

EXECUTIVE ORDER 11246 AFFIRMATIVE ACTION PLAN (AAP)

For

HOSTOS COMMUNITY COLLEGE

New York, New York

Affirmative Action Program

September 1, 2016 – August 31, 2017

PARTS I-V: AAP FOR MINORITIES AND WOMEN

**PART VI: AAP FOR INDIVIDUALS WITH DISABILITIES AND PROTECTED
VETERANS**

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A written copy of this Affirmative Action Plan is available for inspection by any employee or applicant for employment, during normal business hours, in the Office of Compliance and Diversity, located at 475 Grand Concourse, Room A-336. Interested persons should contact Interim Chief Diversity Officer, Michele Dickinson, Esq. at 718-518-4284 (tel.) or MDICKINSON@hostos.cuny.edu for assistance.

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I. INTRODUCTION

This report is the annual update of the Affirmative Action Plan (AAP) required by federal regulations for women and federally designated racial/ethnic groups as well as covered Veterans and Individuals with Disabilities.

It covers the time periods:

Reporting Year (basis for data)	July 1, 2015 – June 30, 2016 and
Program Year (basis for goals/ plans)	September 1, 2016 – August 31, 2017

A. COLLEGE OVERVIEW

Eugenio María de Hostos Community College (“the College”), a comprehensive two-year public institution, is the only dual-language college in the City University of New York (CUNY) system and remains one of the few bi-lingual institutions in the United States. Hostos Community College, governed by the Board of Trustees of CUNY, serves the needs of its diverse students, who not only reside in the Bronx and Upper Manhattan but increasingly from all of New York City’s boroughs.

Specifically established to redress the historical pattern of linguistic and national origin discrimination against residents who have limited English proficiency and/or have traditionally been denied access to higher education, the College offers Associate in Arts (A.A.) and Associate in Science (A.S.) degree programs that prepare students for transfers to four-year colleges upon graduation. Hostos Community College also offers Associate in Applied Science (A.A.S.) degree programs that prepare students for specific careers, as well as certificate programs in Administrative Assistant, Community Health, and Practical Nursing (LPN) studies.

Hostos Community College is accredited by the Middle States Association of Colleges and Schools and the Board of Regents of the University of the State of New York. Its career programs are accredited by the New York State Education Department, the Joint Review Committee on Education in Radiologic Technology, and the American Dental Association. The Allied Health programs are accredited by the appropriate agencies, including the Dental Association and the New York Department of Health. Hostos Community College is a member of the American Association of Community and Junior Colleges, the American Committee on Education, the Hispanic Association of Colleges and Universities, the American Education Research Association, the National Association for Bilingual Education, and other professional and learned organizations devoted to the advancement of education.

Hostos Community College is located at 149th Street and the Grand Concourse in the Bronx. The College consists of several facilities. The building at 475 Grand Concourse houses several chemistry and biology laboratories, as well as administrative offices and academic classrooms. The Shirley J. Hinds Allied Health and Science Complex, dedicated in December of 1990, contains a modern library with an on-line bibliographic system, and state-of-the-art laboratories for the College’s programs in Radiologic Technology, Chemistry, Biology, Physics, and Medical Laboratory Technology. The Hostos Children’s Center, licensed by the State of New York, is also located in this building.

The building at 500 Grand Concourse contains classrooms, academic and administrative offices, the administrative computing center, the Student Health Services Office, and the Dental Hygiene Program. In addition to numerous academic departments and student organizations and club offices, a collegiate-size swimming pool, two (2) theatres, and a museum-grade art gallery are part of the East Academic Complex that opened in 1994.

The most recent acquisition is the Savoy Manor building which was occupied in 1997. This building, located at 120 East 149th Street, houses the Offices of the Registrar, Bursar, Admissions & Recruitment, Business Office, and Counseling Center.

B. HISTORY

On April 22, 1968, the then Board of Higher Education created Hostos Community College in response to the demands of Puerto Rican and Hispanic leaders who urged the establishment of a college to meet the needs of the South Bronx. In September 1970, the College admitted a charter class of 623 students at the site of a former factory at 475 Grand Concourse. By June of 1974, the enrollment had increased to over 2,000 students. To ease an increasing space shortage, the State Legislature passed a special bill to acquire the “500 Building” on the Grand Concourse across from the original site. On June 9, 1976, the State Legislature guaranteed the existence of the College with passage of the Landes Higher Education Act.

C. MISSION

Consistent with the mission of The City University of New York to provide access to higher education for all who seek it:

The mission of Eugenio María de Hostos Community College is to offer access to higher education leading to intellectual growth and socio-economic mobility through the development of linguistic, mathematical, technological, and critical thinking proficiencies needed for lifelong learning and for success in a variety of programs.

The College takes pride in its historical role in educating students from diverse ethnic, racial, cultural, and linguistic backgrounds. An integral part of fulfilling its mission is to provide transitional language instruction for all students learning English as a second language along with offerings to foster a multi-cultural environment for all students. Hostos Community College, in addition to offering degree programs, is determined to be a resource to the South Bronx and the other communities served by the College by providing continuing education and cultural events for the further development of the communities it serves.

D. ORGANIZATION CHART

Appendix A - Organization Chart

A summary organization chart is provided in Appendix A.

II. NON-DISCRIMINATION AND AFFIRMATIVE ACTION POLICIES

Appendix B – President’s Re-affirmation Letter

As a part of The City University of New York, a public university system, Hostos Community College adheres to federal, state, and city laws and regulations regarding non-discrimination and affirmative action including among others, 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 and the Age Discrimination Act of 1975, the New York State Human Rights Law and the New York City Human Rights Law. The “protected classes,” delineated in Executive Order 11246 include American Indian or Alaska Native, Asian, Black or African American, Hispanic or Latino, Native Hawaiian or Other Pacific Islander, and Women. Updated federal guidelines further expanded these protected classes to include two or more races.

Policies and procedures on non-discrimination, sexual misconduct, and affirmative action are publicly posted on the CUNY website at the following address:

[Click for CUNY’s Policies \(www.cuny.edu/about/administration/offices/ohrm/policies-procedures.html\)](http://www.cuny.edu/about/administration/offices/ohrm/policies-procedures.html)

A. THE UNIVERSITY’S POLICY ON EQUAL OPPORTUNITY AND NON-DISCRIMINATION

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.

B. THE UNIVERSITY'S POLICY ON AFFIRMATIVE ACTION

The University's overall policy on Affirmative Action, dated 5/28/1985, is part of CUNY's Manual of General Policy. It reads:

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 Chancellor 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, 6, C)

C. THE UNIVERSITY'S POLICY ON SEXUAL MISCONDUCT

The University's Policy on Sexual Misconduct (effective 1/1/2015), also addresses sexual harassment, gender-based harassment and sexual violence. It states:

Every member of The City University of New York community, including students, employees and visitors, deserves the opportunity to live, learn and work free from sexual harassment, gender-based harassment and sexual violence. Accordingly, CUNY is committed to:

- 1) Defining conduct that constitutes prohibited sexual harassment, gender-based harassment and sexual violence;
- 2) Providing clear guidelines for students, employees and visitors on how to report incidents of sexual harassment, gender-based harassment and sexual violence and a commitment that any complaints will be handled respectfully;
- 3) Promptly responding to and investigating allegations of sexual harassment, gender-based harassment and sexual violence, pursuing disciplinary action when appropriate, referring the incident to local law enforcement when appropriate, and taking action to investigate and address any allegations of retaliation;
- 4) Providing ongoing assistance and support to students and employees who make allegations of sexual harassment, gender-based harassment and sexual violence;
- 5) Providing awareness and prevention information on sexual harassment, gender-based harassment and sexual violence, including widely disseminating this policy, and implementing training and educational programs on sexual harassment, gender-based harassment and sexual violence to college constituencies; and
- 6) Gathering and analyzing information and data that will be reviewed in order to improve safety, reporting, responsiveness and the resolution of incidents.

D. COLLEGE POLICY

It is the policy of Hostos Community College 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. Our policy is annually reaffirmed by the President.

(see Appendix B)

III. RESPONSIBILITY FOR IMPLEMENTATION

To ensure effective implementation of this Affirmative Action Plan, the College has designated specific responsibilities to various personnel. The President, Chief Diversity Officer, executive officers (Provost, Vice Presidents, Deans, and Administrators), Directors, academic department Chairpersons as well as managers and supervisors of administrative offices have undertaken the responsibilities described below.

A. PRESIDENT

The President has the primary responsibility to provide leadership and oversee the implementation of the College's affirmative action policies, procedures and diversity programs as well as assuring compliance with all related federal, state, and city laws, rules and regulations as well as the policies of The City University of New York. This role includes, but is not limited to, the following duties:

- Designates appropriate personnel with the responsibility for overseeing, administering, implementing, and monitoring the College's Affirmative Action Plan, specifically, appointing a Chief Diversity Officer (CDO), 504/ADA Coordinator and a Title IX Coordinator
- Ensures personnel responsible for all Affirmative Action Plan components are given the necessary authority, top management support, and staffing to successfully implement their assigned responsibilities
- Communicates his/her total involvement and commitment to equal employment opportunity programs including the issuance of an Annual Re-Affirmation Letter supporting affirmative action, diversity and equal opportunity (see copy of *President's Re-Affirmation Letter* in Appendix B.)
- Submits required reports to University offices and external parties as needed.

B. CHIEF DIVERSITY OFFICER

The President has designated Michele Dickinson, Esq. to serve as Interim CDO during the reporting year. Ms. Dickinson also served as the College's Interim Title IX Coordinator, Sexual Harassment Coordinator, Director of the Sexual Harassment Awareness and Intake Committee (SHAIC), and 504/ADA Coordinator; the office is located at:

475 Grand Concourse (Building A), Room 336, email: mdickinson@hostos.cuny.edu , Telephone: 718-518-4284.

As the President's primary designee in this area, the CDO:

- Provides confidential consultation for, investigates and resolves internal complaints of discrimination/harassment
- Distributes the following policies annually: the *Policy on Equal Opportunity, Non-Discrimination, and on Sexual Misconduct*; the *Affirmative Action Policy*; and *Contact Information* for the CDO, Title IX Coordinator and the 504/ADA Coordinator

- Publicizes policies widely and ensures their inclusion into the training curriculum for managers, supervisors, and search committees
- Prepares and communicates the Affirmative Action Plan reports
- Communicates changes to University policy as well as Federal, State, and local regulations regarding affirmative action and equal employment opportunity
- Evaluates the impact of affirmative action programs in general and the effectiveness of specific initiatives

C. COLLEGE OFFICIALS

College Officials - executives, department chairpersons, managers, and supervisors - are crucial partners in the success of the equal employment/affirmative action program as they ensure compliance with the College's affirmative action policy and help foster an inclusive environment.

These individuals:

- Assure that their unit(s) adhere to Non-Discrimination and Affirmative Action Policies
- Assist President and CDO in developing, maintaining, and implementing the Affirmative Action Plan
- Foster an inclusive environment within their sphere of influence.

D. DIVERSITY/AFFIRMATIVE ACTION COMMITTEE

The College has a standing Diversity/Affirmative Action Committee which:

- Advises the President in formulating and implementing affirmative action policy
- Reviews proposed amendments to the College governance plan to assure compliance with non-discrimination and affirmative action policies and procedures
- Develops and implements strategic diversity plans
- Promotes educational programs to reflect pluralistic values and goals
- Submits a summary of its activities to the President each academic year

The members of the Diversity/AA Committee effective fall 2015 were:

Professor Sonia Maldonado
Education Dept.

Associate Dean Ana García-Reyes
Community Relations

Professor Hector Soto
Behavioral and Social Sciences

Lisanka Soto
Associate Director Admissions

Professor Jorge Matos
Library

Professor Grace Onovo
Allied Health Sciences

IV. RESULTS OF STATISTICAL ANALYSES – AREAS OF CONCERN

The College evaluates each employee selection process (e.g., hires, reclassifications, promotions, and terminations) through statistical analyses. The CDO compiles and examines information on the outcomes of selection processes, conducts a utilization analysis using reference data to compare incumbency to labor force availability; and prepares impact ratio analyses.

The data used in the preparation of the Affirmative Action Plan is collected from the *Ethnicity and Gender Report*. This report utilizes data in the University's system of record, called "CUNYfirst" (CUNY Fully Integrated Resources and Services Tool).

A. WORKFORCE ANALYSIS

We initially conducted a workforce analysis to review, by unit or department and job title, the number of employees by gender and race/ethnicity. The source of this data is the CUNYfirst *Ethnicity and Gender Report* utilizing an effective date of June 30, 2016. The *Workforce Analysis Report* is available upon request.

For example, during the current reporting year, staffing patterns within the college indicate that representation of women and minorities is widespread and substantial (with the exception of the Skilled Trades, where there no female incumbents). Women are concentrated in job titles with secretarial/clerical responsibilities (Secretarial and Clerical EEO-6 category; Professional/Non-Faculty EEO-6 category - Administration III AAU), performing administrative duties. Minorities are concentrated in the Public Safety, Custodial, Administration III AAU, and Secretarial and Clerical EEO-6, and Executive/Administrative/Managerial EEO-6 units. All job titles, including unit supervisor, are listed from the lowest to highest paid within each department/unit.

The Workforce Analysis Report is available upon request, in the Compliance and Diversity Office.

B. JOB GROUP SUMMARY

Appendix C – Affirmative Action Unit Structure

Appendix D – Utilization Analysis Worksheets

An analysis of the employee population by EEO job grouping is the basis for statistical analyses and comparisons.

The College's 612 full-time employees are employed in titles which are grouped into major categories (Job Groups) and sub-categories (Affirmative Action Units). Job titles are assigned to Affirmative Action Units based on duties, qualifications, and other conditions of employment.

The Affirmative Action Unit Structure in Appendix C provides a listing of the Job Groups and Affirmative Action Units for faculty and staff.

We begin our review by organizing employee data according to Affirmative Action Unit and demographic category in the *Utilization Analysis Worksheets* (UAW) which are provided in Appendix D.

Worksheets are not prepared for units with four or fewer employees.

To evaluate representation by race/ethnicity, we use the federally-mandated categories of Asian, Black/African American, and Hispanic. As employees who identify as American Indian/Alaska Native or Hawaiian/Native Pacific Islander comprise less than two percent of both CUNY's workforce and the local population, they are not analyzed as a discrete group. Individuals identifying as American Indian/Alaska Native are included in the Total Minority category, as are persons of Two or More Races. Individuals identifying as Hawaiian/Native Pacific Islander are included in the Asian category.

All employees self-identified gender and race/ethnicity.

Women and minorities represent a significant percentage of the College's employees. As of June 30, 2016, the College had a full-time, permanent workforce of 612 employees. The total number of protected ethnic/racial group members was 470 (77%), and 327 (53%) were women.

Areas with zero representation of women and/or a protected racial/ethnic group have been identified below.

In the Professorial ranks (excluding Lecturers and Instructors), there are 5 AAUs that have no representation of a protected minority group (women are represented in all professorial ranks):

1. In Education, Asians are not represented. The lack of representation reflects the low availability rate of Asians for this AAU.

2. In English, Blacks are not represented. The lack of representation reflects the low availability rate for this group in this AAU.
3. In Visual Performing Arts, Asians and Blacks are not represented. The lack of representation reflects the relatively low availability rates of these groups for this AAU.
4. In Foreign Languages, Asians and Blacks are not represented. Both groups have low availability rates.
5. In Social Science, Asians are not represented. The lack of representation reflects the low availability rate for this group in this AAU.

In the Administration IV AAU, Asians are not represented.

In the Secretarial and Clerical EEO-6 category/CUNY Administrative Assistant AAU, Asians are not represented, which reflects the relatively low availability rate for this group. With regard to selecting employees in this category, in general, the College is limited to a list of candidates provided by the Civil Service Commission. The University posts notices of classified staff examinations and also distributes notices to various ethnic and women's organizations.

In the Skilled Crafts EEO-6 category, women and Asians are not represented. The lack of representation reflects the low availability rate for both groups. With regard to selecting employees in this category, in general, the College is limited to a list of candidates provided by the Civil Service Commission. The University posts notices of classified staff examinations and also distributes notices to various ethnic and women's organizations.

In the Service/Maintenance EEO-6 category/Custodial Assistant and Custodial Supervisory AAUs, Asians are not represented. The lack of representation reflects the low availability rate for Asians in these job groups.

Chart: Total Employee Population by Job Category

EEO Job Category (Group)	Total	# Female	% Female	# Minority	% Minority
Executive/Administrative/Managerial	86	48	56%	66	77%
Faculty	190	101	53%	100	53%
Professional Non-Faculty	122	91	75%	113	93%
Secretarial/Clerical	58	51	88%	56	97%
Technical Paraprofessional	47	16	34%	44	94%
Skilled Trades/Crafts	28	0	0%	11	39%
Service/Maintenance	81	20	25%	80	99%
Grand Total	612	327	53%	470	77%

Chart: Total Employee Population by Affirmative Action Unit

Job Group	Affirmative Action Unit	Total	# Female	% Female	# Minority	% Minority
Executive/Administrative/Managerial	Administration I	15	7	46	12	80
	Administration II	66	41	62	50	76
	Administration V	None	0	0	0	0
	Computer Systems Manager	None	0	0	0	0
	Chief Admin Supt of Buildings and Grounds	1	0	0	0	0
	Admin Supt of Buildings and Grounds	1	0	0	1	100
	Security Director	3	0	0	3	100
	Architect/Engineering Manager	None	0	0	0	0

Job Group	Affirmative Action Unit	Total	# Female	% Female	# Minority	% Minority
Faculty						
	Professorial	154	82	53	73	47
	Non-Professorial Lecturer	35	18	51	26	74
	Non-Professorial Instructor	1	1	100	1	100
Professional Non-Faculty						
	Accountant	3	2	67	3	100
	Administration III	117	87	74	108	92
	Disability Accommodation Specialist	1	1	100	1	100
	Nurse	1	1	100	1	100
Technical/ Paraprofessional						
	Administration IV	14	6	43	12	86
	Accountant Assistant	5	4	80	5	100
	Broadcasting/Media	None	0	0	0	0
	Computer Specialists	26	5	19	25	96
	Engineer Technicians	None	0	0	0	0
	Media/Print Shop	2	1	50	2	100
Secretarial/ Clerical						
	CUNY Administrative Assistant	9	7	78	9	100
	CUNY Office Assistant	47	44	94	45	96
	Mail Message Services Worker	2	0	0	2	100
Skilled Trades/ Crafts						
	Skilled Trades/Crafts Supervisory	2	0	0	0	0
	Skilled Trades/Crafts, Non-Supervisory	26	0	0	11	42
Service/Maintenance						
	Campus Peace/Security Officer L1	28	7	25	28	100
	Campus Peace/Security Officer L2	1	1	100	1	100
	Campus Public Safety Sergeant	9	2	22	8	89
	Custodial Assistant	35	9	26	35	100
	Custodial Supervisory	6	1	17	6	100
	Basic Crafts/Buildings and Grounds	2	0	0	2	100

C. DETERMINING AVAILABILITY

Appendix D – Utilization Analysis Worksheets

Availability is an estimate of the proportion of each gender and racial/ethnic group available for employment in the labor market from which the College would be expected to recruit. Availability is calculated by Affirmative Action Unit and updated periodically.

Availability indicates the approximate percentage each gender and racial/ethnic group could reasonably be expected to be represented in each Affirmative Action Unit (job group).

As per federal regulations, the College uses recent and discrete statistical information to calculate availability. As an educational institution, most availability data is calculated using the “earned degrees conferred” information from the U.S. Department of Education and the *American Community Survey* (2007 - 2011). We also take into account the geographic location of the labor market from which CUNY recruits.

For titles with internal promotion paths, the composition of employees eligible for promotion in the feeder titles is also used to calculate availability.

A description of the specific sources and methods used to determine availability is attached to the Utilization Analysis Worksheet for each Affirmative Action Unit (see *Factor/Source Sheets and Degrees Conferred Charts*).

D. UTILIZATION ANALYSIS AND PLACEMENT GOALS

Appendix D – Utilization Analysis Worksheets

Appendix E – Results of Utilization Analysis and Annual Placement Goals

The last step in the utilization analysis is a side-by-side comparison of the gender and race/ethnicity of employee groups and labor market availability data.

Utilization analysis assesses the differences between the composition of the workforce (incumbents) and the general labor market (availability). Underutilization is defined as any Affirmative Action Unit in which fewer minorities or women are employed than would reasonably be expected given their availability in the workforce. The difference between incumbency and availability is calculated in terms of whole persons (i.e., estimating how many women and members of protected racial/ethnic groups are underutilized).

The underutilization of females and total minorities detailed in the Utilization Analysis Worksheets, is summarized in the *Results of Utilization Analysis and Annual Placement Goals* in Appendix D. Where there is underutilization of one person or more, the College establishes a Placement Goal for the recruitment and/or promotion for that particular job group, calculated in terms of whole persons.

E. HISTORICAL COMPARISONS

Appendix E – Results of Utilization Analysis and Annual Placement Goals

Appendix F – Progress Report of Historical Underutilization 2012 – 2016

Appendix G – Underutilization Summary for Professorial Job Groups

We compare the 2016 Utilization Analysis with prior year (2015) findings and progress toward goal attainment, whether positive (greater utilization of women and minorities) or negative (less utilization). We then review possible underlying causes.

The *Progress Report* in Appendix F is an historical comparison for the years of 2012 through 2016.

In reviewing the results of this year's utilization analysis (2016) as compared with last year's analysis (2015), we observed the following differences:

Faculty

In the current reporting year, the underutilization of Asians in the Social Sciences AAU increased from 0 to 1.

The underutilization of women decreased in the Biological/Biomedical Sciences AAU from 1 to 0.

There is no underutilization of Hispanics in the Professorial ranks.

Professional/Non-Faculty (Administration III AAU)

Underutilization of Asians in this job group increased by 1 (from 5 to 6).

The College made good faith efforts to recruit a diverse applicant pool, and Asians were represented in the applicant pool. Overall, the College continues to strive toward recruiting Asians college-wide and has made continuous increases in the number of applications, interviews, offers, and new hires of Asian candidates. For example, in the Fall 2012 reporting period, the College received 208 applications from candidates who self-identified as Asian. That year, the College interviewed 9 Asian candidates and hired 2 of them. In the 2013 reporting year, the College received 435 applications from Asian candidates, interviewed 24, and hired 2. In the 2014 reporting year, the College received 482 Asian applicants, interviewed 20, and hired 6. In the 2015 reporting year, the College received 506 applications from Asian candidates, interviewed 25, and hired 9. In the current reporting year the College received 254 applications from Asian candidates, interviewed 39, and hired 3.

Service/Maintenance

Underutilization of Asians in the Campus Peace Officer Level I AAU increased by 1 (from 0 to 1).

Underutilization of females in the Custodial Assistant AAU decreased by 2 (from 3 to 1).

The affirmative action units of Administrative Superintendent of Buildings and Grounds, Computer Manager, and Security Director were too small to analyze.

F. DETERMINING ADVERSE IMPACT

Appendix H – Personnel Activity Table (Employee and Applicant Data)

Appendix I – Impact Ratio Analysis Worksheets

As per the Federal *Uniform Guidelines on Employee Selection*, we analyze personnel actions for potential adverse impact. Adverse impact is defined by the Uniform Guidelines as a substantially different rate of selection in hiring, promotion or other employment decision which works to the disadvantage of members of a race, sex or ethnic group.

We collect data on personnel actions through a variety of sources, including CUNYfirst system reports and data provided by the Offices of Human Resources, Academic Affairs, and Compliance and Diversity. Data is organized by EEO Job Group/Category with detail by race/ethnicity and gender. This information is summarized in the *Personnel Activity Table* (Appendix H). The first chart in the Appendix provides data on major actions: New Hires, Terminations, Upgrades, and Transfers. The second chart provides detail on recruitment activity: Applicants, Interviews, and Offers. A detailed discussion follows.

The *Impact Ratio Analysis* (Appendix I) illustrates disparities and/or adverse impact in personnel transactions. We analyze transactional data for minorities and non-minorities and for men and women. We analyze hires by comparing the number of hires to applicants, analyze promotion, upgrades/re-classification and transfers by comparing the number of employees promoted to incumbents, and analyze terminations by calculating the attrition rate by comparing the number of terminations to incumbents.

The analysis indicates if an employment practice results in a negative consequence more often for members of protected groups than for other employees or applicants.

1. **Analysis of Personnel Activity Table**

New Hires

This group includes individuals hired into new positions through a posting, search, and selection process (whether or not they previously worked at the College).

The College hired 116 new full time employees; of these 74 were women, and 103 were minorities. Of the minorities, 36 are Black, 61 are Hispanic, 3 are Asian, 3 identified as Two or More Races, and none are American-Indian.

Terminations/Separations

This group includes individuals separated for both voluntary and involuntary reasons, including the scheduled end of a time-limited appointment.

The number of employees separated from the workforce was 97, including 56 women and 82 minorities. Of the minorities, 29 are Black, 48 are Hispanic, and 5 are Asian.

Upgrades and Promotions

This group includes faculty who received a promotion in rank, Higher Education Officer Series employees who received a reclassification of position, and Civil Service employees promoted according to the promotional path for their titles.

Of the 13 members of the professoriate who applied for promotion, 12 received an upgrade in rank. In the Higher Education Officer series 1 employee was reclassified; in the technical/paraprofessional category there was one promotion; in the service/maintenance category, there was one upgrade.

Of the 12 members of the professoriate who applied for promotion and received an upgrade in rank, 7 are female and 5 are of minority descent: one White male and one Hispanic female in the Biological/Biomedical Sciences AAU; one White female in the Legal Studies/Public Administration AAU; one Asian male and one Hispanic female in the Health Professions AAU; one White male in the Library AAU; two White females in the Education AAU; one Hispanic female in the Health and Physical Education AAU; one Asian male in the Math and Computer Science AAU; one White male in the Foreign Languages AAU; and one White female in the Visual and Performing Arts AAU.

One Hispanic female and one White male from the Biological/Biomedical Sciences AAU; one White female from Legal Studies/Public Administration; and one Asian male from the Health Professions AAU were promoted from Associate Professor to Professor. One Hispanic female from the Health Professions AAU; one White male from the Library AAU; 2 White females from the Education AAU; one Hispanic female from the Health and Physical Education AAU; one Asian male from the Math and Computer Science AAU; one White male from the Foreign Languages AAU; and one White female from the Visual and Performing Arts AAU were promoted from Assistant Professor to Associate Professor.

In the Non-Faculty areas:

There was one re-classification in the HEO series – a Hispanic male – from Assistant to HEO to HEO Assistant. There was one promotion in the technical/paraprofessional category - a white male – from College Laboratory Technician to Senior College Laboratory Technician; and one upgrade in the service/maintenance category – a Black female – from Campus Peace Officer Level 1 to Campus Public Safety Sergeant.

Tenure decisions will be discussed in the next section.

Transfers

This group primarily consists of individuals transferred between departments under the terms of bargaining unit agreements and Civil Service employees moving to new locations through the Civil Service Transfer Roster process. Transfers may be either voluntary (at the request of the employee) or involuntary (for reasons which may include reorganization).

The number of employees who transferred was 3, including 2 women and 3 minorities.

2. Analysis of Applicant Data/Recruiting Documentation

A review of this year's data-recruitment information reveals that College is recruiting, interviewing, and making job offers to a high percentage of women and protected groups. This reporting period, the College received 5696 total applications.¹ Of the applicants, 3034 or 53.2% were women and 3073 or 53.9% were from minority groups (20.4% Black, 28.7% Hispanic, 4.5% Asian, 0.3% American Indian, 38.5% of applicants did not indicate a race or ethnicity).

Of the 414 interviews that were conducted, 229 or 55.3% of the interviewees were women and 331 or 80% were from minority groups (34.3% Black, 35.3% Hispanic, 10.1% Asian, and .2% American Indian).

Of the 122 job offers that were given this reporting year, 77 or 63.1% were to women and 108 or 88.5% were to minorities (30.3% Black, 53.2% Hispanic, .02% Asian, and .02% other minority groups).

3. Impact Ratio Analysis

The analysis indicated no adverse impact in any of the categories.

The female hiring rate this reporting year is 63.1%. Females were the "Favored Group" in the following EEO-6 categories: Professional/Non-Faculty, and Secretarial/Clerical. There were no female new hires in the Skilled Trades EEO-6 category.

The minority hiring rate this reporting year is 88.5%. In the analysis of Non-Minority vs. Minority new hires, minorities were the "Favored Group" in the following EEO-6 categories: Executive/Administrative/Managerial; Faculty; Professional/Non-Faculty; Technical/Paraprofessional; Service Maintenance; and Secretarial/Clerical.

With regard to promotions, females were the "Favored Group" in the Faculty Service/Maintenance EEO-6 categories. Minorities were the "Favored Group" in the Professional/Non-Faculty, and Service/Maintenance EEO-6 categories.

G. TENURE ELIGIBILITY ANALYSIS

Appendix J – Tenure Eligibility Survey

Tenure is a type of permanent employment status which applies to faculty in professorial titles and to College Laboratory Technicians. Historically, one of the intents behind granting tenure has been to help assure that the faculty has limited interference in its academic pursuits. Generally, an employee with tenure can be dismissed only as a result of a disciplinary procedure.

Faculty members with professoriate rank (Assistant Professor, Associate Professor, Professor, or equivalent titles) and College Laboratory Technicians (CLTs) are eligible for tenure. Faculty members at the Lecturer rank are eligible for a Certificate of Continuous Employment. Members of each group

¹ The number of applicants whose race/ethnicity was unknown was not counted as part of the total number of applicants.

become eligible upon serving a specified term of service as defined in University policy statements and bargaining unit contracts. In some cases, faculty members may receive consideration for early tenure. Eligible members are recommended based on a review by Departmental and College-wide Personnel and Budget (P&B) Committees. The President presents recommended candidates for tenure or CCE to the CUNY Board of Trustees. Upon Board approval, barring special exceptions, tenure becomes effective the following September 1.

We analyze data related to tenure decisions for employees in titles eligible for tenure or a similar status, Certificate of Continuous Employment (CCE) which is awarded to faculty in the Lecturer title. A review of the tenure decisions compares employees eligible for tenure to those granted tenure or CCE. A review of the tenure decisions, as summarized in the *Tenure Eligibility Survey* by ethnicity and gender, reveals the following:

During the reporting period, 6 faculty members were presented for tenure: 4 Assistant Professors, and 2 Lecturers. All were recommended and granted tenure by the Board of Trustees, effective September 1, 2015.

The tenure recipients included faculty from the following academic units:

The 4 Assistant Professors were from the Humanities Dept.; English Dept.; Education Dept.; Mathematics Dept. and the Humanities Dept. Of the 4 Assistant Professors, 2 are female, 1 is Asian, and 1 is African-American. The 2 Lecturers are from the English Dept. and the Behavioral and Social Sciences Depart. Both Lecturers are male and African-American.

H. ANALYSIS OF SYSTEMIC COMPENSATION

Appendix K – Compensation Practices

The University's employees are compensated under a number of pay plans based on title and/or bargaining unit. These include an Executive Compensation Plan (ECP), Faculty and Non-Teaching Instructional Staff Pay Schedules, and Classified Civil Service Plans for Managerial Personnel, Non-Managerial Staff, and Skilled Trades. Plans may be based on bargaining unit contracts, Civil Service regulations, New York City Comptroller's Determinations, and/or University policy.

We review the following compensation practices, described in Appendix K:

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

We also review employee salaries by compensation job groups (titles with similar duties and conditions of employment); job title; and job function (non-faculty) or discipline (faculty). Any area in which there was a pay discrepancy on the basis of race or gender exceeding 5% is flagged for review of the pay of individual incumbents.

The Chief Diversity Officer and the Human Resources Director discuss compensation best practices and areas of risk with members of the President's Cabinet.

V. ACTION-ORIENTED PROGRAMS

Action-Oriented Programs designed to address the underutilization of women and minorities and any adverse impact of the employment practices were carried out throughout the Affirmative Action Plan year. The College tailored its programs to ensure they address initiatives are specific to the problem(s) identified.

A. IMPLEMENTATION OF 2015 – 2016 AFFIRMATIVE ACTION PROGRAM

Results-oriented activities to address underutilization during the past year (2015 – 2016) include:

The College continues to make good faith efforts to recruit candidates from protected groups. During the reporting period, job announcements were advertised in various periodicals and websites that have wide circulation and readership, including the Chronicle of Higher Education, Asiansinhighered, HRPromise, naaap.org, womeninhighered, academicdiversitysearch.com, engr.psu.edu/fff, womenforhire.com, dice.com, and the CUNY and Hostos Community College websites. Job advertisements are also disseminated to various ethnic organizations, including the Institute for Research on the African Diaspora in the Americas and the Caribbean (IRADAC), the John D. Calandra Italian-American Institute, and the National Puerto Rican Coalition, Inc, and advertised in other professional publications and list-serves. The College also sends all job announcements to the Bronx Outreach Specialist at the US Dept. of Veterans Affairs and the NYS Adult Career and Continuing Education Services – Vocation Rehabilitation unit (ACCESS – VR), an organization that assists people with disabilities, and New York State workforce agencies. The University sends advertisements to wide-reaching recruiting sources such as DirectEmployer (which posts job announcements on over 3,000 websites and includes disability, diversity and veteran outreach), HERC, Indeed.com, Monster.com, Inside Higher Ed, and Simplyhired.com.

In addition, during job searches, the Chief Diversity Officer (CDO) conducts a “charge” meeting in which search committee members are apprised of the College's commitment to diversity, pluralism, inclusion, and fostering a non-discriminatory working environment. The CDO instructs the search committee to refrain from asking irrelevant interview questions relating to protected categories, including, but not limited to, race, national origin, ethnicity, sex, disability, and military status. The CDO is available for any questions the search committee chair/members may have with respect to diversity and non-discrimination. The College will continue to examine its recruitment practices so that there are diverse applicant pools for vacancy announcements.

Also, the College is in its fourth year of its five-year Faculty Diversity Strategic Plan, which was implemented in the Fall 2013. The Plan focuses on continuously improving in three goal areas in the faculty ranks: (1) recruitment; (2) retention, and (3) climate.

Hostos' Office of Compliance and Diversity (OCD) continues to implement its Equal Employment/Education Opportunity (EEO) training program designed to provide supervisors and employees with up-to-date federal, state, and local anti-discrimination laws and regulations, information about reasonable accommodations, and information regarding filing complaints. During the reporting period, the College provided Title IX Sexual Harassment training. The EEO/Title IX training sessions include discussions on the College's commitment to diversity, non-discrimination, and combatting sexual harassment. During the 2015-2016 reporting period, the OCD provided additional EEO and/or Title IX training sessions for the Human Resources Department, Public Safety Department, and Counselling Center.

1. Goal Attainment 2015 - 2016: Addressing Underutilization

The College hired 116 employees into full time positions between July 1, 2015 and June 30, 2016 as depicted in the *Personnel Activity Table* (Appendix G). The impact of these appointments is included in the *Results of the Utilization Analysis and Annual Placement Goals* (Appendix D), which identifies the extent to which disparities between incumbency and availability in AAUs were eliminated, reduced or remained unchanged.

The College's new hires led to attainment of goals during the reporting period. The College successfully achieved its goals in hiring women and minorities in the following EEO-6 groups:

Faculty (Professorial):

Biological/Biomedical Sciences (Meeting goal eliminated underutilization.)

Technical/Paraprofessional:

Computer Specialists

Service/Maintenance:

Custodial Supervisory

Custodial Assistant (Meeting goal reduced underutilization.)

There is no underutilization in total minorities at the College; consequently, no placement goals were required to be set in this category.

2. Initiatives and Activities

The College initiated a variety of programs to address underutilization and encourage an inclusive climate. The College periodically reviews the effectiveness of the programs and makes adjustments to promote greater success.

As part of the College's Faculty Diversity Strategic Plan, various multi-year initiatives have been identified in the 2013 - 2018 timeframe to support CUNY's educational mission through recruiting and retaining a diverse faculty. Efforts specifically related to that plan are so noted.

The following is a description of the most notable programs undertaken in 2015 - 2016:

Faculty Fellowship Publication Program

Recognizing that publication of academic works is one of the key criteria for advancement, CUNY's Faculty Fellowship Publication Program aims at advancing the goal of a diverse professoriate through mentoring and educational programs which address preparing materials for publication.

During the reporting year, two (2) faculty members participated in the Faculty Fellowship Publication Program and four (4) participated in the Diversity Projects Development Fund.

Diversity Projects Development Fund

CUNY's Diversity Projects Development Fund provides funding for College research and/or educational activities related to traditionally underrepresented groups.

Diversity Activities and Programs

Each year the College promotes diversity through a program of events. Among the activities to promote diversity the College held /conducted the following:

--*Affirmative Action: Achieving Diversity in Higher Education* – Presented by Dr. Elizabeth Ortiz – Vice President of Institutional Diversity and Equity at DePaul University.

-- Film screening: *North Country*. Based on the true account of the first woman to file a class action sexual harassment suit (1984) against the iron mines of Minnesota.

--*Exploring Power and Privilege: A Look at Identity* – Exploring concepts of power, identity, privilege and oppression as it relates to various aspects of our identity. From micro aggressions to unconscious bias, participants consider ways in which inequities are inadvertently perpetuated.

--*"Multicultural Barbies: A Controversial History"* – Professor Jennifer Tang sheds light on the little-known history of how Barbies (dolls) became Black, Hispanic, Asian, Middle Eastern, and a lightning rod for controversy.

--*Congressman Vito Marcantonio Champion of Immigrant Rights* – A presentation by Professor Gerald Myer in Honor of Italian- American Heritage month. Vito Marcantonio served as a congressman for East Harlem from 1934-1950 who supported "El Barrio" (a Puerto Rican neighborhood) and developed a social service clinic dealing with a variety of issues affecting the neighborhood (e.g. health, citizenship, workmen's compensation, immigration, tenant and family issues).

In addition, the College also held activities to promote diversity via the Hostos Center for the Arts & Culture, the College's centerpiece for cultural activity. The Center consists of a museum-grade art gallery, a 367-seat theater, and a 907-seat concert hall. The Hostos Center for Arts and Culture has distinguished itself for showcasing the cultural traditions of the communities that the Center serves, by presenting premiere festivals and concert series.

The Hostos Center for Arts and Culture produces and presents dance, painting, sculpture, drama and literary arts, from folk traditions to emerging artists. A typical season includes a visual arts exhibition; periodic festivals featuring different cultural traditions; the Hostos Repertory Company; and an individual artists' program consisting of commissions and residencies. Other cultural activities include celebrations of Hispanic Heritage Month, Black History Month, Dominican Heritage Month, Puerto Rican Heritage Month, Women's History Month, Hanukkah, Kwanzaa, and Christmas via live music concerts, art and photography exhibits, dance concerts, film presentations, and lectures.

All series are open to the College community at no cost or at significant discounts, depending on the nature of the event. The following is a sample of events/performances held during the 2015 – 2016 season:

- Momma's Hip Hop Kitchen – A multifaceted event showcasing women artists, especially of color, educating and empowering them on issues affecting their lives.
- Arturo O'Farril (called "A Cuban Conversation");
- The Choco Orta: Tribute to Ruth Fernandez - Celebrating Puerto Rican Heritage;
- African Cinema Day - Showcasing four films by Bronx Based filmmakers from Africa;
- En El Tiempo de Las Mariposas – an event focusing on the Mirabal Sisters from the Dominican Republic.

Ongoing Engagement with College Management

The Chief Diversity Officer conducts the following activities to promote management's participate in the Affirmative Action programs:

- Meets regularly with President, members of President's Cabinet to discuss compliance and diversity outreach issues
- Frequently discusses hiring issues such as diversifying applicant pools, addressing unintended bias, and meeting compliance requirements with managers, supervisors, and HR
- Promotes the attainment of placement goals
- Reviews and approves plans to conduct searches to fill job vacancies, both faculty and administrative. During the Plan year, 43 "charge" meetings were conducted for search committee members. In the context of searches at CUNY, a "charge" is the term used for the notification of and instructions to the Search Committee about its goals and obligations. Some of the items covered in the "charge" address compliance, particularly compliance with Equal Employment Opportunity regulations and related CUNY guidelines.
- Oversees the College's recruitment and advertising programs to assure appropriate outreach to underrepresented groups.

Recruitment Operations

The University's Office of Recruitment and Diversity provides the following services to the College in support of outreach, goal attainment, and general compliance:

- Sends all job postings to State Workforce Agencies and Veterans' career centers
- Maintains consolidated advertising programs
 - Distributes postings to a variety of internet job boards serving Veterans, Individuals with Disabilities, women, and underrepresented groups through a consortium arrangement with Direct Employers Association
 - Distributes postings to a national network that sponsors a Higher Education job board and employment support service through a consortium arrangement with the Higher Education Recruitment Consortium (HERC)
 - Maintains on-request social media accounts for posting difficult-to-fill positions through arrangements with LinkedIn and Twitter
 - Advertises University-sponsored Civil Service examinations in a wide range of outlets.
- Publishes a detailed guide to compliant search practices that is made available to Search Committees and a technical guide for Chief Diversity Officers
- Provides a shared online site with resources on candidate sourcing (such as internet job board listings for outreach) and other recruitment issues
- Provides education programs for managers and staff in Human Resources and Diversity on best practices in effective recruiting.

Recruitment and Selection Practices

Placement goals to eliminate underutilization are addressed through advertising and recruiting efforts that broaden the applicant pool, as well as other results-oriented campus initiatives.

Some of the general practices employed to help advance placement goals include:

- Sends all job postings to State workforce agencies and Veteran's career centers
- Maintains consolidated advertising programs
 - Distributes postings to a variety of internet job boards serving veterans, individuals with disabilities, women, and underrepresented groups through a consortium arrangement with Direct Employers Association
 - Distributes postings to a national network that sponsors a Higher Education job board and employment support service through a consortium arrangement with the

Higher Education Recruitment Consortium (HERC)

- Maintains on-request social media accounts for posting difficult-to-fill positions through arrangements with LinkedIn and Twitter
- Advertises University-sponsored Civil Service examinations in a wide range of outlets.
- Publishes a detailed guide to compliant search practices that is made available to college Search Committees and a technical guide for Chief Diversity Officers
- Provides a shared on-line site with resources on candidate sourcing (such as internet job board listings for outreach) and other recruitment issues.
- Provides education programs for managers and staff in Human Resources and Diversity on best practices in effective recruiting.

3. Dissemination of Non-Discrimination Policy and Program

The Non-Discrimination Policy is available on the College's website and bulletin boards, and is contained in the President's Re-Affirmation Letter sent to all employees. The Affirmative Action Plan is available for public inspection in the library, in the Office of Compliance and Diversity, and on the OCD website.

The University posts public notices of non-discrimination policies in The New York Times as well as on CUNY web pages. EEO statements are included on individual job postings.

The College has established training programs for managers and staff on equal employment opportunity, affirmative action and College policy, including Haven for Employees (covering sexual harassment, sexual assault, and other gender-based discrimination) and Preventing Discrimination and Encouraging Diversity and Inclusion.

B. RESPONSE TO 2016 UNDERUTILIZATION

The College has established placement goals for each Affirmative Action Unit where minority or female representation was disproportional to labor market availability. Corrective actions are taken when underutilization equals at least one full-time equivalent employee.

Placement goals to address female and minority underutilization are established by Affirmative Action Unit as described in Section IV (Results of Statistical Analysis/Areas of Concern). Placement goals guide recruitment activities with a particular focus on recruiting a broad and inclusive pool of qualified applicants.

There is underutilization in the following job groups for which searches are likely to be conducted: Executive/Administrative/Managerial; Faculty; Professional Non-Faculty;

Technical/Paraprofessional; and Service/Maintenance. It is not likely that searches will be conducted in the following job groups in which there is underutilization: Secretarial/Clerical and Skilled Trades/Crafts.

The College will continue to evaluate the effectiveness of its outreach programs and make adjustments as needed.

C. INTERNAL AUDIT AND REPORTING

The internal audit and reporting system is used as the basis for evaluating results-oriented programs and affirmative action efforts. The President has designated the Chief Diversity Officer as having primary responsibility for the audit and reporting system.

Features of the audit and reporting program conducted by the Chief Diversity Officer include:

- Monitoring records of personnel activities, including new hires, transfers, promotions, and terminations
- Monitoring the status of employee self-identification programs
- Reviewing the effectiveness of recruiting outreach and advertising
- Monitoring complaints or incident reports which may indicate underlying trends
- Reviewing personnel activities and the Affirmative Action Plan with senior level officers
- Advising management of program effectiveness and provide recommendations for improvement.

Employment and personnel activity records are maintained in the central CUNYfirst system to provide data used to evaluate and update the Affirmative Action Plan.

VI. INDIVIDUALS WITH DISABILITIES AND PROTECTED VETERANS

A. POLICY STATEMENT ON EQUAL EMPLOYMENT OPPORTUNITY

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 when appropriate to Individuals with Disabilities, individuals observing religious practices, employees who have pregnancy or childbirth-related medical conditions, or employees who are 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. (Provide policy statements, including the required anti-retaliation statements, relative to Individuals with Disabilities and Veterans)

Further details on university policies are available on the web site at:

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

B. REVIEW OF PERSONNEL PROCESSES

Our goal is to ensure all personnel activities are conducted in a manner that provides and promotes equal employment opportunity for employees and applicants who are Individuals with Disabilities and/or Protected Veterans. To that end we periodically review our personnel processes for potential barriers to employment, training, and promotion.

The College asserts that its personnel processes do not stereotype Individuals with Disabilities or Protected Veterans or otherwise limits their access to jobs for which they are qualified and that they are featured in college publications.

Incumbent employees are invited to self-identify through a system available in CUNY’s Employee Self-Service Portal. Applicants are invited to self-identify through CUNY’s online recruiting system each time they submit an expression of interest in a vacancy. This information is maintained confidentially in CUNY’s central information system (CUNYfirst).

C. REVIEW OF PHYSICAL AND MENTAL QUALIFICATIONS

Our goal is to ensure that all physical and mental qualifications and requirements are job-related and consistent with business necessity and safe performance of the job. We periodically review the College's physical and mental qualifications and requirements as they relate to employment, training, and promotion.

We will repeat a review of a given position when there is a change in working conditions that may impact the job's physical or mental requirements. Examples may include new work requirements or new equipment. As new job qualifications are established, the College will review them to ensure that they would not screen out qualified Individuals with Disabilities or Protected Veterans. To the extent that such a situation might occur, the College takes steps to ensure the requirements are essential functions of these particular jobs.

The University reviews Civil Service specifications for potential issues at the time that they are being either issued or revised.

D. REASONABLE ACCOMMODATION

The College provides reasonable accommodations to physical and mental limitations of applicants and employees who are Individuals with Disabilities or Disabled Veterans. The College makes reasonable accommodations under this condition to those individuals who have requested a reasonable accommodation. As per the *CUNY Procedures for Implementing Reasonable Accommodation and Academic Adjustments*, the Human Resources Director is responsible for making arrangements to provide reasonable accommodations to applicants for employment, current employees and visitors. Anyone may request an accommodation by contacting the Human Resources Office.

To formally request an accommodation, Individuals with Disabilities should contact:

Name: Keisha Pottinger-Moore
Title: Human Resources Manager
Phone: 718-518-6652 Fax: 718-518-6621
Email: kpottinger@hostos.cuny.edu

The process for requesting an accommodation are detailed in *CUNY Procedures for Implementing Reasonable Accommodation and Academic Adjustments* available at:

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

The College also accommodates employees who serve in the armed forces with its liberal military leave policy, which includes granting leaves of absence to employees who participate in honor guards at the funeral of Veterans.

Individuals with Disabilities may request reasonable accommodations in the recruiting and interviewing process. The procedure is provided on the Employment Page of the CUNY Website and Reasonable

Accommodation Page of the College website. The text of the statement is as follows:

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 College's Human Resources office, or The University's Office of Recruitment and Diversity at jobs@cuny.edu, 205 East 42nd Street, 10th Floor, New York, New York 10017.

In the 2015 - 2016 reporting year:

- While recognizing that many requests are resolved without an official request, the College responded to 9 requests for reasonable accommodations from employees, for which the interactive process was successfully concluded 6 times and appealed 0 times
- At this time there are no outstanding appeals
- Responded to 0 requests for reasonable accommodation for job applicants

During the reporting year, the College acquired or upgraded the following:

- Kurzweil 1000 screen reading software(new purchase)
- Kurzweil 3000 screen reading software (upgrade)
- Read and write gold screen reading software (upgrade)
- Jaws screen reading software (upgrade)
- 10 handheld scanners (new purchase)
- CCTV Ruby (new purchase) handheld magnifier
- FM system (new purchase) sound amplifier

As per University policy, the College also provides reasonable accommodations to individuals on the basis of religious practice.

E. HARASSMENT PREVENTION PROCEDURES

The University has developed procedures to ensure that Individuals with Disabilities or Protected Veterans are not harassed. (See Section A above, *Policy Statements on Equal Employment Opportunity*). As specified in our policy, the 504/ADA Coordinator, Michele Dickinson, Esq. is responsible for coordinating efforts to ensure access and non-discrimination for Individuals with Disabilities. To file a complaint, individuals should contact the 504/ADA Coordinator.

F. EXTERNAL DISSEMINATION OF POLICY

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

The University also its Non-Discrimination Policy in the New York Times twice each year, and on its employment web site ([Click for CUNY's Employment Page \(www.cuny.edu/employment.html\)](http://www.cuny.edu/employment.html)). The University's Offices of Recruitment and Diversity and Labor Relations provide an annual notice of our policies to labor unions.

The College sends written notice of the affirmative action policy to all subcontractors, vendors, and suppliers requesting their compliance with our policy.

G. OUTREACH AND POSITIVE RECRUITING

Efforts to disseminate the *CUNY Policy on Non-Discrimination* and conduct outreach and positive recruitment include the following:

- Initiating and maintaining communication with organizations having special interests in the recruitment of and job accommodations for Disabled Veterans, other Protected Veterans, and Individuals with Disabilities
- Including Individuals with Disabilities in photographs or diagrams in educational, promotional, or job advertisement materials
- Disseminating information concerning employment opportunities to media that reach Disabled Veterans, other Protected Veterans, and Individuals with Disabilities
- Informing recruiting sources, in writing and orally, of the Affirmative Action policy for 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 VETS-4212 report on an annual basis
- Participating in programs that employ Protected Veterans and Individuals with Disabilities

CUNY participates in the following efforts to recruit Veterans and Individuals with Disabilities which are supported by New York State Civil Service statutes:

- Veterans may apply for additional points added to Civil Service examination scores based on either Veteran or Disabled Veteran Status as defined by State of New York statute (points are granted only where the Veteran has received a minimum passing score on the examination)
- The University may appoint qualified disabled individuals to classified Civil Service titles without an examination.

H. INTERNAL DISSEMINATION OF POLICY

To foster positive support for the affirmative action program for Protected Veterans and Individuals with Disabilities, the College has, and will continue to implement the following internal dissemination of its policies and procedures:

Including the policies in the manuals and other in-house publications

- Meeting with senior staff and other supervisors to explain the intent of the policy and individual responsibility for effective implementation
- Scheduling training sessions for employees involved in recruitment, selection, and promotion decision-making
- Discussing policies in both employee orientation and management training programs
- Posting the *CUNY Procedures for Implementing Reasonable Accommodation and Academic Adjustments* on College bulletin boards, along with the *CUNY Policy on Non-Discrimination* (which also covers protection from harassment on the basis of disability)

I. AUDIT AND REPORTING SYSTEM

The 504/ADA Coordinator is responsible for the College's audit and reporting system that addresses the following:

- Evaluates the effectiveness of the College's overall Affirmative Action Program and whether the College is in compliance with specific obligations
- Indicates the need for remedial action
- Evaluates the degree to which the College's objectives are being met

In addition, the 504/ADA Coordinator may consult with The University Dean for Recruitment and Diversity and/or The University Advisory Council on Diversity if audits uncover issues.

504/ADA Coordinators also receive regular guidance concerning reporting systems at periodic meetings sponsored by The University Office of Recruitment and Diversity.

J. RESPONSIBILITY FOR IMPLEMENTATION

As part of its efforts to ensure equal employment opportunity to Disabled Veterans, other Veterans, and Individuals with Disabilities, the College has designated specific responsibilities to various staff.

1. *The President*

The President is responsible for the implementation of the program and appoints the 504/ADA Coordinator to oversee College compliance activities. He/she provides senior management support and resources to manage the implementation of this program.

2. The 504/ADA Coordinator

The President assigned the duties of the 504/ADA Coordinator to Michele Dickinson, Esq.

The responsibilities of the 504/ADA Coordinator include:

- Monitoring the college for 504/ADA compliance
- Resolving issues before they become potential grievances
- Making and informing applicants of final decision regarding disputed accommodations
- Collecting and maintaining information on number of accommodations requested and provided
- Ensuring pertinent records are stored securely and protected from damage or loss
- Ensuring medical documentation is kept confidential, used to evaluate accommodation requests, and shared only on a need-to-know basis
- Providing training, if appropriate, to those who interact with Individuals with Disabilities

3. 504/ADA Committee

The 504/ADA Committee serves as an advisory committee to the Coordinator.

The Committee is comprised of representatives from various divisions, departments, and programs, including individuals with disabilities who show an interest in promoting the awareness of disabilities-related issues. The members of the committee are:

Chair: Prof. Julie Trachman

Faculty: Profs. Alice Cunningham, Jorge Matos, Julie Bencosme, and Lizette Colon.

Staff: Ms. Susan Miceli, Mr. Joshua Rivera, and Mr. Roberto Williams

Ex-officio: Michele Dickinson, Esq. (Interim Chief Diversity Officer)

Ex-officio: Raymond Perez (Director, Accessibility Resource Center)

4. College Officials

In their direct day-to-day contact with college employees, college officials assume certain responsibilities to help the College comply with disability regulations, including working with the Office of Human Resources to identify reasonable accommodations.

K. TRAINING

Employees involved with the recruitment, selection, promotion, disciplinary actions, training, and related processes of Individuals with Disabilities or Veterans are acquainted with the College's Affirmative Action Program. The University Office of Recruitment and Diversity and Office of Professional Development and Learning Management provide training opportunities to help employees maximize their personal and workplace effectiveness, including Diversity Training courses.

The College also provides opportunities for employees to attend pertinent conferences to enhance their knowledge of disability issues.

L. COMPARISON TO BENCHMARKS

Appendix L – Benchmark Comparisons for Veterans and Individuals with Disabilities

Appendix M – VETS 4212 Report

The OFCCP has established a utilization goal of 7% per job group for Individuals with Disabilities, and a hiring rate benchmark for this current year of 7%.

A preliminary review of the extent to which the college meets hiring benchmarks for employment of Veterans is illustrated displayed in Appendix L.

Recruitment, application and appointment processes are monitored to encourage the representation of Protected Veterans as well as employees and applicants who are Individuals with Disabilities.

The College plans to conduct a self-audit in the upcoming plan year to determine that data can be accurately and completely reported.

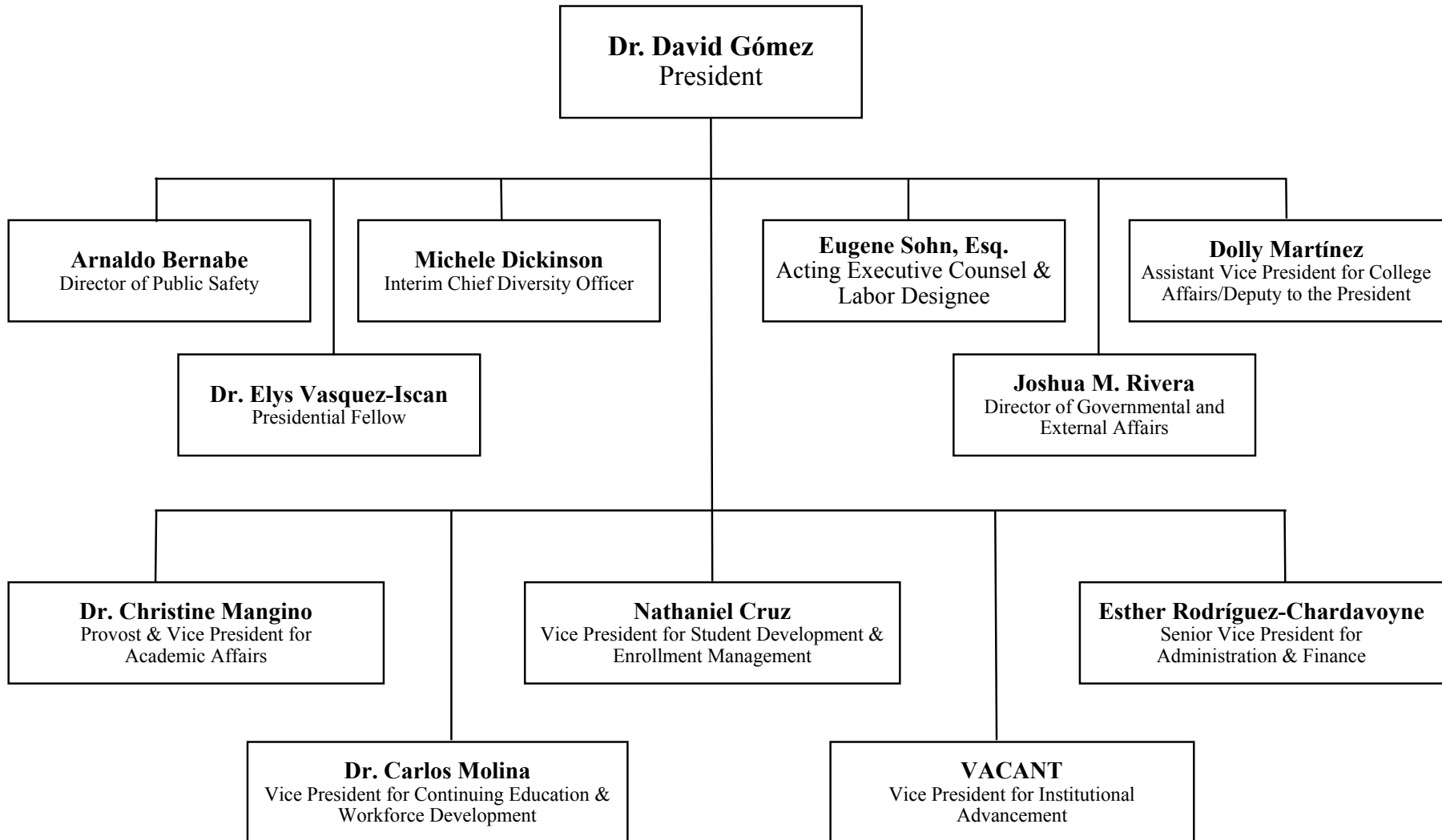
VII. APPENDICIES

APPENDIX A
ORGANIZATIONAL CHART

HOSTOS COMMUNITY COLLEGE

EXECUTIVE ORGANIZATIONAL CHART

CURRENT-JUNE 2016



APPENDIX B
PRESIDENT'S REAFFIRMATION LETTER

To: Campus Community

From: David Gómez, Ed.D. 
President

Date: April 8, 2016

Re: Reaffirmation of Commitment to Diversity/Equal Opportunity/Affirmative Action

The City University of New York (CUNY) has a long-standing commitment to diversity and equal opportunity in all aspects of employment practices. At Hostos Community College, I fully support the policies and practices that we have implemented to foster non-discrimination, affirmative action, and diversity and inclusion in the workplace. It is my personal belief that CUNY is enriched by the strengths of the people and perspectives represented here.

Accordingly, I am committed to oversee Hostos Community College compliance with the CUNY Policies and Procedures on Equal Opportunity, Non-Discrimination, and on Sexual Misconduct.

The Equal Opportunity and Non-discrimination Policy states CUNY's commitment to recruit, employ, retain, promote, and provide benefits to employees regardless of race, color, creed, national origin, ethnicity, ancestry, religion, age, sex, sexual orientation, gender, gender identity, marital status, partnership status, disability, genetic information, alienage, citizenship, military or veteran status, unemployment status, pregnancy, or status as a victim of domestic violence/stalking/sex offenses, or any other legally prohibited basis in accordance with federal, state and city laws. I remind you that Italian Americans are included among CUNY's protected groups. Additionally, as a federal contractor, CUNY engages in affirmative action consistent with federal requirements. I invite you to visit our website, <http://www.hostos.cuny.edu/Administrative-Offices/Office-of-Compliance-and-Diversity> or www.cuny.edu, to view the Policy on Equal Opportunity and Non-Discrimination in its entirety, including the complaint procedures and prohibition against retaliation.

I have assigned the responsibility for the implementation and monitoring of our compliance program to the Interim Chief Diversity Officer, Michele Dickinson, Esq., who will also serve as the 504/ADA Coordinator. The vice presidents, deans, directors, managers and supervisors share responsibility for ensuring our compliance with these policies and laws. The Office of Compliance and Diversity is located in Room A-336 at 475 Grand Concourse, Bronx, New York 10451, and the telephone number is 718-518-4284. Additionally, any individual who believes that he or she has experienced employment discrimination should immediately contact Ms. Dickinson at 718-518-4284.

I ask for your continued support to ensure equal opportunity, affirmative action, and diversity and inclusion in all employment practices at Hostos Community College.

APPENDIX C- C1
AFFRIMATIVE ACTION UNIT (AAU) STRUCTURE

AFFIRMATIVE ACTION UNIT STRUCTURE

1. Job Groups and Affirmative Action Units

Job Group	Affirmative Action Unit	Typical Job Titles
Executive/Administrative/Managerial	Administration I	President Senior Vice President Vice President Assistant Vice President Associate Dean Assistant Dean Administrator Associate Administrator Assistant Administrator
	Administration II	Higher Education Officer Higher Education Associate
	Chief Admin Supt of Buildings and Grounds	Chief Administrative Superintendent of Buildings and Grounds
	Admin Supt of Buildings and Grounds	Administrative Superintendent of Buildings and Grounds
	Security Director	Campus Security Director Campus Security Assistant Director
Faculty	Professorial	Distinguished Professor Professor Associate Professor Assistant Professor
	Non-Professorial Lecturer	Lecturer Lecturer Doctoral Schedule Distinguished Lecturer
	Non-Professorial Instructor	Instructor
Professional Non-Faculty	Administration III	Higher Education Assistant Assistant to Higher Education Officer
	Disability Accommodation Specialist	Disability Accommodation Specialist
	Nurse	Nurse
	Accountant	Accountant Purchasing Agent
Technical/Paraprofessional	Administration IV	College Lab Technician Senior Lab Technician
	Accountant Assistant	Accountant Assistant Assistant Purchasing Agent
	Computer Specialists	IT Senior Associate IT Associate IT Assistant IT Support Assistant Business Analyst
	Media/Print Shop	Print Shop Assistant Graphic Designer
Secretarial/Clerical	CUNY Admin Assistant	CUNY Administrative Assistant
	CUNY Office Assistant	CUNY Office Assistant
	Mail Message Services Worker	Mail Message Services Worker

APPENDIX C

Job Group	Affirmative Action Unit	Typical Job Titles
Skills Trades/Crafts	Skilled Trades/Crafts Supervisory	Senior Stationary Engineer Thermostat Repairer Supervisor
	Skilled Trades/Crafts, Non-Supervisory	Carpenter Laborer Electrician Electrician Helper High Pressure Plant Tender Locksmith Maintenance Worker Oiler Painter Plumber Plumber Helper Stationary Engineer
Service/Maintenance	Campus Peace/Security Officer L1	Campus Peace Officer Level 1 Campus Security Assistant
	Campus Peace/Security Officer L2	Campus Peace Officer Level 2
	Campus Public Safety Sergeant	Campus Public Safety Sergeant
		Campus Security Specialist
	Custodial Assistant	Custodial Assistant
	Custodial Supervisory	Custodial Principal Supervisor
Custodial Assistant Principal Supervisor Custodial Supervisor		
Basic Crafts/Buildings and Grounds	Stock Worker	

2. Faculty Affirmative Action Units by Discipline

X = indicates that an analysis was done for this job group and this unit.

Faculty Affirmative Action Unit	Professorial Titles	Non-Professorial Lecturer Titles	Non-Professorial Instructor Titles
Area and Ethnic Studies			
Biological and Biomedical Sciences	X		
Business and Commerce		X	
Education	X	X	
English and English Literature	X	X	
Foreign Languages	X		
Health and Physical Education			
Health Professions	X		
Legal Studies and Public Administration			
Library	X		
Mathematics, Statistics and Computer Science	X	X	
Social Sciences	X		
Visual and Performing Arts	X		

APPENDIX D
UTILIZATION ANALYSIS WORKSHEETS

APPENDIX D – D1
EXECUTIVE/ADMINISTRATIVE/MANAGERIAL
FIRST/ MID LEVEL OFFICIALS

UTILIZATION ANALYSIS WORKSHEET							
Two Factor Availability							
				College: Eugenio Maria de Hostos Community College			
				Semester/Year: FALL, 2016			
AFFIRMATIVE ACTION UNIT: ADMINISTRATION I		Constituent Departments:					
EEO CATEGORY: Executive/Senior Level Official and Managers		Job Titles: EXECUTIVE COMPENSATION PLAN TITLES President Senior Vice President / Vice President / Assistant Vice President Administrator Associate Dean / Associate Administrator Assistant Dean / Assistant Administrator					
JOB GROUP: ADMINISTRATION I							
FACTORS: 1. % availability of Minorities/Females with requisite skills in immediate labor areas.	Weighting	Females	**Total Minority	Asian or Nat. Haw. or Other Pac. Isl.	Black or African American	Hispanic or Latino	
	0.40	23.3	11.4	3.0	4.5	3.1	
2. % of Minorities/Females promotable, transferable, or trainable	0.60	26.2	17.2	5.2	6.4	5.5	
GROUP TOTAL NO.: <u>15</u>							
No. Male: <u>8</u> No. Female: <u>7</u>		Females	**Total Minority	Asian or Nat. Haw. or Other Pac. Isl.	Black or African American	Hispanic or Latino	Individuals with Disabilities
CURRENT UTILIZATION:		# <u>7</u> % <u>46.7</u>	# <u>12</u> % <u>80.0</u>	# <u>2</u> % <u>13.3</u>	# <u>1</u> % <u>6.7</u>	# <u>9</u> % <u>60.0</u>	# <u>0</u> % <u>0.0</u>
OVERALL AVAILABILITY:		% <u>49.5</u>	% <u>28.6</u>	% <u>8.2</u>	% <u>10.9</u>	% <u>8.6</u>	% <u>7.0</u>
UNDERUTILIZATION:		% <u>2.8</u> # <u>0.4</u> UU <u>0</u>	% <u>NONE</u> # <u>0.0</u> UU <u>0</u>	% <u>NONE</u> # <u>0.0</u> UU <u>0</u>	% <u>4.2</u> # <u>0.6</u> UU <u>1</u>	% <u>NONE</u> # <u>0.0</u> UU <u>0</u>	% <u>7.0</u> # <u>1.1</u> UU <u>1</u>

**Total Minority includes Asian or Nat. Haw. or Other Pac. Isl., Am. Ind./Al. Natives, Black or African American, Hispanic or Latino, and Two or More Races.

FACTOR / SOURCE SHEET

FALL, 2016

Executive/Senior Level Official and Managers

ADMINISTRATION I:

- Executive Compensation
- President
- Senior Vice President / Vice President / Assistant Vice President
- Administrator
- Associate Dean / Associate Administrator
- Assistant Dean / Assistant Administrator

<u>FACTORS</u>	<u>SOURCES</u>	<u>WEIGHT</u>
Factor 1	Earned Degrees Conferred (EDC) US - PHD, MA, BA 2011-12* for Federal Protected Groups.	0.4

Factor 2	Promotable, Transferable, Trainable employees within contractors organization. - CUNY Survey - selected titles, service requirement and criteria -Source Spring 2013.	0.6
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*Note: Use of US Dept of Education's Postsecondary Studies Division's Earned Degrees Conferred is updated biannually.

Factor 1:		<u>Female</u>	<u>**Total Minority</u>	<u>Asian or Nat. Haw. or Other</u>	<u>Black or African American</u>	<u>Hispanic or Latino</u>	
				<u>Pac. Isl.</u>	<u>American</u>		
		58.2	28.4	7.5	11.2	7.8	
	multiply by weight - 0.4	23.3	11.4	3.0	4.5	3.1	
Factor 2:		<u>Female</u>	<u>**Total Minority</u>	<u>Asian or Nat. Haw. or Other</u>	<u>Black or African American</u>	<u>Hispanic or Latino</u>	<u>Total</u>
				<u>Pac. Isl.</u>	<u>American</u>		
	HEO	442	335	69	148	116	795
	Professor	780	468	174	148	141	2,007
		<u>1,222</u>	<u>803</u>	<u>243</u>	<u>296</u>	<u>257</u>	<u>2,802</u>
		43.6	28.7	8.7	10.6	9.2	
	multiply by weight - 0.6	26.2	17.2	5.2	6.4	5.5	
OVERALL AVAILABILITY		49.5	28.6	8.2	10.9	8.6	7.0

Individuals with Disabilities

**Total Minority includes Asian or Nat. Haw. or Other Pac. Isl., Am. Ind./Al. Natives, Black or African American, Hispanic or Latino, and Two or More Races.

UTILIZATION ANALYSIS WORKSHEET							
Two Factor Availability							
		College: Eugenio Maria de Hostos Community College					
		Semester/Year: FALL, 2016					
AFFIRMATIVE ACTION UNIT: ADMINISTRATION II		Constituent Departments:					
EEO CATEGORY: First/Mid Level Officials and Managers		Job Titles: Higher Education Officer (HEO) Higher Education Associate (HEA)					
JOB GROUP: ADMINISTRATION II							
FACTORS:	Weighting	Females	**Total Minority	Asian or Nat. Haw. or Other Pac. Isl.	Black or African American	Hispanic or Latino	
1. % availability of Minorities/Females with requisite skills in immediate labor areas.	0.40	22.9	11.6	3.3	3.9	3.7	
2. % of Minorities/Females promotable, transferable, or trainable	0.60	35.2	29.2	6.6	14.5	8.0	
GROUP TOTAL NO.: <u>66</u> No. Male: <u>25</u> No. Female: <u>41</u>		Females	**Total Minority	Asian or Nat. Haw. or Other Pac. Isl.	Black or African American	Hispanic or Latino	Individuals with Disabilities
CURRENT UTILIZATION:		# <u>41</u> % <u>62.1</u>	# <u>50</u> % <u>75.8</u>	# <u>6</u> % <u>9.1</u>	# <u>15</u> % <u>22.7</u>	# <u>29</u> % <u>43.9</u>	# <u>7</u> % <u>10.6</u>
OVERALL AVAILABILITY:		% <u>58.1</u>	% <u>40.8</u>	% <u>9.9</u>	% <u>18.4</u>	% <u>11.7</u>	% <u>7.0</u>
UNDERUTILIZATION:		% <u>NONE</u> # <u>0.0</u> UU <u>0</u>	% <u>NONE</u> # <u>0.0</u> UU <u>0</u>	% <u>0.8</u> # <u>0.5</u> UU <u>1</u>	% <u>NONE</u> # <u>0.0</u> UU <u>0</u>	% <u>NONE</u> # <u>0.0</u> UU <u>0</u>	% <u>NONE</u> # <u>0.0</u> UU <u>0</u>

**Total Minority includes Asian or Nat. Haw. or Other Pac. Isl., Am. Ind./Al. Natives, Black or African American, Hispanic or Latino, and Two or More Races.

FACTOR / SOURCE SHEET

FALL, 2016

**First/Mid Level Officials and Managers
ADMINISTRATION II**

**Higher Education Officer (HEO)
Higher Education Associate (HEA)**

<u>FACTORS</u>	<u>SOURCES</u>	<u>WEIGHT</u>
Factor 1	4STATE - Earned Degrees Conferred (EDC) - Bachelors 2011-12* for Federal Protected Groups.	0.4
Factor 2	Promotable, Transferable, Trainable employees within contractors organization. - CUNY Survey - selected titles, service requirement and criteria -Source Spring 2014.	0.6

*Note: Use of US Dept of Education's Postsecondary Studies Division's Earned Degrees Conferred is updated biannually.

Factor 1:	<u>Female</u>	<u>**Total Minority</u>	<u>Asian or Nat. Haw. or Other Pac. Isl.</u>	<u>Black or African American</u>	<u>Hispanic or Latino</u>	
	57.3	28.9	8.3	9.8	9.2	
multiply by weight	0.4	22.9	11.6	3.3	3.9	3.7
Factor 2:	<u>Female</u>	<u>**Total Minority</u>	<u>Asian or Nat. Haw. or Other Pac. Isl.</u>	<u>Black or African American</u>	<u>Hispanic or Latino</u>	<u>Total</u>
HE asst.	296	281	30	156	93	461
Asst. Prof.	334	243	88	103	50	615
TOTAL	630	524	118	259	143	1,076
	58.6	48.7	11.0	24.1	13.3	
multiply by weight	0.6	35.2	29.2	6.6	14.5	8.0
OVERALL	58.1	40.8	9.9	18.4	11.7	7.0

Individuals
with
Disabilities

**Total Minority includes Asian or Nat. Haw. or Other Pac. Isl., Am. Ind./Al. Natives, Black or African American, Hispanic or Latino, and Two or More Races.

APPENDIX D2 – D10
FACULTY: PROFESSORIAL

UTILIZATION ANALYSIS WORKSHEET
Two Factor Availability

College:	Eugenio Maria de Hostos Community College
Semester/Year:	FALL, 2016

AFFIRMATIVE ACTION UNIT: Biological & Biomedical Sciences		CONSTITUENT DEPARTMENTS: Biology- Natural Sciences Physical Sciences- Natural Sciences					
EEO CATEGORY: PROFESSIONAL: PROFESSORIAL		Job Titles: Professor Associate Professor Assistant Professor					
JOB GROUP: PROFESSIONAL							
FACTORS:	Weighting	Females	**Total Minority	Asian or Nat. Haw. or Other Pac. Isl.	Black or African American	Hispanic or Latino	Individuals with Disabilities
1. % availability of Minorities/Females with requisite skills in immediate labor areas.	1.00	45.1	23.1	11.2	4.3	5.5	
2. % of Minorities/Females promotable, transferable, or trainable							
GROUP TOTAL NO.: <u>20</u> No. Male: <u>11</u> No. Female: <u>9</u>							
		Females	**Total Minority	Asian or Nat. Haw. or Other Pac. Isl.	Black or African American	Hispanic or Latino	Individuals with Disabilities
CURRENT UTILIZATION:		# <u>9</u> % <u>45.0</u>	# <u>11</u> % <u>55.0</u>	# <u>4</u> % <u>20.0</u>	# <u>1</u> % <u>5.0</u>	# <u>6</u> % <u>30.0</u>	# <u>0</u> % <u>0.0</u>
OVERALL AVAILABILITY:		% <u>45.1</u>	% <u>23.1</u>	% <u>11.2</u>	% <u>4.3</u>	% <u>5.5</u>	% <u>7.0</u>
UNDERUTILIZATION:		% <u>0.1</u> # <u>0.0</u> UU <u>0</u>	% <u>NONE</u> # <u>0.0</u> UU <u>0</u>	% <u>NONE</u> # <u>0.0</u> UU <u>0</u>	% <u>NONE</u> # <u>0.0</u> UU <u>0</u>	% <u>NONE</u> # <u>0.0</u> UU <u>0</u>	% <u>7.0</u> # <u>1.4</u> UU <u>1</u>

**Total Minority includes Asian or Nat. Haw. or Other Pac. Isl., and Am. Ind./Al. Natives, Black or African American, Hispanic or Latino, and Two or More Races.

FACTOR / SOURCE SHEET - PROFESSIONAL: PROFESSORIAL

FALL, 2016

Affirmative Action Unit: **Biological & Biomedical Sciences**

Constituent Departments: **Biology- Natural Sciences**
Physical Sciences- Natural Sciences

Job Group: **Professorial**

Job Titles: **Professor**
Associate Professor
Assistant Professor

<u>FACTORS</u>	<u>SOURCES</u>	<u>WEIGHT</u>
Factor 1	EDC- Ph.D. 2011 - 12* - 4States (CT, NY, NJ, PA) and US Non-4ST.	1.0

* Note: US Dept of Education's Postsecondary Studies Division indicates 2012 is the latest data available as of 7/15/2014.

Factor 1: 4States (CT,NJ, NY, PA) and USNon-4ST - EDC - Ph.D. 2011 - 12*

Biological & Biomedical Sciences (Weighted at 55%)
Physical Sciences (Weighted at 45%)

<u>Female</u>	<u>**Total Minority</u>	<u>Asian or Nat. Haw. or Other Pac. Isl.</u>	<u>Black or African American</u>	<u>Hispanic or Latino</u>	<u>Individuals with Disabilities</u>
45.1	23.1	11.2	4.3	5.5	7.0

**Total Minority includes Asian or Nat. Haw. or Other Pac. Isl., Am. Ind./Al. Natives, Black or African American, Hispanic or Latino, and Two or More Races.



DOCTORATE's degree conferred by Title IV participating institutions 2011-2012

Reported data only - This listing does not include US Service Schools, Non-Resident Aliens and Unknowns are excluded from all totals. Total Minority includes: Black, Hispanic or Latino, Asian/Native Hawaiian/Other Pacific Islander, American Indian Alaska Native, and Two or More Races. Data for 4 States = CT, NJ, NY & PA(considered as 4ST) is weighted at 20% and US not 4ST is weighted at 80%.

	FEMALE	**Total Minority	ASIAN/ PAC. ISL.	BLACK NON-HISP.	Hispanic or Latino	AM.IND./ AL. NAT.
Agriculture, Agriculture Operations and Related Sciences	45.1%	17.7%	2.9%	5.7%	8.6%	0.3%
Architecture and Related Services	52.7%	25.6%	6.2%	10.6%	7.9%	0.9%
Area, Ethnic, Cultural, Gender, and Group Studies	66.1%	45.4%	12.4%	17.3%	11.2%	2.9%
Biological and Biomedical Sciences	54.6%	26.0%	13.1%	5.1%	6.1%	0.6%
Business, Management, Marketing, Support Services	44.9%	35.5%	9.7%	20.1%	4.2%	0.8%
Communication, Journalism, and Related Programs	58.2%	20.9%	6.4%	6.9%	5.3%	0.4%
Communications Technologies/Technicians Support Services	6.7%	0.0%	0.0%	0.0%	0.0%	0.0%
Computer and Information Sciences and Support Services	21.2%	27.8%	17.5%	5.8%	3.7%	0.3%
Education	67.9%	31.7%	4.0%	19.4%	6.8%	0.7%
Engineering	25.6%	27.6%	16.4%	4.7%	5.1%	0.3%
Engineering Technologies and Engineering-related Fields	58.0%	18.8%	4.7%	8.5%	1.9%	1.9%
English Language and Literature/Letters	61.1%	15.9%	3.8%	5.0%	5.5%	0.9%
Family and Consumer Sciences/Human Sciences	85.3%	23.5%	7.3%	14.0%	1.1%	0.4%
Foreign Languages, Literatures, and Linguistics	61.0%	24.6%	7.2%	2.0%	13.7%	0.3%
Health Professions and Related Programs	75.0%	24.6%	9.1%	10.1%	4.3%	0.6%
History	45.3%	17.8%	3.7%	7.7%	5.0%	0.3%
Homeland Security, Law Enforcement, Firefighting, etc.	46.2%	18.1%	1.2%	7.8%	6.5%	1.2%
Legal Professions and Studies	61.1%	38.3%	8.8%	18.1%	4.9%	3.3%
Liberal Arts and Sciences, General Studies and Humanities	56.3%	16.9%	3.4%	6.8%	2.3%	3.4%
Library Science	55.6%	19.7%	15.1%	0.0%	1.8%	0.0%
Mathematics and Statistics	26.8%	18.1%	9.4%	2.7%	4.9%	0.0%
Multi/Interdisciplinary Studies	64.0%	25.6%	6.3%	10.8%	6.5%	0.9%
Natural Resources and Conservation	48.0%	20.2%	7.1%	6.1%	4.7%	1.7%
Parks, Recreation, Leisure and Fitness Studies	43.8%	16.9%	3.2%	8.3%	4.2%	0.0%
Philosophy and Religious Studies	29.7%	16.4%	5.1%	5.4%	4.1%	0.3%
Physical Sciences	33.4%	18.5%	8.9%	3.3%	4.8%	0.3%
Psychology	73.1%	24.0%	6.6%	7.5%	8.1%	0.6%
Public Administration and Social Service Professions	64.9%	33.4%	6.1%	19.1%	7.0%	0.0%
Science Technologies/Technicians	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
Social Sciences	50.9%	21.8%	7.3%	6.0%	6.9%	0.4%
Theology and Religious Vocations	25.5%	29.6%	9.0%	16.6%	3.6%	0.1%
Visual and Performing Arts	49.3%	16.6%	7.7%	3.2%	4.8%	0.2%
TOTAL ALL FIELDS PhD and PhD Other	54.9%	25.7%	8.4%	9.8%	6.0%	0.5%

OHRM/jc - S:\jmcmb's My Documents\EDC\EDC 2012 RAW data\Test Map PHD 2012 Pctg FEDERAL.rpt

UTILIZATION ANALYSIS WORKSHEET
Two Factor Availability

College:	Eugenio Maria de Hostos Community College
Semester/Year:	FALL, 2016

AFFIRMATIVE ACTION UNIT: Education		CONSTITUENT DEPARTMENTS: Language & Cognition- English as a Second Language Education- Teacher Education					
EEO CATEGORY: PROFESSIONAL: PROFESSORIAL		Job Titles: Professor Associate Professor Assistant Professor					
JOB GROUP: PROFESSIONAL							
FACTORS:	Weighting	Females	**Total Minority	Asian or Nat. Haw. or Other Pac. Isl.	Black or African American	Hispanic or Latino	Individuals with Disabilities
1. % availability of Minorities/Females with requisite skills in immediate labor areas.	1.00	67.9	31.7	4.0	19.4	6.8	
2. % of Minorities/Females promotable, transferable, or trainable							
GROUP TOTAL NO.: <u>17</u> No. Male: <u>4</u> No. Female: <u>13</u>		Females	**Total Minority	Asian or Nat. Haw. or Other Pac. Isl.	Black or African American	Hispanic or Latino	Individuals with Disabilities
CURRENT UTILIZATION:		# <u>13</u> % <u>76.5</u>	# <u>5</u> % <u>29.4</u>	# <u>0</u> % <u>0.0</u>	# <u>2</u> % <u>11.8</u>	# <u>3</u> % <u>17.6</u>	# <u>2</u> % <u>11.8</u>
OVERALL AVAILABILITY:		% <u>67.9</u>	% <u>31.7</u>	% <u>4.0</u>	% <u>19.4</u>	% <u>6.8</u>	% <u>7.0</u>
UNDERUTILIZATION:		% <u>NONE</u> # <u>0.0</u> UU <u>0</u>	% <u>2.3</u> # <u>0.4</u> UU <u>0</u>	% <u>4.0</u> # <u>0.7</u> UU <u>1</u>	% <u>7.6</u> # <u>1.3</u> UU <u>1</u>	% <u>NONE</u> # <u>0.0</u> UU <u>0</u>	% <u>NONE</u> # <u>0.0</u> UU <u>0</u>

**Total Minority includes Asian or Nat. Haw. or Other Pac. Isl., and Am. Ind./Al. Natives, Black or African American, Hispanic or Latino, and Two or More Races.

FACTOR / SOURCE SHEET - PROFESSIONAL: PROFESSORIAL

FALL, 2016

Affirmative Action Unit: **Education**

Constituent Departments: **Language & Cognition- English as a Second Language**
Education- Teacher Education

Job Group: **Professorial**

Job Titles: **Professor**
Associate Professor
Assistant Professor

<u>FACTORS</u>	<u>SOURCES</u>	<u>WEIGHT</u>
Factor 1	EDC- Ph.D. 2011 - 12* - 4States (CT, NY, NJ, PA) and US Non-4ST.	1.0

* Note: US Dept of Education's Postsecondary Studies Division indicates 2012 is the latest data available as of 7/15/2014.

Factor 1: 4States (CT,NJ, NY, PA) and USNon-4ST - EDC - Ph.D. 2011 - 12*

EDUCATION

<u>Female</u>	<u>**Total Minority</u>	<u>Asian or Nat. Haw. or Other Pac. Isl.</u>	<u>Black or African American</u>	<u>Hispanic or Latino</u>	<u>Individuals with Disabilities</u>
67.9	31.7	4.0	19.4	6.8	7.0

**Total Minority includes Asian or Nat. Haw. or Other Pac. Isl., Am. Ind./Al. Natives, Black or African American, Hispanic or Latino, and Two or More Races.



DOCTORATE's degree conferred by Title IV participating institutions 2011-2012

Reported data only - This listing does not include US Service Schools, Non-Resident Aliens and Unknowns are excluded from all totals. Total Minority includes: Black, Hispanic or Latino, Asian/Native Hawaii/Other Pacific Islander, American Indian Alaska Native, and Two or More Races.
 Data for 4 States = CT, NJ, NY & PA(considered as 4ST) is weighted at 20% and US not 4ST is weighted at 80%.

	<u>FEMALE</u>	<u>**Total Minority</u>	<u>ASIAN/ PAC. ISL.</u>	<u>BLACK NON-HISP.</u>	<u>Hispanic or Latino</u>	<u>AM.IND./ AL.NAT.</u>
Agriculture, Agriculture Operations and Related Sciences	45.1%	17.7%	2.9%	5.7%	8.6%	0.3%
Architecture and Related Services	52.7%	25.6%	6.2%	10.6%	7.9%	0.9%
Area, Ethnic, Cultural, Gender, and Group Studies	66.1%	45.4%	12.4%	17.3%	11.2%	2.9%
Biological and Biomedical Sciences	54.6%	26.0%	13.1%	5.1%	6.1%	0.6%
Business, Management, Marketing, Support Services	44.9%	35.5%	9.7%	20.1%	4.2%	0.8%
Communication, Journalism, and Related Programs	58.2%	20.9%	6.4%	6.9%	5.3%	0.4%
Communications Technologies/Technicians Support Services	6.7%	0.0%	0.0%	0.0%	0.0%	0.0%
Computer and Information Sciences and Support Services	21.2%	27.8%	17.5%	5.8%	3.7%	0.3%
Education	67.9%	31.7%	4.0%	19.4%	6.8%	0.7%
Engineering	25.6%	27.6%	16.4%	4.7%	5.1%	0.3%
Engineering Technologies and Engineering-related Fields	58.0%	18.8%	4.7%	8.5%	1.9%	1.9%
English Language and Literature/Letters	61.1%	15.9%	3.8%	5.0%	5.5%	0.9%
Family and Consumer Sciences/Human Sciences	85.3%	23.5%	7.3%	14.0%	1.1%	0.4%
Foreign Languages, Literatures, and Linguistics	61.0%	24.6%	7.2%	2.0%	13.7%	0.3%
Health Professions and Related Programs	75.0%	24.6%	9.1%	10.1%	4.3%	0.6%
History	45.3%	17.8%	3.7%	7.7%	5.0%	0.3%
Homeland Security, Law Enforcement, Firefighting, etc.	46.2%	18.1%	1.2%	7.8%	6.5%	1.2%
Legal Professions and Studies	61.1%	38.3%	8.8%	18.1%	4.9%	3.3%
Liberal Arts and Sciences, General Studies and Humanities	56.3%	16.9%	3.4%	6.8%	2.3%	3.4%
Library Science	55.6%	19.7%	15.1%	0.0%	1.8%	0.0%
Mathematics and Statistics	26.8%	18.1%	9.4%	2.7%	4.9%	0.0%
Multi/Interdisciplinary Studies	64.0%	25.6%	6.3%	10.8%	6.5%	0.9%
Natural Resources and Conservation	48.0%	20.2%	7.1%	6.1%	4.7%	1.7%
Parks, Recreation, Leisure and Fitness Studies	43.8%	16.9%	3.2%	8.3%	4.2%	0.0%
Philosophy and Religious Studies	29.7%	16.4%	5.1%	5.4%	4.1%	0.3%
Physical Sciences	33.4%	18.5%	8.9%	3.3%	4.8%	0.3%
Psychology	73.1%	24.0%	6.6%	7.5%	8.1%	0.6%
Public Administration and Social Service Professions	64.9%	33.4%	6.1%	19.1%	7.0%	0.0%
Science Technologies/Technicians	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
Social Sciences	50.9%	21.8%	7.3%	6.0%	6.9%	0.4%
Theology and Religious Vocations	25.5%	29.6%	9.0%	16.6%	3.6%	0.1%
Visual and Performing Arts	49.3%	16.6%	7.7%	3.2%	4.8%	0.2%
TOTAL ALL FIELDS PhD and PhD Other	54.9%	25.7%	8.4%	9.8%	6.0%	0.5%

OHRM/jc - S:\jmcmbh's My Documents\EDC\EDC 2012 RAW data\Test Map PHD 2012 Pctg FEDERAL.rpt

UTILIZATION ANALYSIS WORKSHEET
Two Factor Availability

College:	Eugenio Maria de Hostos Community College
Semester/Year:	FALL, 2016

AFFIRMATIVE ACTION UNIT: English Language and Literature/Letters		CONSTITUENT DEPARTMENTS: English					
EEO CATEGORY: PROFESSIONAL: PROFESSORIAL		Job Titles: Professor Associate Professor Assistant Professor					
JOB GROUP: PROFESSIONAL							
FACTORS:	Weighting	Females	**Total Minority	Asian or Nat. Haw. or Other Pac. Isl.	Black or African American	Hispanic or Latino	Individuals with Disabilities
1. % availability of Minorities/Females with requisite skills in immediate labor areas.	1.00	61.1	15.9	3.8	5.0	5.5	
2. % of Minorities/Females promotable, transferable, or trainable							
GROUP TOTAL NO.: <u>21</u> No. Male: <u>10</u> No. Female: <u>11</u>							
		Females	**Total Minority	Asian or Nat. Haw. or Other Pac. Isl.	Black or African American	Hispanic or Latino	Individuals with Disabilities
CURRENT UTILIZATION:		# <u>11</u> % <u>52.4</u>	# <u>3</u> % <u>14.3</u>	# <u>1</u> % <u>4.8</u>	# <u>0</u> % <u>0.0</u>	# <u>2</u> % <u>9.5</u>	# <u>2</u> % <u>9.5</u>
OVERALL AVAILABILITY:		% <u>61.1</u>	% <u>15.9</u>	% <u>3.8</u>	% <u>5.0</u>	% <u>5.5</u>	% <u>7.0</u>
UNDERUTILIZATION:		% <u>8.7</u> # <u>1.8</u> UU <u>2</u>	% <u>1.6</u> # <u>0.3</u> UU <u>0</u>	% <u>NONE</u> # <u>0.0</u> UU <u>0</u>	% <u>5.0</u> # <u>1.0</u> UU <u>1</u>	% <u>NONE</u> # <u>0.0</u> UU <u>0</u>	% <u>NONE</u> # <u>0.0</u> UU <u>0</u>

**Total Minority includes Asian or Nat. Haw. or Other Pac. Isl., and Am. Ind./Al. Natives, Black or African American, Hispanic or Latino, and Two or More Races.

FACTOR / SOURCE SHEET - PROFESSIONAL: PROFESSORIAL

FALL, 2016

Affirmative Action Unit: **English Language and Literature/Letter:**

Constituent Departments: **English**

Job Group: **Professorial**

Job Titles:

Professor
Associate Professor
Assistant Professor

<u>FACTORS</u>	<u>SOURCES</u>	<u>WEIGHT</u>
Factor 1	EDC- Ph.D. 2011 - 12* - 4States (CT, NY, NJ, PA) and US Non-4ST.	1.0

* Note: US Dept of Education's Postsecondary Studies Division indicates 2012 is the latest data available as of 7/15/2014.

Factor 1: 4States (CT,NJ, NY, PA) and USNon-4ST - EDC - Ph.D. 2011 - 12*

English Language and Literature/Letters

<u>Female</u>	<u>**Total Minority</u>	<u>Asian or Nat. Haw. or Other Pac. Isl.</u>	<u>Black or African American</u>	<u>Hispanic or Latino</u>	<u>Individuals with Disabilities</u>
61.1	15.9	3.8	5.0	5.5	7.0

**Total Minority includes Asian or Nat. Haw. or Other Pac. Isl., Am. Ind./Al. Natives, Black or African American, Hispanic or Latino, and Two or More Races.



DOCTORATE's degree conferred by Title IV participating institutions 2011-2012

Reported data only - This listing does not include US Service Schools, Non-Resident Aliens and Unknowns are excluded from all totals. Total Minority includes: Black, Hispanic or Latino, Asian/Native Hawaii/Other Pacific Islander, American Indian Alaska Native, and Two or More Races.
 Data for 4 States = CT, NJ, NY & PA(considered as 4ST) is weighted at 20% and US not 4ST is weighted at 80%.

	<u>FEMALE</u>	<u>**Total Minority</u>	<u>ASIAN/ PAC. ISL.</u>	<u>BLACK NON-HISP.</u>	<u>Hispanic or Latino</u>	<u>AM.IND./ AL.NAT.</u>
Agriculture, Agriculture Operations and Related Sciences	45.1%	17.7%	2.9%	5.7%	8.6%	0.3%
Architecture and Related Services	52.7%	25.6%	6.2%	10.6%	7.9%	0.9%
Area, Ethnic, Cultural, Gender, and Group Studies	66.1%	45.4%	12.4%	17.3%	11.2%	2.9%
Biological and Biomedical Sciences	54.6%	26.0%	13.1%	5.1%	6.1%	0.6%
Business, Management, Marketing, Support Services	44.9%	35.5%	9.7%	20.1%	4.2%	0.8%
Communication, Journalism, and Related Programs	58.2%	20.9%	6.4%	6.9%	5.3%	0.4%
Communications Technologies/Technicians Support Services	6.7%	0.0%	0.0%	0.0%	0.0%	0.0%
Computer and Information Sciences and Support Services	21.2%	27.8%	17.5%	5.8%	3.7%	0.3%
Education	67.9%	31.7%	4.0%	19.4%	6.8%	0.7%
Engineering	25.6%	27.6%	16.4%	4.7%	5.1%	0.3%
Engineering Technologies and Engineering-related Fields	58.0%	18.8%	4.7%	8.5%	1.9%	1.9%
English Language and Literature/Letters	61.1%	15.9%	3.8%	5.0%	5.5%	0.9%
Family and Consumer Sciences/Human Sciences	85.3%	23.5%	7.3%	14.0%	1.1%	0.4%
Foreign Languages, Literatures, and Linguistics	61.0%	24.6%	7.2%	2.0%	13.7%	0.3%
Health Professions and Related Programs	75.0%	24.6%	9.1%	10.1%	4.3%	0.6%
History	45.3%	17.8%	3.7%	7.7%	5.0%	0.3%
Homeland Security, Law Enforcement, Firefighting, etc.	46.2%	18.1%	1.2%	7.8%	6.5%	1.2%
Legal Professions and Studies	61.1%	38.3%	8.8%	18.1%	4.9%	3.3%
Liberal Arts and Sciences, General Studies and Humanities	56.3%	16.9%	3.4%	6.8%	2.3%	3.4%
Library Science	55.6%	19.7%	15.1%	0.0%	1.8%	0.0%
Mathematics and Statistics	26.8%	18.1%	9.4%	2.7%	4.9%	0.0%
Multi/Interdisciplinary Studies	64.0%	25.6%	6.3%	10.8%	6.5%	0.9%
Natural Resources and Conservation	48.0%	20.2%	7.1%	6.1%	4.7%	1.7%
Parks, Recreation, Leisure and Fitness Studies	43.8%	16.9%	3.2%	8.3%	4.2%	0.0%
Philosophy and Religious Studies	29.7%	16.4%	5.1%	5.4%	4.1%	0.3%
Physical Sciences	33.4%	18.5%	8.9%	3.3%	4.8%	0.3%
Psychology	73.1%	24.0%	6.6%	7.5%	8.1%	0.6%
Public Administration and Social Service Professions	64.9%	33.4%	6.1%	19.1%	7.0%	0.0%
Science Technologies/Technicians	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
Social Sciences	50.9%	21.8%	7.3%	6.0%	6.9%	0.4%
Theology and Religious Vocations	25.5%	29.6%	9.0%	16.6%	3.6%	0.1%
Visual and Performing Arts	49.3%	16.6%	7.7%	3.2%	4.8%	0.2%
TOTAL ALL FIELDS PhD and PhD Other	54.9%	25.7%	8.4%	9.8%	6.0%	0.5%

OHRM/jc - S:\jmcmbh's My Documents\EDC\EDC 2012 RAW data\Test Map PHD 2012 Pctg FEDERAL.rpt

UTILIZATION ANALYSIS WORKSHEET
Two Factor Availability

College:	Eugenio Maria de Hostos Community College
Semester/Year:	FALL, 2016

AFFIRMATIVE ACTION UNIT: Foreign Languages, Literatures, and Linguistics		CONSTITUENT DEPARTMENTS: Humanities- Modern Languages					
EEO CATEGORY: PROFESSIONAL: PROFESSORIAL		Job Titles: Distinguished Professor Professor Associate Professor Assistant Professor					
JOB GROUP: PROFESSIONAL							
FACTORS:	Weighting	Females	**Total Minority	Asian or Nat. Haw. or Other Pac. Isl.	Black or African American	Hispanic or Latino	Individuals with Disabilities
1. % availability of Minorities/Females with requisite skills in immediate labor areas.	1.00	61.0	24.6	7.2	2.0	13.7	
2. % of Minorities/Females promotable, transferable, or trainable							
GROUP TOTAL NO.: <u>6</u> No. Male: <u>5</u> No. Female: <u>1</u>							
		Females	**Total Minority	Asian or Nat. Haw. or Other Pac. Isl.	Black or African American	Hispanic or Latino	Individuals with Disabilities
CURRENT UTILIZATION:		# <u>1</u> % <u>16.7</u>	# <u>4</u> % <u>66.7</u>	# <u>0</u> % <u>0.0</u>	# <u>0</u> % <u>0.0</u>	# <u>4</u> % <u>66.7</u>	# <u>0</u> % <u>0.0</u>
OVERALL AVAILABILITY:		% <u>61.0</u>	% <u>24.6</u>	% <u>7.2</u>	% <u>2.0</u>	% <u>13.7</u>	% <u>7.0</u>
UNDERUTILIZATION:		% <u>44.3</u> # <u>2.7</u> UU <u>3</u>	% <u>NONE</u> # <u>0.0</u> UU <u>0</u>	% <u>7.2</u> # <u>0.4</u> UU <u>0</u>	% <u>2.0</u> # <u>0.1</u> UU <u>0</u>	% <u>NONE</u> # <u>0.0</u> UU <u>0</u>	% <u>7.0</u> # <u>0.4</u> UU <u>0</u>

**Total Minority includes Asian or Nat. Haw. or Other Pac. Isl., and Am. Ind./Al. Natives, Black or African American, Hispanic or Latino, and Two or More Races.

FACTOR / SOURCE SHEET - PROFESSIONAL: PROFESSORIAL

FALL, 2016

Affirmative Action Unit: Foreign Languages, Literatures, and Linguistics

Constituent Departments: Humanities- Modern Languages

Job Group: Professorial

Job Titles:
 Distinguished Professor
 Professor
 Associate Professor
 Assistant Professor

<u>FACTORS</u>	<u>SOURCES</u>	<u>WEIGHT</u>
Factor 1	EDC- Ph.D. 2011 - 12* - 4States (CT, NY, NJ, PA) and US Non-4ST.	1.0

* Note: US Dept of Education's Postsecondary Studies Division indicates 2012 is the latest data available as of 7/15/2014.

Factor 1: 4States (CT,NJ, NY, PA) and USNon-4ST - EDC - Ph.D. 2011 - 12*

Foreign Languages, Literatures, and Linguistics

<u>Female</u>	<u>**Total Minority</u>	<u>Asian or Nat. Haw. or Other Pac. Isl.</u>	<u>Black or African American</u>	<u>Hispanic or Latino</u>	<u>Individuals with Disabilities</u>
61.0	24.6	7.2	2.0	13.7	7.0

**Total Minority includes Asian or Nat. Haw. or Other Pac. Isl., Am. Ind./Al. Natives, Black or African American, Hispanic or Latino, and Two or More Races.



DOCTORATE's degree conferred by Title IV participating institutions 2011-2012

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 Data for 4 States = CT, NJ, NY & PA(considered as 4ST) is weighted at 20% and US not 4ST is weighted at 80%.

	<u>FEMALE</u>	<u>**Total Minority</u>	<u>ASIAN/ PAC. ISL.</u>	<u>BLACK NON-HISP.</u>	<u>Hispanic or Latino</u>	<u>AM.IND./ AL.NAT.</u>
Agriculture, Agriculture Operations and Related Sciences	45.1%	17.7%	2.9%	5.7%	8.6%	0.3%
Architecture and Related Services	52.7%	25.6%	6.2%	10.6%	7.9%	0.9%
Area, Ethnic, Cultural, Gender, and Group Studies	66.1%	45.4%	12.4%	17.3%	11.2%	2.9%
Biological and Biomedical Sciences	54.6%	26.0%	13.1%	5.1%	6.1%	0.6%
Business, Management, Marketing, Support Services	44.9%	35.5%	9.7%	20.1%	4.2%	0.8%
Communication, Journalism, and Related Programs	58.2%	20.9%	6.4%	6.9%	5.3%	0.4%
Communications Technologies/Technicians Support Services	6.7%	0.0%	0.0%	0.0%	0.0%	0.0%
Computer and Information Sciences and Support Services	21.2%	27.8%	17.5%	5.8%	3.7%	0.3%
Education	67.9%	31.7%	4.0%	19.4%	6.8%	0.7%
Engineering	25.6%	27.6%	16.4%	4.7%	5.1%	0.3%
Engineering Technologies and Engineering-related Fields	58.0%	18.8%	4.7%	8.5%	1.9%	1.9%
English Language and Literature/Letters	61.1%	15.9%	3.8%	5.0%	5.5%	0.9%
Family and Consumer Sciences/Human Sciences	85.3%	23.5%	7.3%	14.0%	1.1%	0.4%
Foreign Languages, Literatures, and Linguistics	61.0%	24.6%	7.2%	2.0%	13.7%	0.3%
Health Professions and Related Programs	75.0%	24.6%	9.1%	10.1%	4.3%	0.6%
History	45.3%	17.8%	3.7%	7.7%	5.0%	0.3%
Homeland Security, Law Enforcement, Firefighting, etc.	46.2%	18.1%	1.2%	7.8%	6.5%	1.2%
Legal Professions and Studies	61.1%	38.3%	8.8%	18.1%	4.9%	3.3%
Liberal Arts and Sciences, General Studies and Humanities	56.3%	16.9%	3.4%	6.8%	2.3%	3.4%
Library Science	55.6%	19.7%	15.1%	0.0%	1.8%	0.0%
Mathematics and Statistics	26.8%	18.1%	9.4%	2.7%	4.9%	0.0%
Multi/Interdisciplinary Studies	64.0%	25.6%	6.3%	10.8%	6.5%	0.9%
Natural Resources and Conservation	48.0%	20.2%	7.1%	6.1%	4.7%	1.7%
Parks, Recreation, Leisure and Fitness Studies	43.8%	16.9%	3.2%	8.3%	4.2%	0.0%
Philosophy and Religious Studies	29.7%	16.4%	5.1%	5.4%	4.1%	0.3%
Physical Sciences	33.4%	18.5%	8.9%	3.3%	4.8%	0.3%
Psychology	73.1%	24.0%	6.6%	7.5%	8.1%	0.6%
Public Administration and Social Service Professions	64.9%	33.4%	6.1%	19.1%	7.0%	0.0%
Science Technologies/Technicians	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
Social Sciences	50.9%	21.8%	7.3%	6.0%	6.9%	0.4%
Theology and Religious Vocations	25.5%	29.6%	9.0%	16.6%	3.6%	0.1%
Visual and Performing Arts	49.3%	16.6%	7.7%	3.2%	4.8%	0.2%
TOTAL ALL FIELDS PhD and PhD Other	54.9%	25.7%	8.4%	9.8%	6.0%	0.5%

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UTILIZATION ANALYSIS WORKSHEET
Two Factor Availability

College:	Eugenio Maria de Hostos Community College
Semester/Year:	FALL, 2016

AFFIRMATIVE ACTION UNIT: Health Professions		CONSTITUENT DEPARTMENTS: Allied Health Sciences - Dental Hygiene Allied Health Sciences - Nursing Allied Health Sciences - Radiological Technology					
EEO CATEGORY: PROFESSIONAL: PROFESSORIAL		Job Titles: Professor Associate Professor Assistant Professor					
JOB GROUP: PROFESSIONAL							
FACTORS:	Weighting	Females	**Total Minority	Asian or Nat. Haw. or Other Pac. Isl.	Black or African American	Hispanic or Latino	Individuals with Disabilities
1. % availability of Minorities/Females with requisite skills in immediate labor areas.	1.00	75.0	24.6	9.1	10.1	4.3	
2. % of Minorities/Females promotable, transferable, or trainable							
GROUP TOTAL NO.: <u>25</u> No. Male: <u>8</u> No. Female: <u>17</u>							
		Females	**Total Minority	Asian or Nat. Haw. or Other Pac. Isl.	Black or African American	Hispanic or Latino	Individuals with Disabilities
CURRENT UTILIZATION:		# <u>17</u> % <u>68.0</u>	# <u>14</u> % <u>56.0</u>	# <u>3</u> % <u>12.0</u>	# <u>5</u> % <u>20.0</u>	# <u>5</u> % <u>20.0</u>	# <u>0</u> % <u>0.0</u>
OVERALL AVAILABILITY:		% <u>75.0</u>	% <u>24.6</u>	% <u>9.1</u>	% <u>10.1</u>	% <u>4.3</u>	% <u>7.0</u>
UNDERUTILIZATION:		% <u>7.0</u> # <u>1.7</u> UU <u>2</u>	% <u>NONE</u> # <u>0.0</u> UU <u>0</u>	% <u>NONE</u> # <u>0.0</u> UU <u>0</u>	% <u>NONE</u> # <u>0.0</u> UU <u>0</u>	% <u>NONE</u> # <u>0.0</u> UU <u>0</u>	% <u>7.0</u> # <u>1.8</u> UU <u>2</u>

**Total Minority includes Asian or Nat. Haw. or Other Pac. Isl., and Am. Ind./Al. Natives, Black or African American, Hispanic or Latino, and Two or More Races.

ONE (1) TWO OR MORE RACES IN THIS JOB GROUP

FACTOR / SOURCE SHEET - PROFESSIONAL: PROFESSORIAL

FALL, 2016

Affirmative Action Unit: **Health Professions**

Constituent Departments: **Allied Health Sciences - Dental Hygiene**
 Allied Health Sciences - Nursing
 Allied Health Sciences - Radiological Technology

Job Group: **Professorial**

Job Titles: **Professor**
 Associate Professor
 Assistant Professor

<u>FACTORS</u>	<u>SOURCES</u>	<u>WEIGHT</u>
Factor 1	EDC- Ph.D. 2011 - 12* - 4States (CT, NY, NJ, PA) and US Non-4ST.	1.0

* Note: US Dept of Education's Postsecondary Studies Division indicates 2012 is the latest data available as of 7/15/2014.

Factor 1: 4States (CT,NJ, NY, PA) and USNon-4ST - EDC - Ph.D. 2011 - 12*

Health Professions and Related Programs

	<u>**Total</u>	<u>Asian or Nat.</u>	<u>Black or</u>		<u>Individuals</u>
<u>Female</u>	<u>Minority</u>	<u>Haw. or Other</u>	<u>African</u>	<u>Hispanic</u>	<u>with</u>
		<u>Pac. Isl.</u>	<u>American</u>	<u>or Latino</u>	<u>Disabilities</u>
75.0	24.6	9.1	10.1	4.3	7.0

**Total Minority includes Asian or Nat. Haw. or Other Pac. Isl., Am. Ind./Al. Natives, Black or African American, Hispanic or Latino, and Two or More Races.



DOCTORATE's degree conferred by Title IV participating institutions 2011-2012

Reported data only - This listing does not include US Service Schools, Non-Resident Aliens and Unknowns are excluded from all totals. Total Minority includes: Black, Hispanic or Latino, Asian/Native Hawaii/Other Pacific Islander, American Indian Alaska Native, and Two or More Races.
 Data for 4 States = CT, NJ, NY & PA(considered as 4ST) is weighted at 20% and US not 4ST is weighted at 80%.

	<u>FEMALE</u>	<u>**Total Minority</u>	<u>ASIAN/ PAC. ISL.</u>	<u>BLACK NON-HISP.</u>	<u>Hispanic or Latino</u>	<u>AM.IND./ AL.NAT.</u>
Agriculture, Agriculture Operations and Related Sciences	45.1%	17.7%	2.9%	5.7%	8.6%	0.3%
Architecture and Related Services	52.7%	25.6%	6.2%	10.6%	7.9%	0.9%
Area, Ethnic, Cultural, Gender, and Group Studies	66.1%	45.4%	12.4%	17.3%	11.2%	2.9%
Biological and Biomedical Sciences	54.6%	26.0%	13.1%	5.1%	6.1%	0.6%
Business, Management, Marketing, Support Services	44.9%	35.5%	9.7%	20.1%	4.2%	0.8%
Communication, Journalism, and Related Programs	58.2%	20.9%	6.4%	6.9%	5.3%	0.4%
Communications Technologies/Technicians Support Services	6.7%	0.0%	0.0%	0.0%	0.0%	0.0%
Computer and Information Sciences and Support Services	21.2%	27.8%	17.5%	5.8%	3.7%	0.3%
Education	67.9%	31.7%	4.0%	19.4%	6.8%	0.7%
Engineering	25.6%	27.6%	16.4%	4.7%	5.1%	0.3%
Engineering Technologies and Engineering-related Fields	58.0%	18.8%	4.7%	8.5%	1.9%	1.9%
English Language and Literature/Letters	61.1%	15.9%	3.8%	5.0%	5.5%	0.9%
Family and Consumer Sciences/Human Sciences	85.3%	23.5%	7.3%	14.0%	1.1%	0.4%
Foreign Languages, Literatures, and Linguistics	61.0%	24.6%	7.2%	2.0%	13.7%	0.3%
Health Professions and Related Programs	75.0%	24.6%	9.1%	10.1%	4.3%	0.6%
History	45.3%	17.8%	3.7%	7.7%	5.0%	0.3%
Homeland Security, Law Enforcement, Firefighting, etc.	46.2%	18.1%	1.2%	7.8%	6.5%	1.2%
Legal Professions and Studies	61.1%	38.3%	8.8%	18.1%	4.9%	3.3%
Liberal Arts and Sciences, General Studies and Humanities	56.3%	16.9%	3.4%	6.8%	2.3%	3.4%
Library Science	55.6%	19.7%	15.1%	0.0%	1.8%	0.0%
Mathematics and Statistics	26.8%	18.1%	9.4%	2.7%	4.9%	0.0%
Multi/Interdisciplinary Studies	64.0%	25.6%	6.3%	10.8%	6.5%	0.9%
Natural Resources and Conservation	48.0%	20.2%	7.1%	6.1%	4.7%	1.7%
Parks, Recreation, Leisure and Fitness Studies	43.8%	16.9%	3.2%	8.3%	4.2%	0.0%
Philosophy and Religious Studies	29.7%	16.4%	5.1%	5.4%	4.1%	0.3%
Physical Sciences	33.4%	18.5%	8.9%	3.3%	4.8%	0.3%
Psychology	73.1%	24.0%	6.6%	7.5%	8.1%	0.6%
Public Administration and Social Service Professions	64.9%	33.4%	6.1%	19.1%	7.0%	0.0%
Science Technologies/Technicians	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
Social Sciences	50.9%	21.8%	7.3%	6.0%	6.9%	0.4%
Theology and Religious Vocations	25.5%	29.6%	9.0%	16.6%	3.6%	0.1%
Visual and Performing Arts	49.3%	16.6%	7.7%	3.2%	4.8%	0.2%
TOTAL ALL FIELDS PhD and PhD Other	54.9%	25.7%	8.4%	9.8%	6.0%	0.5%

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UTILIZATION ANALYSIS WORKSHEET
Two Factor Availability

College:	Eugenio Maria de Hostos Community College
Semester/Year:	Fall 2016

AFFIRMATIVE ACTION UNIT: LIBRARY		Constituent Departments:					
EEO CATEGORY: PROFESSIONAL		Job Titles: Professor Associate Professor Assistant Professor					
JOB GROUP: PROFESSIONAL: Professorial; Non-Professorial- Instructor and Lecturer							
FACTORS:	Weighting	Females	**Total Minority	Asian or Nat. Haw. or Other Pac. Isl.	Black or African American	Hispanic or Latino	Individuals with Disabilities
1. % availability of Minorities/Females with requisite skills in immediate labor areas.	0.00	68.3	18.5	9.6	2.3	4.4	
2. % of Minorities/Females promotable, transferable, or trainable							
GROUP TOTAL NO.: 10 No. Male: <u>3</u> No. Female: <u>7</u>		If Group Total is 4 or less, then Job Group is too small to analyze					
		Females	**Total Minority	Asian or Nat. Haw. or Other Pac. Isl.	Black or African American	Hispanic or Latino	Individuals with Disabilities
CURRENT UTILIZATION:		# <u>7</u> % <u>70.0</u>	# <u>6</u> % <u>60.0</u>	# <u>2</u> % <u>20.0</u>	# <u>2</u> % <u>20.0</u>	# <u>2</u> % <u>20.0</u>	# <u>1</u> % <u>10.0</u>
OVERALL AVAILABILITY:		% <u>68.3</u>	% <u>18.5</u>	% <u>9.6</u>	% <u>2.3</u>	% <u>4.4</u>	% <u>7.0</u>
UNDERUTILIZATION:		% <u>NONE</u> # <u>0.00</u> uu <u>0</u>	% <u>NONE</u> # <u>0.00</u> uu <u>0</u>	% <u>NONE</u> # <u>0.00</u> uu <u>0</u>	% <u>NONE</u> # <u>0.00</u> uu <u>0</u>	% <u>NONE</u> # <u>0.00</u> uu <u>0</u>	% <u>NONE</u> # <u>0.00</u> uu <u>0</u>

**Total Minority includes Asian or Nat. Haw. or Other Pac. Isl., Am. Ind./Al. Natives, Black or African American, Hispanic or Latino, and Two or More Races.

LIBRARY
PROFESSIONAL: Professorial; Non-Professorial-Instructor and Lecturer

JOB GROUP:
FACULTY

Professor
 Associate Professor
 Assistant Professor

<u>SOURCE</u>		<u>WEIGHTING</u>
Factor 1:	4State Earned Degree Conferred (EDC) - M.A. and Ph.D. 2011-12* weighted at 50% and National - USN4ST EDC M.A. and Ph.D. 2011-12* weighted at 50%. Derived from NCES-Postsecondary Studies Division.	1.0

* Note: US Dept of Education's Postsecondary Studies Division indicates 2012 is the latest data available as of 07/15/2014.

Factor 1: **4State** - Earned Degree Conferred (EDC) - M.A. and Ph.D. 2009-10* - Library Science.

		<u>Female</u>	<u>**Total Minority</u>	<u>Asian or Nat. Haw. or Other Pac. Isl.</u>	<u>Black or African American</u>	<u>Hispanic or Latino</u>
Ph.D.		63.6	27.3	18.2	0.0	9.1
50% weight	0.5	(31.8)	(13.7)	(9.1)	(0.0)	(4.6)
M.A.		79.0	13.5	3.4	4.5	4.7
50% weight	0.5	(39.5)	(6.8)	(1.7)	(2.3)	(2.4)
TOTAL		71.3	20.5	10.8	2.3	7.0
weight at .20		14.3	4.1	2.2	0.5	1.4

National - USN4ST (EDC) - M.A. and Ph.D. 2009-10* - Library Science.

		<u>Female</u>	<u>**Total Minority</u>	<u>Asian or Nat. Haw. or Other Pac. Isl.</u>	<u>Black or African American</u>	<u>Hispanic or Latino</u>
Ph.D.		53.6	17.9	14.3	0.0	0.0
50% weight	0.5	(26.8)	(9.0)	(7.2)	(0.0)	(0.0)
M.A.		81.4	18.0	4.0	4.5	7.4
50% weight	0.5	(40.7)	(9.0)	(2.0)	(2.3)	(3.7)
TOTAL		67.5	18.0	9.2	2.3	3.7
weight at .80		54.0	14.4	7.4	1.8	3.0

Sum of 4State and USN4ST	14.3	4.1	2.2	0.5	1.4	<u>Individuals with Disabilities</u>
	54.0	14.4	7.4	1.8	3.0	
	68.3	18.5	9.6	2.3	4.4	7.0

**Total Minority includes Asian or Nat. Haw. or Other Pac. Isl., Am. Ind./Al. Natives, Black or African American, Hispanic or Latino, and Two or More Races.

***Action taken to combine all faculty titles in this job group is based on the review of the internal population. (e.g. 89% of persons in the Instructor rank and 94% of persons in the Lecturer rank hold the MA degree).

UTILIZATION ANALYSIS WORKSHEET
Two Factor Availability

College:	Eugenio Maria de Hostos Community College
Semester/Year:	FALL, 2016

AFFIRMATIVE ACTION UNIT: Mathematics & Computer Science		CONSTITUENT DEPARTMENTS: Mathematics Business-Office Technology					
EEO CATEGORY: PROFESSIONAL: PROFESSORIAL		Job Titles: Professor Associate Professor Assistant Professor					
JOB GROUP: PROFESSIONAL							
FACTORS:	Weighting	Females	**Total Minority	Asian or Nat. Haw. or Other Pac. Isl.	Black or African American	Hispanic or Latino	Individuals with Disabilities
1. % availability of Minorities/Females with requisite skills in immediate labor areas.	1.00	26.5	18.6	9.8	2.9	4.8	
2. % of Minorities/Females promotable, transferable, or trainable							
GROUP TOTAL NO.: <u>19</u> No. Male: <u>10</u> No. Female: <u>9</u>							
		Females	**Total Minority	Asian or Nat. Haw. or Other Pac. Isl.	Black or African American	Hispanic or Latino	Individuals with Disabilities
CURRENT UTILIZATION:		# <u>9</u> % <u>47.4</u>	# <u>10</u> % <u>52.6</u>	# <u>3</u> % <u>15.8</u>	# <u>2</u> % <u>10.5</u>	# <u>5</u> % <u>26.3</u>	# <u>0</u> % <u>0.0</u>
OVERALL AVAILABILITY:		% <u>26.5</u>	% <u>18.6</u>	% <u>9.8</u>	% <u>2.9</u>	% <u>4.8</u>	% <u>7.0</u>
UNDERUTILIZATION:		% <u>NONE</u> # <u>0.0</u> UU <u>0</u>	% <u>NONE</u> # <u>0.0</u> UU <u>0</u>	% <u>NONE</u> # <u>0.0</u> UU <u>0</u>	% <u>NONE</u> # <u>0.0</u> UU <u>0</u>	% <u>NONE</u> # <u>0.0</u> UU <u>0</u>	% <u>7.0</u> # <u>1.3</u> UU <u>1</u>

**Total Minority includes Asian or Nat. Haw. or Other Pac. Isl., and Am. Ind./Al. Natives, Black or African American, Hispanic or Latino, and Two or More Races.

FACTOR / SOURCE SHEET - PROFESSIONAL: PROFESSORIAL

FALL, 2016

Affirmative Action Unit: **Mathematics & Computer Science**

Constituent Departments: **Mathematics**
 Business-Office Technology

Job Group: **Professorial**

Job Titles: **Professor**
 Associate Professor
 Assistant Professor

<u>FACTORS</u>	<u>SOURCES</u>	<u>WEIGHT</u>
Factor 1	EDC- Ph.D. 2011 - 12* - 4States (CT, NY, NJ, PA) and US Non-4ST.	1.0

* Note: US Dept of Education's Postsecondary Studies Division indicates 2012 is the latest data available as of 7/15/2014.

Factor 1: 4States (CT,NJ, NY, PA) and USNon-4ST - EDC - Ph.D. 2011 - 12*

Mathematics and Statistics (Weighted at 94.7%)
Computer and Information Sciences and Support Services (Weighted at 5.3%)

<u>Female</u>	<u>**Total Minority</u>	<u>Asian or Nat. Haw. or Other Pac. Isl.</u>	<u>Black or African American</u>	<u>Hispanic or Latino</u>	<u>Individuals with Disabilities</u>
26.5	18.6	9.8	2.9	4.8	7.0

**Total Minority includes Asian or Nat. Haw. or Other Pac. Isl., Am. Ind./Al. Natives, Black or African American, Hispanic or Latino, and Two or More Races.



DOCTORATE's degree conferred by Title IV participating institutions 2011-2012

Reported data only - This listing does not include US Service Schools, Non-Resident Aliens and Unknowns are excluded from all totals. Total Minority includes: Black, Hispanic or Latino, Asian/Native Hawaiian/Other Pacific Islander, American Indian Alaska Native, and Two or More Races. **Data for 4 States = CT, NJ, NY & PA(considered as 4ST) is weighted at 20% and US not 4ST is weighted at 80%.**

	FEMALE	**Total Minority	ASIAN/ PAC. ISL	BLACK NON-HISP	Hispanic or Latino	AM.IND./ AL. NAT.
Agriculture, Agriculture Operations and Related Sciences	45.1%	17.7%	2.9%	5.7%	8.6%	0.3%
Architecture and Related Services	52.7%	25.6%	6.2%	10.6%	7.9%	0.9%
Area, Ethnic, Cultural, Gender, and Group Studies	66.1%	45.4%	12.4%	17.3%	11.2%	2.9%
Biological and Biomedical Sciences	54.6%	26.0%	13.1%	5.1%	6.1%	0.6%
Business, Management, Marketing, Support Services	44.9%	35.5%	9.7%	20.1%	4.2%	0.8%
Communication, Journalism, and Related Programs	58.2%	20.9%	6.4%	6.9%	5.3%	0.4%
Communications Technologies/Technicians Support Services	6.7%	0.0%	0.0%	0.0%	0.0%	0.0%
Computer and Information Sciences and Support Services	21.2%	27.8%	17.5%	5.8%	3.7%	0.3%
Education	67.9%	31.7%	4.0%	19.4%	6.8%	0.7%
Engineering	25.6%	27.6%	16.4%	4.7%	5.1%	0.3%
Engineering Technologies and Engineering-related Fields	58.0%	18.8%	4.7%	8.5%	1.9%	1.9%
English Language and Literature/Letters	61.1%	15.9%	3.8%	5.0%	5.5%	0.9%
Family and Consumer Sciences/Human Sciences	85.3%	23.5%	7.3%	14.0%	1.1%	0.4%
Foreign Languages, Literatures, and Linguistics	61.0%	24.6%	7.2%	2.0%	13.7%	0.3%
Health Professions and Related Programs	75.0%	24.6%	9.1%	10.1%	4.3%	0.6%
History	45.3%	17.8%	3.7%	7.7%	5.0%	0.3%
Homeland Security, Law Enforcement, Firefighting, etc.	46.2%	18.1%	1.2%	7.8%	6.5%	1.2%
Legal Professions and Studies	61.1%	38.3%	8.8%	18.1%	4.9%	3.3%
Liberal Arts and Sciences, General Studies and Humanities	56.3%	16.9%	3.4%	6.8%	2.3%	3.4%
Library Science	55.6%	19.7%	15.1%	0.0%	1.8%	0.0%
Mathematics and Statistics	26.8%	18.1%	9.4%	2.7%	4.9%	0.0%
Multi/Interdisciplinary Studies	64.0%	25.6%	6.3%	10.8%	6.5%	0.9%
Natural Resources and Conservation	48.0%	20.2%	7.1%	6.1%	4.7%	1.7%
Parks, Recreation, Leisure and Fitness Studies	43.8%	16.9%	3.2%	8.3%	4.2%	0.0%
Philosophy and Religious Studies	29.7%	16.4%	5.1%	5.4%	4.1%	0.3%
Physical Sciences	33.4%	18.5%	8.9%	3.3%	4.8%	0.3%
Psychology	73.1%	24.0%	6.6%	7.5%	8.1%	0.6%
Public Administration and Social Service Professions	64.9%	33.4%	6.1%	19.1%	7.0%	0.0%
Science Technologies/Technicians	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
Social Sciences	50.9%	21.8%	7.3%	6.0%	6.9%	0.4%
Theology and Religious Vocations	25.5%	29.6%	9.0%	16.6%	3.6%	0.1%
Visual and Performing Arts	49.3%	16.6%	7.7%	3.2%	4.8%	0.2%
TOTAL ALL FIELDS PhD and PhD Other	54.9%	25.7%	8.4%	9.8%	6.0%	0.5%

OHRM/jc - S:\jmcmb's My Documents\EDC\EDC 2012 RAW data\Test Map PHD 2012 Pctg FEDERAL.rpt

UTILIZATION ANALYSIS WORKSHEET
Two Factor Availability

College:	Eugenio Maria de Hostos Community College
Semester/Year:	FALL, 2016

AFFIRMATIVE ACTION UNIT: Social Science		CONSTITUENT DEPARTMENTS: Behavioral Science Behavioral Science- Social Science					
EEO CATEGORY: PROFESSIONAL: PROFESSORIAL		Job Titles: Professor Associate Professor Assistant Professor					
JOB GROUP: PROFESSIONAL							
FACTORS:	Weighting	Females	**Total Minority	Asian or Nat. Haw. or Other Pac. Isl.	Black or African American	Hispanic or Latino	Individuals with Disabilities
1. % availability of Minorities/Females with requisite skills in immediate labor areas.	1.00	50.9	21.8	7.3	6.0	6.9	
2. % of Minorities/Females promotable, transferable, or trainable							
GROUP TOTAL NO.: <u>12</u> No. Male: <u>6</u> No. Female: <u>6</u>							
		Females	**Total Minority	Asian or Nat. Haw. or Other Pac. Isl.	Black or African American	Hispanic or Latino	Individuals with Disabilities
CURRENT UTILIZATION:		# <u>6</u> % <u>50.0</u>	# <u>5</u> % <u>41.7</u>	# <u>0</u> % <u>0.0</u>	# <u>3</u> % <u>25.0</u>	# <u>2</u> % <u>16.7</u>	# <u>0</u> % <u>0.0</u>
OVERALL AVAILABILITY:		% <u>50.9</u>	% <u>21.8</u>	% <u>7.3</u>	% <u>6.0</u>	% <u>6.9</u>	% <u>7.0</u>
UNDERUTILIZATION:		% <u>0.9</u> # <u>0.1</u> UU <u>0</u>	% <u>NONE</u> # <u>0.0</u> UU <u>0</u>	% <u>7.3</u> # <u>0.9</u> UU <u>1</u>	% <u>NONE</u> # <u>0.0</u> UU <u>0</u>	% <u>NONE</u> # <u>0.0</u> UU <u>0</u>	% <u>7.0</u> # <u>0.8</u> UU <u>1</u>

**Total Minority includes Asian or Nat. Haw. or Other Pac. Isl., and Am. Ind./Al. Natives, Black or African American, Hispanic or Latino, and Two or More Races.

FACTOR / SOURCE SHEET - PROFESSIONAL: PROFESSORIAL

FALL, 2016

Affirmative Action Unit: **Social Science**

Constituent Departments: **Behavioral Science**
 Behavioral Science- Social Science

Job Group: **Professorial**

Job Titles: **Professor**
 Associate Professor
 Assistant Professor

<u>FACTORS</u>	<u>SOURCES</u>	<u>WEIGHT</u>
Factor 1	EDC- Ph.D. 2011 - 12* - 4States (CT, NY, NJ, PA) and US Non-4ST.	1.0

* Note: US Dept of Education's Postsecondary Studies Division indicates 2012 is the latest data available as of 7/15/2014.

Factor 1: 4States (CT,NJ, NY, PA) and USNon-4ST - EDC - Ph.D. 2011 - 12*

Social Sciences

<u>Female</u>	<u>**Total Minority</u>	<u>Asian or Nat. Haw. or Other Pac. Isl.</u>	<u>Black or African American</u>	<u>Hispanic or Latino</u>	<u>Individuals with Disabilities</u>
50.9	21.8	7.3	6.0	6.9	7.0

**Total Minority includes Asian or Nat. Haw. or Other Pac. Isl., Am. Ind./Al. Natives, Black or African American, Hispanic or Latino, and Two or More Races.



DOCTORATE's degree conferred by Title IV participating institutions 2011-2012

Reported data only - This listing does not include US Service Schools, Non-Resident Aliens and Unknowns are excluded from all totals. Total Minority includes: Black, Hispanic or Latino, Asian/Native Hawaii/Other Pacific Islander, American Indian Alaska Native, and Two or More Races.
 Data for 4 States = CT, NJ, NY & PA(considered as 4ST) is weighted at 20% and US not 4ST is weighted at 80%.

	FEMALE	**Total Minority	ASIAN/ PAC. ISL.	BLACK NON-HISP.	Hispanic or Latino	AM.IND./ AL.NAT.
Agriculture, Agriculture Operations and Related Sciences	45.1%	17.7%	2.9%	5.7%	8.6%	0.3%
Architecture and Related Services	52.7%	25.6%	6.2%	10.6%	7.9%	0.9%
Area, Ethnic, Cultural, Gender, and Group Studies	66.1%	45.4%	12.4%	17.3%	11.2%	2.9%
Biological and Biomedical Sciences	54.6%	26.0%	13.1%	5.1%	6.1%	0.6%
Business, Management, Marketing, Support Services	44.9%	35.5%	9.7%	20.1%	4.2%	0.8%
Communication, Journalism, and Related Programs	58.2%	20.9%	6.4%	6.9%	5.3%	0.4%
Communications Technologies/Technicians Support Services	6.7%	0.0%	0.0%	0.0%	0.0%	0.0%
Computer and Information Sciences and Support Services	21.2%	27.8%	17.5%	5.8%	3.7%	0.3%
Education	67.9%	31.7%	4.0%	19.4%	6.8%	0.7%
Engineering	25.6%	27.6%	16.4%	4.7%	5.1%	0.3%
Engineering Technologies and Engineering-related Fields	58.0%	18.8%	4.7%	8.5%	1.9%	1.9%
English Language and Literature/Letters	61.1%	15.9%	3.8%	5.0%	5.5%	0.9%
Family and Consumer Sciences/Human Sciences	85.3%	23.5%	7.3%	14.0%	1.1%	0.4%
Foreign Languages, Literatures, and Linguistics	61.0%	24.6%	7.2%	2.0%	13.7%	0.3%
Health Professions and Related Programs	75.0%	24.6%	9.1%	10.1%	4.3%	0.6%
History	45.3%	17.8%	3.7%	7.7%	5.0%	0.3%
Homeland Security, Law Enforcement, Firefighting, etc.	46.2%	18.1%	1.2%	7.8%	6.5%	1.2%
Legal Professions and Studies	61.1%	38.3%	8.8%	18.1%	4.9%	3.3%
Liberal Arts and Sciences, General Studies and Humanities	56.3%	16.9%	3.4%	6.8%	2.3%	3.4%
Library Science	55.6%	19.7%	15.1%	0.0%	1.8%	0.0%
Mathematics and Statistics	26.8%	18.1%	9.4%	2.7%	4.9%	0.0%
Multi/Interdisciplinary Studies	64.0%	25.6%	6.3%	10.8%	6.5%	0.9%
Natural Resources and Conservation	48.0%	20.2%	7.1%	6.1%	4.7%	1.7%
Parks, Recreation, Leisure and Fitness Studies	43.8%	16.9%	3.2%	8.3%	4.2%	0.0%
Philosophy and Religious Studies	29.7%	16.4%	5.1%	5.4%	4.1%	0.3%
Physical Sciences	33.4%	18.5%	8.9%	3.3%	4.8%	0.3%
Psychology	73.1%	24.0%	6.6%	7.5%	8.1%	0.6%
Public Administration and Social Service Professions	64.9%	33.4%	6.1%	19.1%	7.0%	0.0%
Science Technologies/Technicians	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
Social Sciences	50.9%	21.8%	7.3%	6.0%	6.9%	0.4%
Theology and Religious Vocations	25.5%	29.6%	9.0%	16.6%	3.6%	0.1%
Visual and Performing Arts	49.3%	16.6%	7.7%	3.2%	4.8%	0.2%
TOTAL ALL FIELDS PhD and PhD Other	54.9%	25.7%	8.4%	9.8%	6.0%	0.5%

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UTILIZATION ANALYSIS WORKSHEET
Two Factor Availability

College:	Eugenio Maria de Hostos Community College
Semester/Year:	FALL, 2016

AFFIRMATIVE ACTION UNIT: Visual and Performing Arts		CONSTITUENT DEPARTMENTS: Visual/Perfroming Arts Visual/Perfroming Arts-Media Design					
EEO CATEGORY: PROFESSIONAL: PROFESSORIAL		Job Titles: Professor Associate Professor Assistant Professor					
JOB GROUP: PROFESSIONAL							
FACTORS:	Weighting	Females	**Total Minority	Asian or Nat. Haw. or Other Pac. Isl.	Black or African American	Hispanic or Latino	Individuals with Disabilities
1. % availability of Minorities/Females with requisite skills in immediate labor areas.	1.00	49.3	16.6	7.7	3.2	4.8	
2. % of Minorities/Females promotable, transferable, or trainable							
GROUP TOTAL NO.: 9 No. Male: 6 No. Female: 3							
		Females	**Total Minority	Asian or Nat. Haw. or Other Pac. Isl.	Black or African American	Hispanic or Latino	Individuals with Disabilities
CURRENT UTILIZATION:		# 3 % 33.3	# 3 % 33.3	# 0 % 0.0	# 0 % 0.0	# 2 % 22.2	# 0 % 0.0
OVERALL AVAILABILITY:		% 49.3	% 16.6	% 7.7	% 3.2	% 4.8	% 7.0
UNDERUTILIZATION:		% 15.9 # 1.4 UU 1	% NONE # 0.0 UU 0	% 7.7 # 0.7 UU 1	% 3.2 # 0.3 UU 0	% NONE # 0.0 UU 0	% 7.0 # 0.6 UU 1

**Total Minority includes Asian or Nat. Haw. or Other Pac. Isl., and Am. Ind./Al. Natives, Black or African American, Hispanic or Latino, and Two or More Races.
ONE (1) TWO OR MORE RACES IN THIS JOB GROUP

FACTOR / SOURCE SHEET - PROFESSIONAL: PROFESSORIAL

FALL, 2016

Affirmative Action Unit: **Visual and Performing Arts**

Constituent Departments: **Visual/Performing Arts**
 Visual/Performing Arts-Media Design

Job Group: **Professorial**

Job Titles: **Professor**
 Associate Professor
 Assistant Professor

<u>FACTORS</u>	<u>SOURCES</u>	<u>WEIGHT</u>
Factor 1	EDC- Ph.D. 2011 - 12* - 4States (CT, NY, NJ, PA) and US Non-4ST.	1.0

* Note: US Dept of Education's Postsecondary Studies Division indicates 2012 is the latest data available as of 7/15/2014.

Factor 1: 4States (CT,NJ, NY, PA) and USNon-4ST - EDC - Ph.D. 2011 - 12*

Visual and Performing Arts

<u>Female</u>	<u>**Total Minority</u>	<u>Asian or Nat. Haw. or Other Pac. Isl.</u>	<u>Black or African American</u>	<u>Hispanic or Latino</u>	<u>Individuals with Disabilities</u>
49.3	16.6	7.7	3.2	4.8	7.0

**Total Minority includes Asian or Nat. Haw. or Other Pac. Isl., Am. Ind./Al. Natives, Black or African American, Hispanic or Latino, and Two or More Races.



DOCTORATE's degree conferred by Title IV participating institutions 2011-2012

Reported data only - This listing does not include US Service Schools, Non-Resident Aliens and Unknowns are excluded from all totals. Total Minority includes: Black, Hispanic or Latino, Asian/Native Hawaii/Other Pacific Islander, American Indian Alaska Native, and Two or More Races.
 Data for 4 States = CT, NJ, NY & PA(considered as 4ST) is weighted at 20% and US not 4ST is weighted at 80%.

	FEMALE	**Total Minority	ASIAN/ PAC. ISL.	BLACK NON-HISP.	Hispanic or Latino	AM.IND./ AL.NAT.
Agriculture, Agriculture Operations and Related Sciences	45.1%	17.7%	2.9%	5.7%	8.6%	0.3%
Architecture and Related Services	52.7%	25.6%	6.2%	10.6%	7.9%	0.9%
Area, Ethnic, Cultural, Gender, and Group Studies	66.1%	45.4%	12.4%	17.3%	11.2%	2.9%
Biological and Biomedical Sciences	54.6%	26.0%	13.1%	5.1%	6.1%	0.6%
Business, Management, Marketing, Support Services	44.9%	35.5%	9.7%	20.1%	4.2%	0.8%
Communication, Journalism, and Related Programs	58.2%	20.9%	6.4%	6.9%	5.3%	0.4%
Communications Technologies/Technicians Support Services	6.7%	0.0%	0.0%	0.0%	0.0%	0.0%
Computer and Information Sciences and Support Services	21.2%	27.8%	17.5%	5.8%	3.7%	0.3%
Education	67.9%	31.7%	4.0%	19.4%	6.8%	0.7%
Engineering	25.6%	27.6%	16.4%	4.7%	5.1%	0.3%
Engineering Technologies and Engineering-related Fields	58.0%	18.8%	4.7%	8.5%	1.9%	1.9%
English Language and Literature/Letters	61.1%	15.9%	3.8%	5.0%	5.5%	0.9%
Family and Consumer Sciences/Human Sciences	85.3%	23.5%	7.3%	14.0%	1.1%	0.4%
Foreign Languages, Literatures, and Linguistics	61.0%	24.6%	7.2%	2.0%	13.7%	0.3%
Health Professions and Related Programs	75.0%	24.6%	9.1%	10.1%	4.3%	0.6%
History	45.3%	17.8%	3.7%	7.7%	5.0%	0.3%
Homeland Security, Law Enforcement, Firefighting, etc.	46.2%	18.1%	1.2%	7.8%	6.5%	1.2%
Legal Professions and Studies	61.1%	38.3%	8.8%	18.1%	4.9%	3.3%
Liberal Arts and Sciences, General Studies and Humanities	56.3%	16.9%	3.4%	6.8%	2.3%	3.4%
Library Science	55.6%	19.7%	15.1%	0.0%	1.8%	0.0%
Mathematics and Statistics	26.8%	18.1%	9.4%	2.7%	4.9%	0.0%
Multi/Interdisciplinary Studies	64.0%	25.6%	6.3%	10.8%	6.5%	0.9%
Natural Resources and Conservation	48.0%	20.2%	7.1%	6.1%	4.7%	1.7%
Parks, Recreation, Leisure and Fitness Studies	43.8%	16.9%	3.2%	8.3%	4.2%	0.0%
Philosophy and Religious Studies	29.7%	16.4%	5.1%	5.4%	4.1%	0.3%
Physical Sciences	33.4%	18.5%	8.9%	3.3%	4.8%	0.3%
Psychology	73.1%	24.0%	6.6%	7.5%	8.1%	0.6%
Public Administration and Social Service Professions	64.9%	33.4%	6.1%	19.1%	7.0%	0.0%
Science Technologies/Technicians	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
Social Sciences	50.9%	21.8%	7.3%	6.0%	6.9%	0.4%
Theology and Religious Vocations	25.5%	29.6%	9.0%	16.6%	3.6%	0.1%
Visual and Performing Arts	49.3%	16.6%	7.7%	3.2%	4.8%	0.2%
TOTAL ALL FIELDS PhD and PhD Other	54.9%	25.7%	8.4%	9.8%	6.0%	0.5%

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APPENDIX D11 – D14

FACULTY: LECTURERS

UTILIZATION ANALYSIS WORKSHEET
Two Factor Availability

College:	Eugenio Maria de Hostos Community College
Semester/Year:	FALL, 2016

AFFIRMATIVE ACTION UNIT: Business & Commerce		CONSTITUENT DEPARTMENTS: Business-Business Administration & Accounting					
EEO CATEGORY: PROFESSIONAL: NON-PROFESSORIAL - LECTURER		Job Titles: Distinguished Lecturer Lecturer					
JOB GROUP: NON-PROFESSORIAL - LECTURER							
FACTORS:	Weighting	Females	**Total Minority	Asian or Nat. Haw. or Other Pac. Isl.	Black or African American	Hispanic or Latino	Individuals with Disabilities
1. % availability of Minorities/Females with requisite skills in immediate labor areas.	1.00	47.4	32.7	9.2	12.0	9.9	
2. % of Minorities/Females promotable, transferable, or trainable							
GROUP TOTAL NO.: <u>5</u> No. Male: <u>3</u> No. Female: <u>2</u>							
		Females	**Total Minority	Asian or Nat. Haw. or Other Pac. Isl.	Black or African American	Hispanic or Latino	Individuals with Disabilities
CURRENT UTILIZATION:		# <u>2</u> % <u>40.0</u>	# <u>5</u> % <u>100.0</u>	# <u>0</u> % <u>0.0</u>	# <u>3</u> % <u>60.0</u>	# <u>2</u> % <u>40.0</u>	# <u>0</u> % <u>0.0</u>
OVERALL AVAILABILITY:		% <u>47.4</u>	% <u>32.7</u>	% <u>9.2</u>	% <u>12.0</u>	% <u>9.9</u>	% <u>7.0</u>
UNDERUTILIZATION:		% <u>7.4</u> # <u>0.4</u> UU <u>0</u>	% <u>NONE</u> # <u>0.0</u> UU <u>0</u>	% <u>9.2</u> # <u>0.5</u> UU <u>1</u>	% <u>NONE</u> # <u>0.0</u> UU <u>0</u>	% <u>NONE</u> # <u>0.0</u> UU <u>0</u>	% <u>7.0</u> # <u>0.4</u> UU <u>0</u>

**Total Minority includes Asian or Nat. Haw. or Other Pac. Isl., Am. Ind./Al. Natives, Black or African American, Hispanic or Latino, and Two or More Races.

FACTOR / SOURCE SHEET - PROFESSIONAL: NON-PROFESSORIAL-LECTURER
FALL, 2016

Affirmative Action Unit: **Business & Commerce**

Constituent Departments: **Business-Business Administration & Accounting**

Job Group: **LECTURER**

Job Titles:
Distinguished Lecturer
Lecturer

<u>FACTORS</u>	<u>SOURCES</u>	<u>WEIGHTING</u>
Factor	EDC - BA. 2011-12* - 4State (CT, NJ, NY, PA) weighted at 50% and US Non-4ST weighted at 50%.	1.0

* Note: US Dept of Education's Postsecondary Studies Division indicates 2012 is the latest data available as of 7/15/2014.

Factor 1: EDC - BA. 2011 - 12* 4States (CT,NJ,NY,PA) and US Non-4ST.

Business, Management, Marketing, Support Services

<u>Female</u>	<u>**Total Minority</u>	<u>Asian or Nat. Haw. or Other Pac. Isl.</u>	<u>Black or African American</u>	<u>Hispanic or Latino</u>	<u>Individuals with Disabilities</u>
47.4	32.7	9.2	12.0	9.9	7.0

**Total Minority includes Asian or Nat. Haw. or Other Pac. Isl., Am. Ind./Al. Natives, Black or African American, Hispanic or Latino, and Two or More Races.



BACHELOR's degree conferred by Title IV participating institutions 2011-2012

Reported data only - This listing does not include US Service Schools, Non-Resident Aliens and Unknowns are excluded from all totals. Total Minority includes: Black, Hispanic or Latino, Asian/Native Hawaii/Other Pacific Islander, American Indian Alaska Native, and Two or More Races.
 Data for 4 States = CT, NJ, NY & PA(considered as 4ST) is weighted at 50% and US4ST is weighted at 50%.

	FEMALE	**Total Minority	ASIAN/ PAC. ISL.	BLACK NON-HISP.	Hispanic or Latino	AM.IND./ AL.NAT.
Agriculture, Agriculture Operations and Related Sciences	54.2%	15.3%	4.1%	3.8%	5.3%	0.5%
Architecture and Related Services	41.7%	31.9%	11.3%	5.9%	12.8%	0.4%
Area, Ethnic, Cultural, Gender, and Group Studies	69.9%	47.6%	11.4%	15.5%	16.1%	1.4%
Biological and Biomedical Sciences	59.3%	34.9%	17.5%	7.5%	7.8%	0.5%
Business, Management, Marketing, Support Services	47.4%	32.7%	9.2%	12.0%	9.9%	0.5%
Communication, Journalism, and Related Programs	63.6%	26.3%	4.5%	11.1%	8.8%	0.4%
Communications Technologies/Technicians Support Services	34.1%	30.4%	5.4%	11.2%	11.2%	0.5%
Computer and Information Sciences and Support Services	17.4%	33.0%	11.1%	10.7%	9.3%	0.5%
Construction Trades	5.0%	12.7%	2.5%	2.6%	6.9%	0.3%
Education	79.6%	16.3%	2.2%	6.1%	6.6%	0.5%
Engineering	19.7%	27.9%	14.1%	4.4%	7.6%	0.3%
Engineering Technologies and Engineering-related Fields	10.0%	23.5%	5.0%	9.2%	7.5%	0.8%
English Language and Literature/Letters	69.4%	24.2%	4.7%	8.0%	9.1%	0.5%
Family and Consumer Sciences/Human Sciences	89.1%	27.8%	5.3%	11.5%	9.3%	0.5%
Foreign Languages, Literatures, and Linguistics	71.7%	31.7%	5.6%	4.6%	19.3%	0.4%
Health Professions and Related Programs	84.4%	29.7%	8.4%	12.5%	7.2%	0.5%
History	41.1%	18.5%	3.6%	4.8%	8.0%	0.5%
Homeland Security, Law Enforcement, Firefighting, etc.	46.3%	39.2%	3.0%	18.5%	15.7%	0.5%
Legal Professions and Studies	68.2%	43.4%	5.8%	21.2%	14.6%	0.6%
Liberal Arts and Sciences, General Studies and Humanities	62.7%	32.6%	3.8%	15.3%	10.9%	0.9%
Library Science	93.3%	6.7%	1.1%	2.2%	3.3%	0.0%
Mathematics and Statistics	44.6%	24.8%	11.0%	5.3%	7.0%	0.3%
Mechanic and Repair Technologies/Technicians	3.0%	21.6%	4.9%	3.2%	11.9%	1.3%
Military Technologies and Applied Sciences	16.2%	30.0%	0.0%	26.2%	2.5%	1.2%
Multi/Interdisciplinary Studies	61.6%	30.6%	6.9%	10.6%	11.0%	0.6%
Natural Resources and Conservation	48.4%	14.8%	4.9%	2.4%	5.1%	0.7%
Parks, Recreation, Leisure and Fitness Studies	43.6%	20.2%	3.5%	8.5%	6.6%	0.4%
Personal and Culinary Services	53.0%	28.5%	4.5%	13.6%	8.7%	1.0%
Philosophy and Religious Studies	38.0%	23.9%	5.8%	7.5%	8.0%	0.6%
Physical Sciences	40.1%	24.4%	10.8%	5.6%	6.0%	0.5%
Precision Production	10.3%	10.3%	3.4%	3.4%	1.7%	0.0%
Psychology	77.3%	33.9%	7.0%	12.2%	12.5%	0.5%
Public Administration and Social Service Professions	82.6%	43.0%	3.6%	23.5%	13.7%	0.7%
Science Technologies/Technicians	47.4%	29.2%	8.7%	5.8%	10.8%	1.2%
Social Sciences	51.9%	34.7%	8.7%	11.8%	11.9%	0.5%
Theology and Religious Vocations	26.9%	12.2%	2.0%	5.7%	3.4%	0.3%
Transportation and Materials Moving	16.8%	36.7%	7.6%	11.0%	15.3%	0.5%
Visual and Performing Arts	61.7%	24.9%	6.6%	6.6%	9.3%	0.6%
TOTAL ALL FIELDS	57.5%	29.5%	7.7%	10.3%	9.6%	0.5%
OHRM/jc - S:\jmc'h's My Documents\EDC\EDC 2012 RAW data\Test Map BA 2012 Pctg FEDERAL.rpt						

UTILIZATION ANALYSIS WORKSHEET
Two Factor Availability

College:	Eugenio Maria de Hostos Community College
Semester/Year:	FALL, 2016

AFFIRMATIVE ACTION UNIT: Education		CONSTITUENT DEPARTMENTS: Counseling Center Language & Cognition-English as a Second Language (ESL) Education-Gerontology					
EEO CATEGORY: PROFESSIONAL: NON-PROFESSORIAL - LECTURER		Job Titles: Lecturer					
JOB GROUP: NON-PROFESSORIAL - LECTURER							
FACTORS:	Weighting	Females	**Total Minority	Asian or Nat. Haw. or Other Pac. Isl.	Black or African American	Hispanic or Latino	Individuals with Disabilities
1. % availability of Minorities/Females with requisite skills in immediate labor areas.	1.00	79.6	16.3	2.2	6.1	6.6	
2. % of Minorities/Females promotable, transferable, or trainable							
GROUP TOTAL NO.: <u>7</u> No. Male: <u>1</u> No. Female: <u>6</u>							
		Females	**Total Minority	Asian or Nat. Haw. or Other Pac. Isl.	Black or African American	Hispanic or Latino	Individuals with Disabilities
CURRENT UTILIZATION:		# <u>6</u> % <u>85.7</u>	# <u>5</u> % <u>71.4</u>	# <u>0</u> % <u>0.0</u>	# <u>1</u> % <u>14.3</u>	# <u>4</u> % <u>57.1</u>	# <u>0</u> % <u>0.0</u>
OVERALL AVAILABILITY:		% <u>79.6</u>	% <u>16.3</u>	% <u>2.2</u>	% <u>6.1</u>	% <u>6.6</u>	% <u>7.0</u>
UNDERUTILIZATION:		% <u>NONE</u> # <u>0.0</u> UU <u>0</u>	% <u>NONE</u> # <u>0.0</u> UU <u>0</u>	% <u>2.2</u> # <u>0.2</u> UU <u>0</u>	% <u>NONE</u> # <u>0.0</u> UU <u>0</u>	% <u>NONE</u> # <u>0.0</u> UU <u>0</u>	% <u>7.0</u> # <u>0.5</u> UU <u>1</u>

**Total Minority includes Asian or Nat. Haw. or Other Pac. Isl., Am. Ind./Al. Natives, Black or African American, Hispanic or Latino, and Two or More Races.

FACTOR / SOURCE SHEET - PROFESSIONAL: NON-PROFESSORIAL-LECTURER
FALL, 2016

Affirmative Action Unit: **Education**

Constituent Departments: Counseling Center
 Language & Cognition-English as a Second Language (ESL)
 Education-Gerontology

Job Group: **LECTURER**

Job Titles: **Lecturer**

<u>FACTORS</u>	<u>SOURCES</u>	<u>WEIGHTING</u>
Factor	EDC - BA. 2011-12* - 4State (CT, NJ, NY, PA) weighted at 50% and US Non-4ST weighted at 50%.	1.0

* Note: US Dept of Education's Postsecondary Studies Division indicates 2012 is the latest data available as of 7/15/2014.

Factor 1: EDC - BA. 2011 - 12* 4States (CT,NJ,NY,PA) and US Non-4ST.

Education

<u>Female</u>	<u>**Total Minority</u>	<u>Asian or Nat. Haw. or Other Pac. Isl.</u>	<u>Black or African American</u>	<u>Hispanic or Latino</u>	<u>Individuals with Disabilities</u>
79.6	16.3	2.2	6.1	6.6	7.0

**Total Minority includes Asian or Nat. Haw. or Other Pac. Isl., Am. Ind./Al. Natives, Black or African American, Hispanic or Latino, and Two or More Races.



BACHELOR's degree conferred by Title IV participating institutions 2011-2012

Reported data only - This listing does not include US Service Schools, Non-Resident Aliens and Unknowns are excluded from all totals. Total Minority includes: Black, Hispanic or Latino, Asian/Native Hawaii/Other Pacific Islander, American Indian Alaska Native, and Two or More Races.
 Data for 4 States = CT, NJ, NY & PA(considered as 4ST) is weighted at 50% and US4ST is weighted at 50%.

	FEMALE	**Total Minority	ASIAN/ PAC. ISL.	BLACK NON-HISP.	Hispanic or Latino	AM.IND./ AL.NAT.
Agriculture, Agriculture Operations and Related Sciences	54.2%	15.3%	4.1%	3.8%	5.3%	0.5%
Architecture and Related Services	41.7%	31.9%	11.3%	5.9%	12.8%	0.4%
Area, Ethnic, Cultural, Gender, and Group Studies	69.9%	47.6%	11.4%	15.5%	16.1%	1.4%
Biological and Biomedical Sciences	59.3%	34.9%	17.5%	7.5%	7.8%	0.5%
Business, Management, Marketing, Support Services	47.4%	32.7%	9.2%	12.0%	9.9%	0.5%
Communication, Journalism, and Related Programs	63.6%	26.3%	4.5%	11.1%	8.8%	0.4%
Communications Technologies/Technicians Support Services	34.1%	30.4%	5.4%	11.2%	11.2%	0.5%
Computer and Information Sciences and Support Services	17.4%	33.0%	11.1%	10.7%	9.3%	0.5%
Construction Trades	5.0%	12.7%	2.5%	2.6%	6.9%	0.3%
Education	79.6%	16.3%	2.2%	6.1%	6.6%	0.5%
Engineering	19.7%	27.9%	14.1%	4.4%	7.6%	0.3%
Engineering Technologies and Engineering-related Fields	10.0%	23.5%	5.0%	9.2%	7.5%	0.8%
English Language and Literature/Letters	69.4%	24.2%	4.7%	8.0%	9.1%	0.5%
Family and Consumer Sciences/Human Sciences	89.1%	27.8%	5.3%	11.5%	9.3%	0.5%
Foreign Languages, Literatures, and Linguistics	71.7%	31.7%	5.6%	4.6%	19.3%	0.4%
Health Professions and Related Programs	84.4%	29.7%	8.4%	12.5%	7.2%	0.5%
History	41.1%	18.5%	3.6%	4.8%	8.0%	0.5%
Homeland Security, Law Enforcement, Firefighting, etc.	46.3%	39.2%	3.0%	18.5%	15.7%	0.5%
Legal Professions and Studies	68.2%	43.4%	5.8%	21.2%	14.6%	0.6%
Liberal Arts and Sciences, General Studies and Humanities	62.7%	32.6%	3.8%	15.3%	10.9%	0.9%
Library Science	93.3%	6.7%	1.1%	2.2%	3.3%	0.0%
Mathematics and Statistics	44.6%	24.8%	11.0%	5.3%	7.0%	0.3%
Mechanic and Repair Technologies/Technicians	3.0%	21.6%	4.9%	3.2%	11.9%	1.3%
Military Technologies and Applied Sciences	16.2%	30.0%	0.0%	26.2%	2.5%	1.2%
Multi/Interdisciplinary Studies	61.6%	30.6%	6.9%	10.6%	11.0%	0.6%
Natural Resources and Conservation	48.4%	14.8%	4.9%	2.4%	5.1%	0.7%
Parks, Recreation, Leisure and Fitness Studies	43.6%	20.2%	3.5%	8.5%	6.6%	0.4%
Personal and Culinary Services	53.0%	28.5%	4.5%	13.6%	8.7%	1.0%
Philosophy and Religious Studies	38.0%	23.9%	5.8%	7.5%	8.0%	0.6%
Physical Sciences	40.1%	24.4%	10.8%	5.6%	6.0%	0.5%
Precision Production	10.3%	10.3%	3.4%	3.4%	1.7%	0.0%
Psychology	77.3%	33.9%	7.0%	12.2%	12.5%	0.5%
Public Administration and Social Service Professions	82.6%	43.0%	3.6%	23.5%	13.7%	0.7%
Science Technologies/Technicians	47.4%	29.2%	8.7%	5.8%	10.8%	1.2%
Social Sciences	51.9%	34.7%	8.7%	11.8%	11.9%	0.5%
Theology and Religious Vocations	26.9%	12.2%	2.0%	5.7%	3.4%	0.3%
Transportation and Materials Moving	16.8%	36.7%	7.6%	11.0%	15.3%	0.5%
Visual and Performing Arts	61.7%	24.9%	6.6%	6.6%	9.3%	0.6%
TOTAL ALL FIELDS	57.5%	29.5%	7.7%	10.3%	9.6%	0.5%
OHRM/jc - S:\jmc'h's My Documents\EDC\EDC 2012 RAW data\Test Map BA 2012 Pctg FEDERAL.rpt						

UTILIZATION ANALYSIS WORKSHEET
Two Factor Availability

College:	Eugenio Maria de Hostos Community College
Semester/Year:	FALL, 2016

AFFIRMATIVE ACTION UNIT: English		CONSTITUENT DEPARTMENTS: English					
EEO CATEGORY: PROFESSIONAL: NON-PROFESSORIAL - LECTURER		Job Titles: Distinguished Lecturer Lecturer					
JOB GROUP: NON-PROFESSORIAL - LECTURER							
FACTORS:	Weighting	Females	**Total Minority	Asian or Nat. Haw. or Other Pac. Isl.	Black or African American	Hispanic or Latino	Individuals with Disabilities
1. % availability of Minorities/Females with requisite skills in immediate labor areas.	1.00	69.4	24.2	4.7	8.0	9.1	
2. % of Minorities/Females promotable, transferable, or trainable							
GROUP TOTAL NO.: <u>8</u> No. Male: <u>4</u> No. Female: <u>4</u>		Females	**Total Minority	Asian or Nat. Haw. or Other Pac. Isl.	Black or African American	Hispanic or Latino	Individuals with Disabilities
CURRENT UTILIZATION:		# <u>4</u> % <u>50.0</u>	# <u>3</u> % <u>37.5</u>	# <u>0</u> % <u>0.0</u>	# <u>2</u> % <u>25.0</u>	# <u>1</u> % <u>12.5</u>	# <u>1</u> % <u>12.5</u>
OVERALL AVAILABILITY:		% <u>69.4</u>	% <u>24.2</u>	% <u>4.7</u>	% <u>8.0</u>	% <u>9.1</u>	% <u>7.0</u>
UNDERUTILIZATION:		% <u>19.4</u> # <u>1.5</u> UU <u>2</u>	% <u>NONE</u> # <u>0.0</u> UU <u>0</u>	% <u>4.7</u> # <u>0.4</u> UU <u>0</u>	% <u>NONE</u> # <u>0.0</u> UU <u>0</u>	% <u>NONE</u> # <u>0.0</u> UU <u>0</u>	% <u>NONE</u> # <u>0.0</u> UU <u>0</u>

**Total Minority includes Asian or Nat. Haw. or Other Pac. Isl., Am. Ind./Al. Natives, Black or African American, Hispanic or Latino, and Two or More Races.

FACTOR / SOURCE SHEET - PROFESSIONAL: NON-PROFESSORIAL-LECTURER
FALL, 2016

Affirmative Action Unit: English

Constituent Departments: English

Job Group: LECTURER

Job Titles:
 Distinguished Lecturer
 Lecturer

<u>FACTORS</u>	<u>SOURCES</u>	<u>WEIGHTING</u>
Factor	EDC - BA. 2011-12* - 4State (CT, NJ, NY, PA) weighted at 50% and US Non-4ST weighted at 50%.	1.0

* Note: US Dept of Education's Postsecondary Studies Division indicates 2012 is the latest data available as of 7/15/2014.

Factor 1: EDC - BA. 2011 - 12* 4States (CT,NJ,NY,PA) and US Non-4ST.

English Language and Literature/Letters

<u>Female</u>	<u>**Total Minority</u>	<u>Asian or Nat. Haw. or Other Pac. Isl.</u>	<u>Black or African American</u>	<u>Hispanic or Latino</u>	<u>Individuals with Disabilities</u>
69.4	24.2	4.7	8.0	9.1	7.0

**Total Minority includes Asian or Nat. Haw. or Other Pac. Isl., Am. Ind./Al. Natives, Black or African American, Hispanic or Latino, and Two or More Races.



BACHELOR'S degree conferred by Title IV participating institutions 2011-2012

Reported data only - This listing does not include US Service Schools, Non-Resident Aliens and Unknowns are excluded from all totals. Total Minority includes: Black, Hispanic or Latino, Asian/Native Hawaii/Other Pacific Islander, American Indian Alaska Native, and Two or More Races.
Data for 4 States = CT, NJ, NY & PA(considered as 4ST) is weighted at 50% and US4ST is weighted at 50%.

	FEMALE	**Total Minority	ASIAN/ PAC. ISL.	BLACK NON-HISP.	Hispanic or Latino	AM.IND./ AL.NAT.
Agriculture, Agriculture Operations and Related Sciences	54.2%	15.3%	4.1%	3.8%	5.3%	0.5%
Architecture and Related Services	41.7%	31.9%	11.3%	5.9%	12.8%	0.4%
Area, Ethnic, Cultural, Gender, and Group Studies	69.9%	47.6%	11.4%	15.5%	16.1%	1.4%
Biological and Biomedical Sciences	59.3%	34.9%	17.5%	7.5%	7.8%	0.5%
Business, Management, Marketing, Support Services	47.4%	32.7%	9.2%	12.0%	9.9%	0.5%
Communication, Journalism, and Related Programs	63.6%	26.3%	4.5%	11.1%	8.8%	0.4%
Communications Technologies/Technicians Support Services	34.1%	30.4%	5.4%	11.2%	11.2%	0.5%
Computer and Information Sciences and Support Services	17.4%	33.0%	11.1%	10.7%	9.3%	0.5%
Construction Trades	5.0%	12.7%	2.5%	2.6%	6.9%	0.3%
Education	79.6%	16.3%	2.2%	6.1%	6.6%	0.5%
Engineering	19.7%	27.9%	14.1%	4.4%	7.6%	0.3%
Engineering Technologies and Engineering-related Fields	10.0%	23.5%	5.0%	9.2%	7.5%	0.8%
English Language and Literature/Letters	69.4%	24.2%	4.7%	8.0%	9.1%	0.5%
Family and Consumer Sciences/Human Sciences	89.1%	27.8%	5.3%	11.5%	9.3%	0.5%
Foreign Languages, Literatures, and Linguistics	71.7%	31.7%	5.6%	4.6%	19.3%	0.4%
Health Professions and Related Programs	84.4%	29.7%	8.4%	12.5%	7.2%	0.5%
History	41.1%	18.5%	3.6%	4.8%	8.0%	0.5%
Homeland Security, Law Enforcement, Firefighting, etc.	46.3%	39.2%	3.0%	18.5%	15.7%	0.5%
Legal Professions and Studies	68.2%	43.4%	5.8%	21.2%	14.6%	0.6%
Liberal Arts and Sciences, General Studies and Humanities	62.7%	32.6%	3.8%	15.3%	10.9%	0.9%
Library Science	93.3%	6.7%	1.1%	2.2%	3.3%	0.0%
Mathematics and Statistics	44.6%	24.8%	11.0%	5.3%	7.0%	0.3%
Mechanic and Repair Technologies/Technicians	3.0%	21.6%	4.9%	3.2%	11.9%	1.3%
Military Technologies and Applied Sciences	16.2%	30.0%	0.0%	26.2%	2.5%	1.2%
Multi/Interdisciplinary Studies	61.6%	30.6%	6.9%	10.6%	11.0%	0.6%
Natural Resources and Conservation	48.4%	14.8%	4.9%	2.4%	5.1%	0.7%
Parks, Recreation, Leisure and Fitness Studies	43.6%	20.2%	3.5%	8.5%	6.6%	0.4%
Personal and Culinary Services	53.0%	28.5%	4.5%	13.6%	8.7%	1.0%
Philosophy and Religious Studies	38.0%	23.9%	5.8%	7.5%	8.0%	0.6%
Physical Sciences	40.1%	24.4%	10.8%	5.6%	6.0%	0.5%
Precision Production	10.3%	10.3%	3.4%	3.4%	1.7%	0.0%
Psychology	77.3%	33.9%	7.0%	12.2%	12.5%	0.5%
Public Administration and Social Service Professions	82.6%	43.0%	3.6%	23.5%	13.7%	0.7%
Science Technologies/Technicians	47.4%	29.2%	8.7%	5.8%	10.8%	1.2%
Social Sciences	51.9%	34.7%	8.7%	11.8%	11.9%	0.5%
Theology and Religious Vocations	26.9%	12.2%	2.0%	5.7%	3.4%	0.3%
Transportation and Materials Moving	16.8%	36.7%	7.6%	11.0%	15.3%	0.5%
Visual and Performing Arts	61.7%	24.9%	6.6%	6.6%	9.3%	0.6%
TOTAL ALL FIELDS	57.5%	29.5%	7.7%	10.3%	9.6%	0.5%
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UTILIZATION ANALYSIS WORKSHEET
Two Factor Availability

College:	Eugenio Maria de Hostos Community College
Semester/Year:	FALL, 2016

AFFIRMATIVE ACTION UNIT: Mathematics & Computer Science		CONSTITUENT DEPARTMENTS: Mathematics					
EEO CATEGORY: PROFESSIONAL: NON-PROFESSORIAL - LECTURER		Job Titles: Lecturer					
JOB GROUP: NON-PROFESSORIAL - LECTURER							
FACTORS:	Weighting	Females	**Total Minority	Asian or Nat. Haw. or Other Pac. Isl.	Black or African American	Hispanic or Latino	Individuals with Disabilities
1. % availability of Minorities/Females with requisite skills in immediate labor areas.	1.00	44.6	24.8	11.0	5.3	7.0	
2. % of Minorities/Females promotable, transferable, or trainable							
GROUP TOTAL NO.: 5 No. Male: 4 No. Female: 1		Females	**Total Minority	Asian or Nat. Haw. or Other Pac. Isl.	Black or African American	Hispanic or Latino	Individuals with Disabilities
CURRENT UTILIZATION:		# <u>1</u> % <u>20.0</u>	# <u>5</u> % <u>100.0</u>	# <u>0</u> % <u>0.0</u>	# <u>2</u> % <u>40.0</u>	# <u>3</u> % <u>60.0</u>	# <u>0</u> % <u>0.0</u>
OVERALL AVAILABILITY:		% <u>44.6</u>	% <u>24.8</u>	% <u>11.0</u>	% <u>5.3</u>	% <u>7.0</u>	% <u>7.0</u>
UNDERUTILIZATION:		% <u>24.6</u> # <u>1.2</u> UU <u>1</u>	% <u>NONE</u> # <u>0.0</u> UU <u>0</u>	% <u>11.0</u> # <u>0.6</u> UU <u>1</u>	% <u>NONE</u> # <u>0.0</u> UU <u>0</u>	% <u>NONE</u> # <u>0.0</u> UU <u>0</u>	% <u>7.0</u> # <u>0.4</u> UU <u>0</u>

**Total Minority includes Asian or Nat. Haw. or Other Pac. Isl., Am. Ind./Al. Natives, Black or African American, Hispanic or Latino, and Two or More Races.

FACTOR / SOURCE SHEET - PROFESSIONAL: NON-PROFESSORIAL-LECTURER
FALL, 2016

Affirmative Action Unit: **Mathematics & Computer Science**

Constituent Departments: **Mathematics**

Job Group: **LECTURER**

Job Titles: **Lecturer**

<u>FACTORS</u>	<u>SOURCES</u>	<u>WEIGHTING</u>
Factor	EDC - BA. 2011-12* - 4State (CT, NJ, NY, PA) weighted at 50% and US Non-4ST weighted at 50%.	1.0

* Note: US Dept of Education's Postsecondary Studies Division indicates 2012 is the latest data available as of 7/15/2014.

Factor 1: EDC - BA. 2011 - 12* 4States (CT,NJ,NY,PA) and US Non-4ST.

Mathematics and Statistics

<u>Female</u>	<u>**Total Minority</u>	<u>Asian or Nat. Haw. or Other Pac. Isl.</u>	<u>Black or African American</u>	<u>Hispanic or Latino</u>	<u>Individuals with Disabilities</u>
44.6	24.8	11.0	5.3	7.0	7.0

**Total Minority includes Asian or Nat. Haw. or Other Pac. Isl., Am. Ind./Al. Natives, Black or African American, Hispanic or Latino, and Two or More Races.



BACHELOR's degree conferred by Title IV participating institutions 2011-2012

Reported data only - This listing does not include US Service Schools, Non-Resident Aliens and Unknowns are excluded from all totals. Total Minority includes: Black, Hispanic or Latino, Asian/Native Hawaii/Other Pacific Islander, American Indian Alaska Native, and Two or More Races.
Data for 4 States = CT, NJ, NY & PA(considered as 4ST) is weighted at 50% and US4ST is weighted at 50%.

	FEMALE	**Total Minority	ASIAN/ PAC. ISL.	BLACK NON-HISP.	Hispanic or Latino	AM.IND./ AL.NAT.
Agriculture, Agriculture Operations and Related Sciences	54.2%	15.3%	4.1%	3.8%	5.3%	0.5%
Architecture and Related Services	41.7%	31.9%	11.3%	5.9%	12.8%	0.4%
Area, Ethnic, Cultural, Gender, and Group Studies	69.9%	47.6%	11.4%	15.5%	16.1%	1.4%
Biological and Biomedical Sciences	59.3%	34.9%	17.5%	7.5%	7.8%	0.5%
Business, Management, Marketing, Support Services	47.4%	32.7%	9.2%	12.0%	9.9%	0.5%
Communication, Journalism, and Related Programs	63.6%	26.3%	4.5%	11.1%	8.8%	0.4%
Communications Technologies/Technicians Support Services	34.1%	30.4%	5.4%	11.2%	11.2%	0.5%
Computer and Information Sciences and Support Services	17.4%	33.0%	11.1%	10.7%	9.3%	0.5%
Construction Trades	5.0%	12.7%	2.5%	2.6%	6.9%	0.3%
Education	79.6%	16.3%	2.2%	6.1%	6.6%	0.5%
Engineering	19.7%	27.9%	14.1%	4.4%	7.6%	0.3%
Engineering Technologies and Engineering-related Fields	10.0%	23.5%	5.0%	9.2%	7.5%	0.8%
English Language and Literature/Letters	69.4%	24.2%	4.7%	8.0%	9.1%	0.5%
Family and Consumer Sciences/Human Sciences	89.1%	27.8%	5.3%	11.5%	9.3%	0.5%
Foreign Languages, Literatures, and Linguistics	71.7%	31.7%	5.6%	4.6%	19.3%	0.4%
Health Professions and Related Programs	84.4%	29.7%	8.4%	12.5%	7.2%	0.5%
History	41.1%	18.5%	3.6%	4.8%	8.0%	0.5%
Homeland Security, Law Enforcement, Firefighting, etc.	46.3%	39.2%	3.0%	18.5%	15.7%	0.5%
Legal Professions and Studies	68.2%	43.4%	5.8%	21.2%	14.6%	0.6%
Liberal Arts and Sciences, General Studies and Humanities	62.7%	32.6%	3.8%	15.3%	10.9%	0.9%
Library Science	93.3%	6.7%	1.1%	2.2%	3.3%	0.0%
Mathematics and Statistics	44.6%	24.8%	11.0%	5.3%	7.0%	0.3%
Mechanic and Repair Technologies/Technicians	3.0%	21.6%	4.9%	3.2%	11.9%	1.3%
Military Technologies and Applied Sciences	16.2%	30.0%	0.0%	26.2%	2.5%	1.2%
Multi/Interdisciplinary Studies	61.6%	30.6%	6.9%	10.6%	11.0%	0.6%
Natural Resources and Conservation	48.4%	14.8%	4.9%	2.4%	5.1%	0.7%
Parks, Recreation, Leisure and Fitness Studies	43.6%	20.2%	3.5%	8.5%	6.6%	0.4%
Personal and Culinary Services	53.0%	28.5%	4.5%	13.6%	8.7%	1.0%
Philosophy and Religious Studies	38.0%	23.9%	5.8%	7.5%	8.0%	0.6%
Physical Sciences	40.1%	24.4%	10.8%	5.6%	6.0%	0.5%
Precision Production	10.3%	10.3%	3.4%	3.4%	1.7%	0.0%
Psychology	77.3%	33.9%	7.0%	12.2%	12.5%	0.5%
Public Administration and Social Service Professions	82.6%	43.0%	3.6%	23.5%	13.7%	0.7%
Science Technologies/Technicians	47.4%	29.2%	8.7%	5.8%	10.8%	1.2%
Social Sciences	51.9%	34.7%	8.7%	11.8%	11.9%	0.5%
Theology and Religious Vocations	26.9%	12.2%	2.0%	5.7%	3.4%	0.3%
Transportation and Materials Moving	16.8%	36.7%	7.6%	11.0%	15.3%	0.5%
Visual and Performing Arts	61.7%	24.9%	6.6%	6.6%	9.3%	0.6%
TOTAL ALL FIELDS	57.5%	29.5%	7.7%	10.3%	9.6%	0.5%
OHRM/jc - S:\jmc'h's My Documents\EDC\EDC 2012 RAW data\Test Map BA 2012 Pctg FEDERAL.rpt						

APPENDIX D-15
PROFESSIONAL/NON FACULTY

UTILIZATION ANALYSIS WORKSHEET

Two Factor Availability

College: **Eugenio Maria de Hostos Community College**

Semester/Year: **FALL, 2016**

AFFIRMATIVE ACTION UNIT: ADMINISTRATION III		Constituent Departments:					
EEO CATEGORY: Professionals		Job Titles: Higher Education assistant (HEa) Assistant to Higher Education Officer (aHEO)					
JOB GROUP: ADMINISTRATION III							
FACTORS:	Weighting	Females	**Total Minority	Asian or Nat. Haw. or Other Pac. Isl.	Black or African American	Hispanic or Latino	
1. % availability of Minorities/Females with requisite skills in immediate labor areas.	0.70	40.1	20.2	5.8	6.9	6.4	
2. % of Minorities/Females promotable, transferable, or trainable	0.30	22.1	18.5	3.9	8.8	5.6	
GROUP TOTAL NO.: <u>117</u> No. Male: <u>30</u> No. Female: <u>87</u>							
		Females	**Total Minority	Asian or Nat. Haw. or Other Pac. Isl.	Black or African American	Hispanic or Latino	Individuals with Disabilities
CURRENT UTILIZATION:		# <u>87</u> % <u>74.4</u>	# <u>108</u> % <u>92.3</u>	# <u>5</u> % <u>4.3</u>	# <u>34</u> % <u>29.1</u>	# <u>65</u> % <u>55.6</u>	# <u>5</u> % <u>4.3</u>
OVERALL AVAILABILITY:		% <u>62.2</u>	% <u>38.7</u>	% <u>9.7</u>	% <u>15.7</u>	% <u>12.0</u>	% <u>7.0</u>
UNDERUTILIZATION:		% <u>NONE</u> # <u>0.0</u> UU <u>0</u>	% <u>NONE</u> # <u>0.0</u> UU <u>0</u>	% <u>5.4</u> # <u>6.3</u> UU <u>6</u>	% <u>NONE</u> # <u>0.0</u> UU <u>0</u>	% <u>NONE</u> # <u>0.0</u> UU <u>0</u>	% <u>2.7</u> # <u>3.2</u> UU <u>3</u>

**Total Minority includes Asian or Nat. Haw. or Other Pac. Isl., Am. Ind./Al. Natives, Black or African American, Hispanic or Latino, and Two or More Races.

FOUR (4) TWO/MORE RACES IN THIS JOB GROUP

FACTOR / SOURCE SHEET

FALL, 2016

Professionals
ADMINISTRATION III:

Higher Education assistant (HEa)
Assistant to Higher Education Officer (aHEO)

<u>FACTORS</u>	<u>SOURCES</u>	<u>WEIGHT</u>
Factor 1	4STATES Earned Degrees Conferred (EDC) - Bachelors 2011-12* for Federal Protected Groups.	0.7
Factor 2	Promotable, Transferable, Trainable employees within contractors organization. - CUNY Survey - selected titles, service requirement and criteria -Source Spring 2014.	0.3

*Note: Use of US Dept of Education's Postsecondary Studies Division's Earned Degrees Conferred is updated biannually.

Factor 1:	<u>Female</u>	<u>**Total Minority</u>	<u>Asian or Nat. Haw. or Other Pac. Isl.</u>	<u>Black or African American</u>	<u>Hispanic or Latino</u>	
	57.3	28.9	8.3	9.8	9.2	
multiply by weight - 0.7	40.1	20.2	5.8	6.9	6.4	
Factor 2:	<u>Female</u>	<u>**Total Minority</u>	<u>Asian or Nat. Haw. or Other Pac. Isl.</u>	<u>Black or African American</u>	<u>Hispanic or Latino</u>	<u>TOTAL</u>
College Asst. (holding BA degree or higher in title only)	415	363	104	149	107	662
Gittlesons (holding BA degree or higher in title only)	425	342	44	187	107	480
	<u>840</u>	<u>705</u>	<u>148</u>	<u>336</u>	<u>214</u>	<u>1,142</u>
	73.6	61.7	13.0	29.4	18.7	
multiply by weight - 0.3	22.1	18.5	3.9	8.8	5.6	
OVERALL AVAILABILITY	62.2	38.7	9.7	15.7	12.0	7.0

Individuals with Disabilities

**Total Minority includes Asian or Nat. Haw. or Other Pac. Isl., Am. Ind./Al. Natives, Black or African American, Hispanic or Latino, and Two or More Races.

APPENDIX D16 – D17
SECRETARIAL/CLERICAL

UTILIZATION ANALYSIS WORKSHEET

Two Factor Availability

College:	Eugenio Maria de Hostos Community College
Semester/Year:	FALL, 2016

AFFIRMATIVE ACTION UNIT: CUNY ADMINISTRATIVE ASSISTANT		Constituent Departments:					
EEO CATEGORY: Secretarial and Clerical		Job Titles: CUNY Administrative Assistants					
JOB GROUP: CUNY ADMINISTRATIVE ASSISTANT							
FACTORS:	Weighting	Females	**Total Minority	Asian or Nat. Haw. or Other Pac. Isl.	Black or African American	Hispanic or Latino	
1. % availability of Minorities/Females with requisite skills in immediate labor areas.							
2. % of Minorities/Females promotable, transferable, or trainable	1.00	91.1	72.2	6.7	39.0	26.0	
GROUP TOTAL NO.: <u>9</u> No. Male: <u>2</u> No. Female: <u>7</u>							
		Females	**Total Minority	Asian or Nat. Haw. or Other Pac. Isl.	Black or African American	Hispanic or Latino	Individuals with Disabilities
CURRENT UTILIZATION:		# <u>7</u> % <u>77.8</u>	# <u>9</u> % <u>100.0</u>	# <u>0</u> % <u>0.0</u>	# <u>5</u> % <u>55.6</u>	# <u>3</u> % <u>33.3</u>	# <u>0</u> % <u>0.0</u>
OVERALL AVAILABILITY:		% <u>91.1</u>	% <u>72.2</u>	% <u>6.7</u>	% <u>39.0</u>	% <u>26.0</u>	% <u>7.0</u>
UNDERUTILIZATION:		% <u>13.3</u> # <u>1.20</u> UU <u>1</u>	% <u>NONE</u> # <u>0.00</u> UU <u>0</u>	% <u>6.7</u> # <u>0.60</u> UU <u>1</u>	% <u>NONE</u> # <u>0.00</u> UU <u>0</u>	% <u>NONE</u> # <u>0.00</u> UU <u>0</u>	% <u>7.0</u> # <u>0.63</u> UU <u>1</u>

**Total Minority includes Asian or Nat. Haw. or Other Pac. Isl., Am. Ind./Al. Natives, Black or African American, Hispanic or Latino, and Two or More Races.

ONE (1) TWO OR MORE RACES IN THIS JOB GROUP

CUNY ADMINISTRATIVE ASSISTANT

Secretarial and Clerical

CUNY ADMINISTRATIVE ASSISTANT

CUNY Administrative Assistants

<u>SOURCE</u>	<u>WEIGHTING</u>
Factor 1: N/A	0.0
Factor 2: CUNY Survey Spring 2011 - Permanent CUNY Office Assistant (level 3 or above) and Mail Message Services Worker titles. The CUNY Administrative Assistant title is strictly promotional from the Permanent CUNY Office Assistant (level 3 or above) and Mail Message Services Worker titles with years of service requirement.	1.0

<u>Female</u>	<u>**Total Minority</u>	<u>Asian or Nat. Haw. or Other Pac. Isl.</u>	<u>Black or African American</u>	<u>Hispanic or Latino</u>	<u>Individuals with Disabilities</u>
<u>91.1</u>	<u>72.2</u>	<u>6.7</u>	<u>39.0</u>	<u>26.0</u>	<u>7.0</u>

**Total Minority includes Asian or Nat. Haw. or Other Pac. Isl., Am. Ind./Al. Natives, Black or African American, Hispanic or Latino, and Two or More Races.

UTILIZATION ANALYSIS WORKSHEET
Two Factor Availability

College:	Eugenio Maria de Hostos Community College
Semester/Year:	FALL, 2016

AFFIRMATIVE ACTION UNIT: CUNY OFFICE/SECRETARIAL ASSISTANT:		Constituent Departments:					
EEO CATEGORY: Secretarial and Clerical		Job Titles: CUNY Office/Secretarial Assistant (all levels)					
JOB GROUP: CUNY OFFICE/SECRETARIAL ASSISTANT							
FACTORS:	Weighting	Females	**Total Minority	Asian or Nat. Haw. or Other Pac. Isl.	Black or African American	Hispanic or Latino	
1. % availability of Minorities/Females with requisite skills in immediate labor areas.	1.00	89.9	26.5	3.7	11.6	9.8	
2. % of Minorities/Females promotable, transferable, or trainable							
GROUP TOTAL NO.: <u>47</u> No. Male: <u>3</u> No. Female: <u>44</u>							
		Females	**Total Minority	Asian or Nat. Haw. or Other Pac. Isl.	Black or African American	Hispanic or Latino	Individuals with Disabilities
CURRENT UTILIZATION:		# <u>44</u> % <u>93.6</u>	# <u>45</u> % <u>95.7</u>	# <u>1</u> % <u>2.1</u>	# <u>10</u> % <u>21.3</u>	# <u>33</u> % <u>70.2</u>	# <u>3</u> % <u>6.4</u>
OVERALL AVAILABILITY:		% <u>89.9</u>	% <u>26.5</u>	% <u>3.7</u>	% <u>11.6</u>	% <u>9.8</u>	% <u>7.0</u>
UNDERUTILIZATION:		% <u>NONE</u> # <u>0.00</u> UU <u>0</u>	% <u>NONE</u> # <u>0.00</u> UU <u>0</u>	% <u>1.6</u> # <u>0.74</u> UU <u>1</u>	% <u>NONE</u> # <u>0.00</u> UU <u>0</u>	% <u>NONE</u> # <u>0.00</u> UU <u>0</u>	% <u>0.6</u> # <u>0.29</u> UU <u>0</u>

**Total Minority includes Asian or Nat. Haw. or Other Pac. Isl., Am. Ind./Al. Natives, Black or African American, Hispanic or Latino, and Two or More Races.

ONE (1) TWO/MORE RACES IN THIS JOB GROUP

CUNY OFFICE/SECRETARIAL ASSISTANT

Secretarial and Clerical

CUNY OFFICE/
SECRETARIAL ASSISTANT:

CUNY Office/Secretarial Assistant (all levels)

<u>SOURCE</u>	<u>WEIGHTING</u>
Factor 1: 2007 - 2011 U.S. Census- American Community Survey (ACS) - NY, NJ, CT, PA - Secretaries, and Administrative Assistants (5700); Word Processors and Typists (5820); and Office Administrative Support Workers, all other (5940), Office Clerks, General (5860).	1.0

<u>Female</u>	<u>**Total Minority</u>	<u>Asian or Nat. Haw. or Other Pac. Isl.</u>	<u>Black or African American</u>	<u>Hispanic or Latino</u>	<u>Individuals with Disabilities</u>
<u>89.9</u>	<u>26.5</u>	<u>3.7</u>	<u>11.6</u>	<u>9.8</u>	<u>7.0</u>

**Total Minority includes Asian or Nat. Haw. or Other Pac. Isl., Am. Ind./Al. Natives, Black or African American, Hispanic or Latino, and Two or More Races.

APPENDIX D18 – D20
TECHNICAL/PARAPROFESSIONAL

UTILIZATION ANALYSIS WORKSHEET							
Two Factor Availability							
NOTE: Please weight depending on the number of employees in fields.			College: Eugenio Maria de Hostos Community College				
			Semester/Year: FALL, 2016				
AFFIRMATIVE ACTION UNIT:		Constituent Departments					
ADMINISTRATION IV		HEALTH SCIENCE		TECH.-BROADCASTING/COMM. BUS. MNGMNT./ SERV. OCC.			
EEO CATEGORY:		Job Titles:					
Technicians		COLLEGE LAB TECHNICIANS (CLTs) Senior College Lab Tech. College Lab Tech.					
JOB GROUP:							
ADMINISTRATION IV							
FACTORS:	Weighting	Female	**Total Minority	Asian or Nat. Haw. or Other Pac. Isl.	Black or African American	Hispanic or Latino	
1. % availability of Minorities/Females with requisite skills in immediate labor areas.	See Factors worksheet	45.6	30.4	7.9	9.9	10.5	
2. % of Minorities/Females promotable, transferable, or trainable.							
GROUP TOTAL NO.: <u>14</u>							
No. Male: <u>8</u> No. Female: <u>6</u>							
		Female	**Total Minority	Asian or Nat. Haw. or Other Pac. Isl.	Black or African American	Hispanic or Latino	Individuals with Disabilities
CURRENT UTILIZATION:		# <u>6</u> % <u>42.9</u>	# <u>12</u> % <u>85.7</u>	# <u>0</u> % <u>0.0</u>	# <u>3</u> % <u>21.4</u>	# <u>9</u> % <u>64.3</u>	# <u>1</u> % <u>7.1</u>
OVERALL AVAILABILITY:		% <u>45.6</u>	% <u>30.4</u>	% <u>7.9</u>	% <u>9.9</u>	% <u>10.5</u>	% <u>0.7</u>
UNDERUTILIZATION:		% <u>2.7</u> # <u>0.4</u> UU <u>0</u>	% <u>NONE</u> # <u>0.00</u> UU <u>0</u>	% <u>7.9</u> # <u>1.11</u> UU <u>1</u>	% <u>NONE</u> # <u>0.00</u> UU <u>0</u>	% <u>NONE</u> # <u>0.00</u> UU <u>0</u>	% <u>NONE</u> # <u>0.00</u> UU <u>0</u>

**Total Minority includes Asian or Nat. Haw. or Other Pac. Isl., Am. Ind./Al. Natives, Black or African American, Hispanic or Latino, and Two or More Races.

FALL, 2016

ADMINISTRATION IV: College Laboratory Technician Series

ADMINISTRATION IV: (titles listed below)

Senior College Laboratory Technician (Sr. CLT)
College Laboratory Technician (CLT)

Overall Availability Data for the following main areas/fields are provided in the TAB: "IA ADM 4 Factors AD F2015"

- a. * ^^ Health Technologist & Technicians
- b. * ^^ Engineering & Related Technologists & Technicians
- c. * ^^ Science Technicians
- d. * ^^ Computer Technicians
- e. * ^^ Broadcasting Equipment / Communications Technicians
- f. * ^^ Business & Management / Service Occupations

* The overall availability data must be weighted by the number of employees in the area/field.

^^ Allocation of employees in the area/field are based on the type of work that is done. Example: A CLT who sets up the lab for the Chemistry class would be allocated to the area of Science. A CLT setting up the VCRs or stage is allocated to the area of Broadcasting/Communications.

This section requires numbers to be entered onto the cells which indicate "ENTER". If there are NO employees, please enter the number zero (0). The workforce numbers entered here will automatically be populated on the TAB:"IA ADM 4 UAW F2015" worksheet. Assessment of the type of work/area the CLT works in is required. (ex. CLT who sets up the audio visual equipment should be counted in Broadcasting/Communications; CLT who sets up the tools/cooking equipment in the kitchen for the culinary students should be counted in Business & Management/Serv. Occupations) Please input Workforce numbers (# of technicians in area/field) in cells H23,H24,H25,H26,H27,H28. In cells N29, Q29, T29, W29, Z29, AC29, and AF29 enter Workforce numbers by Gender and Ethnicity. Cells N29 and Q29 will be highlighted in RED if total does not equal cell H29.

Dotted bordered cells require a number entry to compute % of technicians in area/field.

AREA/FIELD	# of technicians in area/field	TOTAL # of Technicians	% of technicians in area/field	Male	Female	**Total Minority	Asian or Nat. Haw. or Other Pac. Isl.	Black or African American	Hispanic or Latino	Individuals with Disabilities	
* ^^ Health	4	14	29%	Dotted bordered cells require a number entry in order for the "Current Utilization" on the Tab-IA ADM 4 UAW F2015 to be calculated.							
* ^^ Engineering	0	14	0%								
* ^^ Science	4	14	29%								
* ^^ Computers	0	14	0%								
* ^^ Broadcasting/Communications	4	14	29%								
* ^^ Bus. & Mngmnt / Serv. Occupations	2	14	14%								
TOTAL Number of CLTs	14			8	6	12	0	3	9	1	

OVERALL AVAILABILITY: (from TAB - ADM 4 Factors AD F2010.)

	Female	**Total Minority	Asian or Nat. Haw. or Other Pac. Isl.	Black or African American	Hispanic or Latino
Health	59.2	31.3	7.4	14.7	7.5
Engineering	16.3	25.3	5.9	8.8	9.0
Science	44.7	27.4	10.4	7.2	6.3
Computers	22.9	36.8	22.6	7.0	5.7
Broadcasting/Communications	34.4	34.4	7.3	9.4	16.0
Bus. & Mngmnt / Serv. Occupations	38.7	24.4	4.8	5.8	13.3

This section computes the weighted Overall Availability (OA) for each area with the percentage of employees and totals the OA for all areas/fields. The information in the cells of the dotted bordered box will automatically be used for calculating the underutilization on IA ADM 4 UAW F2015 worksheet.

Weighted Overall Availability of the areas by % of employees	% of technicians in area/field	Female	**Total Minority	Asian or Nat. Haw. or Other Pac. Isl.	Black or African American	Hispanic or Latino	Individuals with Disabilities
Health	29%	17.2	9.1	2.1	4.3	2.2	
Engineering	0%	0.0	0.0	0.0	0.0	0.0	
Science	29%	13.0	7.9	3.0	2.1	1.8	
Computers	0%	0.0	0.0	0.0	0.0	0.0	
Broadcasting/Communications	29%	10.0	10.0	2.1	2.7	4.6	
Bus. & Mngmnt / Serv. Occupations	14%	5.4	3.4	0.7	0.8	1.9	
TOTAL OVERALL AVAILABILITY (OA)		45.6	30.4	7.9	9.9	10.5	0.7

**Total Minority includes Asian or Nat. Haw. or Other Pac. Isl., Am. Ind./Al. Natives, Black or African American, Hispanic or Latino, and Two or More Races.

NOTE: The Overall Availability is used by weighting these Areas/Fields by the number of employees that the college has.

(Worksheet TAB ADM 4 Factors allows for computation of employees by entering the college workforce numbers and computes the TOTAL Overall Availability for Administration

Technicians

ADMINISTRATION IV: College Lab Technicians (CLTs): Chief CLT, Senior CLT, and CLT

FACTORS	SOURCES	WEIGHT
Factor 1a:	2007-2011 American Community Survey (ACS) - 4States (CT,NJ,NY,PA).	0.9
Factor 1b:	4STATES Earned Degrees Conferred (EDC) - Bachelors 2011-12* for gender and federal protected groups.	0.1

Note: Use of US Dept of Education's Postsecondary Studies Division's Earned Degrees Conferred is updated biannually. Due to formatting of cells, percentages are rounded up or down.

	FEMALE	**TOTAL MINORITY	Asian or Nat. Haw. or Other Pac. Isl.	Black or African American	Hispanic or Latino
HEALTH TECHNOLOGISTS & TECHNICIANS					
Factors 1a and 1b Health Tech. & Tech.	59.2	31.3	7.4	14.7	7.5
ENGINEERING & RELATED TECHNOLOGISTS & TECHNICIANS					
Factors 1a and 1b Eng. & Related Tech. & Tech.	16.3	25.3	5.9	8.8	9.0
SCIENCE TECHNICIANS					
Factors 1a and 1b Science Tech.	44.7	27.4	10.4	7.2	6.3
COMPUTER TECHNICIANS					
Factors 1a and 1b Computer Tech.	22.9	36.8	22.6	7.0	5.7
BROADCASTING EQUIPMENT / COMMUNICATIONS TECHNICIANS					
Factors 1a and 1b Broadcasting Equip./ Comm. Tech.	34.4	34.4	7.3	9.4	16.0
BUSINESS & MANAGEMENT SERVICE OCCUPATIONS					
Factors 1a and 1b Bus. & Management & Service Occ.	38.7	24.4	4.8	5.8	13.3

**Total Minority includes Asian or Nat. Haw. or Other Pac. Isl., Am. Ind./Al. Natives, Black or African American, Hispanic or Latino, and Two or More Races.

***** 17. OCCUPATION CLTs HEALTH TECHNOLOGISTS AND TECH. CLTs**

Occupations by Federal Groups by Geography

Geography	Occupation	TOTAL MINORITY calculated	Black, nH	Latino- Hispanic	Asian / Haw. Pac. Isl.	Native American- Alaska Native	Females
NY-NJ-CT-PA	3535 Miscellaneous Health Technologists and Tect	6,335	3,028	1,323	1,652	70	10,611
	3540 Other Healthcare Practitioners and Technical	2,257	1,037	718	295	69	4,824

**** 11. OCCUPATION= ENGINEERS - TECHNICALS.**

Occupations by Federal Groups by Geography

Geography	Occupation	TOTAL MINORITY calculated	Black, nH	Latino- Hispanic	Asian / Haw. Pac. Isl.	Native American- Alaska Native	Females
NY-NJ-CT-PA	1550 Engineering Technicians, Except Drafters	13,474	4,739	4,759	3,092	112	8,957

***** 16. OCCUPATION CLTs BUSINESS & MANAGEMENT SERVICES AND CLTs SCIENCE TECHS.**

Occupations by Federal Groups by Geography

Geography	Occupation	TOTAL MINORITY calculated	Black, nH	Latino- Hispanic	Asian / Haw. Pac. Isl.	Native American- Alaska Native	Females
NY-NJ-CT-PA	1910 Biological Technicians	696	100	280	278	17	981
	1920 Chemical Technicians	2,964	870	614	1,318	0	3,955
	1965 Miscellaneous life, physical and social scienc	7,062	1,964	1,541	2,651	83	12,214

**** 6. OCCUPATION= Computer Specialists.**

Occupations by Federal Groups by Geography

Geography	Occupation	TOTAL MINORITY calculated	Black, nH	Latino- Hispanic	Asian / Haw. Pac. Isl.	Native American- Alaska Native	Females
NY-NJ-CT-PA	1050 Computer Support Specialists	22,564	8,080	6,215	7,182	54	20,076
	1020 Software developers, applications and system	45,846	4,517	3,238	36,320	48	23,899
	1400 Computer Hardware Engineers	3,413	566	607	2,193	0	1,522

**** 3. OCCUPATION= Broadcasting / Media Titles.**

Occupations by Federal Groups by Geography

Geography	Occupation	TOTAL MINORITY calculated	Black, nH	Latino- Hispanic	Asian / Haw. Pac. Isl.	Native American- Alaska Native	Females
NY-NJ-CT-PA	2900 Broadcast and Sound Engineering Techniciar	3,772	1,798	1,291	425	9	2,041
NY-NJ-CT-PA	2860 Miscellaneous Media and Communication Wo	5,622	651	3,158	1,585	0	6,974

***** 16. OCCUPATION CLTs BUSINESS & MANAGEMENT SERVICES AND CLTs SCIENCE TECHS.**

Occupations by Federal Groups by Geography

Geography	Occupation	TOTAL MINORITY calculated	Black, nH	Latino- Hispanic	Asian / Haw. Pac. Isl.	Native American- Alaska Native	Females
NY-NJ-CT-PA	1900 Agricultural and Food Science Technicians	882	170	519	176	17	1,366

UTILIZATION ANALYSIS WORKSHEET
Two Factor Availability

College:	Eugenio Maria de Hostos Community College
Semester/Year:	FALL, 2016

AFFIRMATIVE ACTION UNIT: COMPUTER SPECIALISTS		Constituent Departments:					
EEO CATEGORY: Technical/Paraprofessional		Job Titles: IT Senior Associate IT Associate IT Assistant IT Support Assistant IT Business Data and Reporting Analyst					
JOB GROUP: COMPUTER SPECIALISTS							
FACTORS:	Weighting	Females	**Total Minority	Asian or Nat. Haw. or Other Pac. Isl.	Black or African American	Hispanic or Latino	
1. % availability of Minorities/Females with requisite skills in immediate labor areas.	1.00	26.4	33.6	19.7	7.1	5.4	
2. % of Minorities/Females promotable, transferable, or trainable							
GROUP TOTAL NO.: <u>26</u> No. Male: <u>21</u> No. Female: <u>5</u>							
		Females	**Total Minority	Asian or Nat. Haw. or Other Pac. Isl.	Black or African American	Hispanic or Latino	Individuals with Disabilities
CURRENT UTILIZATION:		# <u>5</u> % <u>19.2</u>	# <u>25</u> % <u>96.2</u>	# <u>4</u> % <u>15.4</u>	# <u>1</u> % <u>3.8</u>	# <u>18</u> % <u>69.2</u>	# <u>3</u> % <u>11.5</u>
OVERALL AVAILABILITY:		% <u>26.4</u>	% <u>33.6</u>	% <u>19.7</u>	% <u>7.1</u>	% <u>5.4</u>	% <u>7.0</u>
UNDERUTILIZATION:		% <u>7.2</u> # <u>1.86</u> UU <u>2</u>	% <u>NONE</u> # <u>0.00</u> UU <u>0</u>	% <u>4.3</u> # <u>1.12</u> UU <u>1</u>	% <u>3.3</u> # <u>0.85</u> UU <u>1</u>	% <u>NONE</u> # <u>0.00</u> UU <u>0</u>	% <u>NONE</u> # <u>0.00</u> UU <u>0</u>

**Total Minority includes Asian or Nat. Haw. or Other Pac. Isl., Am. Ind./Al. Natives, Black or African American, Hispanic or Latino, and Two or More Races.
TWO (2) TWOMORE RACES IN THIS JOB GROUP

COMPUTER SPECIALISTS
 Technical/Paraprofessional

COMPUTER SPECIALIST:

- IT Senior Associate
- IT Associate
- IT Assistant
- IT Support Assistant
- IT Business Data and Reporting Analyst

<u>SOURCE</u>	<u>WEIGHTING</u>
Factor 1: 2007 - 2011 U.S. Census- American Community Survey (ACS) - NY, NJ, CT, PA - Computer Scientist Systems Analyst (1000); Computer Programmer (1010); Computer Software Engineers (1020); Computer Support Specialists (1050); Database Administrator (1060); Network Systems & Data Communication Analysts (1110); Computer Hardware Engineers (1400); Computer Operators (5800); and Computer Control Programmers and Operators (7900).	1.0

<u>Female</u>	<u>**Total Minority</u>	<u>Asian or Nat. Haw. or Other Pac. Isl.</u>	<u>Black or African American</u>	<u>Hispanic or Latino</u>	<u>Individuals with Disabilities</u>
<u>26.4</u>	<u>33.6</u>	<u>19.7</u>	<u>7.1</u>	<u>5.4</u>	<u>7.0</u>

**Total Minority includes Asian or Nat. Haw. or Other Pac. Isl., Am. Ind./Al. Natives, Black or African American, Hispanic or Latino, and Two or More Races.

UTILIZATION ANALYSIS WORKSHEET
Two Factor Availability

College:	Eugenio de Maria Hostos Community College
Semester/Year:	FALL, 2016

AFFIRMATIVE ACTION UNIT: ACCOUNTANTS - ACCOUNTANT ASSISTANT		Constituent Departments:					
EEO CATEGORY: Technical/Paraprofessional		Job Titles: Finance Accountant Assistant Assistant Purchasing Agent					
JOB GROUP: Finance Accountant Assistant							
FACTORS:	Weighting	Females	**Total Minority	Asian or Nat. Haw. or Other Pac. Isl.	Black or African American	Hispanic or Latino	
1. % availability of Minorities/Females with requisite skills in immediate labor areas.	1.00	50.8	26.7	11.8	7.8	5.9	
2. % of Minorities/Females promotable, transferable, or trainable.							
GROUP TOTAL NO.: <u>5</u> No. Male: <u>1</u> No. Female: <u>4</u>							
		Females	**Total Minority	Asian or Nat. Haw. or Other Pac. Isl.	Black or African American	Hispanic or Latino	Individuals with Disabilities
CURRENT UTILIZATION:		# <u>4</u> % <u>80.0</u>	# <u>5</u> % <u>100.0</u>	# <u>1</u> % <u>20.0</u>	# <u>1</u> % <u>20.0</u>	# <u>3</u> % <u>60.0</u>	# <u>1</u> % <u>20.0</u>
OVERALL AVAILABILITY:		% <u>50.8</u>	% <u>26.7</u>	% <u>11.8</u>	% <u>7.8</u>	% <u>5.9</u>	% <u>7.0</u>
UNDERUTILIZATION:		% <u>NONE</u> # <u>0.00</u> UU <u>0</u>	% <u>NONE</u> # <u>0.00</u> UU <u>0</u>	% <u>NONE</u> # <u>0.00</u> UU <u>0</u>	% <u>NONE</u> # <u>0.00</u> UU <u>0</u>	% <u>NONE</u> # <u>0.00</u> UU <u>0</u>	% <u>NONE</u> # <u>0.00</u> UU <u>0</u>

**Total Minority includes Asian or Nat. Haw. or Other Pac. Isl., Am. Ind./Al. Natives, Black or African American, Hispanic or Latino, and Two or More Races.

ACCOUNTANTS - ACCOUNTANT ASSISTANT

Technical/Paraprofessional

ACCOUNTANT:

ACCOUNTING ASSISTANT:

Finance Accountant Assistant
Assistant Purchasing Agent

<u>SOURCE</u>	<u>WEIGHTING</u>
Factor 1: 2007 - 2011 U.S. Census- American Community Survey (ACS) - NY, NJ, CT, PA - "Accountants and Auditors (code 800) and Purchasing Managers (150)	1.0

<u>Female</u>	<u>**Total Minority</u>	<u>Asian or Nat. Haw. or Other Pac. Isl.</u>	<u>Black or African American</u>	<u>Hispanic or Latino</u>	<u>Individuals with Disabilities</u>
<u>50.8</u>	<u>26.7</u>	<u>11.8</u>	<u>7.8</u>	<u>5.9</u>	<u>7.0</u>

**Total Minority includes Asian or Nat. Haw. or Other Pac. Isl., Am. Ind./Al. Natives, Black or African American, Hispanic or Latino, and Two or More Races.

APPENDIX D-21

SKILLED CRAFTS

UTILIZATION ANALYSIS WORKSHEET

Two Factor Availability

College:	Eugenio Maria de Hostos Community College
Semester/Year:	FALL, 2016

AFFIRMATIVE ACTION UNIT: SKILLED TRADES/CRAFTS		Constituent Departments:					
EEO CATEGORY: Skilled Crafts		Job Titles: Carpenter Maintenance Worker Laborer Oiler Electrician Painter Electrician Helper Plumber High Pressure Plant Tender Plumber Helper Locksmith Stationary Engineer					
JOB GROUP: SKILLED TRADES/CRAFTS							
FACTORS:	Weighting	Females	**Total Minority	Asian or Nat. Haw. or Other Pac. Isl.	Black or African American	Hispanic or Latino	
1. % availability of Minorities/Females with requisite skills in immediate labor areas.	1.00	2.5	29.7	2.6	7.0	18.7	
2. % of Minorities/Females promotable, transferable, or trainable							
GROUP TOTAL NO.: <u>26</u>	If Group Total is 4 or less, then Job Group is too small to analyze						
No. Male: <u>26</u> No. Female: <u>0</u>		Females	**Total Minority	Asian or Nat. Haw. or Other Pac. Isl.	Black or African American	Hispanic or Latino	Individuals with Disabilities
CURRENT UTILIZATION:		# <u>0</u> % <u>0.0</u>	# <u>11</u> % <u>42.3</u>	# <u>0</u> % <u>0.0</u>	# <u>3</u> % <u>11.5</u>	# <u>7</u> % <u>26.9</u>	# <u>0</u> % <u>0.0</u>
OVERALL AVAILABILITY:		% <u>2.5</u>	% <u>29.7</u>	% <u>2.6</u>	% <u>7.0</u>	% <u>18.7</u>	% <u>7.0</u>
UNDERUTILIZATION:		% <u>2.5</u> # <u>0.65</u> uu <u>1</u>	% <u>NONE</u> # <u>0.00</u> uu <u>0</u>	% <u>2.6</u> # <u>0.68</u> uu <u>1</u>	% <u>NONE</u> # <u>0.00</u> uu <u>0</u>	% <u>NONE</u> # <u>0.00</u> uu <u>0</u>	% <u>7.0</u> # <u>1.82</u> uu <u>2</u>

**Total Minority includes Asian or Nat. Haw. or Other Pac. Isl., Am. Ind./Al. Natives, Black or African American, Hispanic or Latino, and Two or More Races.

ONE (1) AMER. INDIAN IN THIS JOB GROUP

SKILLED TRADES/CRAFTS

Skilled Crafts

SKILLED TRADES/CRAFTS:

Carpenter	Maintenance Worker
Laborer	Oiler
Electrician	Painter
Electrician Helper	Stationary Engineer
High Pressure Plant Tender	Plumber
Locksmith	Plumber Helper

SOURCE

Factor 1: 2007 - 2011 U.S. Census- American Community Survey (ACS) - NY, NJ, CT, PA - "Stationary Engineer & Boiler Operator" (8610), "Carpenters" (6230), "Electricians" (6355), "Painters, Construction Maintenance" (6420), "Pipelayers, Plumbers, Pipefitters" (6440), "Machinist" (8030), "Construction Manager" (220), Automotive Service Technicians & Mechanics" (7200), "Elevator Installer & Repairer" (6700), "Roofer" (6515), "Cement Mason, Concrete Finishers & Terrazzo Worker" (6250), "Locksmith and Safe Repairers" (7540), "Plasters and Stucco Mason" (6460), "Construction Laborers" (6260), "Maintenance and Repairer Workers, General" (7340), and "Maintenance Workers, Machinery" (7350).

WEIGHTING

1.0

<u>Female</u>	<u>**Total Minority</u>	<u>Asian or Nat. Haw. or Other Pac. Isl.</u>	<u>Black or African American</u>	<u>Hispanic or Latino</u>	<u>Individuals with Disabilities</u>
<u>2.5</u>	<u>29.7</u>	<u>2.6</u>	<u>7.0</u>	<u>18.7</u>	<u>7.0</u>

**Total Minority includes Asian or Nat. Haw. or Other Pac. Isl., Am. Ind./AI. Natives, Black or African American, Hispanic or Latino, and Two or More Races.

APPENDIX D-22 – D-25
SERVICE/MAINTENANCE

UTILIZATION ANALYSIS WORKSHEET
Two Factor Availability

College: Eugenio Maria de Hostos Community College
Semester/Year: Fall, 2016

AFFIRMATIVE ACTION UNIT: CAMPUS PUBLIC SAFETY SERGEANT		Constituent Departments:					
EEO CATEGORY: Service/Maintenance		Job Titles: Campus Public Safety Sergeant Campus Security Specialist					
JOB GROUP: CAMPUS PUBLIC SAFETY SERGEANT							
FACTORS:	Weighting	Females	**Total Minority	Asian or Nat. Haw. or Other Pac. Isl.	Black or African American	Hispanic or Latino	
1. % availability of Minorities/Females with requisite skills in immediate labor areas.							
2. % of Minorities/Females promotable, transferable, or trainable	1.00	23.7	87.6	7.4	55.8	24.1	
GROUP TOTAL NO.: <u>9</u> No. Male: <u>7</u> No. Female: <u>2</u>							
		Females	**Total Minority	Asian or Nat. Haw. or Other Pac. Isl.	Black or African American	Hispanic or Latino	Individuals with Disabilities
CURRENT UTILIZATION:		# <u>2</u>	# <u>8</u>	# <u>1</u>	# <u>4</u>	# <u>3</u>	# <u>0</u>
		% <u>22.2</u>	% <u>88.9</u>	% <u>11.1</u>	% <u>44.4</u>	% <u>33.3</u>	% <u>0.0</u>
OVERALL AVAILABILITY:		% <u>23.7</u>	% <u>87.6</u>	% <u>7.4</u>	% <u>55.8</u>	% <u>24.1</u>	% <u>7.0</u>
UNDERUTILIZATION:		% <u>1.5</u>	% <u>NONE</u>	% <u>NONE</u>	% <u>11.4</u>	% <u>NONE</u>	% <u>7.0</u>
		# <u>0.13</u>	# <u>0.00</u>	# <u>0.00</u>	# <u>1.02</u>	# <u>0.00</u>	# <u>0.63</u>
		UU <u>0</u>	UU <u>0</u>	UU <u>0</u>	UU <u>1</u>	UU <u>0</u>	UU <u>1</u>

**Total Minority includes Asian or Nat. Haw. or Other Pac. Isl., Am. Ind./Al. Natives, Black or African American, Hispanic or Latino, and Two or More Races.

CAMPUS PUBLIC SAFETY SERGEANT
 formerly - Campus Peace/Security Officer Level 3
 Service/Maintenance

CAMPUS PUBLIC SAFETY SERGEANT

Campus Public Safety Sergeant
 Campus Security Specialist

<u>SOURCE</u>	<u>WEIGHTING</u>
Factor 1: N/A	0.0
Factor 2: CUNY Permanent Campus Peace Officer Level 1 and 2	1.0

Factor 2: CUNY Survey Spring 2011 - Permanent Campus Peace Officer Level 1 and 2s with years of service requirement.

<u>Female</u>	<u>**Total Minority</u>	<u>Asian or Nat. Haw. or Other Pac. Isl.</u>	<u>Black or African American</u>	<u>Hispanic or Latino</u>	<u>Individuals with Disabilities</u>
<u>23.7</u>	<u>87.6</u>	<u>7.4</u>	<u>55.8</u>	<u>24.1</u>	<u>7.0</u>

**Total Minority includes Asian or Nat. Haw. or Other Pac. Isl., Am. Ind./Al. Natives, Black or African American, Hispanic or Latino, and Two or More Races.

UTILIZATION ANALYSIS WORKSHEET
Two Factor Availability

College:	Eugenio Maria de Hostos Community College
Semester/Year:	FALL, 2016

AFFIRMATIVE ACTION UNIT: CAMPUS PEACE/SECURITY OFFICER LEVEL 1		Constituent Departments:					
EEO CATEGORY: Service/Maintenance		Job Titles: Campus Peace/Security Officer Level 1 Campus Security Assistant					
JOB GROUP: CAMPUS PEACE/SECURITY OFFICER LEVEL 1							
FACTORS:	Weighting	Females	**Total Minority	Asian or Nat. Haw. or Other Pac. Isl.	Black or African American	Hispanic or Latino	
1. % availability of Minorities/Females with requisite skills in immediate labor areas.	1.00	28.4	66.7	7.1	28.1	29.3	
2. % of Minorities/Females promotable, transferable, or trainable							
GROUP TOTAL NO.: <u>28</u> No. Male: <u>21</u> No. Female: <u>7</u>							
		Females	**Total Minority	Asian or Nat. Haw. or Other Pac. Isl.	Black or African American	Hispanic or Latino	Individuals with Disabilities
CURRENT UTILIZATION:		# <u>7</u> % <u>25.0</u>	# <u>28</u> % <u>100.0</u>	# <u>1</u> % <u>3.6</u>	# <u>11</u> % <u>39.3</u>	# <u>15</u> % <u>53.6</u>	# <u>0</u> % <u>0.0</u>
OVERALL AVAILABILITY:		% <u>28.4</u>	% <u>66.7</u>	% <u>7.1</u>	% <u>28.1</u>	% <u>29.3</u>	% <u>7.0</u>
UNDERUTILIZATION:		% <u>3.4</u> # <u>0.95</u> UU <u>1</u>	% <u>NONE</u> # <u>0.00</u> UU <u>0</u>	% <u>3.5</u> # <u>0.99</u> UU <u>1</u>	% <u>NONE</u> # <u>0.00</u> UU <u>0</u>	% <u>NONE</u> # <u>0.00</u> UU <u>0</u>	% <u>7.0</u> # <u>1.96</u> UU <u>2</u>

**Total Minority includes Black or African American, Hispanic or Latino, Asian or Nat. Haw. or Other Pac. Isl., and Am. Ind./Al. Natives and Two or More Races.
ONE (1) AMER. INDIAN IN THIS JOB GROUP

CAMPUS PEACE/SECURITY OFFICER LEVEL 1

Service/Maintenance

**CAMPUS PEACE/
SECURITY OFFICER LEVEL 1:**

Campus Peace/Security Officer Level 1
Campus Security Assistant

<u>SOURCE</u>	<u>WEIGHTING</u>
Factor 1: 2007 - 2011 U.S. Census- American Community Survey (ACS) - Residence Geography, New York City - Police and Sheriffs Patrol Officer (3850)	1.0

<u>Female</u>	<u>**Total Minority</u>	<u>Asian or Nat. Haw. or Other Pac. Isl.</u>	<u>Black or African American</u>	<u>Hispanic or Latino</u>	<u>Individuals with Disabilities</u>
<u>28.4</u>	<u>66.7</u>	<u>7.1</u>	<u>28.1</u>	<u>29.3</u>	<u>7.0</u>

**Total Minority includes Asian or Nat. Haw. or Other Pac. Isl., Am. Ind./Al. Natives, Black or African American, Hispanic or Latino, and Two or More Races.

UTILIZATION ANALYSIS WORKSHEET
Two Factor Availability

College:	Eugenio Maria de Hostos Community College
Semester/Year:	FALL, 2016

AFFIRMATIVE ACTION UNIT: CUSTODIAL SUPERVISORY		Constituent Departments:					
EEO CATEGORY: Service/Maintenance		Job Titles: Custodial Principal Supervisor Custodial Assistant Principal Supervisor Custodial Supervisor					
JOB GROUP: CUSTODIAL SUPERVISORY							
FACTORS:	Weighting	Females	**Total Minority	Asian or Nat. Haw. or Other Pac. Isl.	Black or African American	Hispanic or Latino	
1. % availability of Minorities/Females with requisite skills in immediate labor areas.	1.00	29.0	40.0	2.4	13.8	22.1	
2. % of Minorities/Females promotable, transferable, or trainable.							
GROUP TOTAL NO.: <u>6</u> No. Male: <u>5</u> No. Female: <u>1</u>							
		Females	**Total Minority	Asian or Nat. Haw. or Other Pac. Isl.	Black or African American	Hispanic or Latino	Individuals with Disabilities
CURRENT UTILIZATION:		# <u>1</u> % <u>16.7</u>	# <u>6</u> % <u>100.0</u>	# <u>0</u> % <u>0.0</u>	# <u>2</u> % <u>33.3</u>	# <u>4</u> % <u>66.7</u>	# <u>0</u> % <u>0.0</u>
OVERALL AVAILABILITY:		% <u>29.0</u>	% <u>40.0</u>	% <u>2.4</u>	% <u>13.8</u>	% <u>22.1</u>	% <u>7.0</u>
UNDERUTILIZATION:		% <u>12.3</u> # <u>0.74</u> UU <u>1</u>	% <u>NONE</u> # <u>0.00</u> UU <u>0</u>	% <u>2.4</u> # <u>0.14</u> UU <u>0</u>	% <u>NONE</u> # <u>0.00</u> UU <u>0</u>	% <u>NONE</u> # <u>0.00</u> UU <u>0</u>	% <u>7.0</u> # <u>0.42</u> UU <u>0</u>

**Total Minority includes Asian or Nat. Haw. or Other Pac. Isl., Am. Ind./Al. Natives, Black or African American, Hispanic or Latino, and Two or More Races.

CUSTODIAL SUPERVISORY

Service/Maintenance

CUSTODIAL SUPERVISORY:

Custodial Principal Supervisor
 Custodial Assistant Principal Supervisor
 Custodial Supervisor

<u>SOURCE</u>	<u>WEIGHTING</u>
Factor 1: 2007 - 2011 U.S. Census- American Community Survey (ACS) - NY, NJ, CT, PA - "First Line Supervisors/Managers of Housekeeping/Janitorial Workers (4200)	1.0

<u>Female</u>	<u>**Total Minority</u>	<u>Asian or Nat. Haw. or Other Pac. Isl.</u>	<u>Black or African American</u>	<u>Hispanic or Latino</u>	<u>Individuals with Disabilities</u>
<u>29.0</u>	<u>40.0</u>	<u>2.4</u>	<u>13.8</u>	<u>22.1</u>	<u>7.0</u>

**Total Minority includes Asian or Nat. Haw. or Other Pac. Isl., Am. Ind./Al. Natives, Black or African American, Hispanic or Latino, and Two or More Races.

UTILIZATION ANALYSIS WORKSHEET
Two Factor Availability

College:	Eugenio Maria de Hostos Community College
Semester/Year:	FALL, 2016

AFFIRMATIVE ACTION UNIT: CUSTODIAL ASSISTANT		Constituent Departments:					
EEO CATEGORY: Service/Maintenance		Job Titles: Custodial Assistant					
JOB GROUP: CUSTODIAL ASSISTANT							
FACTORS:	Weighting	Females	**Total Minority	Asian or Nat. Haw. or Other Pac. Isl.	Black or African American	Hispanic or Latino	
1. % availability of Minorities/Females with requisite skills in immediate labor areas	1.00	27.3	48.9	2.8	15.6	28.8	
2. % of Minorities/Females promotable, transferable, or trainable							
GROUP TOTAL NO.: <u>35</u> No. Male: <u>26</u> No. Female: <u>9</u>							
		Females	** Total Minority	Asian or Nat. Haw. or Other Pac. Isl.	Black or African American	Hispanic or Latino	Individuals with Disabilities
CURRENT UTILIZATION:		# <u>9</u> % <u>25.7</u>	# <u>35</u> % <u>100.0</u>	# <u>0</u> % <u>0.0</u>	# <u>12</u> % <u>34.3</u>	# <u>23</u> % <u>65.7</u>	# <u>1</u> % <u>2.9</u>
OVERALL AVAILABILITY:		% <u>27.3</u>	% <u>48.9</u>	% <u>2.8</u>	% <u>15.6</u>	% <u>28.8</u>	% <u>7.0</u>
UNDERUTILIZATION:		% <u>1.6</u> # <u>0.56</u> UU <u>1</u>	% <u>NONE</u> # <u>0.00</u> UU <u>0</u>	% <u>2.8</u> # <u>0.98</u> UU <u>1</u>	% <u>NONE</u> # <u>0.00</u> UU <u>0</u>	% <u>NONE</u> # <u>0.00</u> UU <u>0</u>	% <u>4.1</u> # <u>1.45</u> UU <u>2</u>

**Total Minority includes Asian or Nat. Haw. or Other Pac. Isl., Am. Ind./Al. Natives, Black or African American, Hispanic or Latino, and Two or More Races.

CUSTODIAL ASSISTANT

Service/Maintenance

CUSTODIAL ASSISTANT: Custodial Assistant

<u>SOURCE</u>	<u>WEIGHTING</u>
Factor 1: 2007 - 2011 U.S. Census- American Community Survey (ACS) - NY, NJ, CT, PA - "Janitors and Building Cleaners" (4220)	1.0

<u>Female</u>	<u>** Total Minority</u>	<u>Asian or Nat. Haw. or Other Pac. Isl.</u>	<u>Black or African American</u>	<u>Hispanic or Latino</u>	<u>Individuals with Disabilities</u>
<u>27.3</u>	<u>48.9</u>	<u>2.8</u>	<u>15.6</u>	<u>28.8</u>	<u>7.0</u>

**Total Minority includes Asian or Nat. Haw. or Other Pac. Isl., Am. Ind./Al. Natives, Black or African American, Hispanic or Latino, and Two or More Races.

APPENDIX E

RESULTS OF UTILIZATION ANALYSIS

AND ANNUAL PLACEMENT GOALS

2016 Results of Utilization Analysis and Annual Placement Goals

*Note - If the AAU / Job Group has UU for a specific protected minority group, indicate the ethnic category and number in parenthesis.
 TM=Total Minority; B=Black; H=Hispanic; API=Asian or Nat. Haw. or Other Pac. Isl. - Enter as many lines as needed or delete lines as unwanted. () = number of person(s) needed to eliminate under-utilization.

Affirmative Action Units (within EEO6 Category)	Female Incumb. %	Female Avail. %	Est Goal? Yes/No	If Yes, Goal for Females % (#)	Female New Hires (# of Total)	Female Promot. (# of Total)	Female Oppty (# of Total)	% of Female Oppty	Goal Achieved - Female (Yes or No)	Total Minority Incumb. %	Total Minority Avail. %	Est Goal? Yes/No	If Yes, Goal for Total Min. TM % (#)- indicate UU in a specific group % (#)	Total Minority New Hires (# of Total)	Total Minority Promot. (# of Total)	Total Minority Oppty (# of Total)	% of Minority Oppty	Goal Achieved-Minority (Yes or No)
1. EXECUTIVE / ADMINISTRATIVE / MANAGERIAL																		
2. FACULTY-ALL Profesorial , Instructor and Lecturer																		
2A. FACULTY: PROFESSORIAL																		
Biological/Biomedical Sciences	38.9%	44.0%	YES	1	2 OF 2	1 OF 2	3 OF 4	75.0%	YES	55.6%	22.7%	NO		1 OF 2	1 of 2	2 of 4	50%	NA
English	52.4%	61.1%	YES	2	0 OF 0	0 OF 0	0 OF 0	0.0%	NO	14.3%	15.9%	NO	B: 1	0 OF 0	0 OF 0	0 OF 0	0.0%	NA
Fine/Applied Arts/Media	33.3%	49.3%	YES	1	0 OF 2	1 OF 1	1 OF 3	33.3%	NO	22.2%	16.6%	NO	A/Pl: 1	1 OF 2	0 OF 0	1 OF 2	50%	NA
Foreign Languages	16.7%	61.0%	YES	3	0 OF 0	0 OF 1	0 OF 1	0.0%	NO	66.7%	24.6%	NO		0 OF 0	0 OF 1	0 OF 1	0.0%	NA
Health Professions	68.0%	75.0%	YES	2	1 OF 1	1 OF 2	2 OF 3	66.6%	NO	52.0%	24.6%	NO		1 OF 1	2 OF 2	3 OF 3	100%	NA
2B. FACULTY: INSTRUCTOR																		
2C. FACULTY: LECTURER																		
English	42.9%	69.4%	YES	2	1 OF 2	0 OF 0	1 OF 2	50.0%	NO	42.9%	24.2%	NO		1 OF 2	0 OF 0	1 OF 2	50%	NA
3. PROFESSIONAL / NON FACULTY																		
4. SECRETARIAL / CLERICAL																		
CUNY Administrative Assistant	80.0%	91.1%	YES	1	0 OF 0	0 OF 0	0 OF 0	0.0%	NO	100.0%	72.2%	NO	A/Pl: 1	0 OF 0	0 OF 0	0 OF 0	0.0%	NA
5. TECHNICAL / PARAPROFESSIONAL																		
Computer Specialists	16.7%	26.4%	YES	2	1 OF 3	0 OF 0	1 OF 3	33.3%	YES	95.8%	33.6%	NO	A/Pl: 1 B: 1	3 OF 3	0 OF 0	3 OF 3	100%	NA
6. SKILLED CRAFTS																		
Skilled Crafts	0.0%	2.5%	YES	1	0 OF 0	0 OF 0	0 OF 0	0.0%	NO	40.7%	29.7%	NO	A/Pl: 1	0 OF 0	0 OF 0	0 OF 0	0.0%	NA
7. SERVICE MAINTENANCE																		
Campus Peace Officer lvl 1	25.8%	28.4%	YES	1	3 OF 11	0 OF 0	3 OF 11	27.3%	NO	100.0%	66.7%	NO		10 OF 11	0 OF 0	10 OF 11	91%	NA
Custodial Supervisory	20.0%	29.0%	YES	1	1 OF 3	0 OF 0	1 OF 3	33.3%	YES	100.0%	40.0%	NO		3 OF 3	0 OF 0	3 OF 3	100%	NA
Custodial Assistant	19.4%	27.3%	YES	3	7 OF 12	0 OF 0	7 OF 12	58.3%	YES	96.8%	48.9%	NO	A/Pl: 1	12 OF 12	0 OF 0	12 OF 12	100%	NA

APPENDIX F – F6
HISTORICAL UNDERUTILIZATION/PROGRESS REPORT
2012-2016

APPENDIX F

**PROGRESS REPORT - HISTORICAL UNDERUTILIZATION - FALL 2012-2016
Non-Faculty Affirmative Action Units (AAU)**

		TOTAL		WOMEN		TOTAL MINORITY (incl. Black, Hisp. As./Pac.Isl. Al.Ind./Al.Nat. and Two or More Races)		BLACK		HISPANIC		ASIAN/PAC.ISL.	
		#	uu	#	uu	#	uu	#	uu	#	uu	#	uu
AAU:	<u>Administration I</u>												
JOB GROUP:	Executive/Administrative/Managerial	2012	17	11	0	14	0	2	0	10	0	2	0
Comprised of:	PRESIDENT, SEN. VP, ASST. VP, VP, ADMINISTRATOR,	2013	19	11	0	15	0	3	0	11	0	1	1
	ASSOC. DEAN, ASST. DEAN, ASSOC. ADMINISTRATOR,	2014	17	9	0	13	0	2	0	10	0	1	0
	ASST. ADMINISTRATOR	2015	16	8	0	13	0	1	1	10	0	2	0
		2016	15	7	0	12	0	1	1	9	0	2	0

		TOTAL		WOMEN		TOTAL MINORITY (incl. Black, Hisp. As./Pac.Isl. Al.Ind./Al.Nat. and Two or More Races)		BLACK		HISPANIC		ASIAN/PAC.ISL.	
		#	uu	#	uu	#	uu	#	uu	#	uu	#	uu
AAU:	<u>Administration II</u>												
JOB GROUP:	Executive/Administrative/Managerial	2012	51	34	0	42	0	13	0	23	0	6	0
Comprised of:	HIGHER EDUCATION OFFICER (HEO)	2013	68	36	0	44	0	12	0	26	0	6	0
	HIGHER EDUCATION ASSOCIATE (HEA)	2014	63	40	0	50	0	13	0	31	0	6	1
		2015	67	44	0	53	0	13	0	34	0	6	1
		2016	66	41	0	50	0	15	0	29	0	6	1

		TOTAL		WOMEN		TOTAL MINORITY (incl. Black, Hisp. As./Pac.Isl. Al.Ind./Al.Nat. and Two or More Races)		BLACK		HISPANIC		ASIAN/PAC.ISL.	
		#	uu	#	uu	#	uu	#	uu	#	uu	#	uu
AAU:	<u>Administration III</u>												
JOB GROUP:	Professional/Non-Faculty	2012	51	31	1	43	0	13	0	27	0	3	2
Comprised of:	HIGHER EDUCATION ASSISTANT (Hea)	2013	68	46	0	55	0	20	0	32	0	3	4
	ASSISTANT TO HEO (Aheo)	2014	85	60	0	73	0	27	0	42	0	4	4
		2015	94	63	0	82	0	28	0	48	0	4	5
		2016	117	87	0	108	0	34	0	65	0	5	6

		TOTAL		WOMEN		TOTAL MINORITY (incl. Black, Hisp. As./Pac.Isl. Al.Ind./Al.Nat. and Two or More Races)		BLACK		HISPANIC		ASIAN/PAC.ISL.	
		#	uu	#	uu	#	uu	#	uu	#	uu	#	uu
AAU:	<u>Administration IV</u>												
JOB GROUP:	Technical/Paraprofessional	2012	13	5	0	11	0	2	0	9	0	0	2
Comprised of:	SEN. COLLEGE LABORATORY TECHNICIAN	2013	14	6	0	11	0	2	0	9	0	0	3
	COLLEGE LABORATORY TECHNICIAN	2014	15	7	0	12	0	2	0	10	0	0	1
		2015	14	6	0	11	0	2	0	9	0	0	1
		2016	14	6	0	12	0	3	0	9	0	0	1

		TOTAL		WOMEN		TOTAL MINORITY (incl. Black, Hisp. As./Pac.Isl. Al.Ind./Al.Nat. and Two or More Races)		BLACK		HISPANIC		ASIAN/PAC.ISL.	
		#	uu	#	uu	#	uu	#	uu	#	uu	#	uu
AAU:	<u>Accountant Assistant</u>												
JOB GROUP:	Technical/Paraprofessional	2012	0	0	0	0	0	0	0	0	0	0	0
Comprised of:	FINANCE ACCOUNTANT ASSISTANT	2013	8	7	0	8	0	2	0	5	0	1	0
	ASSISTANT PURCHASING AGENT	2014	6	5	0	5	0	2	0	3	0	1	0
		2015	5	4	0	5	0	1	0	3	0	1	0
		2016	5	4	0	5	0	1	0	3	0	1	0

APPENDIX F-1

PROGRESS REPORT - HISTORICAL UNDERUTILIZATION - FALL 2012-2016
Non-Faculty Affirmative Action Units (AAU)

AAU:	Computer Specialists	JOB GROUP:	2012	2013	2014	2015	2016	TOTAL		WOMEN		TOTAL MINORITY (incl. Black, Hisp. As./Pac.Isl. AI.Ind./AI.Nat. and Two or More Races)		BLACK		HISPANIC		ASIAN/PAC.ISL.	
								#	uu	#	uu	#	uu	#	uu	#	uu	#	uu
		Technical/Paraprofessional	2012	24	4	3	21	0	1	1	16	0	4	1					
Comprised of:		IT SEN. ASSOCIATE, IT ASSOCIATE, IT ASSISTANT, IT SUPPORT ASSISTANT, IT BUSINESS DATA & REPORTING ANALYST	2013	26	4	4	23	0	2	0	17	0	4	1					
			2014	26	4	3	23	0	2	0	17	0	4	1					
			2015	24	4	2	23	0	1	1	17	0	4	1					
			2016	26	5	2	25	0	1	1	18	0	4	1					

AAU:	CUNY Administrative Assistant	JOB GROUP:	2012	2013	2014	2015	2016	TOTAL		WOMEN		TOTAL MINORITY (incl. Black, Hisp. As./Pac.Isl. AI.Ind./AI.Nat. and Two or More Races)		BLACK		HISPANIC		ASIAN/PAC.ISL.	
								#	uu	#	uu	#	uu	#	uu	#	uu	#	uu
		Secretarial/Clerical	2012	11	8	2	10	0	7	0	3	0	0	1					
Comprised of:		CUNY ADMINISTRATIVE ASSISTANT (ALL LVLS)	2013	11	9	1	10	0	7	0	3	0	0	1					
			2014	11	9	1	10	0	7	0	3	0	0	1					
			2015	10	8	1	10	0	6	0	4	0	0	1					
			2016	9	7	1	9	0	5	0	3	0	0	1					

AAU:	CUNY Office Assistant	JOB GROUP:	2012	2013	2014	2015	2016	TOTAL		WOMEN		TOTAL MINORITY (incl. Black, Hisp. As./Pac.Isl. AI.Ind./AI.Nat. and Two or More Races)		BLACK		HISPANIC		ASIAN/PAC.ISL.	
								#	uu	#	uu	#	uu	#	uu	#	uu	#	uu
		Secretarial/Clerical	2012	50	47	0	49	0	13	0	35	0	1	1					
Comprised of:		CUNY OFFICE ASSISTANT (ALL LVLS)	2013	47	45	0	45	0	10	0	34	0	1	1					
			2014	47	44	0	45	0	10	0	34	0	1	1					
			2015	51	48	0	51	0	11	0	38	0	1	1					
			2016	47	44	0	45	0	10	0	33	0	1	1					

AAU:	Campus Peace/Security Officer Level 1	JOB GROUP:	2012	2013	2014	2015	2016	TOTAL		WOMEN		TOTAL MINORITY (incl. Black, Hisp. As./Pac.Isl. AI.Ind./AI.Nat. and Two or More Races)		BLACK		HISPANIC		ASIAN/PAC.ISL.	
								#	uu	#	uu	#	uu	#	uu	#	uu	#	uu
		Service/Maintenance	2012	32	10	0	29	0	17	0	10	0	2	0					
Comprised of:		CAMPUS PEACE OFFICER LVL 1	2013	29	7	0	26	0	15	0	9	0	2	0					
		CAMPUS SECURITY ASSISTANT	2014	31	8	1	30	0	12	0	15	0	2	0					
			2015	31	8	1	31	0	13	0	15	0	2	0					
			2016	28	7	1	28	0	11	0	15	0	1	1					

AAU:	Campus Public Safety Sergeant	JOB GROUP:	2012	2013	2014	2015	2016	TOTAL		WOMEN		TOTAL MINORITY (incl. Black, Hisp. As./Pac.Isl. AI.Ind./AI.Nat. and Two or More Races)		BLACK		HISPANIC		ASIAN/PAC.ISL.	
								#	uu	#	uu	#	uu	#	uu	#	uu	#	uu
		Service/Maintenance	2012	7	2	0	7	0	4	0	3	0	0	1					
Comprised of:		CAMPUS PUBLIC SAFETY SERGANT	2013	7	2	0	7	0	4	0	3	0	0	1					
		CAMPUS SECURITY ASSISTANT	2014	8	2	0	8	0	4	1	4	0	0	1					
			2015	8	2	0	8	0	4	1	3	0	1	0					
			2016	9	2	0	8	0	4	1	3	0	1	0					

APPENDIX F-2

**PROGRESS REPORT - HISTORICAL UNDERUTILIZATION - FALL 2012-2016
Non-Faculty Affirmative Action Units (AAU)**

AAU:	Custodial Assistant		TOTAL	WOMEN		TOTAL MINORITY (incl. Black, Hisp. As./Pac.Isl. Al.Ind./Al.Nat. and Two or More Races)		BLACK		HISPANIC		ASIAN/PAC.ISL.	
				#	#	uu	#	uu	#	uu	#	uu	#
JOB GROUP:	Service/Maintenance	2012	37	8	1	37	0	13	0	24	0	0	1
Comprised of:	CUSTODIAL ASSISTANT	2013	34	5	3	34	0	13	0	21	0	0	1
		2014	31	7	2	30	0	10	0	20	0	0	1
		2015	31	6	3	30	0	14	0	16	0	0	1
		2016	35	9	1	35	0	12	0	23	0	0	1

AAU:	Custodial Supervisory		TOTAL	WOMEN		TOTAL MINORITY (incl. Black, Hisp. As./Pac.Isl. Al.Ind./Al.Nat. and Two or More Races)		BLACK		HISPANIC		ASIAN/PAC.ISL.	
				#	#	uu	#	uu	#	uu	#	uu	#
JOB GROUP:	Service/Maintenance	2012	6	1	1	6	0	0	1	6	0	0	0
Comprised of:	CUSTODIAL PRINCIPAL SUPERVISOR	2013	6	1	1	6	0	0	1	6	0	0	0
	CUSTODIAL ASST. PRINCIPAL SUPERVISOR	2014	5	1	1	5	0	2	0	3	0	0	0
	CUSTODIAL SUPERVISOR	2015	5	1	1	5	0	1	0	4	0	0	0
		2016	6	1	1	6	0	2	0	4	0	0	0

AAU:	Skilled Trades/Crafts, Non-Supervisory		TOTAL	WOMEN		TOTAL MINORITY (incl. Black, Hisp. As./Pac.Isl. Al.Ind./Al.Nat. and Two or More Races)		BLACK		HISPANIC		ASIAN/PAC.ISL.	
				#	#	uu	#	uu	#	uu	#	uu	#
JOB GROUP:	Service/Maintenance	2012	26	0	1	9	0	3	0	5	0	0	1
Comprised of:	CARPENTER, LABORER, ELECTRICIAN,	2013	26	0	1	10	0	3	0	6	0	0	1
	ELECTRICIAN HELPER, HIGH PRESSURE PLANT TENDER,	2014	27	0	1	10	0	3	0	6	0	0	1
	LOCKSMITH, MAINTENANCE WORKER, OILER, PAINTER,	2015	27	0	1	11	0	3	0	7	0	0	1
	PLUMBER, PLUMBER HELPER, STATIONARY ENGINEER	2016	26	0	1	11	0	3	0	7	0	0	1

APPENDIX F-3

PROGRESS REPORT - HISTORICAL UNDERUTILIZATION - FALL 2012-2016
Faculty Affirmative Action Units (AAU)

AAU:	FOREIGN LANGUAGES	TOTAL	WOMEN		TOTAL MINORITY (incl. Black, Hisp. As./Pac.Isl. Al.Ind./Al.Nat. and Two or More Races)		BLACK		HISPANIC		ASIAN/PAC.ISL.		
			#	#	uu	#	uu	#	uu	#	uu	#	uu
JOB GROUP:	PROFESSORIAL	2012	5	1	2	4	0	0	0	4	0	0	0
Comprised of:	HUMANITIES-MODERN LANGUAGES	2013	5	0	3	3	0	0	0	3	0	0	0
		2014	6	1	3	4	0	0	0	4	0	0	0
		2015	6	1	3	4	0	0	0	4	0	0	0
		2016	6	1	3	4	0	0	0	4	0	0	0

AAU:	LIBRARY	TOTAL	WOMEN		TOTAL MINORITY (incl. Black, Hisp. As./Pac.Isl. Al.Ind./Al.Nat. and Two or More Races)		BLACK		HISPANIC		ASIAN/PAC.ISL.		
			#	#	uu	#	uu	#	uu	#	uu	#	uu
JOB GROUP:	PROFESSORIAL & NON PROFESSORIAL	2012	8	5	1	4	0	1	0	2	0	1	0
Comprised of:		2013	8	5	1	4	0	1	0	2	0	1	0
		2014	9	7	0	6	0	2	0	2	0	2	0
		2015	10	7	0	7	0	2	0	3	0	2	0
		2016	10	7	0	6	0	2	0	2	0	2	0

AAU:	BUSINESS & COMMERCE	TOTAL	WOMEN		TOTAL MINORITY (incl. Black, Hisp. As./Pac.Isl. Al.Ind./Al.Nat. and Two or More Races)		BLACK		HISPANIC		ASIAN/PAC.ISL.		
			#	#	uu	#	uu	#	uu	#	uu	#	uu
JOB GROUP:	LECTURER- NON-PROFESSORIAL	2012	0	0	0	0	0	0	0	0	0	0	0
Comprised of:		2013	0	0	0	0	0	0	0	0	0	0	0
		2014	0	0	0	0	0	0	0	0	0	0	0
		2015	0	0	0	0	0	0	0	0	0	0	0
		2016	5	2	0	5	0	3	0	2	0	0	1

AAU:	MATH & COMPUTER SCIENCE	TOTAL	WOMEN		TOTAL MINORITY (incl. Black, Hisp. As./Pac.Isl. Al.Ind./Al.Nat. and Two or More Races)		BLACK		HISPANIC		ASIAN/PAC.ISL.		
			#	#	uu	#	uu	#	uu	#	uu	#	uu
JOB GROUP:	LECTURER- NON-PROFESSORIAL	2012	0	0	0	0	0	0	0	0	0	0	0
Comprised of:		2013	0	0	0	0	0	0	0	0	0	0	0
		2014	0	0	0	0	0	0	0	0	0	0	0
		2015	0	0	0	0	0	0	0	0	0	0	0
		2016	5	1	1	5	0	2	0	3	0	0	1

AAU:	MATH & COMPUTER SCIENCE	TOTAL	WOMEN		TOTAL MINORITY (incl. Black, Hisp. As./Pac.Isl. Al.Ind./Al.Nat. and Two or More Races)		BLACK		HISPANIC		ASIAN/PAC.ISL.		
			#	#	uu	#	uu	#	uu	#	uu	#	uu
JOB GROUP:	PROFESSORIAL	2012	20	9	0	12	0	2	0	3	0	7	0
Comprised of:	MATHEMATICS	2013	21	10	0	13	0	2	0	5	0	6	0
	BUSINESS- OFFICE TECHNOLOGY	2014	19	9	0	11	0	3	0	4	0	4	0
		2015	22	11	0	12	0	4	0	4	0	4	0
		2016	19	9	0	10	0	2	0	5	0	3	0

APPENDIX F-4

PROGRESS REPORT - HISTORICAL UNDERUTILIZATION - FALL 2012-2016
Faculty Affirmative Action Units (AAU)

AAU:	SOCIAL SCIENCE		2012	TOTAL		WOMEN		TOTAL MINORITY (incl. Black, Hisp. As./Pac.Isl. Al.Ind./Al.Nat. and Two or More Races)		BLACK		HISPANIC		ASIAN/PAC.ISL.	
				#	uu	#	uu	#	uu	#	uu	#	uu	#	uu
JOB GROUP:	PROFESSORIAL		2012	9		3	2	4	0	1	0	3	0	0	1
Comprised of:	BEHAVIORAL SCIENCE		2013	11		4	2	5	0	2	0	3	0	0	2
	BEHAVIORAL SCIENCE-SOCIAL SCIENCE		2014	13		5	2	6	0	3	0	3	0	0	1
			2015	13		7	0	6	0	3	0	2	0	1	0
			2016	12		6	0	5	0	3	0	2	0	0	1

AAU:	ENGLISH		2012 <th colspan="2">TOTAL</th> <th colspan="2">WOMEN</th> <th colspan="2">TOTAL MINORITY (incl. Black, Hisp. As./Pac.Isl. Al.Ind./Al.Nat. and Two or More Races)</th> <th colspan="2">BLACK</th> <th colspan="2">HISPANIC</th> <th colspan="2">ASIAN/PAC.ISL.</th>	TOTAL		WOMEN		TOTAL MINORITY (incl. Black, Hisp. As./Pac.Isl. Al.Ind./Al.Nat. and Two or More Races)		BLACK		HISPANIC		ASIAN/PAC.ISL.	
				#	uu	#	uu	#	uu	#	uu	#	uu	#	uu
JOB GROUP:	PROFESSORIAL		2012	19		11	1	4	0	1	0	2	0	1	0
Comprised of:	ENGLISH		2013	20		13	0	2	1	0	1	1	0	1	0
			2014	20		13	0	2	0	0	1	1	0	1	0
			2015	21		11	2	3	0	0	1	2	0	1	0
			2016	21		11	2	3	0	0	1	2	0	1	0

AAU:	EDUCATION		2012 <th colspan="2">TOTAL</th> <th colspan="2">WOMEN</th> <th colspan="2">TOTAL MINORITY (incl. Black, Hisp. As./Pac.Isl. Al.Ind./Al.Nat. and Two or More Races)</th> <th colspan="2">BLACK</th> <th colspan="2">HISPANIC</th> <th colspan="2">ASIAN/PAC.ISL.</th>	TOTAL		WOMEN		TOTAL MINORITY (incl. Black, Hisp. As./Pac.Isl. Al.Ind./Al.Nat. and Two or More Races)		BLACK		HISPANIC		ASIAN/PAC.ISL.	
				#	uu	#	uu	#	uu	#	uu	#	uu	#	uu
JOB GROUP:	PROFESSORIAL		2012	17		12	0	4	1	1	2	3	0	0	1
Comprised of:	TEACHER EDUCATION		2013	18		13	0	4	1	1	2	3	0	0	1
	LANGUAGE & COGNITION- ESL		2014	18		14	0	5	0	2	1	3	0	0	1
			2015	17		13	0	5	0	2	1	3	0	0	1
			2016	17		13	0	5	0	2	1	3	0	0	1

AAU:	ENGLISH		2012 <th colspan="2">TOTAL</th> <th colspan="2">WOMEN</th> <th colspan="2">TOTAL MINORITY (incl. Black, Hisp. As./Pac.Isl. Al.Ind./Al.Nat. and Two or More Races)</th> <th colspan="2">BLACK</th> <th colspan="2">HISPANIC</th> <th colspan="2">ASIAN/PAC.ISL.</th>	TOTAL		WOMEN		TOTAL MINORITY (incl. Black, Hisp. As./Pac.Isl. Al.Ind./Al.Nat. and Two or More Races)		BLACK		HISPANIC		ASIAN/PAC.ISL.	
				#	uu	#	uu	#	uu	#	uu	#	uu	#	uu
JOB GROUP:	LECTURER- NON-PROFESSORIAL		2012	5		3	0	3	0	3	0	0	0	0	0
Comprised of:	ENGLISH		2013	5		3	0	3	0	3	0	0	0	0	0
			2014	6		3	0	4	0	3	0	1	0	0	0
			2015	7		3	2	3	0	2	0	1	0	0	0
			2016	8		4	2	3	0	2	0	1	0	0	0

PROGRESS REPORT - HISTORICAL UNDERUTILIZATION FOR UNITS WITH DEPARTMENT CHANGES
FALL, 2012 - 2016

2012			2013			2014			2015			2016		
AAU:	HEALTH PROFESSIONS		AAU:	HEALTH PROFESSIONS		AAU:	HEALTH PROFESSIONS		AAU:	HEALTH PROFESSIONS		AAU:	HEALTH PROFESSIONS	
JOB GROUP:	PROFESSORIAL		JOB GROUP:	PROFESSORIAL		JOB GROUP:	PROFESSORIAL		JOB GROUP:	PROFESSORIAL		JOB GROUP:	PROFESSORIAL	
Constituent Dept.	DENTAL HYGIENE,		Constituent Dept.	DENTAL HYGIENE,		Constituent Dept.	DENTAL HYGIENE,		Constituent Dept.	DENTAL HYGIENE,		Constituent Dept.	X-RAY TECH, NURSING,	
(list depts.)	HEALTH ED, NURSING,		(list depts.)	HEALTH ED, NURSING,		(list depts.)	HEALTH ED, NURSING,		(list depts.)	NURSING, X-RAY TECH		(list depts.)	DENTAL HYGIENE	
	X-RAY TECH			X-RAY TECH			X-RAY TECH			(HEALTH ED WAS MOVED TO HEALTH & PHYS ED EDU. AAU- AAU TO SMALL TO ANALYZE)				
	#	UU		#	UU		#	UU		#	UU		#	UU
TOTAL	24		TOTAL	25		TOTAL	27		TOTAL	25		TOTAL	25	
WOMEN	17	1	WOMEN	18	1	WOMEN	19	1	WOMEN	17	2	WOMEN	17	2
TOTAL MINORITY**	13	0	TOTAL MINORITY**	13	0	TOTAL MINORITY**	14	0	TOTAL MINORITY**	13	0	TOTAL MINORITY**	14	0
BLACK	4	0	BLACK	4	0	BLACK	4	0	BLACK	4	0	BLACK	5	0
HISPANIC	6	0	HISPANIC	6	0	HISPANIC	7	0	HISPANIC	5	0	HISPANIC	5	0
ASIANPAC.ISL.	3	0	ASIANPAC.ISL.	3	0	ASIANPAC.ISL.	3	0	ASIANPAC.ISL.	3	0	ASIANPAC.ISL.	3	0
2012			2013			2014			2015			2016		
AAU:	FINE APPLIED ARTS & MEDIA		AAU:	FINE APPLIED ARTS & MEDIA		AAU:	FINE APPLIED ARTS & MEDIA		AAU:	FINE APPLIED ARTS & MEDIA		AAU:	VISUAL & PERFORMING ARTS (Name of AAU changed)	
JOB GROUP:	PROFESSORIAL		JOB GROUP:	PROFESSORIAL		JOB GROUP:	PROFESSORIAL		JOB GROUP:	PROFESSORIAL		JOB GROUP:	PROFESSORIAL	
Constituent Dept.	VISUAL & PERFORMING ARTS		Constituent Dept.	VISUAL & PERFORMING ARTS		Constituent Dept.	VISUAL & PERFORMING ARTS		Constituent Dept.	VISUAL & PERFORMING ARTS		Constituent Dept.	VISUAL & PERFORMING ARTS	
(list depts.)			(list depts.)			(list depts.)			(list depts.)	VISUAL & PERFORMING ARTS		(list depts.)	VISUAL & PERFORMING ARTS	
										& MEDIA DESIGN			& MEDIA DESIGN	
	#	UU		#	UU		#	UU		#	UU		#	UU
TOTAL	6		TOTAL	7		TOTAL	7		TOTAL	9		TOTAL	9	
WOMEN	2	1	WOMEN	2	2	WOMEN	2	2	WOMEN	3	1	WOMEN	3	1
TOTAL MINORITY**	1	0	TOTAL MINORITY**	1	0	TOTAL MINORITY**	1	0	TOTAL MINORITY**	2	0	TOTAL MINORITY**	3	0
BLACK	0	0	BLACK	0	0	BLACK	0	0	BLACK	2	0	BLACK	0	0
HISPANIC	1	0	HISPANIC	1	0	HISPANIC	1	0	HISPANIC	1	0	HISPANIC	2	0
ASIANPAC.ISL.	0	1	ASIANPAC.ISL.	0	1	ASIANPAC.ISL.	0	1	ASIANPAC.ISL.	0	1	ASIANPAC.ISL.	0	1
2012			2013			2014			2015			2016		
AAU:	EDUCATION		AAU:	EDUCATION		AAU:	EDUCATION		AAU:	EDUCATION		AAU:	EDUCATION	
JOB GROUP:	NON-PROFESSORIAL-LECTURER		JOB GROUP:	NON-PROFESSORIAL-LECTURER		JOB GROUP:	NON-PROFESSORIAL-LECTURER		JOB GROUP:	NON-PROFESSORIAL-LECTURER		JOB GROUP:	NON-PROFESSORIAL-LECTURER	
Constituent Dept.	LANG & COGN-ESL,		Constituent Dept.	LANG & COGN-ESL,		Constituent Dept.	LANG & COGN-ESL,		Constituent Dept.	LANG & COGN-ESL,		Constituent Dept.	LANG & COGN-ESL,	
(list depts.)	COLLEGE DISCOVERY,		(list depts.)	COLLEGE DISCOVERY,		(list depts.)	COLLEGE DISCOVERY,		(list depts.)	COUNSELING CENTER		(list depts.)	COUNSELING CENTER	
	COUNSELING CENTER			COUNSELING CENTER			COUNSELING CENTER						EDUCATION- GERONTOLOGY	
	#	UU		#	UU		#	UU		#	UU		#	UU
TOTAL	8		TOTAL	7		TOTAL	7		TOTAL	6		TOTAL	7	
WOMEN	7	0	WOMEN	6	0	WOMEN	6	0	WOMEN	5	0	WOMEN	6	0
TOTAL MINORITY**	6	0	TOTAL MINORITY**	5	0	TOTAL MINORITY**	5	0	TOTAL MINORITY**	4	0	TOTAL MINORITY**	5	0
BLACK	1	0	BLACK	0	0	BLACK	0	0	BLACK	0	0	BLACK	1	0
HISPANIC	5	0	HISPANIC	5	0	HISPANIC	5	0	HISPANIC	4	0	HISPANIC	4	0
ASIANPAC.ISL.	0	0	ASIANPAC.ISL.	0	0	ASIANPAC.ISL.	0	0	ASIANPAC.ISL.	0	0	ASIANPAC.ISL.	0	0

APPENDIX F-6

2012			2013			2014			2015			2016		
AAU:	AGRICULTURAL & LIFE SCI		AAU:	AGRICULTURAL & LIFE SCI		AAU:	AGRICULTURAL & LIFE SCI		AAU:	BIOLOGICAL & BIOMED SCI		AAU:	BIOLOGICAL & BIOMED SCI	
JOB GROUP:	PROFESSORIAL		JOB GROUP:	PROFESSORIAL		JOB GROUP:	PROFESSORIAL		JOB GROUP:	PROFESSORIAL		JOB GROUP:	PROFESSORIAL	
Constituent Dept.	NATURAL SCIENCES- BIOLOGY		Constituent Dept.	NATURAL SCIENCES- BIOLOGY		Constituent Dept.	NATURAL SCIENCES- BIOLOGY		Constituent Dept.	BIOLOGY*		Constituent Dept.	BIOLOGY	
(list depts.)			(list depts.)			(list depts.)			(list depts.)	PHYSICAL SCIENCES		(list depts.)	PHYSICAL SCIENCES	
										(*WAS IN AGRICULTURAL & LIFE SCI) FROM 2011-2014				
	#	UU		#	UU		#	UU		#	UU		#	UU
TOTAL	9		TOTAL	9		TOTAL	9		TOTAL	18		TOTAL	20	
WOMEN	5	0	WOMEN	5	0	WOMEN	5	0	WOMEN	7	1	WOMEN	9	0
TOTAL MINORITY**	3	0	TOTAL MINORITY**	3	0	TOTAL MINORITY**	3	0	TOTAL MINORITY**	10	0	TOTAL MINORITY**	11	0
BLACK	1	0	BLACK	1	0	BLACK	1	0	BLACK	1	0	BLACK	1	0
HISPANIC	2	0	HISPANIC	2	0	HISPANIC	2	0	HISPANIC	5	0	HISPANIC	6	0
ASIAN/PAC.ISL.	0	1	ASIAN/PAC.ISL.	0	1	ASIAN/PAC.ISL.	0	1	ASIAN/PAC.ISL.	4	0	ASIAN/PAC.ISL.	4	0

2012			2013			2014			2015			2016		
AAU:	PHYSICAL SCIENCES		AAU:	PHYSICAL SCIENCES		AAU:	PHYSICAL SCIENCES		AAU:	BIOLOGICAL & BIOMED SCI		AAU:	BIOLOGICAL & BIOMED SCI	
JOB GROUP:	PROFESSORIAL		JOB GROUP:	PROFESSORIAL		JOB GROUP:	PROFESSORIAL		JOB GROUP:	PROFESSORIAL		JOB GROUP:	PROFESSORIAL	
Constituent Dept.	NATURAL SCI- PHYSICAL SCI		Constituent Dept.	NATURAL SCI- PHYSICAL SCI		Constituent Dept.	NATURAL SCI- PHYSICAL SCI		Constituent Dept.	BIOLOGY		Constituent Dept.	BIOLOGY	
(list depts.)			(list depts.)			(list depts.)			(list depts.)	PHYSICAL SCIENCES*		(list depts.)	PHYSICAL SCIENCES	
										(*WAS IN AGRICULTURAL & LIFE SCI) FROM 2011-2014				
	#	UU		#	UU		#	UU		#	UU		#	UU
TOTAL	5		TOTAL	5		TOTAL	6		TOTAL	18		TOTAL	20	
WOMEN	0	2	WOMEN	0	2	WOMEN	0	2	WOMEN	7	1	WOMEN	9	0
TOTAL MINORITY**	5	0	TOTAL MINORITY**	5	0	TOTAL MINORITY**	6	0	TOTAL MINORITY**	10	0	TOTAL MINORITY**	11	0
BLACK	0	0	BLACK	0	0	BLACK	0	0	BLACK	1	0	BLACK	1	0
HISPANIC	3	0	HISPANIC	3	0	HISPANIC	3	0	HISPANIC	5	0	HISPANIC	6	0
ASIAN/PAC.ISL.	2	0	ASIAN/PAC.ISL.	2	0	ASIAN/PAC.ISL.	2	0	ASIAN/PAC.ISL.	4	0	ASIAN/PAC.ISL.	4	0

APPENDIX G
FALL 2015 UNDERUTILIZATION SUMMARY
PROFESSORIAL JOB GROUPS ONLY

**Fall 2016 Underutilization Summary: Results of Utilization Analysis by Affirmative Action Unit
Comparison of Incumbents to Availability Data (Professorial* Only)**

COLLEGE: Eugenio Maria de Hostos Community College

Total # Professoriate: **154**

PART A:

Departments/ Affirmative Action Unit (AAU) with Underutilization (UU)	Total Incumbents in AAU	FEMALES			Total Minorities			Blacks			Hispanics / Latinos(as)			Asian/Pacific Islanders		
		#UU	% Overall Availability	NR (No Representation)	#UU	% Overall Availability	NR (No Representation)	#UU	% Overall Availability	NR (No Representation)	#UU	% Overall Availability	NR (No Representation)	#UU	% Overall Availability	NR (No Representation)
1 Education	17	X			X			1	19.4%		X			1	4.0%	NR
2 English Language & Literature/Letters	21	2	61.1%		X			1	5.0%	NR	X			X		
3 Foreign Languages	6	3	61.0%		X			X	2.0%	NR	X			X	7.2%	NR
4 Health Professions	25	2	75.0%		X			X			X			X		
5 Social Science	12	X			X			X			X			1	7.3%	NR
6 Visual & Performing Arts (formerly Fine/Applied Arts/Media)	9	1	49.3%		X			X	3.2%	NR	X			1	7.7%	NR
7																
8																
9																
10																
11																
12																
13																
14																
15																
16																
17																
18																
19																
TOTAL		8		0	0			2			3	0		0	3	4

*Professorial = Einstein Professor, Distinguished Professor, Professor, Associate Professor, and Assistant Professor (including all EOC titles as appropriate).

PART B:	
# of UU AAUs	Total # of AAUs
6	9

APPENDIX H – H1
PERSONNEL ACTIVITY TABLE/APPLICANT DATA-RECRUITMENT
DOCUMENTATION

2016 PERSONNEL ACTIVITY TABLE (page 1 of 2)

COLLEGE: Eugenio Maria de Hostos Community College

Period Covered: 7/1/2015 - 6/30/2016

	TOTAL****			BLACK OR AFRICAN AM.		HISPANIC OR LATINO		ASIAN OR NAT. HAW. OR OTHER PAC. ISL.		AMER. IND./ALASK. NAT.		TWO OR MORE RACES		TOTAL MINORITY***			WHITE (Including Ital. Am.)		UNKNOWN**		TOTAL NON-MINORITY**		
	MALE	FEMALE	TOTAL	MALE	FEMALE	MALE	FEMALE	MALE	FEMALE	MALE	FEMALE	MALE	FEMALE	MALE	FEMALE	TOTAL	MALE	FEMALE	MALE	FEMALE	MALE	FEMALE	TOTAL
EXEC /ADMIN /MANAGERIAL																							
New Hires	6	4	10	2	1	1	2	0	0	0	0	0	0	3	3	6	3	1	0	0	3	1	4
Terminations	5	8	13	1	0	2	7	0	0	0	0	0	0	3	7	10	2	1	0	0	2	1	3
Upgrades	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Transfers	1	1	2	1	1	0	0	0	0	0	0	0	0	1	1	2	0	0	0	0	0	0	0
FACULTY																							
New Hires	7	7	14	3	3	1	2	0	0	0	0	1	0	5	5	10	2	2	0	0	2	2	4
Terminations	7	5	12	2	0	2	1	1	1	0	0	0	0	5	2	7	2	3	0	0	2	3	5
Upgrades	5	7	12	0	0	0	3	2	0	0	0	0	0	2	3	5	3	4	0	0	3	4	7
Transfers	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
PROFESSIONAL /NON-FACULTY																							
New Hires	10	50	60	5	14	3	32	0	3	0	0	1	0	9	49	58	1	1	0	0	1	1	2
Terminations	11	26	37	4	9	5	13	0	2	0	0	0	0	9	24	33	2	2	0	0	2	2	4
Upgrades	1	0	1	0	0	1	0	0	0	0	0	0	0	1	0	1	0	0	0	0	0	0	0
Transfers	0	1	1	0	1	0	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0
SECRETARIAL /CLERICAL																							
New Hires	0	1	1	0	1	0	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0
Terminations	0	8	8	0	2	0	6	0	0	0	0	0	0	0	8	8	0	0	0	0	0	0	0
Upgrades	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Transfers	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
TECHNICAL /PARAPROFESSIONAL																							
New Hires	2	1	3	0	0	2	0	0	0	0	0	1	0	2	1	3	0	0	0	0	0	0	0
Terminations	1	0	1	0	0	1	0	0	0	0	0	0	0	1	0	1	0	0	0	0	0	0	0
Upgrades	1	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0	1	0	1
Transfers	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
SKILLED TRADES																							
New Hires	1	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0	1	0	1
Terminations	1	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0	1	0	1
Upgrades	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Transfers	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
SERVICE MAINTENANCE																							
New Hires	16	11	27	4	3	10	8	0	0	0	0	0	0	14	11	25	2	0	0	0	2	0	2
Terminations	16	9	25	7	4	6	5	1	0	0	0	0	0	14	9	23	2	0	0	0	2	0	2
Upgrades	0	1	1	0	1	0	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0
Transfers	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
TOTAL																							
New Hires	42	74	116	14	22	17	44	0	3	0	0	2	1	28	70	103	9	4	0	0	9	4	13
Terminations	41	56	97	14	15	16	32	2	3	0	0	0	0	32	50	82	9	6	0	0	9	6	15
Upgrades	7	8	15	0	1	1	3	2	0	0	0	0	0	3	4	7	4	4	0	0	4	4	8
Transfers	1	2	3	1	2	0	0	0	0	0	0	0	0	1	2	3	0	0	0	0	0	0	0

REMINDER:
 *Unknowns are subtracted from all totals.
 **Total Non-Minority is equal to White including Italian American.
 ***Total Minority is the sum of Black or African Am., Hispanic or Latino, Asian or Nat. Haw. or Other Pacific Islander, American Indian/Alaska Native and Two or More Races.
 ****TOTAL is the sum of Total Minority and Total Non-Minority.

2016 APPLICANT DATA - RECRUITMENT DOCUMENTATION (page 2 of 2)

COLLEGE: Eugenio Maria de Hostos Community College

Period Covered: 7/1/2015 - 6/30/2016

	TOTAL****				BLACK OR AFRICAN AM.			HISPANIC OR LATINO			ASIAN OR NAT. HAW. OR OTHER PAC. ISL.			AMER. IND./ALASK. NAT.			TWO OR MORE RACES			TOTAL MINORITY***				WHITE (incl. Italian Am.)			UNKNOWN*			TOTAL NON-MINORITY**			
	MALE	FEMALE	UNK	TOTAL	MALE	FEMALE	UNK	MALE	FEMALE	UNK	MALE	FEMALE	UNK	MALE	FEMALE	UNK	MALE	FEMALE	UNK	MALE	FEMALE	UNK	TOTAL	MALE	FEMALE	UNK	MALE	FEMALE	UNK	MALE	FEMALE	UNK	TOTAL
EXEC./ADMIN./MANAGERIAL																																	
Applicants @	105	120	14	239	29	36	0	34	50	10	7	8	0	0	1	0	0	0	0	70	95	10	175	35	25	4	74	129	31	35	25	4	64
Interviews	13	21	4	38	3	5	0	3	8	2	0	1	0	0	0	0	0	0	0	6	14	2	22	7	7	2	4	0	3	7	7	2	16
Offers	6	4	0	10	2	1	0	1	2	0	0	0	0	0	0	0	0	0	0	3	3	0	6	3	1	0	0	0	0	3	1	0	4
TOTAL WORKFORCE Eth. & Gender Report	38	48	0	86	8	9	0	17	24	0	3	5	0	0	0	0	0	0	0	28	38	0	66	10	10	0	0	0	0	10	10	0	20
FACULTY																																	
Applicants @	27	25	16	68	6	11	1	3	4	1	1	3	8	2	0	0	2	0	0	14	18	10	42	13	7	6	1	5	2	13	7	6	26
Interviews	14	9	1	24	3	4	0	1	2	0	1	1	1	0	0	0	2	0	0	7	7	1	15	7	2	0	0	0	1	7	2	0	9
Offers	7	7	0	14	3	3	0	1	2	0	0	0	0	0	0	0	1	0	0	5	5	0	10	2	2	0	0	0	0	2	2	0	4
TOTAL WORKFORCE Eth. & Gender Report	89	101	0	190	10	18	0	26	30	0	7	7	0	0	0	0	1	1	0	44	56	0	100	45	45	0	0	0	0	45	45	0	90
PROFESSIONAL/NON-FACULTY																																	
Applicants @	659	1456	106	2221	195	429	17	346	791	71	46	97	7	0	4	0	1	0	0	588	1321	95	2004	71	135	11	527	1047	230	71	135	11	217
Interviews	53	158	5	216	21	61	1	18	68	0	6	18	2	1	0	0	1	0	0	47	147	3	197	6	11	2	3	6	4	6	11	2	19
Offers	10	52	0	62	5	14	0	3	34	0	0	3	0	0	0	0	1	0	0	9	51	0	60	1	1	0	1	0	0	1	1	0	2
TOTAL WORKFORCE Eth. & Gender Report	31	91	0	122	10	26	0	13	55	0	3	2	0	0	0	0	2	2	0	28	85	0	113	3	6	0	0	0	0	3	6	0	9
SECRETARIAL/CLERICAL																																	
Applicants @	0	1	0	1	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	1	0	0	0	0	0	0	0	0	0	0
Interviews	0	1	0	1	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	1	0	0	0	0	0	0	0	0	0	0
Offers	0	1	0	1	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	1	0	0	0	0	0	0	0	0	0	0
TOTAL WORKFORCE Eth. & Gender Report	7	51	0	58	2	13	0	4	34	0	0	1	0	0	0	0	1	1	0	7	49	0	56	0	2	0	0	0	0	0	2	0	2
TECHNICAL/PARAPROFESSIONAL																																	
Applicants @	59	10	2	71	9	1	0	41	8	2	5	0	0	0	0	0	0	1	0	55	10	2	67	4	0	0	63	11	8	4	0	0	4
Interviews	9	3	0	12	3	1	0	5	1	0	0	0	0	0	0	0	0	1	0	8	3	0	11	1	0	0	0	0	0	1	0	0	1
Offers	2	1	0	3	0	0	0	2	0	0	0	0	0	0	0	0	0	1	0	2	1	0	3	0	0	0	0	0	0	0	0	0	0
TOTAL WORKFORCE Eth. & Gender Report	31	16	0	47	4	2	0	21	10	0	4	1	0	0	0	0	1	1	0	30	14	0	44	1	2	0	0	0	0	1	2	0	3
SKILLED TRADES																																	
Applicants @	1	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0	1	0	0	1
Interviews	1	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0	1	0	0	1
Offers	1	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0	1	0	0	1
TOTAL WORKFORCE Eth. & Gender Report	28	0	0	28	3	0	0	7	0	0	0	0	0	1	0	0	0	0	0	11	0	0	11	17	0	0	0	0	0	17	0	0	17
SERVICE/MAINTENANCE																																	
Applicants @	623	206	75	904	280	99	49	182	71	20	55	17	0	8	0	3	0	0	0	525	187	72	784	98	19	3	30	24	9	98	19	3	120
Interviews	64	31	3	98	26	12	1	22	14	2	8	4	0	0	0	0	0	0	0	56	30	3	89	8	1	0	2	0	1	8	1	0	9
Offers	18	12	0	30	5	3	0	11	9	0	0	0	0	0	0	0	0	0	0	16	12	0	28	2	0	0	0	0	0	2	0	0	2
TOTAL WORKFORCE Eth. & Gender Report	61	20	0	81	24	6	0	33	14	0	2	0	0	1	0	0	0	0	0	60	20	0	80	1	0	0	0	0	0	1	0	0	1
TOTAL																																	
Applicants @	1474	1818	213	3505	519	577	67	606	924	104	114	125	15	10	5	3	3	1	0	1252	1632	189	3073	222	186	24	695	1216	280	222	186	24	432
Interviews	154	223	13	390	56	84	2	49	93	4	15	24	3	1	0	0	3	1	0	124	202	9	335	30	21	4	9	6	9	80	21	4	55
Offers	44	77	0	121	15	22	0	18	47	0	0	3	0	0	0	0	2	1	0	35	73	0	108	9	4	0	1	0	0	9	4	0	13
TOTAL WORKFORCE Eth. & Gender Report	285	327	0	612	61	74	0	121	167	0	19	16	0	2	0	0	5	5	0	208	262	0	470	77	65	0	0	0	0	77	65	0	142

REMINDER:

*Unknowns are subtracted from all totals.

***Total Minority is the sum of Black or African Am., Hispanic or Latino, Asian or Nat. Haw. or Other Pacific Islander, American Indian/Alaska Native and Two or More Races.

****TOTAL is the sum of Total Minority and Total Non-Minority.

**Total Non-Minority is equal to White including Italian American.

@ APPLICANTS are those who apply and meet the minimum qualifications for a specific position.

APPENDIX I– 17
IMPACT RATIO ANALYSIS

IMPACT ANALYSIS WORKSHEETS

COLLEGE NAME:

Eugenio María de Hostos Community College

FEMALES AND MINORITIES

APPENDIX I

HIRES ANALYSIS

Eugenio María de Hostos Community College

PART A

December 21, 2016

#	JOB AREAS/ CATEGORY	MINORITY						FEMALE						PERCENTAGE OF HIRES			
		NON MIN		MIN		TOTAL		MALE		FEMALE		TOTAL		% of non-min hires	% of min hires	% of male hires	% of female hires
		APPL	HIRES	APPL	HIRES	APPL	HIRES	APPL	HIRES	APPL	HIRES	APPL	HIRES				
	TOTAL	432	13	3073	103	3505	116	1474	42	2031	74	3505	116	3.0%	3.4%	2.8%	3.6%
1	Exec./Adm./Mngrl.	64	4	175	6	239	10	105	6	134	4	239	10	6.3%	3.4%	5.7%	3.0%
2	Faculty	26	4	42	10	68	14	27	7	41	7	68	14	15.4%	23.8%	25.9%	17.1%
3	Professional/Non-Fac.	217	2	2004	58	2221	60	659	10	1562	50	2221	60	0.9%	2.9%	1.5%	3.2%
4	Secretarial/Clerical	0	0	1	1	1	1	0	0	1	1	1	1	0.0%	100.0%	0.0%	100.0%
5	Techn./Paraprofessional	4	0	67	3	71	3	59	2	12	1	71	3	0.0%	4.5%	3.4%	8.3%
6	Skilled Trades	1	1	0	0	1	1	1	1	0	0	1	1	100.0%	0.0%	100.0%	0.0%
7	Service/Maintenance	120	2	784	25	904	27	623	16	281	11	904	27	1.7%	3.2%	2.6%	3.9%
	TOTAL	432	13	3073	103	3505	116	1474	42	2031	74	3505	116	3%	3%	3%	4%

IRA WORKSHEET FOR NON-MIN VS MIN % OF HIRES

December 21, 2016

#	JOB AREAS/ CATEGORY	RATE FOR		IRA	OVER ALL RATE	ONLY IF IRA UNDER 0.8				* IRA LESS THAN 0.8 AND DIF >=1 PERSON	** IRA LESS THAN 0.8 AND STD DEV >=2	FISHER TEST					FISHER TEST RESULT NOTE				
		UNFAV. GROUP				FAV. GROUP		EXPECT	ACTL			DIF	STD DEV	FISHER'S VALUE	NON-MIN APPLICANTS	NON-MIN HIRED		MIN APPLICANTS	MIN HIRED		
		B	C			D	E													F	G
1	Exec./Adm./Mngrl.	MINORITY	3.4%	NON-MIN	6.3%	0.55	4.2%	7	6	1	0.96	*									
2	Faculty	NON-MIN	15.4%	MINORITY	23.8%																
3	Professional/Non-Fac.	NON-MIN	0.9%	MINORITY	2.9%																
4	Secretarial/Clerical	NON-MIN	0.0%	MINORITY	100.0%																
5	Techn./Paraprofessional	NON-MIN	0.0%	MINORITY	4.5%																
6	Skilled Trades	MINORITY	0.0%	NON-MIN	100.0%	0.00	100.0%	0	0	0	N/A										NO MINORITY
7	Service/Maintenance	NON-MIN	1.7%	MINORITY	3.2%																
	TOTAL							7	6	1											

IRA WORKSHEET FOR MALE VS FEMALE % OF HIRES

December 21, 2016

#	JOB AREAS/ CATEGORY	RATE FOR		IRA	OVER ALL RATE	ONLY IF IRA UNDER 0.8				* IRA LESS THAN 0.8 AND DIF >=1 PERSON	** IRA LESS THAN 0.8 AND STD DEV >=2	FISHER'S TEST					FISHER TEST RESULT NOTE				
		UNFAV. GROUP				FAV. GROUP		EXPECT	ACTL			DIF	STD DEV	FISHER'S VALUE	male app	male hires		female app	female hires		
		B	C			D	E													F	G
1	Exec./Adm./Mngrl.	FEMALE	3.0%	MALE	5.7%	0.52	4.2%	5	4	1	1.05	*									
2	Faculty	FEMALE	17.1%	MALE	26.9%	0.66	20.6%	8	7	1	0.88	*									
3	Professional/Non-Fac.	MALE	1.5%	FEMALE	3.2%																
4	Secretarial/Clerical	MALE	0.0%	FEMALE	100.0%																
5	Techn./Paraprofessional	MALE	3.4%	FEMALE	8.3%																
6	Skilled Trades	FEMALE	0.0%	MALE	100.0%	0.00	100.0%	0	0	0	N/A										NO FEMALE
7	Service/Maintenance	MALE	2.6%	FEMALE	3.9%																
	TOTAL:							13	11	2											

PROMOTION ANALYSIS

Eugenio Maria de Hostos Community College

December 21, 2016

#	JOB AREAS/ CATEGORY	MINORITY PROMOTION						FEMALE PROMOTION						PERCENTAGE OF PROMOTION			
		NON MIN		MIN		TOTAL		MALE		FEMALE		TOTAL		% of non-min PROMOTED	% of min promoted	% OF MEN promoted	% OF FEMALE promoted
		INCUMBENT	PROMOTED	INCUMBENT	PROMOTED	INCUMBENT	PROMOTED	INCUMBENT	PROMOTED	INCUMBENT	PROMOTED	INCUMBENT	PROMOTED				
	TOTAL	142	8	470	7	612	15	285	7	327	8	612	15	6%	1%	2%	2%
1	Exec./Adm./Mngrl.	20	0	66	0	86	0	38	0	48	0	86	0	0%	0%	0%	0%
2	Faculty	90	7	100	5	190	12	89	5	101	7	190	12	8%	5%	6%	7%
3	Professional/Non-Fac.	9	0	113	1	122	1	31	1	91	0	122	1	0%	1%	3%	0%
4	Secretarial/Clerical	2	0	58	0	58	0	7	0	51	0	58	0	0%	0%	0%	0%
5	Techn./Paraprofessional	3	1	44	0	47	1	31	1	16	0	47	1	33%	0%	3%	0%
6	Skilled Trades	17	0	11	0	28	0	28	0	0	0	28	0	0%	0%	0%	0%
7	Service/Maintenance	1	0	80	1	81	1	61	0	20	1	81	1	0%	1%	0%	5%

December 21, 2016

IRA WORKSHEET FOR NON-MIN VS MIN % OF PROMOTION

#	JOB AREAS/ CATEGORY	RATE FOR		IRA	OVER ALL RATE	ONLY IF IRA UNDER 0.8				* IRA LESS THAN 0.8 AND DIF >=1 PERSON ** IRA LESS THAN 0.8 AND STD DEV >=2	FISHER TEST					FISHER TEST RESULT NOTE									
		UNFAV. GROUP				FAV. GROUP		EXPECT	ACTL		DIF	STD DEV	FISHER'S VALUE	NON-MIN INCUM	NON-MIN PRMT		MIN INCUM	MIN PRMT							
		A	B			C	D												E	F	G	H	I	J	K
1	Exec./Adm./Mngrl.	N/A		N/A																					
2	Faculty	MINORITY	5.00%	NON-MIN	7.76%	0.64	6.32%	6	5	1	0.79	*		N/A											
3	Professional/Non-Fac.	NON-MIN	0.00%	MINORITY	0.00%																				
4	Secretarial/Clerical	N/A		N/A																					
5	Techn./Paraprofessional	MINORITY	0.00%	NON-MIN	33.33%	0.00	2.13%	0	0	0	3.87	**	0.0638	3	1	44	0							NO SIGNIF. DIFF.	
6	Skilled Trades	N/A		N/A																					
7	Service/Maintenance	NON-MIN	0.00%	MINORITY	1.25%																				
	TOTAL							6	5	1															

December 21, 2016

IRA WORKSHEET FOR MALE VS FEMALE % OF PROMOTION

#	JOB AREAS/ CATEGORY	RATE FOR		IRA	OVER ALL RATE	ONLY IF IRA UNDER 0.8				* IRA LESS THAN 0.8 AND DIF >=1 PERSON ** IRA LESS THAN 0.8 AND STD DEV >=2	FISHER TEST					FISHER TEST RESULT NOTE										
		UNFAV. GROUP				FAV. GROUP		EXPECT	ACTL		DIF	STD DEV	FISHER'S VALUE	male incum	male prmt		female incum	female prmt								
		A	B			C	D												E	F	G	H	I	J	K	L
1	Exec./Adm./Mngrl.	N/A		N/A																						
2	Faculty	MALE	5.6%	FEMALE	6.8%																					
3	Professional/Non-Fac.	FEMALE	0.0%	MALE	3.2%	0.000	0.8%	0	0	0	1.72			N/A												
4	Secretarial/Clerical	N/A		N/A																						
5	Techn./Paraprofessional	FEMALE	0.0%	MALE	3.2%	0.000	2.1%	0	0	0	0.73		0.6596	31	1	16	0								NO SIGNIF. DIFF.	
6	Skilled Trades	N/A		N/A																						
7	Service/Maintenance	MALE	0.0%	FEMALE	5.0%																					
	TOTAL							0	0	0																

TERMINATION ANALYSIS

Eugenio Maria de Hostos Community College

PART C

December 21, 2016

#	JOB AREAS/ CATEGORY	MINORITY TERMINATION						FEMALE TERMINATION						PERCENTAGE OF TERMINATION			
		NON MIN		MIN		TOTAL		MALE		FEMALE		TOTAL		% of non-min TERMINATED	% of min TERMINATED	% OF MEN TERMINATED	% OF FEMALE TERMINATED
		INCUMBENT	TERMINATED	INCUMBENT	TERMINATED	INCUMBENT	TERMINATED	INCUMBENT	TERMINATED	INCUMBENT	TERMINATED	INCUMBENT	TERMINATED				
	TOTAL	142	15	470	82	612	97	285	41	327	56	612	97	11%	17%	14%	17%
1	Exec./Adm./Mngrl.	20	3	66	10	86	13	38	5	48	8	86	13	15%	15%	13%	17%
2	Faculty	90	5	100	7	190	12	89	7	101	5	190	12	6%	7%	8%	5%
3	Professional/Non-Fac.	9	4	113	33	122	37	31	11	91	26	122	37	44%	29%	35%	29%
4	Secretarial/Clerical	2	0	56	8	58	8	7	0	51	8	58	8	0%	14%	0%	16%
5	Techn./Paraprofessional	3	0	44	1	47	1	31	1	16	0	47	1	0%	2%	3%	0%
6	Skilled Trades	17	1	11	0	28	1	28	1	0	0	28	1	6%	0%	4%	0%
7	Service/Maintenance	1	2	80	23	81	25	61	16	20	9	81	25	200%	29%	26%	45%
	TOTAL	142	15	470	82	612	97	285	41	327	56	612	97	11%	17%	14%	17%

December 21, 2016

IRA WORKSHEET FOR NON-MIN VS MIN % OF TERMINATION

#	JOB AREAS/ CATEGORY	RATE FOR UNFAV. GROUP		RATE FOR FAV. GROUP		IRA	OVER ALL RATE	ONLY IF IRA UNDER 0.8				*IRA LESS THAN 0.8 AND DIF >=1 PERSON **IRA LESS THAN 0.8 AND STD DEV >=2	FISHER TEST							
		B	C	D	E			F	G	H	I		J	K	L	M	N	O	P	Q
1	Exec./Adm./Mngrl.	MINORITY	15.2%	NON-MIN	15.0%	0.990														
2	Faculty	MINORITY	7.0%	NON-MIN	5.6%	0.794	6.3%	6	7	1	0.41	*	N/A							
3	Professional/Non-Fac.	NON-MIN	44.4%	MINORITY	29.2%															
4	Secretarial/Clerical	MINORITY	14.3%	NON-MIN	0.0%	0.000	13.8%	7	8	1	0.58	*	0.7411	56	8	2	0	NO SIGNIF. DIFF.		
5	Techn./Paraprofessional	MINORITY	2.3%	NON-MIN	0.0%	0.000	2.1%	0	1	1	0.26	*	0.9362	44	1	3	0	NO SIGNIF. DIFF.		
6	Skilled Trades	NON-MIN	5.9%	MINORITY	0.0%															
7	Service/Maintenance	NON-MIN	200.0%	MINORITY	28.8%															
	TOTAL							13	16	3										

December 21, 2016

IRA WORKSHEET FOR MALE VS FEMALE % OF TERMINATION

#	JOB AREAS/ CATEGORY	RATE FOR UNFAV. GROUP		RATE FOR FAV. GROUP		IRA	OVER ALL RATE	ONLY IF IRA UNDER 0.8				*IRA LESS THAN 0.8 AND DIF >=1 PERSON **IRA LESS THAN 0.8 AND STD DEV >=2	FISHER TEST							
		B	C	D	E			F	G	H	I		J	K	L	M	N	O	P	Q
1	Exec./Adm./Mngrl.	FEMALE	16.7%	MALE	13.2%	0.789	15.1%	7	8	1	0.451	*	N/A							
2	Faculty	MALE	7.9%	FEMALE	5.0%															
3	Professional/Non-Fac.	MALE	35.5%	FEMALE	28.6%															
4	Secretarial/Clerical	FEMALE	15.7%	MALE	0.0%	0.000	13.8%	7	8	1	1.129	*	0.332	51	8	7	0	NO SIGNIF. DIFF.		
5	Techn./Paraprofessional	MALE	3.2%	FEMALE	0.0%															
6	Skilled Trades	MALE	3.6%	FEMALE	0.0%															
7	Service/Maintenance	FEMALE	45.0%	MALE	26.2%	0.583	30.9%	6	9	3	1.577	*	N/A							
	TOTAL							20	25	5										

<i>paste the 4 data here</i> →	total # in group 1	# of hire/ prmt/ termnt	total # in group 2	# of fav, hire/ prmt/ termnt
	3	1	44	0

---- VS ----

This is the FISHER'S value **0.0638**

Not show significant difference

FISHER'S TEST- NON-MIN VS MIN % OF PROMOTION

APPENDIX I-4

<p><i>paste the 4 data here</i></p> <p>→</p>	total # in group 1	# of hire/ prmt/ termnt	total # in group 2	# of fav, hire/ prmt/ termnt
	31	1	16	0

---- VS ---

This is the FISHER'S value **0.6596**

Not show significant difference

FISHER'S TEST- MALE VS FEMALE % OF PROMOTION

<i>paste the 4 data here</i> →	total # in group 1	# of hire/ prmt/ termnt	total # in group 2	# of fav, hire/ prmt/ termnt
	56	8	2	0

---- VS ---

This is the FISHER'S value **0.7411**

Not show significant difference

FISHER'S TEST- NON-MIN VS MIN % OF TERMINATION

<p><i>paste the 4 data here</i></p> <p>→</p>	total # in group 1	# of hire/ prmt/ termnt	total # in group 2	# of fav, hire/ prmt/ termnt
	44	1	3	0

---- VS ----

This is the FISHER'S value **0.9362**

Not show significant difference

FISHER'S TEST- NON-MIN VS MIN % OF TERMINATION

<i>paste the 4 data here</i> →	total # in group 1	# of hire/ prmt/ termnt	total # in group 2	# of fav, hire/ prmt/ termnt
	51	8	7	0

---- VS ----

This is the FISHER'S value **0.3322**

Not show significant difference

FISHER'S TEST- MALE VS FEMALE % OF TERMINATION

APPENDIX J – J5
TENURE ELIGIBILITY SURVEY

TENURE ELIGIBILITY SURVEY - COLLEGE-WIDE TOTALS

COLLEGE: EUGENIO MARIA DE HOSTOS COMMUNITY COLLEGE

Eligible for Tenure Effective 9/1/2015

	TOTAL	Sub-Total Gender		White		Italian-American		Asian/ Native Hawaiian and OPI		American Indian/Alaska Native		Black/African American		Hispanic		Puerto Rican		Two or More Races	
		M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F
Professor	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Associate Prof.	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Assistant Prof.	4	2	2	1	1	0	0	1	0	0	0	0	1	0	0	0	0	0	0
Lecturer (CCE)	2	2	0	0	0	0	0	0	0	0	0	2	0	0	0	0	0	0	0
College Lab Techs	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
TOTAL	6	4	2	1	1	0	0	1	0	0	0	2	1	0	0	0	0	0	0

Recommended for Tenure Effective 9/1/2015

Record Early Tenure in Parenthesis: example () - and adjust total calculation accordingly

	TOTAL	Sub-Total Gender		White		Italian-American		Asian/ Native Hawaiian and OPI		American Indian/Alaska Native		Black/African American		Hispanic		Puerto Rican		Two or More Races	
		M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F
Professor	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Associate Prof.	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Assistant Prof.	4	2	2	1	1	0	0	1	0	0	0	0	1	0	0	0	0	0	0
Lecturer (CCE)	2	2	0	0	0	0	0	0	0	0	0	2	0	0	0	0	0	0	0
College Lab Techs	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
TOTAL	6	4	2	1	1	0	0	1	0	0	0	2	1	0	0	0	0	0	0

* NO EARLY TENURE FOR SEPT. 1ST, 2015

TENURE ELIGIBILITY SURVEY - DEPARTMENT DETAIL

DEPARTMENT ENGLISH

Eligible for Tenure Effective 9/1/2015

	TOTAL	Sub-Total Gender		White		Italian-American		Asian/ Native Hawaiian and OPI		American Indian/Alaska Native		Black/African American		Hispanic		Puerto Rican		Two or More Races	
		M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F
Professor	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Associate Prof.	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Assistant Prof.	1	1	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Lecturer (CCE)	1	1	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0
College Lab Techs	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
TOTAL	2	2	0	1	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0

Recommended for Tenure Effective 9/1/2015

NOTE: Please record Early Tenure in Parenthesis: example ()

	TOTAL	Sub-Total Gender		White		Italian-American		Asian/ Native Hawaiian and OPI		American Indian/Alaska Native		Black/African American		Hispanic		Puerto Rican		Two or More Races	
		M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F
Professor	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Associate Prof.	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Assistant Prof.	1	1	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Lecturer (CCE)	1	1	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0
College Lab Techs	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
TOTAL	2	2	0	1	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0

TENURE ELIGIBILITY SURVEY - DEPARTMENT DETAIL

DEPARTMENT EDUCATION

Eligible for Tenure Effective 9/1/2015

	TOTAL	Sub-Total Gender		White		Italian-American		Asian/ Native Hawaiian and OPI		American Indian/Alaska Native		Black/African American		Hispanic		Puerto Rican		Two or More Races	
		M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F
		Professor	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Associate Prof.	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Assistant Prof.	1	0	1	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0
Lecturer (CCE)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
College Lab Techs	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
TOTAL	1	0	1	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0

Recommended for Tenure Effective 9/1/2015

NOTE: Please record Early Tenure in Parenthesis: example ()

	TOTAL	Sub-Total Gender		White		Italian-American		Asian/ Native Hawaiian and OPI		American Indian/Alaska Native		Black/African American		Hispanic		Puerto Rican		Two or More Races	
		M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F
		Professor	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Associate Prof.	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Assistant Prof.	1	0	1	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0
Lecturer (CCE)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
College Lab Techs	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
TOTAL	1	0	1	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0

TENURE ELIGIBILITY SURVEY - DEPARTMENT DETAIL

DEPARTMENT BEHAVIORAL/SOCIAL SCIENCE

Eligible for Tenure Effective 9/1/2015

	TOTAL	Sub-Total Gender		White		Italian-American		Asian/ Native Hawaiian and OPI		American Indian/Alaska Native		Black/African American		Hispanic		Puerto Rican		Two or More Races	
		M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F
		Professor	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Associate Prof.	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Assistant Prof.	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Lecturer (CCE)	1	1	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0
College Lab Techs	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
TOTAL	1	1	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0

Recommended for Tenure Effective 9/1/2015

NOTE: Please record Early Tenure in Parenthesis: example ()

	TOTAL	Sub-Total Gender		White		Italian-American		Asian/ Native Hawaiian and OPI		American Indian/Alaska Native		Black/African American		Hispanic		Puerto Rican		Two or More Races	
		M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F
		Professor	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Associate Prof.	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Assistant Prof.	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Lecturer (CCE)	1	1	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0
College Lab Techs	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
TOTAL	1	1	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0

TENURE ELIGIBILITY SURVEY - DEPARTMENT DETAIL

DEPARTMENT MATHEMATICS

Eligible for Tenure Effective 9/1/2015

	TOTAL	Sub-Total Gender		White		Italian-American		Asian/ Native Hawaiian and OPI		American Indian/Alaska Native		Black/African American		Hispanic		Puerto Rican		Two or More Races	
		M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F
		Professor	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Associate Prof.	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Assistant Prof.	1	1	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0
Lecturer (CCE)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
College Lab Techs	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
TOTAL	1	1	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0

Recommended for Tenure Effective 9/1/2015

NOTE: Please record Early Tenure in Parenthesis: example ()

	TOTAL	Sub-Total Gender		White		Italian-American		Asian/ Native Hawaiian and OPI		American Indian/Alaska Native		Black/African American		Hispanic		Puerto Rican		Two or More Races	
		M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F
		Professor	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Associate Prof.	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Assistant Prof.	1	1	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0
Lecturer (CCE)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
College Lab Techs	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
TOTAL	1	1	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0

TENURE ELIGIBILITY SURVEY - DEPARTMENT DETAIL

DEPARTMENT HUMANITIES

Eligible for Tenure Effective 9/1/2015

	TOTAL	Sub-Total Gender		White		Italian-American		Asian/ Native Hawaiian and OPI		American Indian/Alaska Native		Black/African American		Hispanic		Puerto Rican		Two or More Races	
		M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F
		Professor	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Associate Prof.	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Assistant Prof.	1	0	1	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Lecturer (CCE)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
College Lab Techs	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
TOTAL	1	0	1	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Recommended for Tenure Effective 9/1/2015

NOTE: Please record Early Tenure in Parenthesis: example ()

	TOTAL	Sub-Total Gender		White		Italian-American		Asian/ Native Hawaiian and OPI		American Indian/Alaska Native		Black/African American		Hispanic		Puerto Rican		Two or More Races	
		M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F
		Professor	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Associate Prof.	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Assistant Prof.	1	0	1	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Lecturer (CCE)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
College Lab Techs	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
TOTAL	1	0	1	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0

APPENDIX K
COMPENSATION PRACTICES

Discussion of Compensation Practices

The College has developed and documented the following policies and guidelines for effective compensation management.

Recommendations for pay increases for faculty and administrative staff are requested by the department managers/supervisors. If approved by the Division Heads, the recommended Higher Education Officer (HEO) actions (through the HEO packet submissions) are submitted to the Director of Human Resources for review. Then the recommended actions for HEO employees are presented to the Administrative Review Committee (ARC). If approved by ARC, the recommended actions (HEO packets) are submitted to the President for his review and approval. Upon receipt of the President's approvals, the pay increases are entered into CUNYFirst. Faculty pay increases are approved through the Personnel and Budget Committee and the President.

Recommendations for discretionary pay increases for classified civil service staff are limited due to Civil Service regulations and bargaining unit agreements. In those cases where discretionary pay increases are permitted, they are submitted to the Human Resources Department for review to ensure compliance with classified staff contracts and CUNY regulations. Approvals from the Division Heads, President, and CUNY's Central Office are also required.

Setting of Starting Salaries

Guidelines for starting salary recommendations are established by University management, subject to requirements established by civil service regulation, government mandates, budget sufficiency, and bargaining unit agreements. These vary according to employee titles and job functions.

Starting salaries for Executives are subject to guidelines established by the University and approved by the New York State legislature. Executive starting salaries are limited to a pre-established pay range and are reviewed by University Management. Exceptions to policy require additional justification.

Faculty and administrators' starting salaries are set within pre-established ranges in bargaining unit agreements. There is also a prescribed practice for justifying any exceptions to starting salary policies, which includes a committee review. Additionally, new HEO Series employees' starting salary is generally about 12% more than their current salaries, but cannot exceed the pre-established ranges or the posted salary.

Classified civil service starting salaries are strictly limited due to regulation; in most cases the requirement is that all individuals starting in a civil service title are paid the minimum in the range, or the minimum step for that title. When there are exceptions to this practice, a justification letter from the President and other supporting documents are submitted to the Vice Chancellor for approval.

Additional Elements of Pay

Bonuses. Bonuses are generally limited to Executives and members of the Classified Managerial service. There is a prescribed procedure for each group developed by the University, in which all eligible incumbents are considered for bonuses at the same point in time. All bonus awards must be justified in a completed performance appraisal. For this program year, the College did not pay bonuses to employees under these plans. However, if bonuses are paid, they must be reviewed and approved by the President.

Perquisites. Perquisites offered to Executives other than the College President are outlined in the University's Executive Compensation Plan. All executives at a given title or level are offered equivalent perquisites.

Stock. As a government employer, CUNY does not offer stock or equity to any employee.

Overtime and Additional Assignments. For those job titles where overtime is assigned, all overtime must be approved in advance by the manager of the employee's department. Overtime is usually only assigned to employees in the Public Safety and Facilities Departments when necessary to provide required staff coverage. However, due to necessary fiscal controls, overtime assignments are discouraged and rarely used.

CUNY has established rules for multiple appointments (assignments) which are outlined in CUNY's "Multiple Position Policy" and apply equally to all incumbents in a given title.

Differentials. All differentials are available to all incumbents in a given title and are based on factors such as time in service, specific work schedules (such as nights or weekends), specific assignments (such as K-9 patrol for security guards), and degrees/certifications. These conditions are detailed in individual bargaining unit agreements and apply to all incumbents in the respective titles or units.

Honors and Awards. No honors or awards programs have financial impact.

Payments upon Severance or Retirement.

Executives receive payments upon severance or retirement based on years of service in the Executive ranks, which are applied to all Executive titles. Severance provisions are documented in the Executive Compensation Plan developed by the University and described above.

Faculty, Instructional Staff, and some Classified staff receive terminal payments upon retirement based on a combination of age, overall years of CUNY service, years of service in the title from which the employee retires, and/or the amount of unused accrued sick leave. These rules are established in bargaining unit agreements and Civil Service Policy Bulletins and apply equally to all incumbents in respective titles.

Tracking and Evaluation of compensation decisions to assure compliance are performed by the Human Resources Department. Compensation decisions made by the hiring managers are first reviewed by the Human Resources Department for HEO Series employees and classified staff to ensure compliance with policies as well as budget guidelines. Compensation decisions for faculty are reviewed and approved by the Provost and Personnel and Budget Committee.

Document Retention

Document Retention is governed by the CUNY Records Retention and Disposition Schedule (2007). Section 1(310) requires summary personnel records to be retained indefinitely and detailed records, including items such as performance appraisals, be retained for six years following employee resignation/termination. Section 32(333) requires that job classification decisions related to individual employees be retained for ten years.

APPENDIX L

**BENCHMARK COMPARISONS FOR VETERANS & INDIVIDUALS
WITH DISABILITIES**

BENCHMARK COMPARISONS FOR VETERANS AND INDIVIDUALS WITH DISABILITIES

1. Veterans Hiring Benchmark

The hiring rate calculated below is compared with the rate established by the US Department of Labor for 2016 (6.9%).

Factor	2015 – 2016	2014 – 2015	2013 – 2014
A. Number of applicants who self-identify as protected veterans before an offer of employment is made	630	Transitional Year	N/A (Prior to Transition)
B. Total number of job openings	131		
C. Total number of jobs filled	125		
D. Total number of applicants for all jobs	5696		
E. Number of protected veteran applicants hired	3		
F. Total number of applicants hired	106		
Hiring rate (E divided by C)	2.4%		

BENCHMARK COMPARISONS FOR VETERANS AND INDIVIDUALS WITH DISABILITIES

2. Hiring Data, Individuals with Disabilities

There currently is no recommended hiring benchmark for individuals with disabilities.

Factor	2015 – 2016	2014 – 2015	2013-2014
A. Number of applicants who self-identify as individuals with disabilities before an offer of employment is made	16	Transitional Year	N/A (Prior to Transition)
B. Total number of job openings	131		
C. Total number of jobs filled	125		
D. Total number of applicants for all jobs	5696		
E. Number of applicants who identified as Individuals with Disabilities who were hired	5		
F. Total number of applicants hired	106		

BENCHMARK COMPARISONS FOR VETERANS AND INDIVIDUALS WITH DISABILITIES

3. Utilization Benchmarks, Individuals with Disabilities

Utilization benchmarks at the Job Group level are compared with the utilization goal established by the US Department of Labor (7%).

(Include all groups where you have employees, even those with fewer than five employees. Exclude groups where you have no employees.

Note that Underutilization is a Yes/No evaluation – we do not calculate underutilization or set placement goals).

Job Group	Affirmative Action Unit	Total Employees	Total Number of Employees with Disabilities in Job Group	Utilization Rate of Individuals with Disabilities in Job Group	Under-utilized? (Y/N)	Change from Prior Year
Executive/ Administrative/ Managerial						
	Administration I	15	0	0.0%	Y	NA
	Administration II	66	7	10.6%	N	NA
	Chief Admin Supt of Buildings and Grounds	1	0	0.0%	NA	NA
	Admin Supt of Buildings and Grounds	1	0	0.0%	NA	NA
	Security Director	3	0	0.0%	NA	NA
Faculty						
	Professorial	154	6	3.9%	Y	NA
	Non-Professorial Lecturer	35	1	2.9%	Y	NA
	Non-Professorial Instructor	1	0	0.0%	NA	NA
Professional Non-Faculty						
	Administration III	117	5	4.3%	Y	NA
	Disability Accommodation Specialist	1	0	0.0%	NA	NA
	Nurse	1	0	0.0%	NA	NA
	Accountant	3	0	0.0%	NA	NA
Technical/ Paraprofessional						
	Administration IV	14	1	7.1%	N	NA
	Accountant Assistants	5	1	20.0%	N	NA
	Computer Specialists	26	3	11.5%	N	NA
	Media/Print Shop	2	0	0.0%	NA	NA
Secretarial/ Clerical						
	CUNY Administrative Assistant	9	0	0.0%	Y	NA
	CUNY Office Assistant	47	3	6.4%	N	NA
	Mail Message Services Worker	2	0	0.0%	NA	NA
Skilled Trades/ Crafts						
	Skilled Trades/Crafts Supervisory	2	0	0.0%	NA	NA
	Skilled Trades/Crafts, Non-Supervisory	26	0	0.0%	Y	NA
Service/Maintenance						
	Campus Peace/Security Officer L1	28	0	0.0%	Y	NA
	Campus Peace/Security Officer L2	1	0	0.0%	NA	NA
	Campus Public Safety Sergeant	9	0	0.0%	Y	NA
	Custodial Assistant	35	1	2.9%	Y	NA
	Custodial Supervisory	6	0	0.0%	N	NA
	Basic Crafts/Buildings and Grounds	2	0	0.0%	NA	NA

APPENDIX M
VETS 4212 REPORT

FEDERAL CONTRACTOR VETERANS' EMPLOYMENT REPORT VETS-4212

OMB NO: 1293-0005

Expires: 11/30/2017

Persons are not required to respond to this collection of information unless it displays a valid OMB number. It is mandatory for a covered Federal contractor respond to this information collection. See 38 U.S.C. § 4212(d) and "Who Must File" section of instructions.

RETURN COMPLETED REPORT TO:
 VETS-4212 Submission
 VETERANS' EMPLOYMENT AND TRAINING SERVICE (VETS)
 Service Center
 In care of: Department of Labor National Contact Center (DOL-NCC)
 15000 Conference Center Drive, Suite B0132
 Chantilly, VA 20151

ATTN: Human Resource/EEO Department

TYPE OF REPORTING ORGANIZATION (Check one or both, as applicable) <input type="checkbox"/> Prime Contractor <input type="checkbox"/> Subcontractor	TYPE OF FORM (Check only one) <input type="checkbox"/> Single Establishment <input type="checkbox"/> Multiple Establishment-Headquarters <input type="checkbox"/> Multiple Establishment-Hiring Location <input type="checkbox"/> Multiple Establishment-State Consolidated (specify number of locations) (MSC)
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COMPANY IDENTIFICATION INFORMATION (Omit items preprinted above-ADD Company Contact Information Below)

COMPANY No:	TWELVE MONTH PERIOD ENDING					M	M	D	D	Y	Y	Y	Y
					2	0	1	5					
		NAME OF PARENT COMPANY:		ADDRESS (NUMBER AND STREET):									
		CITY:			COUNTY:			STATE:		ZIP CODE:			
				TELEPHONE FOR CONTACT:				EMAIL:					

NAME OF HIRING LOCATION:	ADDRESS (NUMBER AND STREET):											
		CITY:			COUNTY:			STATE:		ZIP CODE:		

NAICS:													DUNS:			-					-					EMPLOYER ID (IRS TAX No.)												
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INFORMATION ON EMPLOYEES

REPORT THE TOTAL NUMBER OF EMPLOYEES AND NEW HIRES WHO ARE PROTECTED VETERANS, AS DEFINED IN THE INSTRUCTIONS. DATA ON NUMBER OF EMPLOYEES ARE TO BE ENTERED IN COLUMN A AND B, LINES 1.1 THROUGH 9. DATA FOR NEW HIRES ARE ENTERED IN COLUMNS C AND D. LINE 10 IS TOTAL OF EACH COLUMN. ENTRIES IN COLUMNS C AND D, LINES 1.1 THROUGH 9 (GRAY SHADED AREAS) ARE OPTIONAL. ENTER THE MAXIMUM AND MINIMUM NUMBER OF EMPLOYEES.				
JOB CATEGORIES	NUMBER OF EMPLOYEES		NEW HIRES (PREVIOUS 12 MONTHS)	
	PROTECTED VETERANS (A)	TOTAL EMPLOYEES (B)	PROTECTED VETERANS (C)	TOTAL NEW HIRES (D)
EXECUTIVE/SENIOR LEVEL OFFICIALS AND MANAGERS 1.1				
FIRST/MID LEVEL OFFICIALS AND MANAGERS 1.2				
PROFESSIONALS 2				
TECHNICIANS 3				
SALES WORKERS 4				
ADMINISTRATIVE SUPPORT WORKERS 5				
CRAFT WORKERS 6				
OPERATIVES 7				
LABORERS/HELPERS 8				
SERVICE WORKERS 9				
TOTAL EMPLOYEES 10				

Report the total maximum and minimum number of permanent employees during the period covered by this report.

Maximum Number	Minimum Number