

The City University of New York  
Baruch College  
**FACULTY DATA FORM**  
**Recruitment Documentation**

The Affirmative Action Program of The City University of New York mandates that equal opportunity be offered to all qualified persons when vacant positions are filled. In particular, a good faith effort is to be made to encourage women and minorities to apply for each available vacant position.

**PART I**

This part, accompanied by a recruitment plan, is to be submitted to the College Affirmative Action Officer for approval before the vacancy notice is issued.

I certify that I have reviewed and approved the proposed written recruitment plan submitted

by \_\_\_\_\_ of \_\_\_\_\_ for the position of  
Department/Office

\_\_\_\_\_ Title/Position To Be Filled Name and Signature of Dean Date

\_\_\_\_\_ Affirmative Action Officer Date

**PART II**

Federal and University regulations require documentation of the recruitment efforts. The following information is to be submitted with all documents required for appointment of candidates.

Department (Office) \_\_\_\_\_

Name of Candidate Selected \_\_\_\_\_

Title \_\_\_\_\_

1. What sources (CUNY postings, newspapers, journals, organizations, etc.) were used to recruit candidates for this position?

\_\_\_\_\_

2. Total number of applications received: \_\_\_\_\_ Male \_\_\_\_\_ Female \_\_\_\_\_

3. Of the above candidates, indicate how many were interviewed: \_\_\_\_\_

	Black	Hispanic	Asian/Pacific Islander	American Indian	Italian American	White	Total
Men	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Women	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

4. From what specific source was the selected candidate recruited? \_\_\_\_\_

\_\_\_\_\_

5. Name of the first candidate offered the position: \_\_\_\_\_

Did the candidate accept?  Yes Salary: \$ \_\_\_\_\_ Rank: \_\_\_\_\_

No Stated Reason \_\_\_\_\_

6. Additional candidate(s) offered the position: \_\_\_\_\_

\_\_\_\_\_

Did the candidate accept? \_\_\_\_\_ Yes Salary: \$ \_\_\_\_\_ Rank: \_\_\_\_\_  
\_\_\_\_\_ No Stated Reason \_\_\_\_\_

7. Names of other candidates interviewed but not offered the position:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**REGULATIONS REQUIRE THE RETENTION OF ALL SUPPORTING DOCUMENTS FOR AT LEAST THREE (3) YEARS.**

I certify that the above is true to the best of my knowledge and belief.

\_\_\_\_\_ Name and Signature of Chairperson/Department Head Date

\_\_\_\_\_ Dean Date

\_\_\_\_\_ Affirmative Action Officer Date