staff	Female	Total Pro. Eth.	Asian/Nat Haw./OPI	Black/ African Am.	Hispanic/ Latino	Italian American
Campus Peace Officer							
2024	24			2			2
2023	32			2			2
2022	32						5
2021	34			2			5
Campus Public Safety Sergeant							
2024	12			1			
2023	11						
2022	9						
2021	11			1			
Campus Security Assistant							
2024	25						2
2023	24						2
2022	25						2
2021	28						2
Custodial: Assistant							
2024	63						3
2023	64						3
2022	67						5
2021	69						5
Custodial: Supervisory							
2024	8	1		1		1	
2023	8	1		1			
2022	11	2		1			1
2021	12	2		1			1

## **Utilization, Underutilization, and Placement Goals**

### **Underutilization Decreased or Eliminated for Italian Americans**

1. Faculty: Professoriate – decreased underutilization from 10 to 9
2. Executive/Administrative/Managerial - decreased underutilization in the Admin 2: Managerial group from 8 to 7; and in the Admin 2: Managerial Adjunct group from 17 to 13
3. Professional Non-Faculty – decreased underutilization in the Admin 3: Professional group from 23 to 22

### **Underutilization Increased for Italian Americans**

1. Faculty: Professorial Adjunct – underutilization increased from 19 to 23
2. Faculty: Lecturer Adjunct – underutilization increased from 43 to 48
3. Professional Non-Faculty – developed an underutilization of one in the Info Tech: Professional Adjunct group
4. Administrative Support Worker – underutilization increased from 74 to 78 in the Office Assistant Adjunct group
5. Craft Workers – underutilization increased from 2 to 3 in the Skilled Trades: Not Supervisory group

### **No Change for Italian Americans**

1. Faculty: Librarian – remained the same with no underutilization
2. Faculty: Lecturer – remained the same with no underutilization
3. Executive/Administrative/Managerial - remained the same with no underutilization in the Admin 1: Executive group
4. Professional Non-Faculty – remained the same with no underutilization in the Accountant: Professional group, underutilization remained the same with underutilization of two in the Info Tech: Professional group
5. Administrative Support Workers – remained the same with one underutilization in the Accountant: Assistant group, remained the same with one underutilization in the Administrative Assistant group, remained the same with two in the Office Assistant group
6. Technicians – remained the same with one underutilization in the Admin 4: College Lab Technician group
7. Craft Workers – remained the same with one underutilization in the Basic Crafts-Buildings and Grounds group
8. Service Workers – remained the same with two underutilizations in the Campus Peace Officer group, remained the same with no underutilization in the Campus Public Safety Sergeant group, remained the same with two underutilizations in the Campus Security Assistant group, remained the same in the Custodial: Assistant group and remained the same with no underutilization in the Custodial: Supervisory group

### **Underutilization Decreased or Eliminated for Women and Federally Protected Ethnicities**

1. Faculty Professoriate Adjunct: Business, Management, Marketing and Support – decreased underutilization from 12 to 11 in the Black/African Am. group
2. Faculty Professoriate Adjunct: Communications, Journalism and Related – underutilization was eliminated in the Female group and underutilization was decreased from two to one in the Black/African Am. Group
3. Faculty Professoriate Adjunct: English language and Literature/Letter - underutilization was eliminated in the Hispanic/Latino group
4. Faculty Professoriate Adjunct: Mathematics and Computer Science – underutilization was eliminated in the Hispanic/Latino group
5. Faculty Professoriate Adjunct: Philosophy and Religious Studies – underutilization was eliminated in the Black/African Am. Group
6. Faculty Professoriate Adjunct: Psychology – underutilization was eliminated the Female group and in the Hispanic/Latino group
7. Faculty Professoriate Adjunct: Visual and Performing Arts – decreased underutilization from three to one in the Asian/Nat Haw./OPI group
8. Faculty Professoriate: Biological and Biomedical Sciences AND Physical Sciences – underutilization was eliminated in the Female group and in the Hispanic/Latino group
9. Faculty Professoriate: Business, Management, Marketing and Support – decreased underutilization from 17 to 13 in the Female group
10. Faculty Professoriate: Foreign Languages, Literature, and Linguistics – decreased underutilization from four to three in the Female group
11. Faculty Professoriate: Legal Professions and Studies – decreased underutilization from four to three in the Female group and underutilization was eliminated in the Black/African Am. group
12. Faculty Professoriate: Philosophy and Religious Studies - underutilization was eliminated in the Female group
13. Faculty Professoriate: Public Administration – decreased underutilization from ten to nine in the Black/African Am. group
14. Faculty Professoriate: Visual and Performing Arts – underutilization was eliminated in the Hispanic/Latino group
15. Faculty Lecturer Adjunct: Biology and Biomedical Sciences AND Physical Sciences - underutilization was eliminated from the Asian/Nat Haw./OPI group and Black/African Am. group
16. Faculty Lecturer Adjunct: Business, Management, Marketing and Support – decreased underutilization from 25 to 22 in the Female group
17. Faculty Lecturer Adjunct: Communications, Journalism and Related – decreased underutilization from two to one in the Asian/Nat Haw./OPI group and decreased underutilization from six to four in the Hispanic/Latino group
18. Faculty Lecturer Adjunct: English Language and Literature/Letters - decreased underutilization from 14 to 13 in the Female group and decreased underutilization

from nine to eight in the Hispanic/Latino group

19. Faculty Lecturer Adjunct: Foreign Languages, Literatures and Linguistics – underutilization was eliminated in the Hispanic/Latino group
20. Faculty Lecturer Adjunct: Mathematics and Computer Science – decreased underutilization from six to five in the Female group
21. Faculty Lecturer Adjunct: Mathematics and Statistics – underutilization was eliminated in the Hispanic/Latino group
22. Faculty Lecturer Adjunct: Psychology – decreased underutilization from three to one in the Hispanic/Latino group
23. Faculty Lecturer Adjunct: Public Administration – decreased underutilization from five to three in the Female group, decreased underutilization from two to one in the Hispanic/Latino group
24. Faculty Lecturer Adjunct: Visual and Performing Arts – underutilization was eliminated in the Hispanic/Latino group
25. Faculty Lecturer: Communication, Journalism, and Related – underutilization was eliminated in the Female group
26. Faculty Lecturer: English Language and Literature/Letters - decreased underutilization from five to three in the Female group
27. Faculty Lecturer: Mathematics and Statistics – underutilization was eliminated in the Hispanic/Latino group
28. Professional Non-Faculty: Information Technology Professional Adjunct – decreased underutilization from five to three in the Asian/Nat Haw./OPI group

#### **Underutilization Increased for Women and Federally Protected Ethnicities**

1. Basic Crafts-Buildings and Ground – developed an underutilization of one in the Hispanic/Latino group
2. Skilled Trades: Not Supervisory – developed an underutilization of one in the Female group and underutilization increased by one in the Black/African Am. group
3. Campus Public Safety Sergeant – developed an underutilization of one in the Asian/Nat Haw./OPI group
4. Custodial: Supervisor – developed an underutilization of one in the Hispanic/Latino group
5. Faculty Professoriate Adjunct: Business, Management, Marketing and Support – underutilization increased from 12 to 17 in the Female group
6. Faculty Professoriate Adjunct: English Language and Literature/Letter - underutilization increased from four to six in the Female group
7. Faculty Professoriate Adjunct: Public Administration – developed an underutilization of one in the Black/African Am. group
8. Faculty Professoriate Adjunct: Social Sciences – developed an underutilization of one in the Asian/Nat Haw./OPI group and underutilization increased by one in the Hispanic/Latino group

9. Faculty Professoriate Adjunct: Visual and Performing Arts – developed an underutilization of one in the Hispanic/Latino group
10. Faculty Professoriate: Business, Management, Marketing and Support – underutilization increased from 27 to 28 in the Black/African Am. group
11. Faculty Professoriate: Communications – developed an underutilization of one in the Black/African Am. group
12. Faculty Professoriate: Psychology – underutilization increased from four to six in the Female group
13. Faculty Professoriate: Public Administration – underutilization increased from 14 to 15 in the Female group
14. Faculty Librarian: Librarian/Non-Teaching – underutilization increased from 7 to 8 in the Female group and developed an underutilization of one in the Hispanic/Latino group
15. Faculty Lecturer Adjunct: Business, Management, Marketing and Support – underutilization increased from 18 to 22 in the Hispanic/Latino group
16. Faculty Lecturer Adjunct: English Language and Literature/Letters - developed an underutilization of three in the Black/African Am. group
17. Faculty Lecturer Adjunct: Mathematics and Computer Science – underutilization increased from three to four in the Hispanic/Latino group
18. Faculty Lecturer Adjunct: Public Administration – developed an underutilization of one in the Asian/Nat Haw./OPI group and developed an underutilization of one in the Black/African Am. group
19. Faculty Lecturer Adjunct: Social Science – underutilization increased from one three to six in the Female group, developed an underutilization of two in the Asian/Nat Haw./OPI group and developed an underutilization of one in the Black/African Am. group
20. Faculty Lecturer Adjunct: Visual and Performing Arts – developed an underutilization of one in the Asian/Nat Haw./OPI group
21. Faculty Lecturer: Business, Management, Marketing and Support – increase underutilization from four to five in the Female group and developed an underutilization of one in the Asian/Nat Haw./OPI group
22. Faculty Lecturer: Communication, Journalism and related – increased underutilization from one to two in the Hispanic/Latino group
23. Faculty Lecturer: English Language and Literature/Letters - increased underutilization from one to two in the Hispanic/Latino group
24. Faculty Lecturer: Mathematics and Statistics – increased underutilization from one to two in the Female group and increased underutilization from one to two in the Asian/Nat Haw./OPI group

**No Change for Women and Federally Protected Ethnicities**

1. Admin 1: Executives - remained the same with underutilization of two in the

Asian/Nat Haw./OPI group

2. Admin 2: Managerial – remained the same with no underutilization
3. Accountant Professional – remained the same with no underutilization
4. Admin 3: Professional – remained the same with no underutilization
5. Information Tech: Professional – remained the same with underutilization of four in the Female group
6. Accountant Assistant – remained the same with no underutilization
7. Administrative Assistant – remained the same with no underutilization
8. Office Assistant – remained the same with underutilization of three in the Asian/Nat Haw./OPI group
9. Office Assistant Adjunct – remained the same with no underutilization
10. Administration 4: College Lab Technicians (Science, Tech, English) - remained the same with one underutilization in the Asian/Nat Haw./OPI group
11. Campus Peace Officer – remained the same with underutilization of two in the Asian/Nat Haw./OPI group
12. Campus Security Assistant – remains the same with no underutilization
13. Custodial: Assistant – remains the same with no underutilization
14. Faculty Professoriate Adjunct: Education – remained the same with underutilization of one in the Female group and one in the Asian/Nat Haw./OPI group
15. Faculty Professoriate Adjunct: Foreign Languages, Literatures, and Linguistics – remained the same with no underutilization
16. Faculty Professoriate Adjunct: Legal Professions and Studies – remained the same with underutilization of seven in the Female group and one in the Black/African Am. group
17. Faculty Professoriate Adjunct: Mathematics and Statistics – remained the same remained the same with one underutilization in the Asian/Nat Haw./OPI group
18. Faculty Professoriate: English Language and Literature/Letters - remained the same with no underutilization
19. Faculty Professoriate: History remained the same with underutilization of one in the Hispanic/Latino group
20. Faculty Professoriate: Mathematics and Computer Science – remained the same with underutilization of two in the Hispanic/Latino group
21. Faculty Professoriate: Social Science remained the same with underutilization of two in the Female group
22. Faculty Lecturer Adjunct: Education – Development – remained the same with no underutilization
23. Faculty Lecturer Adjunct: Philosophy and Religious Studies – remained the same no underutilization
24. Faculty Lecturer: Public Administration – remained the same with underutilization of one in the Black/African Am group and one in the Hispanic/Latino group

## Personnel and Recruiting Activity

### Personnel Activity

We review personnel actions for adverse impact. We compare rates of hiring, promotion, and termination by gender and ethnicity. We review activity for each job group, but report results only for groups with a material number of actions and/or applicants.

**Appendix E** in the main federal plan summarizes job actions, including tenure, by gender and ethnicity.

### **Transfers**

During the reporting period, we had 7 transfers, 7 were from the Female group and 6 were from the federally protected ethnicity groups. None were Italian American.

### **PROMOTIONS AND UPGRADES**

During the AAP period, there were **12 advancements** from the EEO categories including 10 from protected categories and 6 women. This year, there were no advancements in the Administrative Support Workers, Technicians, Craft workers. In this AAP period, there were **no advancements** from the Italian American group.

Below is the breakdown of advancements into new Job Groups by EEO categories:

- There were 7 who moved to a higher title group in the Executive/Administrative/Managerial group including 4 women and 6 protected categories
- There were 1 who moved to a higher title group in the Professional Faculty group including 1 woman and 0 protected categories.
- There was a total of 4 who advanced in the Service Worker group including 1 woman and 4 protected categories.

There were 77 separations, from which 35 were women and 50 were from protected categories.

- From the Executive/Administrative/Managerial groups, there were 14 separations, 10 were women and 6 were from protected categories
- From the Professional Faculty group, there were 25 separations, 6 were woman and 10 were from protected categories.
- From the Professional Non-Faculty group, there were 14 separations, 8 were women and 12 were from protected categories.
- From the Administrative Support Worker group, there were 7 separations, 6 were women and 6 were from protected categories.
- From the Craft Workers group, there were 3 separations, none were women and 3 were from protected categories.
- From the Service Workers group, there were 14 separations, 5 were women and 13

were from protected categories.

There were 9 hires from in the Italian American group.

- From the Executive/Administrative/Managerial group, there were 2 external hires.
- From the Professional Faculty group, there were 6 hires of which 4 were external hires and 2 were internal hires into the job group.
- From the Professional Non-Faculty group, there was 1 external hire.

Tenure is a permanent status granted to professorial faculty and College Laboratory Technicians. Lecturers are eligible for a similar status called “Certificate of Continuous Employment (CCE).” Lecturers and College Laboratory Technicians are eligible after meeting “years of service” requirements. For professorial faculty, there are extensive reviews resulting in tenure recommendations to the President.

**Table 5: Tenure Summary**

<b>Faculty Group</b>	<b>Total Tenure Awards</b>	<b>Tenure Awards to Females</b>	<b>Tenure Awards to Federally Protected Ethnicities</b>	<b>Tenure Awards to Italian Americans</b>	<b>Tenure Awards Denied</b>
Professors	0	0	0	0	0
Associate Professors	6	3	3	1	0
Assistant Professors	0	0	0	0	0
Lecturers	0	0	0	0	0

Baruch College awarded 6 Associate Professors tenure during this reporting period. All 6 were from federally protected categories, 1 identified as belonging to one or more ethnicities, one of which is Italian American.

Baruch College had 5 faculty who were either appointed or continued in the rank of Distinguished Professor, a status recognizing extraordinary scholarship. Of our Distinguished Professors 2 are female and 2 Distinguished Professors are members of federally protected ethnicities. Baruch College has no Distinguished Professors who identify as Italian American.

**Recruiting Activity**

**Appendix F** in the main federal plan summarizes recruiting and selection by job group for searches concluded with a job offer between June 1, 2023, and May 31, 2024.

## Recruitment Data

We successfully completed 116 job searches, attracted 8,361 qualified applicants and conducted 152 interviews. Of those applicants, 5,010 were from federally protected groups and 255 were Italian American. Of those interviews held, we made 93 offers and had 92 hires across EEO Categories. Further breaking down the applicants we interviewed, we made 51 offers and 50 hires from federally protected races/ethnicities. Baruch made 4 offers to Italian American candidates, of which all 4 were hired. This year 436 applicants elected to not specify their Ethnicity at the time of applying.

The 116 searches yielded diverse applicant pools, consisting of 60% federally protected groups and 42% women and 3% were Italian American. With our first-round interviews being conducted via Zoom, of those interviewed, 1.6% were from federally protected groups, 2.1% women and 1.6% were Italian American. In summation, we hired 92 candidates, of which 50 were from federally protected groups, 43 were women and 4 were Italian American.

Baruch College made 3 exceptions to open posting and search requirements. The Chief Diversity Officer and University Human Resources review exception requests. We may grant search exceptions when it is highly unlikely that we could fill the position competitively (such as a job having unique qualification requirements). We also grant exceptions for positions representing a transfer of funding for employees originally hired by a separate entity.

There were 3 exceptions, we awarded 2 to females and 2 to members of federally protected ethnicities. Of the 3 exceptions, they were for initial hires. None represented advancements of current personnel. None represented transfers of funding and other reasons. None included representation of Italian Americans.

**Table 6: Exceptions to the Search Process**

Employee Group	Total Exceptions	Exceptions-Females	Exceptions-Federally Protected Ethnicities	Exceptions-Italian Americans
Executives (Admin 1)	0	0	0	0
Higher Education Officers (Admin 2/ Admin 3)	0	0	0	0
Faculty	3	2	2	0
Other (Describe)	0	0	0	0

**Civil Service Hiring**

We selected 19 individuals for 14 Classified Civil Service positions from ranked lists based on examination scores, according to CUNY’s Civil Service regulations. The University Human Resources unit administers and validates Civil Service examinations and maintains applicant and examination records.

Hiring Pool	Total College Hires	Number of Hires by Demographic Group
Carpenter (June 5, 2023)	1	1 Wte/M
CUNY Office Assistant (August 2, 2023)	1	1 Wte/M
Maintenance Worker (August 9, 2023)	1	1 Wte/M
Campus Security Assistant (September 7, 2023)	1	1 Blk/F
Electrician (September 29, 2023)	1	1 Wte/M
CUNY Office Assistant (October 3, 2023)	2	1 As/F; 1 Wte/F
Campus Security Assistant (November 1, 2023)	1	1 As/M
Public Safety Sargeant (November 22, 2023)	4	1 Blk/F; 2 Hisp/M; 1 Hisp/F
Electrician (November 29, 2023)	1	1 Wte/M
Media Service Technician (November 30, 2023)	1	1 Blk/F
CUNY Office Assistant (January 23, 2024)	2	1 Oth min/M; 1 Blk/F
IT Assistant (March 1, 2024)	1	1 Blk/M
Campus Security Assistant (April 30, 2024)	1	1 Hisp/F
Public Safety Sargeant (May 24, 2024)	1	1 Blk/M

**PART THREE: ACTION-ORIENTED PROGRAMS**

This section provides a qualitative assessment of prior-year goal attainment and details plans for achieving next year’s goals.

**2023-2024: Prior Year Programs**

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

**Table 7: Summary of Programs, 2023-2024**

Program	Job Group/Impact
<p><b>Art Exhibit Report (Course ITL 3002)</b></p> <ul style="list-style-type: none"> <li>• Attività Orale (Fall 2003)</li> </ul>	<p>Students attended the exhibit “The Legacy of Making” and completed a report on an exhibit object of their choice.</p>
<p><b>Globus Lecture Series</b></p> <p>This series invites guest speakers to discuss the intersection of language and culture in Italian-speaking communities.</p> <ul style="list-style-type: none"> <li>• A Dynamic Reading of <i>Pezzo da novanta</i>: In conversation with the Poet and author Angelo Zeolla. (May 8, 2024) <ul style="list-style-type: none"> <li>○ Angelo Zeolla, a PEN America poet, whose poetry explores identity through his Bronx upbringing and southern Italian heritage.</li> </ul> </li> </ul>	<p>Mr. Zeolla’s work offers students an opportunity to engage directly with a contemporary Italian American poet navigating the blend and contrasts of multiple cultural influences.</p>
<p><b>Please see main Affirmative Action Plan for full list of prior year programming</b></p>	

## 2024-2025: Planned Programs

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

**Table 8: Planned Programs, 2024-2025**

Program	Job Group/Expected Impact
<p><b>National Association of Diversity Officers in Higher Education (NADOHE)</b></p>	<p>Faculty, Staff and Administrators. This organization focuses on promoting DEI in higher education and shapes national/international conversations on topics surrounding DEI.</p>
<p><b>Hillel International Campus Climate Initiative (CCI) - Cohort 5</b></p>	<p>Students, Faculty, Staff and Administrators. This program provides strategies to help college and university presidents and administrators counter antisemitism,</p>

<b>Program</b>	<b>Job Group/Expected Impact</b>
	while building a campus climate in which Jewish students feel comfortable expressing their identity.
<b>Weissman Diversity, Equity and Inclusion (DEI) Alliance</b>	<p>Plans to:</p> <ul style="list-style-type: none"> <li>• Collaborate with Marxe DEI Committee</li> <li>• Encourage new WSAS faculty to participate in the WSAS Diversity Alliance</li> <li>• Need for broader conversations, for example, about the trans and queer issues that are happening in other parts of the country or how people at Baruch College feel about All Gender restrooms at Baruch College.</li> </ul>
<b>Marxe School Diversity, Equity, and Inclusion (DEI) Committee</b>	<p>The Marxe DEI Committee identified four priority areas for the 2023-24 academic year and will continue:</p> <ul style="list-style-type: none"> <li>• To increase tenure track faculty and staff diversity at the Marxe School, with a focus on recruiting and retaining faculty from historically underrepresented groups;</li> <li>• To remove barriers to entry for students of color, so we can truly prepare the next generation of change agents;</li> <li>• To develop and implement curricula grounded in principles of racial equity;</li> <li>• To actively work with marginalized and historically underrepresented groups, in New York City and beyond, to achieve social justice and equal justice under</li> </ul>

Program	Job Group/Expected Impact
	the law.
<p><b>Zicklin School of Business Diversity, Equity and Inclusion (DEI) Task Force</b></p>	<p>Will continue to:</p> <ul style="list-style-type: none"> <li>• Engage consultants to conduct climate surveys for faculty, staff and students at regular intervals</li> <li>• Expand Inclusive Pedagogy seminars to more faculty and PhD students</li> <li>• Update policies and bylaws to be more inclusive (content and language)</li> <li>• Provide DEI education and training for faculty and staff</li> <li>• CUNY I/O Practitioners are a potential resource</li> <li>• Communicate DEI activities to faculty and staff</li> <li>• Progress report at the monthly staff meetings</li> <li>• Create a section on the Zicklin website to publish DEI mission, goals and activities</li> </ul> <p>Faculty</p> <ul style="list-style-type: none"> <li>• Partner with the Office of the Executive CDO to conduct more inclusive searches</li> <li>• Utilize Business Consulting team’s database to recruit faculty</li> <li>• Expand adjunct hiring efforts through the Dean’s Advisory Council</li> <li>• Promote more inclusive research seminar series with regard to presenters and subject matter</li> <li>• Continued work on support for</li> </ul>

Program	Job Group/Expected Impact
	Adjunct faculty • Continued work on Full-time faculty recruiting including the PhD Project/Baruch College Research Symposium

## Ongoing Activities

The federal Affirmative Action Plan describes ongoing outreach activities.

The Office of the Provost in ensuring searches for our faculty reach a broad audience and has continued to mandate all faculty vacancy announcements be posted on the following platforms in addition to The Chronicle of Higher Education:

- Diverse Issues in Higher Education
- The Hispanic Outlook
- The Journal of Blacks in Higher Education
- Tribal College: The Journal of American Indian Higher Education
- HERC – Higher Education Recruitment Consortium
- The PhD Project

All ECP, HEO and Faculty search committee members receive notification about the following DEI recruitment outlets and platforms during our mandatory DEI Charge Orientation meetings as follows:

- [Asian Pacific Americans in Higher Education \(APAHE\)](#)
- [Association for Women in Mathematics Job Board](#)
- [Consortium of Higher Education LGBT Resource Professionals](#)
- [Diverse Issues in Higher Education](#)
- [The Hispanic Outlook on Education Magazine, formerly Hispanic Outlook on Higher Education](#)
- [The Journal of Blacks in Higher Education \(JBHE\) - JBHE Employment Zone](#)
- [HBCUConnect.com \(higher education website targeting HBCU graduates\)](#)
- [HERC - Higher Education Recruitment Consortium \(hercjob.org\)](#)
- [PROSPANICA - The Association of Hispanic MBAs & Business Professionals](#)
- [Tribal College Journal Online Job Board](#)
- [Veterans' Employment and Training Service](#)
- [AHEAD - Association on Higher Education And Disability - Post a Job With AHEAD](#)

CUNY's University Human Resources office lists job vacancies with state workforce agencies and veterans' centers and maintains consolidated advertising programs posting with job boards serving individuals identifying as veterans, individuals with disabilities, women, and underrepresented ethnicities. The office maintains accounts for university-wide job posting and outreach, including the Higher Education Recruitment Consortium and the DirectEmployers Association. It provides training to Chief Diversity Officers and Human Resources personnel.

CUNY has mandatory online training programs for faculty and staff on sexual harassment prevention and workplace violence prevention; we regularly review training records and follow-up with non-participants.

We provide orientation on relevant regulations and policies, including affirmative action programs, to individuals involved with recruitment, selection, promotion, disciplinary actions, and similar personnel activities. During the report period, with employees still in transition due to the Covid pandemic, we have been able to offer training via a hybrid module and have also conducted in-person and fully remote opportunities to accommodate our employees.

The following training courses and workshops were provided to employees throughout the academic year:

- ESPARC (Sexual and Interpersonal Violence Prevention and Response Course), an online training is offered at employee orientation and available throughout the academic year, which Executives also completed. There were 2,393 (86%) employees who completed ESPARC training.
- The Workplace Violence Prevention (WVP) course was discussed and disseminated during orientation and all employees receive reminders throughout the semester to take the course. There were 2,393 (86%) employees who completed WVP training.
- The Gender-Based Violence (GBV) an online training offered to a subset of employees including those who are Domestic Violence Agency Liaisons, employees in Human Resources position and all employees who are supervisors must participate in this annual training provided by New York State Office for the Prevention of Domestic Violence. There were 250 (95%) employees who completed GBV training.
- The former ECDO, Elliott Dawes, attended ongoing Title IX training and CDO meetings provided by CUNY's Central Office, and around Recruitment & Diversity topics.
- The former Title IX Coordinator/EEO Coordinator, Kimara Patton, also attended ongoing Title IX trainings and CDO meetings and lead all Title IX trainings on campus, both in-person and online to faculty, staff and students.

## Internal Audit and Reporting

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

The Chief Diversity Officer's internal control responsibilities include:

- Monitoring personnel actions, including new hires, transfers, promotions, and terminations
- Conducting periodic employee self-identification canvassing
- Reviewing recruiting outreach and advertising
- Monitoring complaints/incident reports
- Reviewing personnel practices and the affirmative action programs with management
- Advising management of program effectiveness and providing recommendations for improvement
- Working with Human Resources staff to assure employment records are complete, accurate, and current
- Completing the annual Affirmative Action certification in the US Department of Labor Contractor Portal.

CUNY has a university-wide discrimination and harassment reporting system which allows for tracking and oversight. More information is available at:

<https://www.cuny.edu/about/administration/offices/hr/discrimination-and-retaliation-report-form/>

CUNY regularly reports results externally and/or responds to audit requests from:

- New York State Department of Labor
- New York City Department of Education
- New York City Equal Employment Practices Commission.

CUNY periodically reports to the CUNY Board of Trustees, particularly its Subcommittee on Diversity, Inclusion and MWBE.

## **APPENDICES**

### D. Utilization Analysis (Italian American Plan)

Appendices for the 2024-2025 Affirmative Action Plan

## Appendix D-1 Utilization Analysis - Staff Job Groups

This Appendix provides a utilization analysis for each staff job group that has five or more employees.

Utilization analysis is a comparison of the demographics of employees in various job groups with an estimate of the labor market for that same job group. The labor market is comprised of two components, external (general population) and internal (CUNY employees eligible for advancement into the job group). The factors are blended according to the balance of internal/external hiring at CUNY. This exhibit details the specific factors we use for each job group. We last calculated labor market availability in 2023.

Underutilization occurs where the utilization of a protected group is less than 80% of the labor market estimate. It represents the number of additional employees we would need for utilization to equal the labor market estimate. For the federal plan, underutilization numbers for females and total minorities represent placement goals when there are opportunities for hiring/advancement.

For the federal plan, we calculate underutilization for the following categories: female, total minority, asian/hawaiian/other pacific islander, black/african american, and hispanic/latino. The total minority category includes asian, black, and hispanic job groups but also incorporates individuals identifying as native american/alaska native and two or more races. For the italian american plan, we add a calculation for employees identifying as italian american, in addition to any other group to which they identify.

We calculate underutilization separately for full-time (annual) and part-time (hourly) employees. To address the situation of employees holding multiple concurrent appointments, we do not count part-time appointments for employees holding full-time appointments. For individuals with multiple part-time appointments, we count only one appointment per department per campus, giving priority to teaching appointments, then appointments according to pay level. At some campuses, a small number of employees (ten or fewer) may be counted more than once in part-time job groups because their multiple appointments span multiple departments.

Baruch College

Category: Executive/Administrative/Managerial

Job Group: Admin 1: Executive

Description: Executive Compensation Plan (Other Than Chief Executive)

Appointments: 31

**Weight Availability Factors**

50.00% ACS 2017-2021 National workforce with a minimum of Bachelor's degree plus eight years of experience (proxy age of 29 and higher) in selected occupations (0010, 0020, 0060, 0101, 0102, 0110, 0120, 0136, 0230, 0565, 2100) and either First or Second Ancestry of 051 (Italian) or 068 (Sicilian).

50.00% Employees in titles Professor or Higher Education Officer as of 6/1/22; tenure or permanency not required.

**Titles held by employees in this group**

- 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 Protected Ethnicity	Asian/Nat. Haw./Other Pac. Isl.	Black/African American	Hispanic/Latino	Italian American
Number of Employees	16	10	1	5	4	4
Underutilized (Y = Yes)			Y			
Number Underutilized			2			
Actual Utilization	51.6%	32.3%	3.2%	16.1%	12.9%	12.9%
Labor Market Availability	45.6%	29.6%	10.0%	8.9%	8.8%	7.6%

Baruch College

Category: Executive/Administrative/Managerial

Job Group: Admin 2: Managerial

Description: HE Officer series administrators-senior level

Appointments: 169

**Weight Availability Factors**

55.00% ACS 2017-2021 NY/NJ MSA workforce with a minimum of Bachelor's degree plus six years or experience (proxy age of 27 or higher) in selected occupations (0020, 0060, 0101, 0102, 0110, 0120, 0136, 0230, 0565, 9800) and either First or Second Ancestry of 051 (Italian) or 068 (Sicilian)

45.00% Employees in title Higher Education Assistant of of 6/1/22; tenure or permanency not required.

**Titles held by employees in this group**

04075 HE Associate

04097 HE Officer

**Utilization Report**

	Female	Total Protected Ethnicity	Asian/Nat. Haw./Other Pac. Isl.	Black/African American	Hispanic/ Latino	Italian American
Number of Employees	115	83	23	30	29	12
Underutilized (Y = Yes)						Y
Number Underutilized						7
Actual Utilization	68.0%	49.1%	13.6%	17.8%	17.2%	7.1%
Labor Market Availability	57.7%	51.7%	14.2%	17.4%	17.8%	11.2%

Baruch College

Category: Executive/Administrative/Managerial

Job Group: Admin 2: Managerial Adjunct

Description: Adjunct HE Officer series administrators (all levels)

Appointments: 150

Weight Availability Factors

55.00% Identical to Administration 2 Group (Full Time).

45.00% Identical to Administration 2 Group (Full Time).

Titles held by employees in this group

- 04343 Non-Teaching Adj Doct 1
- 04689 Non-Teaching Adjunct 1
- 04688 Non-Teaching Adjunct 2
- 04687 Non-Teaching Adjunct 3
- 04686 Non-Teaching Adjunct 4
- 04685 Non-Teaching Adjunct 5

Utilization Report						
	Female	Total Protected Ethnicity	Asian/Nat. Haw./Other Pac. Isl.	Black/African American	Hispanic/Latino	Italian American
Number of Employees	99	84	38	22	19	4
Underutilized (Y = Yes)					Y	Y
Number Underutilized					8	13
Actual Utilization	66.0%	56.0%	25.3%	14.7%	12.7%	2.7%
Labor Market Availability	57.7%	51.7%	14.2%	17.4%	17.8%	11.2%

Baruch College

Category: Professional Non-Faculty

Job Group: Accountant: Professional

Description: Accounting-Professionals

Appointments: 5

**Weight Availability Factors**

50.00% ACS 2017-2021 NY/NJ MSA workforce with Bachelor's degree of higher in selected occupations (0530, 0800, 0820, 0830) and either First or Second Ancestry of 051 (Italian) or 068 (Sicilian).

50.00% Employees with Civil Service permanency in titles of Accounting Assistant, Purchasing Agent Assistant or EOC Accounting Assistant, who have earned a BA degree or higher, as of 6/1/2022.

**Titles held by employees in this group**

04801 Finance Accountant

12121 Purchasing Agent

**Utilization Report**

	Female	Total Protected Ethnicity	Asian/Nat. Haw./Other Pac. Isl.	Black/African American	Hispanic/ Latino	Italian American
Number of Employees	5	4	3	0	1	0
Underutilized (Y = Yes)						
Number Underutilized						
Actual Utilization	100.0%	80.0%	60.0%	0.0%	20.0%	0.0%
Labor Market Availability	61.9%	51.7%	29.4%	9.6%	11.5%	8.1%

Baruch College

Category: Professional Non-Faculty

Job Group: Admin 3: Professional

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

Appointments: 207

Weight Availability Factors

90.00% ACS 2017-2021 NY/NJ MSA workforce with minimum of Bachelor's degree in selected occupations (0520-0750, 1006, 1031, 1032, 2002, 2145, 2825, 2830, 2840, 2850, 2865, 5710, 5920, 9810) and either First or Second Ancestry of 051 (Italian) or 068 (Sicilian).

10.00% Employees in titles CUNY Office Assistant, CUNY Admin Assistant, EOC Office Assistant and EOC Administrative Assistant holding a minimum of a Bachelor's degree as of 6/1/22; permanency not required.

Titles held by employees in this group

- 04017 Asst to HEO
- 04099 HE Assistant
- 04134 Research Assc

Utilization Report						
	Female	Total Protected Ethnicity	Asian/Nat. Haw./Other Pac. Isl.	Black/African American	Hispanic/Latino	Italian American
Number of Employees	152	151	39	52	57	6
Underutilized (Y = Yes)						Y
Number Underutilized						22
Actual Utilization	73.4%	72.9%	18.8%	25.1%	27.5%	2.9%
Labor Market Availability	59.3%	39.5%	16.5%	9.6%	10.4%	13.5%

Baruch College

Category: Professional Non-Faculty

Job Group: Info Tech: Professional

Description: Information Technology-Professionals

Appointments: 28

Weight Availability Factors

75.00% ACS 2017-2021 NY/NJ MSA with minimum of a High School Diploma and four years of experience (proxy age of 21 or higher) in selected occupations (1006, 1007, 1010, 1021, 1022, 1065, 1105, 1106, 1108) and either First or Second Ancestry of 051 (Italian) or 068 (Sicilian).

25.00% Employees in titles IT Support Assistant and CUNY Office Assistant, permanency not required, as of 6/1/2022.

Titles held by employees in this group

- 04877 IT Associate
- 04875 IT Asst
- 04029 IT Bus Data Rep Analyst
- 04880 IT Sr Associate

Utilization Report						
	Female	Total Protected Ethnicity	Asian/Nat. Haw./Other Pac. Isl.	Black/African American	Hispanic/Latino	Italian American
Number of Employees	7	25	10	6	9	0
Underutilized (Y = Yes)	Y					Y
Number Underutilized	4					2
Actual Utilization	25.0%	89.3%	35.7%	21.4%	32.1%	0.0%
Labor Market Availability	38.1%	59.4%	30.2%	13.0%	13.9%	8.2%

Baruch College

Category: Professional Non-Faculty

Job Group: Info Tech: Professional Adjunct

Description: Hourly Information Technology-Professionals

Appointments: 12

**Weight Availability Factors**

75.00% Identical to IT Professional Group (Full Time).

25.00% Identical to IT Professional Group (Full Time).

**Titles held by employees in this group**

04875 IT Asst

04880 IT Sr Associate

**Utilization Report**

	Female	Total Protected Ethnicity	Asian/Nat. Haw./Other Pac. Isl.	Black/African American	Hispanic/Latino	Italian American
Number of Employees	6	7	1	3	2	0
Underutilized (Y = Yes)			Y			Y
Number Underutilized			3			1
Actual Utilization	50.0%	58.3%	8.3%	25.0%	16.7%	0.0%
Labor Market Availability	38.1%	59.4%	30.2%	13.0%	13.9%	8.2%

Baruch College

Category: Administrative Support Workers

Job Group: Accountant: Assistant

Description: Accounting-Support staff

Appointments: 6

**Weight Availability Factors**

70.00% ACS 2017-2021 NY/NJ MSA workforce with minimum of High School Diploma in selected occupations (5110 - 5160) and either First or Second Ancestry of 051 (Italian) or 068 (Sicilian).

30.00% Employees in titles CUNY Office Assistant or EOC Office Assistant, Civil Service permanency not required; as of 6/1/2022.

**Titles held by employees in this group**

04800 Finance Accountant Asst

Utilization Report						
	Female	Total Protected Ethnicity	Asian/Nat. Haw./Other Pac. Isl.	Black/African American	Hispanic/Latino	Italian American
Number of Employees	5	6	2	3	1	0
Underutilized (Y = Yes)						Y
Number Underutilized						1
Actual Utilization	83.3%	100.0%	33.3%	50.0%	16.7%	0.0%
Labor Market Availability	79.6%	53.3%	12.2%	18.1%	20.2%	12.8%

Baruch College

Category: Administrative Support Workers

Job Group: Administrative Assistant

Description: Administrative Assistants-Senior level

Appointments: 13

Weight Availability Factors

0.00% Internal Only

100.00% Employees in the CUNY Office Assistant title with Civil Service permanency and having achieved levels 3, 3A, or 4 as of 6/1/2022.

Titles held by employees in this group

04804 CUNY Admin Asst

Utilization Report						
	Female	Total Protected Ethnicity	Asian/Nat. Haw./Other Pac. Isl.	Black/African American	Hispanic/Latino	Italian American
Number of Employees	11	10	1	5	4	0
Underutilized (Y = Yes)						Y
Number Underutilized						1
Actual Utilization	84.6%	76.9%	7.7%	38.5%	30.8%	0.0%
Labor Market Availability	89.4%	77.7%	10.0%	36.6%	29.3%	4.9%

Baruch College

Category: Administrative Support Workers

Job Group: Office Assistant

Description: Administrative Office Assistants-Entry level

Appointments: 37

Weight Availability Factors

65.00% ACS 2017-2021 NY/NJ MSA with minimum of High School Diploma in selected occupations (4720, 4740, 5220, 5230, 5240, 5740, 5810, 5820, 5860) and either First or Second Ancestry of 051 (Italian) or 068 (Sicilian).

35.00% Employees in the title of College Assistant (hourly) as of 6/1/2022.

Titles held by employees in this group

04802 CUNY Office Assistant

Utilization Report						
	Female	Total Protected Ethnicity	Asian/Nat. Haw./Other Pac. Isl.	Black/African American	Hispanic/Latino	Italian American
Number of Employees	30	26	3	12	10	2
Underutilized (Y = Yes)			Y			Y
Number Underutilized			3			2
Actual Utilization	81.1%	70.3%	8.1%	32.4%	27.0%	5.4%
Labor Market Availability	71.8%	58.9%	15.0%	17.6%	23.5%	10.6%

Baruch College

Category: Administrative Support Workers

Job Group: Office Assistant Adjunct

Description: Hourly Administrative Office Assistants-Entry level

Appointments: 513

Weight Availability Factors

100.00% Identical to CUNY Office Assistant Group (Full Time) except that availability is 100% external.

0.00% NA

Titles held by employees in this group

10102 College Assistant

Utilization Report						
	Female	Total Protected Ethnicity	Asian/Nat. Haw./Other Pac. Isl.	Black/African American	Hispanic/Latino	Italian American
Number of Employees	321	409	201	78	123	1
Underutilized (Y = Yes)						Y
Number Underutilized						78
Actual Utilization	62.6%	79.7%	39.2%	15.2%	24.0%	0.2%
Labor Market Availability	76.3%	49.8%	11.5%	15.0%	20.5%	15.5%

Baruch College

Category: Technicians

Job Group: Info Tech: Technician Adjunct

Description: Hourly Information Technology-Tech Support

Appointments: 12

Weight Availability Factors

100.00% Identical to IT Technician Group (Full Time) except that availability is 100% external.

0.00% NA

Titles held by employees in this group

04865 IT Support Asst

Utilization Report

	Female	Total Protected Ethnicity	Asian/Nat. Haw./Other Pac. Isl.	Black/African American	Hispanic/Latino	Italian American
Number of Employees	5	12	6	1	5	0
Underutilized (Y = Yes)						Y
Number Underutilized						1
Actual Utilization	41.7%	100.0%	50.0%	8.3%	41.7%	0.0%
Labor Market Availability	21.9%	52.9%	24.8%	10.9%	14.6%	12.2%

Baruch College

Category: Craft Workers

Job Group: Skilled Trades: Not Supervisory

Description: Skilled Trades-Not supervisory

Appointments: 25

Weight Availability Factors

90.00% ACS 2017-2021 NY/NJ MSA in selected occupations (6230, 6250, 6355, 6410, 6440, 6460, 6515, 6700, 7300, 7350, 7540, 8030, 8500, 8600, 8610, 8630) and either First of Second Ancestry of 051 (Italian) or 068 (Sicilian).

10.00% Employees in titles Maintenance Worker or any of the Skilled Trade Helper titles, permanency not required, as of 6/1/2022.

Titles held by employees in this group

- 04899 Carpenter
- 91717 Electrician
- 91650 High Pressure Plant Tender
- 04905 Locksmith
- 04891 Oiler
- 91830 Painter
- 91915 Plumber
- 04915 Stationary Engineer

Utilization Report						
	Female	Total Protected Ethnicity	Asian/Nat. Haw./Other Pac. Isl.	Black/African American	Hispanic/Latino	Italian American
Number of Employees	0	8	2	0	6	0
Underutilized (Y = Yes)	Y	Y		Y		Y
Number Underutilized	1	4		3		3
Actual Utilization	0.0%	32.0%	8.0%	0.0%	24.0%	0.0%
Labor Market Availability	2.6%	46.2%	4.7%	10.6%	27.9%	14.0%

Baruch College

Category: Craft Workers

Job Group: Basic Crafts-Buildings and Grounds

Description: Buildings and Grounds Workers

Appointments: 6

**Weight Availability Factors**

90.00% ACS 2017-212 NY/NJ MSA in selected occupations (4210, 4251, 7200, 7340, 9120, 9141) and either First or Second Ancestry of 051 (Italian) or 068 (Sicilian).

10.00% Employees in titles Custodial Assistant, Mail Message Services Worker and Skill Trades Helper Titles, permanency not required, as of 6/1/2022.

**Titles held by employees in this group**

- 90698 Maintenance Worker
- 91212 Motor Vehicle Operator

Utilization Report						
	Female	Total Protected Ethnicity	Asian/Nat. Haw./Other Pac. Isl.	Black/African American	Hispanic/Latino	Italian American
Number of Employees	0	2	0	1	1	0
Underutilized (Y = Yes)		Y			Y	Y
Number Underutilized		1			1	1
Actual Utilization	0.0%	33.3%	0.0%	16.7%	16.7%	0.0%
Labor Market Availability	7.7%	57.6%	8.1%	13.8%	32.7%	12.2%

Baruch College

Category: Service Workers

Job Group: Campus Public Safety Sergeant

Description: Campus Security-Supervisors and Specialists

Appointments: 12

Weight Availability Factors

0.00% Internal Only-Promotional Title

100.00% CUNY employees in the title of Campus Peace Officer with Civil Service permanency and two years of permanent service as of 6/1/2022.

Titles held by employees in this group

04846 Campus Pub Safety Sergeant

04845 Campus Security Specialist

Utilization Report

	Female	Total Protected Ethnicity	Asian/Nat. Haw./Other Pac. Isl.	Black/African American	Hispanic/Latino	Italian American
Number of Employees	3	11	0	5	6	0
Underutilized (Y = Yes)			Y			
Number Underutilized			1			
Actual Utilization	25.0%	91.7%	0.0%	41.7%	50.0%	0.0%
Labor Market Availability	24.0%	86.3%	4.5%	49.2%	30.7%	1.0%

Baruch College

Category: Service Workers

Job Group: Campus Peace Officer

Description: Campus Security-Mid level staff

Appointments: 24

**Weight Availability Factors**

60.00% ACS 2017-2021 NY/NJ MSA with minimum of High School Diploma, New York State residency, and minimum age of 21 in selected occupations (3802, 3930, 3940, 3945, 3946, 3960) and either First or Second Ancestry of 051 (Italian) or 068 (Sicilian).

40.00% Employees in the title of Campus Security Assistant, Civil Service permanency not required, as of 6/1/2022.

**Titles held by employees in this group**

04844 Campus Peace Officer

Utilization Report						
	Female	Total Protected Ethnicity	Asian/Nat. Haw./Other Pac. Isl.	Black/African American	Hispanic/Latino	Italian American
Number of Employees	7	24	1	18	5	0
Underutilized (Y = Yes)			Y			Y
Number Underutilized			2			2
Actual Utilization	29.2%	100.0%	4.2%	75.0%	20.8%	0.0%
Labor Market Availability	30.1%	77.9%	13.7%	42.4%	19.7%	6.9%

Baruch College

Category: Service Workers

Job Group: Campus Security Assistant

Description: Campus Security-Entry level staff

Appointments: 25

**Weight Availability Factors**

90.00% ACS 2017-2021 NY/NJ MSA with minimum of High School Diploma, New York State residency and minimum age of 18 in selected occupations (3930, 3940, 3945, 3946, 3960) and either First or Second Ancestry of 051 (Italian) or 068 (Sicilian).

10.00% Employees in title Campus Security Assistant (Hourly), permanency not required, as of 6/1/2022.

**Titles held by employees in this group**

04841 Campus Security Asst

Utilization Report						
	Female	Total Protected Ethnicity	Asian/Nat. Haw./Other Pac. Isl.	Black/African American	Hispanic/Latino	Italian American
Number of Employees	10	23	3	12	8	0
Underutilized (Y = Yes)						Y
Number Underutilized						2
Actual Utilization	40.0%	92.0%	12.0%	48.0%	32.0%	0.0%
Labor Market Availability	30.6%	71.1%	8.2%	36.4%	23.6%	9.4%

Baruch College

Category: Service Workers

Job Group: Custodial: Supervisory

Description: Custodial-Supervisors (all titles)

Appointments: 8

Weight Availability Factors

0.00% Internal Only-Promotional Title

100.00% Employees in title Custodial Assistant and are not temporary as of 6/1/2022.

Titles held by employees in this group

80561 Custodial Principal Supv

04862 Custodial Supervisor

Utilization Report

	Female	Total Protected Ethnicity	Asian/Nat. Haw./Other Pac. Isl.	Black/African American	Hispanic/Latino	Italian American
Number of Employees	2	7	0	5	2	0
Underutilized (Y = Yes)	Y		Y		Y	
Number Underutilized	1		1		1	
Actual Utilization	25.0%	87.5%	0.0%	62.5%	25.0%	0.0%
Labor Market Availability	36.5%	90.8%	6.5%	42.8%	41.3%	0.9%

Baruch College

Category: Service Workers

Job Group: Custodial: Assistant

Description: Custodial-Entry level

Appointments: 63

**Weight Availability Factors**

65.00% ACS 2017-2021 NY/NJ MSA in occupation 4220 and either First or Second Ancestry of 051 (Italian) or 068 (Sicilian).

35.00% CUNY employees in title Custodial Assistant (Hourly) as of 6/1/2022.

**Titles held by employees in this group**

04861 Custodial Assistant

Utilization Report						
	Female	Total Protected Ethnicity	Asian/Nat. Haw./Other Pac. Isl.	Black/African American	Hispanic/Latino	Italian American
Number of Employees	24	58	11	16	31	0
Underutilized (Y = Yes)						Y
Number Underutilized						3
Actual Utilization	38.1%	92.1%	17.5%	25.4%	49.2%	0.0%
Labor Market Availability	33.4%	77.6%	5.0%	29.2%	41.2%	4.6%

## Appendix D-2 Utilization Analysis - College Laboratory Technicians

This Appendix provides a utilization analysis for College Laboratory Technicians in groups with five or more employees.

Utilization analysis is a comparison of the demographics of employees in various job groups with an estimate of the labor market for that same job group. The labor market is comprised of two components, external (general population) and internal (CUNY employees eligible for advancement into the job group). The factors are blended according to the balance of internal/external hiring at CUNY. This exhibit details the specific factors we use for each job group. We last calculated labor market availability in 2023.

Underutilization occurs where the utilization of a protected group is less than 80% of the labor market estimate. It represents the number of additional employees we would need for utilization to equal the labor market estimate. For the federal plan, underutilization numbers for females and total minorities represent placement goals when there are opportunities for hiring/advancement.

For the federal plan, we calculate underutilization for the following categories: female, total minority, asian/hawaiian/other pacific islander, black/african american, and hispanic/latino. The total minority category includes asian, black, and hispanic job groups but also incorporates individuals identifying as native american/alaska native and two or more races. For the italian american plan, we add a calculation for employees identifying as italian american, in addition to any other group to which they identify.

College Laboratory Technicians at all levels are classified according to whether they are assigned to a department that represents a scientific, technical, or engineering discipline. All others, such as employees working in the Humanities, are assigned to the non-scientific category.

We calculate underutilization separately for full-time (annual) and part-time (hourly) employees. To address the situation of employees holding multiple concurrent appointments, we do not count part-time appointments for employees holding full-time appointments. For individuals with multiple part-time appointments, we count only one appointment per department per campus, giving priority to teaching appointments, then appointments according to pay level. At some campuses, a small number of employees (ten or fewer) may be counted more than once in part-time job groups because their appointments span multiple departments.

Baruch College

**Job Group:** Admin 4: College Lab Technician

**Description:** College Laboratory Technicians (all levels)

**Weight Availability Factors**

100.00% ACS 2017-2021 NY/NJ MSA with minimum of High School Diploma. Selected occupations for the Scientific/Technical/IT specialty (1050, 1910, 1920, 1970). Selected occupations for others (2440, 2555) and either First or Second Ancestry of 051 (Italian) or 068 (Sicilian).

**Grouping:** College Lab Tech: Science, Tech, Eng.

Appointments: 5

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

- 70054 Library
- 10208 Natural Sciences

Utilization Report						
	Female	Total Protected Ethnicity	Asian/Nat. Haw./Oth Pac. Isl.	Black/African American	Hispanic/Latino	Italian American
Number of Employees	4	1	0	1	0	0
Underutilized (Y = Yes)		Y	Y			Y
Number Underutilized		1	1			1
Actual Utilization	80.0%	20.0%	0.0%	20.0%	0.0%	0.0%
Labor Market Availability	47.1%	31.3%	17.5%	4.9%	6.0%	11.2%

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

The Appendix provides a utilization analysis for each faculty job group where there are five or more employees.

Utilization analysis is a comparison of the demographics of employees in various job groups with an estimate of the labor market for that same job group. The labor market is based on US Census Data (American Community Survey) to allow for calculations based on Italian American ancestry not available in IPEDS data (utilized in the federal plan). We last calculated labor market availability in 2023.

For this plan, we calculate underutilization for the following categories: female, total federally-protected minority, Asian/Hawaiian/Other Pacific Islander, Black/African American, Hispanic/Latino, and Italian American. The total minority category includes Asian, Black, and Hispanic job groups but also incorporates individuals identifying as Native American/Alaska Native and two or more races. Italian American status is counted for employees in addition to any other group to which they identify.

Underutilization occurs where the utilization of a protected group is less than 80% of the labor market estimate. It represents the number of additional employees we would need to have for utilization to be equal to the labor market estimate. Underutilization numbers represent placement goals when there are opportunities for hiring/advancement.

Underutilization is calculated by job group. Job groups for faculty are: professoriate, instructor, lecturer, faculty librarian, K-12, developmental (CLIP/START), and continuing education. Not all campuses have faculty in all job groups.

We calculate underutilization separately for full-time (annual) and part-time (hourly) employees. To address the situation of employees holding multiple concurrent appointments, we do not count part-time appointments for employees holding full-time appointments. For individuals with multiple part-time appointments, we count only one appointment per department per campus, giving priority to teaching appointments, then appointments according to pay level. At some campuses, a small number of employees (ten or fewer) may be counted more than once in part-time job groups because their appointments span multiple departments.

**Job Group Faculty: Lecturer**

Total Appointments: 97

**Weight Availability Factors**

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

Utilization Report						
	Female	Total Protected Ethnicity	Asian/Nat. Haw./Other Pac. Isl.	Black/African American	Hispanic/Latino	Italian American
Number of Faculty	39	29	8	11	8	11
Underutilized (Y = Yes)	Y		Y			
Number Underutilized	10		8			
Actual Utilization	40.2%	29.9%	8.2%	11.3%	8.2%	11.3%
Labor Market Availability	50.5%	33.4%	16.0%	6.5%	7.9%	12.1%

**Job Group Faculty: Lecturer Adjunct**

Total Appointments: 614

**Weight Availability Factors**

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

Utilization Report						
	Female	Total Protected Ethnicity	Asian/Nat. Haw./Other Pac. Isl.	Black/African American	Hispanic/Latino	Italian American
Number of Faculty	279	250	128	52	61	27
Underutilized (Y = Yes)						Y
Number Underutilized						48
Actual Utilization	45.4%	40.7%	20.8%	8.5%	9.9%	4.4%
Labor Market Availability	50.5%	33.4%	16.0%	6.5%	7.9%	12.1%

**Job Group Faculty: Librarian**

Total Appointments: 19

**Weight Availability Factors**

100.00% ACS 2017-2021 Nationwide workforce with a minimum of a Master's degree in occupation 2435 (Librarians and Media Collections Specialists). Italian American Status determined by either First or Second Ancestry of 051 (Italian) or 068 (Sicilian). One availability is calculated for all faculty in the Library group.

Utilization Report						
	Female	Total Protected Ethnicity	Asian/Nat. Haw./Other Pac. Isl.	Black/African American	Hispanic/Latino	Italian American
Number of Faculty	7	9	7	2	0	2
Underutilized (Y = Yes)	Y				Y	
Number Underutilized	8				1	
Actual Utilization	36.8%	47.4%	36.8%	10.5%	0.0%	10.5%
Labor Market Availability	81.3%	15.5%	3.6%	4.5%	4.8%	7.6%

**Job Group Faculty: Professoriate**

Total Appointments: 434

**Weight Availability Factors**

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

Utilization Report						
	Female	Total Protected Ethnicity	Asian/Nat. Haw./Other Pac. Isl.	Black/African American	Hispanic/Latino	Italian American
Number of Faculty	181	161	107	21	31	19
Underutilized (Y = Yes)						Y
Number Underutilized						9
Actual Utilization	41.7%	37.1%	24.7%	4.8%	7.1%	4.4%
Labor Market Availability	43.3%	26.2%	14.3%	4.0%	5.1%	6.5%

**Job Group Faculty: Professoriate Adjunct**

Total Appointments: 297

**Weight Availability Factors**

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

Utilization Report						
	Female	Total Protected Ethnicity	Asian/Nat. Haw./Other Pac. Isl.	Black/African American	Hispanic/Latino	Italian American
Number of Faculty	122	85	36	20	22	10
Underutilized (Y = Yes)			Y			Y
Number Underutilized			16			23
Actual Utilization	41.1%	28.6%	12.1%	6.7%	7.4%	3.4%
Labor Market Availability	47.1%	31.3%	17.5%	4.9%	6.0%	11.2%