THE CITY UNIVERSITY OF NEW YORK

QUEENSBOROUGH COMMUNITY COLLEGE’S

WORKFORCE DIVERSITY ANNUAL REPORT 2005

Signature of Individual Completing Form

Affirmative Action, Pluralism & Diversity/Compliance Officer
Title

______________________________  ________________________________
Date                              Signature of College President
WORKFORCE DIVERSITY REPORT

I. Institutional Leadership

1. Attached is the memorandum distributed to the Academic Department Chairs of Queensborough Community College by the President, outlining changes to the search process. In order to avoid any misunderstandings in the midst of a very promising initiative, a clear communication will be produced from the President to the Faculty with regard to the overall hiring process and the President’s role in that process. Using underutilized data extracted from the 2005 Affirmative Action Plan, we can target specific areas of concern. After consultation with the Academic Senate, the Faculty Executive Committee and the Affirmative Action Committee, the President and the Vice President for Academic Affairs will meet with the Chair of each department identified as being underutilized and institute a plan for the departments to meet their stated goals. This will be accomplished by identifying those doctoral programs that offer a doctorate in the respective disciplines and requesting the Chair of the search to contact members of that department’s faculty. As well as a through review of the diversity of the applicant pool by the Affirmative Action Pluralism and Diversity/Compliance Officer and a continued review of all finalists for faculty positions by the President and the Vice President for Academic Affairs. Finalists for administrative positions will be reviewed by the President and the respective Vice President.

2. Department Chairs are charged with informing departmental personnel and budget committee (P&B) members of the affirmative action program—its purpose, scope and process. The chairperson, in concert with the departmental P&B committee, is required to analyze the workforce in their divisions, and perform systematic examinations of the department’s policies and practices. The department must ensure that an employee is not subjected to adverse impact because of his/her age, race, color, religion, gender, national or ethnic origin, disability, veteran or marital status, sexual orientation, alienage or citizenship. This process must include systematic recording and reporting of data relative to:
   a. Recruitment of personnel, e.g., criteria and job description;
   b. Selection of personnel, e.g., criteria and job description;
   c. Advancement of personnel, e.g., promotions, changes in title, salary increases (other than incremental), in-service training;
   d. Retention of personnel, e.g., re-appointments, granting of tenure and/or CCE, non-reappointments/terminations.
   e. The department chair is also responsible for ensuring that departmental course offerings are not biased and that teaching materials present a balanced view of women and minorities. Such campus activities as teaching assignments must be made available to women and minority faculty on an equitable basis.
3. Queensborough Community College’s Affirmative Action/Compliance Officer, Mr. Harry Payne, is appointed by and reports directly to the President. Mr. Payne is employed by the college full time and has been provided with adequate staff and support necessary to implement QCC’s EEO/AAP program.

4. Mr. Payne meets with department chairs and reviews the college’s Affirmative Action Plan. During those meetings, they are kept abreast of the affirmative action rules and regulations governing equal employment opportunities and diversity.

II Recruitment

1. Queensborough, in its efforts to have a faculty reflective of its student population, has employed different and successful tactics for recruitment. The most successful has been the use of the internet. It reaches a wide spectrum of candidates across the country and in some instances, worldwide. Mr. Payne has attended Job Fairs sponsored by the New York Times, in an effort to reach a diverse applicant pool. The Affirmative Action Office has provided a listing of recruitment resources which was given to each department chair during Mr. Payne’s meeting with them to discuss upcoming and pending recruitment initiatives. The College’s Affirmative Action/Compliance Officer is also responsible for overseeing the budget for the College’s advertising budget, this enable the Officer to target media resources that advertise to those individuals with requisite qualifications and skills.

III Search and Selection Process

1. Each of the College’s nineteen departments (seventeen instructional departments plus the Library and the Department of Student Services) has an elected departmental Personnel and Budget committee. The recommendations of these committees (by majority vote) are forwarded to the College Personnel and Budget Committee, which is composed of all departmental chairpersons and the Dean for Academic Affairs, and chaired by the President. This committee meets through the academic year and makes recommendations to the President on appointments, re-appointments, tenure, promotion, and other personnel and budget matters.

2. Queensborough Community College’s Affirmative Action Officer charges each search committee prior to the beginning of every search. It is at this time they are reminded of the President’s position on diversity.

IV Retention

1. The office of Academic Affairs has established mentoring programs for all faculty and staff. New faculty members receive an orientation sponsored by this office, this orientation also includes a presentation by the Affirmative Action Officer as well.
V Accountability

1. When a applicant submits his/her resume, the individual will receive a questionnaire from the Affirmative Action Office asking for statistical data. The form is called a “Applicant Identification. Form” that asks the applicant several questions, i.e.:

   a. Gender  
   b. Ethnic Origin  
   c. Referral Source  
   d. Veteran’s Status

This affords us the opportunity to maintain statistical data that show whether or not the applicant pool is diverse. If it is not diverse enough, the Affirmative Action officer will work with the search committee and extend the search plan so that a more diverse population is reached.