



The College of Staten Island  
Office of Diversity and Compliance

**RECRUITMENT PLAN**

The College of Staten Island aspires to increase the diversity of its workforce by having a diverse pool of applicants. Broad outreach to a wide audience will increase the chances that the best candidates are drawn from a diverse pool of applicants.

Please complete this Recruitment Plan along with the Recruitment Authorization Form (RAF), Committee Membership Form and Request for Recruitment Advertising Form and return to the designated recruiter. The recruiter will route the appropriate documents to the Office of Diversity and Compliance (ODC) for approval before any position may be posted.

**A. Position Information**

1. Department: \_\_\_\_\_
2. Are You Recruiting for Multiple Positions? Yes \_\_\_\_\_ No \_\_\_\_\_ If Yes, how many? \_\_\_\_\_
3. Title(s): \_\_\_\_\_
4. Rank: (specify whether tenure track for Faculty, HEO series, CLT, Research Associate title)  
\_\_\_\_\_
5. CUNYfirst Job ID # \_\_\_\_\_ (To be completed by the recruiter)
6. Specify salary range to be offered: \$ \_\_\_\_\_

**B. Timetable**

1. CUNYfirst Job Posting Issue Date: \_\_\_\_\_ (To be completed the by recruiter)
2. Anticipated closing date or number of days position will be posted: \_\_\_\_\_
3. Anticipated date for completing interviews: \_\_\_\_\_
4. Anticipated start date: \_\_\_\_\_



**C. Advertising**

As a part of our efforts to diversify the workforce at the College of Staten Island, the Office of Diversity and Compliance recommends posting jobs with institutions and professional organizations dedicated to fostering the career advancement of job candidates from traditionally underrepresented groups in higher education, e.g., the White House Initiative on Historically Black Colleges and Universities, at <http://www.ed.gov//edblogs/whhbcu/>

Please attach separate page(s) of the completed Request for Recruitment Advertising form received from the recruiter indicating the publications and journals in which this position will be advertised as well as other professional venues that target women and other underrepresented groups.

Please also attach a separate sheet if you need to provide additional information related to items 1-4 below:

1. Please indicate other professional, discipline-related journals, and/or publications, educational institutions, professional organizations and associations in which you will be advertising.

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2. Are there plans to recruit for this position at any conferences including those that target women and underrepresented groups? Please specify conference names, dates, and locations including how the position will be publicized.

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3. Indicate whether there is a plan to network with colleagues at other institutions of higher education to publicize this position.

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4. Indicate if this position will be advertised in international publications and include the names of the publications.

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**D. Job Description**

Attach the proposed CUNYfirst Job Posting or a brief job description.

**E. Organizational Chart (s)**

If this is a vacancy for a HEO, CLT or Research Associate position, please attach an organizational chart. For a replacement position, please attach a current organizational chart that indicates the vacancy. For a new position, please attach a proposed organizational chart that indicates the new position.

I attest that a good faith effort is being made to encourage women and people from underrepresented groups to apply for this position.

\_\_\_\_\_  
Signature of Department Chairperson/Department Head

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Diversity and Compliance Officer

\_\_\_\_\_  
Date