

## The Graduate Center Personnel Actions Review Committee Process

### **BACKGROUND:**

In response to the economic downturn brought on by the COVID-19 pandemic, the University has instituted a freeze on all new full-time and part-time personnel hiring, and all other personnel actions that result in a salary increase (other than contractual increases).

The University has set up a Vacancy Review Board (VRB) to review exceptions campuses might want to have considered relevant to the hiring freeze. Any request for exceptions that will be submitted to the VRB must first be reviewed and approved by The Graduate Center's Personnel Actions Review Committee (PARC), then reviewed and approved by The Graduate Center's President.

After a personnel action has been reviewed and approved by both PARC and the Graduate Center's President, it will be submitted to the University VRB for review. The VRB decision is final. The University VRB meets every week on Fridays; the cut off time for campus submissions to the VRB is on Wednesdays at 5:00 p.m.

### **SCOPE:**

The Graduate Center Personnel Actions Review Committee process covers recruitment, salary increase, increase in hours, reclassification and level change requests for all full-time and part-time titles, in all Graduate Center programs, units and departments.

### **PROCESS:**

#### **A. Full-Time Recruitment**

##### **1. Recruitment requests for any regular full-time position**

- a. A Recruitment Request Form for full-time positions must be completed and approved by the Vice President/Dean/Provost/President, then submitted for approval via e-mail to HRB@gc.cuny.edu with:
  - A justification memorandum that includes:
    - an explanation of the need for the position, demonstration of the direct relationship of the position to campus safety, academic excellence and retention, strategic investments, operational continuity or cost reduction, and
    - an explanation of how the program will pay for the new position without exceeding its budget for the fiscal year
  - A proposed job description
  - Current and proposed organizational charts for the department/program (you may request your department/program's organizational chart from Regina Pakh at [rpakh@gc.cuny.edu](mailto:rpakh@gc.cuny.edu) or Geraldine Powell at [gpowell@gc.cuny.edu](mailto:gpowell@gc.cuny.edu))

- A list of venues for external advertising
  - Selected CUNYfirst TAM Screening Questions (if applicable)
- b. Recruitment requests will be reviewed by PARC every other Monday.
- c. OHR will notify the Vice President/Dean/Provost/President via email about the status of recruitment requests (approved, denied or on hold) submitted during the prior review period.
- d. If the recruitment request is for a new HEO series position, OHR will first submit the request to the HEO Screening Committee for review and approval. If approved by the HEO Screening Committee, the request will be submitted to The Graduate Center's President for review. If the President approves the request, it will then be submitted to the University VRB for further review. All personnel actions are contingent on VRB's approval.
- e. OHR will notify the Vice President/Dean/Provost/President via email about the decision by the VRB (approved, denied or on hold).
- f. If the hiring manager wishes to extend a salary offer to the selected candidate, which is above the initially approved salary range or hourly rate of pay, the hiring manager must secure budget approval from PARC before doing so.
- g. If the proposed appointment receives final approval, OHR will inform all the relevant parties, and process the personnel action in CUNYfirst.

**2. Appointments for interim or substitute full-time positions without a search**

- a. A Recruitment Request Form for full-time positions must be completed and approved by the Vice President/Dean/Provost/President, then submitted for approval via e-mail at [HRB@gc.cuny.edu](mailto:HRB@gc.cuny.edu) with:
- A justification memorandum that includes:
    - an explanation of the need for the interim appointment, and
    - demonstration of the direct relationship of the position to campus safety, academic excellence and retention, strategic investments, operational continuity or cost reduction, and an explanation of how the program will pay for the new position without exceeding its current budget for the fiscal year
  - A proposed job description
  - Current and proposed organizational charts for the department/program (you may request your department/program's organizational chart from Regina Pakh at [rpakh@gc.cuny.edu](mailto:rpakh@gc.cuny.edu) or Geraldine Powell at [gpowell@gc.cuny.edu](mailto:gpowell@gc.cuny.edu))
- b. Recruitment requests will be jointly reviewed by PARC every other Monday.

- c. OHR will notify the Vice President/Dean/Provost/President via email about the status of the recruitment requests (approved, denied or on hold) submitted during the prior review period.
- d. If the substitute appointment is for a new HEO series position, OHR will submit the request to the HEO Screening Committee for review and approval.
- e. If an action is approved by the PARC, it will be submitted to The Graduate Center's President for review. If the President approves the request, it will be submitted to the University VRB for further review. All actions are contingent on VRB approval.
- f. Please note that search waivers, substitute appointments, reclassification requests, level changes and salary increase requests require additional approval by the Office of Human Resources Management at CUNY Central Office before they are submitted to VRB.
- g. OHR will notify the Vice President/Dean/Provost/President via email about the decision by the VRB. If the action is approved, OHR will extend the offer to the candidate and process the personnel action in CUNYfirst.

**B. Part-Time Recruitment**

1. An Appointment/Recruitment Request Form for part-time positions must be completed and approved by the Vice President/Dean/Provost/President, then submitted for approval via [HRB@gc.cuny.edu](mailto:HRB@gc.cuny.edu) with:
  - A justification memorandum that includes:
    - an explanation of the need for the position, and
    - demonstration of the direct relationship of the position to campus safety, academic excellence and retention, strategic investments, operational continuity or cost reduction, and an explanation of how the program will pay for the new position without exceeding its current budget for the fiscal year
  - A proposed job description
  - A list of venues for external advertising (if applicable)
2. Appointment/recruitment requests will be jointly reviewed by PARC every other Monday. OHR will notify the Vice President/Dean/Provost/President via email about the status of the appointment requests submitted during the prior review period (approved, denied or on hold)
3. After review by the PARC, the request is submitted to The Graduate Center's President for review. If the President approves the request, the action is submitted to the University VRB for further review. All actions are contingent on VRB approval.
4. OHR will notify the Vice President/Dean/Provost/President via email about the decision by the VRB. If the action is approved, OHR will proceed with the recruitment or extend the offer to the candidate and process the personnel action in CUNYfirst.

**C. Salary increases for all full-time and part-time titles:**

1. Salary increase, increase in hours (part-time titles), reclassification and level change request forms must be completed and approved by the Vice President/Dean/Provost/President and submitted for approval via email at [HRB@gc.cuny.edu](mailto:HRB@gc.cuny.edu) with:
  - A justification memorandum that includes:
    - an explanation of why the employee should be given a salary increase, increase in hours, reclassification or level change request, and
    - demonstration of the direct relationship of the position to campus safety, academic excellence and retention, strategic investments, operational continuity or cost reduction, and how the unit will pay for the new salary without exceeding its current budget for the fiscal year
  - Current and proposed organizational charts for the department/program (you may request your department/program's organizational chart from Regina Pakh at [rpakh@gc.cuny.edu](mailto:rpakh@gc.cuny.edu) or Geraldine Powell at [gpowell@gc.cuny.edu](mailto:gpowell@gc.cuny.edu))
  - A proposed job description
  - An updated CV/resume of the employee
2. Salary increase, increase in hours, reclassification and level change requests will be reviewed by PARC every other Monday. OHR will notify the Vice President/Dean /Provost/President via e-mail at [HRB@gc.cuny.edu](mailto:HRB@gc.cuny.edu) about the status of salary increase, reclassification, level change requests submitted during the prior review period (approved, denied or on hold).
3. After review by the PARC, the action is submitted to The Graduate Center's President for review. If the President approves the request, it is then submitted to the University VRB for review. All actions are contingent on VRB approval.
4. OHR will notify the Vice President/Dean/Provost/President via email about the decision by the VRB. If the action is approved, OHR will process the personnel action in CUNYfirst.

**RESOURCES:**

- The Office of Human Resources – [HR@gc.cuny.edu](mailto:HR@gc.cuny.edu) or 212-817-7700
- The Office of Finance and Administration – 212-817-7600
- Compliance and Diversity Office – [complianceanddiversity@gc.cuny.edu](mailto:complianceanddiversity@gc.cuny.edu) or 212-817-7410.
- Personnel Actions Review Committee (members: Brian Peterson, Pinar Ozgu, Patti Myatt, Dr. Martin Ruck, Kimberly McBryan)
- HEO Screening Committee (members: Les Gribben – Chair, Jennifer Furlong – Secretary, Althea Harewood, Patti Myatt, Barbara Fish, Molly Yin, Pinar Ozgu – Ex Officio, David Boxill – Ex Officio)

*Questions and/or concerns on this process may be directed to Regina Pakh at [rpakh@gc.cuny.edu](mailto:rpakh@gc.cuny.edu).*

**Encl:**

- Recruitment Request Form for Full-Time Positions

*Effective May 28, 2020*

- Appointment/Recruitment Request Form for Part-Time Positions
- Salary increase, Increase in Hours, Reclassification and Level Change Form for Full-Time and Part-Time Employees