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OFFICE OF DIVERSITY, COMPLIANCE
AND EQUITY INITIATIVES

HIGHER EDUCATION OFFICER (HEO) SERIES RECRUITMENT PLAN

Division/Department Head: please complete this **Recruitment Plan** before you begin your search activities. Send the plan to the Office of Diversity, Compliance and Equity Initiatives. Once your recruitment plan has been approved, you will receive a signed copy. Please remember that a recruitment plan **must** be on file in the Office of Diversity before the job posting will be approved. At the end of the search, the Chief Diversity Officer will work with your department to complete the **HEO Certification Form**, which documents the applicant pool.

1. Job Title: _____

Department: _____

2. Recruiting for (please check one):

Higher Education Officer (HEO) _____

Higher Education Associate (HEA) _____

Higher Education assistant (HEa) _____

Assistant to Higher Education Officer (aHEO) _____

Will this be a substitute appointment? ___ No

___ Yes How long? _____

3. Text of position announcement to be attached to this form

4. How and where will this position be advertised (please be specific)? *As a part of our efforts to diversify the workforce at Baruch College, the Office of Diversity, Compliance, and Equity Initiatives recommends posting jobs with institutions and professional organizations dedicated to fostering the career advancement of job candidates from traditionally underrepresented groups in higher education.*

*CUNY and Baruch human resources websites ¹

*Insidehigheredjobs.com

*Higheredjobs.com

*Diverseeducation.com

*Hispanicoutlook.com

¹ All postings are automatically placed at these five websites. Please add any websites not covered in sections 4(a)-(d).

- a. Any professional, discipline-related journals and/or publications; educational institutions; professional organizations and associations:

- b. Any conferences, including those that target women and underrepresented groups (please indicate conference names, dates, and locations, including how the position will be publicized):

- c. Any plans to network with colleagues in other higher educational institutions (and if so, please describe):

- d. Any international publications:

5. Please provide information concerning Search Committee Members. *As a reminder, in accordance with CUNY policy, search committees should be diverse (to the extent possible) with respect to gender, race, and ethnicity.*

Identify the Search Chair and the department to which s/he belongs:

Identify Other Search Committee members and the departments to which they belong:

The Chief Diversity Officer (“CDO”) will assign a CDO Representative to your search.

6. Identify the Hiring Manager for the Search: _____

The Search Committee and the Hiring Manager will meet with the CDO prior to reviewing the resumes to discuss committee responsibilities related to compliance (the “Charge Meeting”).

* * *

I approve the Recruitment Plan set forth above and certify that my department will comply with relevant CUNY policies and with the policies and procedures established by the Baruch College Office of Diversity, Compliance and Equity Initiatives.

Department Head Signature _____ Date _____

Department Head Name _____

Chief Diversity Officer Signature _____ Date _____

Revised March 6, 2015